Postgraduate Education Team
Postgraduate studies in the Department are organised, monitored and supported by a network of individuals and committees.

The Director of Postgraduate Studies
The Director of Postgraduate Studies (DPS) is Professor Michael Seckl. He has overall responsibility for postgraduate matters within the Department. He chairs the Postgraduate Education Committee, and represents the Department on a number of College committees. He also approves all the registrations, student milestones and examination entries on behalf of the Department.

Senior Postgraduate Education Administrator
Jennifer Simeon is the Senior Postgraduate Education Administrator for the Department. She coordinates the approval process for all students in the Department. All forms should be submitted to her, and any changes should be requested from Registry via her. She ensures that all forms are completed before organising approval from Professor Seckl.

PG Education Team Contact Details
Prof. Michael Seckl (Director of PG Studies)
m.seckl@imperial.ac.uk

Dr Tim Ebbels (Deputy Director of PG Studies - Research)
t.ebbels@imperial.ac.uk

Ms Alison Cambrey (Education Manager)
a.cambrey@imperial.ac.uk

Mrs Jennifer Simeon (Senior PG Education Administrator)
j.simeon@imperial.ac.uk
020 7594 1367

Address: Room 660, SAF Building
South Kensington Campus
Imperial College London
London SW7 2AZ

Other Useful Contacts
There are several different teams within the College that help administer your research degree. This includes things like ID cards, student records, and examination information. You can find the contact list here.
The Postgraduate Education Committee (PGEC), chaired by the DPS, is constituted to support all of Surgery and Cancer’s postgraduate activities. The Committee monitors postgraduate study on behalf of the College and the Graduate School, and helps to ensure that students and supervisors comply with the necessary procedures and regulations. The PGEC is comprised of the PG Education Team, the PGEC Representatives, and the Department’s Student Representatives.

To cover the wide range of research activities across various campuses within Surgery and Cancer, the PGEC has academic members from each section, called ‘PGEC Representatives’. The PGEC reps act as the first point of contact between students/supervisors and the Department, so you will come into contact with them at various points throughout your degree. They have extensive knowledge and experience of postgraduate issues, and will be happy to advise you in any aspect of your higher degree studies.

Each student is randomly allocated a PGEC rep at the start of their degree. Your rep must be included in all of your milestone assessments (ESA/LSR) to ensure the College’s examination procedures are upheld during the process. Your PGEC rep should not act as an additional supervisor, although they may offer your feedback following your milestone assessments. You have the option of switching PGEC reps should you wish to do so, so long as they are outside of your section. If you wish to switch your PGEC rep, please ensure to inform Jennifer Simeon. A list of PGEC reps can be found here.
Departmental Pastoral Support
You will all be assigned a personal tutor, who will take a role in ensuring you are settling in appropriately. This personal tutor will be a member of the Department but will be external to the Division that you are based in. You may subsequently request an alternative tutor, for example if you prefer to have a tutor of the same gender.

You can discuss matters with your personal tutor that you would prefer not to raise with your own supervisor. However, they are not to be used as another supervisor, as they are different from your section and are unable to give you specific help with your projects.

You are strongly encouraged to arrange to meet your personal tutor within two months of your start date. You can use the Induction Form to help break the ice with your personal tutor, which contains useful questions to ensure you’ve made a good start to your degree and can be found here. Following your induction period, you can arrange to meet your personal tutor annually but you may wish to meet more regularly. It is not a requirement of the degree for you to meet with your personal tutor, but rather they should be utilised as a means of pastoral support.

Discussions you have with your tutor will remain confidential unless you have indicated that you would be happy for the DPS or other part to be informed. Any feedback on the performance of the Department (policies, procedures, etc.) should be submitted confidentially on the Form for Raising Student Concerns in the first instance.

Non-Departmental Pastoral Support
Advice Centre
The Advice Centre offers advice and support on a wide range of issues. Imperial College Union runs the Centre independently of the College. The Student Advisor provides free, confidential, independent advice on welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

Student Counselling Service
At South Kensington, Student Counsellors are available to any student who would like to talk confidentially about any personal issue, e.g. study difficulties, loneliness, anxiety, depression,
relationship issues, bereavement, sexuality. There are both male and female counsellors. They also deliver workshops on relaxation, self-esteem, and mindfulness. Further information about the Student Counselling Service can be found online.

**Mental Health Advice Service**

Student Mental Health Advisers (SMHA) are available to provide support for students who may have had, or are experiencing moderate to severe or enduring mental health difficulties. Students need to be referred by a member of College staff, with the student’s permission, in order to be seen by the SMHAs. The SMHAs are unable to take self-referrals from students or their family and friends.

**Faculty Senior Tutors**

The Faculty Senior Tutors have responsibility for ensuring the delivery of consistent, high quality support for students in their personal, general academic and professional development. They work with departments and Postgraduate Tutors to ensure students are adequately supported and appropriate College processes are implemented. The Faculty of Medicine Senior Tutor is Dr Jeffrey Vernon.

**Student Space**

The Student Space provide students with helpful information on maintaining a healthy work-life balance, about dealing with isolation, homesickness, stress, family issues, personal issues, identity, and perfectionism, amongst other things.

**Chaplaincy Multi-Faith Centre**

The Chaplaincy Multi-Faith Centre is made up of a team of Buddhist, Christian, Hindu, Jewish, and Muslim Chaplains and Faith Advisers. They have their own building on the South Kensington Campus, and many different groups use the space for discussion, worship, meditation and social meeting. They run mindfulness meditation classes, offer one-to-one support for personal and faith concerns, and can provide information on local places of worship.

**Graduate School**

The Graduate School deliver stress management workshops for research students in partnership with colleagues in the Student Counselling and Mental Health Advice Service. They also provide coaching and one-to-one development support.
Chapter 2

Introduction
Doctoral Proposition
Imperial College London will:

Provide a world-class research programme
• focused on performing cutting-edge research that makes a significant contribution to the knowledge base
• throughout which internationally-acclaimed academics support, inspire and challenge you as you develop into an independent researcher
• in a vibrant and diverse community united by the aims of advancing the frontiers of science, technology, medicine and business, and addressing key economic and societal challenges

Provide innovative and effective professional development
• equipping you with skills to increase your research and personal effectiveness that gives you an insight into a wide range of career opportunities
• helping to ensure that you have the necessary attributes to excel in your chosen career

Deliver outstanding networking opportunities
• providing access to the elite international research community
• that arise from our extensive engagement with industry and business
• by organising a wide range of interdisciplinary meetings and social events within the College

Offer life-long membership of the Imperial community
• supporting you as a student and afterwards as an alumna/us
• enabling you to share your professional advice and experience with future students enabling you to share your professional advice and experience with future students
‘Our Principles’
The guiding principles of the Imperial community were developed by academic and support staff in partnership with undergraduate and postgraduate students. These principles are defined below and further expanded here.
The Department of Surgery and Cancer is a multi-disciplinary department led by Professor Jeremy Nicholson and is located across multiple campuses. It is one of the 4 Departments that make up the Faculty of Medicine at Imperial College London.

The department aims to innovate, develop and apply new translational technologies, partnerships and approaches to enhance medical and surgical diagnostics/prognostics, clinical decision-making and improve patient safety. It also aims to understand and model gene-environment-diet interactions in relation to personalised healthcare problems, patient stratification and general population disease risks.

The Department has four Divisions:

- **Division of Cancer** led by Professor Iain McNeish
- **Division of Integrated Systems Medicine and Digestive Diseases** led by Professor Elaine Holmes (Head) and Professor Mark Thursz (Clinical Director)
- **Institute of Reproductive and Developmental Biology** led by Professor Phil Bennett
- **Division of Surgery** led by Professor George Hanna

The Department is also closely interlinked with the Institute of Global Health Innovation led by Professor the Lord Ara Darzi. Research students based in the Institute are usually registered with the Department of Surgery and Cancer and hosted in one of our Divisions.

For further details of all the research carried out in the Department please see our Research webpages.
Departmental Induction

The Department organises Induction Days throughout the year for all new research students in the Department. The Departmental Induction provides a general overview of your research degree, covering topics such as course structure, expectations, support resources, etc.

As the Departmental Induction Days are spread out throughout the year, it may be some weeks/months before you actually have an introduction to the course and the Department. Therefore, you are strongly encouraged to organise a meeting with Jennifer Simeon as soon as you start your research degree, so that you can discuss the structure and expectations of the course to ensure you are successful throughout your study period.

Divisional Induction

At the start of your research degree, you should go through a formal induction with your supervisor and/or someone from your research group. This should cover things like a lab induction, health and safety induction, and other logistics (like building access, catering facilities, etc.). Please liaise with your supervisor before the start of the course to request an induction meeting when you start your research degree. It is strongly recommended that you do not start your research degree until you have completed a formal induction.

Staff-students are reminded that, although an induction may have been conducted at the time of employment, it is also strongly encouraged to have an induction specific to your research degree as there are additional expectations.

More detailed information on Induction can be found here.
Welcome from Professor Sue Gibson, Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional skills development courses and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional skills courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the Master’s 360 competition. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

Sue Gibson
Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development. Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers. We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses. I encourage you to explore and engage with the diverse range of opportunities on offer from graduate school and I wish you well in your studies.

Janet De Wilde

Mission Statement
The Graduate School plays a key role in supporting the postgraduate student experience as well as in education policy and strategy development. The Graduate School enriches the postgraduate student experience via a tailored programme of professional skills training, cohort building and coaching which enhances the professional impact of Imperial students and helps to ensure that their personal ambitions are realised. In partnership with other stakeholders, the Graduate School provides opportunities for students to meet each other at social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups.
Welcome from Luke McCrone, Graduate Student Union (GSU) President

I am delighted to be able to welcome you to Imperial College and to introduce you to the Graduate Students’ Union (GSU). The GSU ultimately serves to represent you as a postgraduate student and to ensure you have the most fulfilling and enjoyable time possible at Imperial.

The GSU is a university-wide representative body for postgraduate students with a committee comprised of democratically elected postgraduate students. The GSU works to support students on welfare fronts, represent students on educational matters by working with you to voice your concerns to College/departments, whilst also hosting recreational events throughout the year.

Imperial College London is undoubtedly a world-class institution with unique strengths in both teaching and research. Having been an Imperial student for 5 years myself I can fully appreciate that the university is nothing more than the people that comprise it – you’re among some of the brightest minds in the world and Imperial welcomes your contributions and enthusiasm in every sense! I encourage you to make the most of being a valued member of the Imperial community.

I hope you have a fantastic time here at Imperial and manage to take advantage of the richness of opportunity that awaits you. If you have any questions at this stage, then please do get in touch.

Luke McCrone, GSU President 2017/18
gsu.president@imperial.ac.uk
Hello and Welcome to Imperial!

This marks the next chapter in your learning and you've made a fantastic choice by choosing Imperial. Nestled in West London, Imperial offers a diverse experience for all our students. We really do have something for everyone! Imperial College Union is here for all your needs during your studies and beyond.

Imperial College Union is led by students, for students. We have five Officer Trustees who are all students taking time out of their studies to represent you. You too can get involved by standing in our autumn elections for one of our volunteer roles or joining a club, society or project.

We have over 375 clubs and societies for you to get involved in—this is your opportunity to try something new. We run your academic and wellbeing representative networks as well as help with student-led campaigns on issues that matter to you. We offer a wide range of volunteering opportunities and have an entire team dedicated to your development.

No matter what problems you have or opportunities you are looking for, Imperial College Union is here to help. We're located on Level 2 in Beit Quadrangle or you can check out our website for more information.

Have a wonderful year!

Alex Chippy Compton
Whether you are studying for a PhD or an MD(Res) there are a number of milestones that you must complete in order to fulfill the requirements of your degree. The purpose and content of these milestones will be explained in more detail in Chapter 4. Full-time milestones are given in the table below:

Please note there are four types of registration for students within the Department:

- Full-time research students - students have 48 months to complete their research and submit their thesis
- Staff-students* - members of staff from Imperial College London will be registered with a part-time status but will follow full-time milestones (unless specifically requested), and be expected to submit within 48 months
- Hospital staff-students* - members of staff from Trusts associated with Imperial College London will be registered with a part-time student status but will follow full-time milestones unless specifically requested), and be expected to submit within 48 months
- Part-time research students - students can choose to study on a part-time basis, and must submit an ICB Form at the point of application for your status to be changed (can be requested from Jennifer Simeon). The early stage assessment and late stage review deadlines will vary but are usually 1.5x the timings listed on the previous table. The maximum submission deadline becomes 72 months.
You will have been sent an exact timeline once you have fully registered as a student, but please contact Jennifer Simeon if you would like another copy.

**Minimum Registration**

As well as a maximum period of registration, there is a minimum period of time where you must be registered with the College if you wish to complete your studies. The table below shows the minimum periods of registration along with the maximum time for submission.

<table>
<thead>
<tr>
<th></th>
<th>Minimum Registration</th>
<th>Maximum Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time PhD or MD(Res)</td>
<td>24 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Imperial College Staff or Imperial-affiliated Trust Staff PhD*</td>
<td>33 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Imperial College Staff or Imperial-affiliated Trust Staff MD(Res)*</td>
<td>24 months</td>
<td>48 months</td>
</tr>
<tr>
<td>True part-time PhD or MD(Res)</td>
<td>48 months</td>
<td>72 months</td>
</tr>
</tbody>
</table>

For staff-students undertaking a PhD, your minimum registration period (33 months) reflects the earliest you can submit your thesis. However, please note due to College policy, the earliest you can enter into writing up status is 36 months of registration. Therefore, if you do not wish to submit at 33 months, please consider if your staff contract covers the 3 month gap between 33-36 months before you can enter into writing up status (as this will affect your tuition fees).

*Imperial College staff or Imperial-affiliated Trust staff may instead opt to register with true part-time milestones depending on the time your are able to commit to your research. In this instance, you must flag this up with Jennifer Simeon by completing the appropriate ICB Form.
Imperial Mobile App

[Imperial Mobile](#) is a mobile app enabling students to access College information and services anytime, anywhere.

The Imperial Success Guide - Research Students

[The Success Guide](#) offers you advice and resources to excel at Imperial College London.

Key Dates

Christmas/New Year (closure dates)
Monday 25 December 2017 until Friday 29 December 2017; and Monday 1 January 2018

Easter (closure dates)
Thursday 29 March 2018
Friday 30 March 2018
Monday 2 April 2018
Tuesday 3 April 2018

Postgraduate Awards Ceremonies
Wednesday 2 May 2018

Bank Holidays
Monday 7 May 2018
Monday 28 May 2018
Monday 27 August 2018

Imperial Festival and Alumni Weekend
Saturday 28 April – Sunday 29 April 2018

Campus Information

For a list of all the campus maps, please visit the [Visit Imperial website](#).

Information about the accessibility of our campuses is available online through the [DisabledGo access guides](#).
Chapter 3

The Milestones
PhD
The programme of study for a PhD should:

• include a period of sustained in-depth study of a specific topic during which the student will identify new areas in, questions about, approaches to the topic

• provide an opportunity for the student to enlarge his or her knowledge of the broader subject area and to study both the theoretical foundations and specific techniques of the subject

• require the student to uncover and critically examine background work on their topic

• provide the student with the stimulus required to develop original and creative research

• give the student an opportunity to develop skills in making and testing hypotheses, planning and conducting experiments or making observations, to discover new facts, contribute new insights, or develop innovative applications of known science and technology

• provide an opportunity for the student to develop skills in writing and in the presentation of their research

MD(Res)
An MD(Res) is aimed specifically at students in clinical practice. The course of study will provide students the opportunity to develop:

• the ability to recognise and validate problems original, independent and critical thinking and the ability to develop theoretical concepts

• a knowledge of recent advances within the field in related areas

• an understanding of research methodologies and techniques and their appropriate application within the research field
• the ability to critically analyse and evaluate the research findings and those of others

• an ability to summarise, document, report and reflect on progress

• it is expected that students will make a substantial contribution to knowledge in their clinical area, normally leading to published work

**NB:** The PhD and MD(Res) are both equal at NVQ Level 8, therefore one should not be considered a lesser degree than the other. The main difference is that the MD(Res) concerns research that is more clinically-based and produces a slightly shorter thesis.
All students must register with the Department and the College. This includes regular students, students who have already been awarded funding, staff-students, etc. Until you have received confirmation of your registration you are not a registered student and you cannot carry out any research related to your degree. Your proposed start date should not be confused with your registration date as there may be delays during the registration process.

Once you have received an offer, you will need to log on and accept your offer by logging on to your Student e-Service. From here you can view any outstanding conditions of your offer, which you will need to complete prior to registering. Once you have met your conditions, you will be asked to register online using the Student e-Service.

Re-registering each academic year
The academic year starts on the first Monday of October. You will be asked to re-register by this date every year, in order to remain a registered student. This includes new students as well - for example if you started in and registered on August 2017 you would still need to re-register in October 2017.

Keeping your student record in good standing
Please note that you are responsible for keeping your student record up-to-date. You must let us know immediately if you wish to do things like take an interruption of studies, switch supervisors, transfer to part-time studies, etc. Please note that...
the Department cannot backdate requests to amend your student record, therefore it is imperative that you let us know at the time of the change.

To update your contact details or provide your bank details if being paid a bursary, you can do this by logging into Student e-Service.

**Staff-students**
Please note that you have two separate records - one as a member of staff and one as a student. Changes that need to be made to your records, must be made to both sets. For example, if you inform HR you are going on parental leave, you must also let the Education Team know this information so we can keep your student record in good standing.

Please also note that your staff contract is tied to your student record. You are also responsible for letting us know about any changes to your contract (e.g. extensions) so that you will continue to receive the staff tuition fee discount. Please communicate all information to Jennifer Simeon so your student record can be kept in order.

**Bursary Payments**
If you are in receipt of a bursary, you must complete the online registration process before you can receive a bursary payment. Once you’ve registered online, please upload your banking details using the Student e-Service. Your Divisional Finance contact will also need to submit a bursary form for you in order to be paid. We recommend to follow this up at the point of registration. A list of contacts can be found here.

**Building Access**
Access to College buildings is determined by your registration. If you are not currently a registered student, you access to buildings will be restricted. Some buildings require special access. To request access to these buildings, please refer to the appropriate person in your Division who can be found here.

**Safety Inductions, Security, Building Access and Risk Assessments**
During your first week at College you will need to complete an iCARE Safety Induction with a Safety Advisor which will be arranged by your supervisor; this will act as your basic induction to Imperial College and allow activation of your security card.

You will then need to enrol in an online training course called MOST (Month One Safety Training), this course introduces the safety organisation in Imperial College and provides you with information about Security and who to contact in an emergency. Please take careful note of this information as the College has many different types of buildings on each Campus. Please also be aware of safety and security when travelling in London.

The MOST course also shows you how to identify hazards you may find during your time in College and how to assess and
control any risks that may exist in your work.

Please note that there are specific regulations concerning Lone Working in laboratories and working elsewhere or off site on College business. Students must attend the iCARE safety induction at the beginning of the Autumn Term and any others which may be arranged throughout the year – watch the notice boards and information from your course organisers and remember if you do not attend safety courses your access to laboratories and project start dates may be delayed.

If you are working in laboratories and areas which are not low risk there will be local inductions to your work space, this will allow you to use specific items of equipment and will include the need to complete risk assessment training. This training course, which is termed RAFT (Risk Assessment Foundation Training) is organised through the College Learning and Development Centre.

Students concerned about any safety matter or in need of advice should contact their Departmental of Sectional Safety Adviser. All students and staff are responsible for their own safety and for that of their colleagues. Please always report any accidents or ‘near-misses’ to a safety adviser so that appropriate action can be taken to prevent any harm occurring to others.

A list of Health and Safety contacts can be found here.

**ID Cards and Security**

Once you have completed your online registration you will be able to pick up your Imperial College ID card. Instructions on how to obtain your ID card can be found [here](#).

You should carry your card with you at all times when on College property. As well as proving identity, they operate ‘swipe’ locks for access to your departmental and library facilities.

**Occupational Health**

The College’s [Occupational Health Service](#) provides services to protect health at work, assess and advise on fitness for work and to ensure that health issues are effectively managed. The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.
The early stage assessment is to determine your ability to perform research and whether registration for the PhD or MD(Res) degree should continue. The assessment of performance is completed by 9 months after initial registration. A reminder will be sent to you prior to the deadline, therefore there is no excuse to submit your ESA past the deadline.

**Selecting your Examiners**

You will need to determine your examiners at least 6-8 weeks’ prior to your assessment date. Your internal examiner should be someone from your section. Your external examiner should be anyone outside of your section (but can still be within Imperial). Please note that the College do not reimburse travel costs for external examiners for milestone assessments (only for your final viva). Therefore, please bear this in mind when selecting your external examiner. Your supervisor can help you to identify the examiners, however you will need to organise the ESA date yourself.

**Organising the ESA Viva**

It is imperative for the following attendees to be present at your viva:

- One internal examiner

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**Forms Required:**

- Confirmation of Examiners (Form 3)
- Early Stage Assessment (Form 4)

**Timing:**

- Viva completed by end of 9 months
- Forms to be returned to Jennifer Simeon
• One external examiner
• Your PGEC Rep
• At least one of your supervisors

You are required to contact your ESA attendees at least 6 weeks prior to your ESA deadline in order to set a date. We recommend to use something like Doodle poll to help with this task. If one of your examiners is a member of the PGEC then an additional representative is not required. If any of these 4 attendees are not present, you will be requested to re-sit your ESA viva.

Format of the Report

• You should submit your report to your examiners at least one month before your assessment, but it is worth clarifying with them to see if they would like to receive it beforehand.
• Your report should be 20-30 pages in length (please note the examiners will not read anything beyond this page limit so please ensure you adhere to it).
• Please include a literature review, results to date and a plan for future work.

Oral Presentation

• The presentation of your work should last 10-15 minutes in length (roughly 15 slides);
• Followed by roughly 20 minutes of questions by the examiners;
• Followed by 20 minutes of discussion amongst the examiners and feedback to the student.

Once your viva is completed, ensure to get the ESA form signed off by the 4 attendees and return them to Jennifer Simeon as a single word or .pdf document.

Possible Outcomes

• Pass and progress with PhD Registration
• If undertaking an MD(Res), it may be decided your research is more suitable for a PhD. In this instance, it must be clearly agreed at the time of assessment and marked on the ESA paperwork.
• Re-Submit - if you have not demonstrated sufficient progress, you will be given specific targets by your assessors which must be met within the next 2 months. A resubmitted report and examination (if required) must be completed by 11 months.
• MPhil - it may be decided at this point that it would be more suitable for you to study for an MPhil award.
• Fail/Withdraw - it may be decided at this time that the best option would be to withdraw from the course.
Chapter 3: Section 4

Late Stage Review (LSR)

<table>
<thead>
<tr>
<th>Milestone</th>
<th>PhD Deadline</th>
<th>MD(Res) Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>8 weeks prior to</td>
<td>8 weeks prior to start</td>
</tr>
<tr>
<td></td>
<td>start date</td>
<td>date</td>
</tr>
<tr>
<td>Registration</td>
<td>0 months</td>
<td>0 months</td>
</tr>
<tr>
<td>Early Stage Assessment</td>
<td>9 months</td>
<td>9 months</td>
</tr>
<tr>
<td>Late Stage Review</td>
<td>18-24 months</td>
<td>18 months</td>
</tr>
<tr>
<td>Exam Entry</td>
<td>44 months</td>
<td>44 months</td>
</tr>
<tr>
<td>Thesis Submission</td>
<td>48 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Viva Examination</td>
<td>51 months</td>
<td>51 months</td>
</tr>
<tr>
<td>Corrections to thesis</td>
<td>Determined by examiners</td>
<td></td>
</tr>
</tbody>
</table>

The Late Stage Review (LSR) is a second review of your progress during your research programme. The purpose of this review is to ensure that you have enough results (e.g. experimental data, novel material, analysis etc) and planned future work to complete your PhD or MD(Res). The reviewers will provide guidance on any required further work, and areas to focus on.

**Selecting your Examiners**

Where possible, the assessors for your LSR should be used again, as this provides consistency throughout your degree. However, if this is not possible then new assessors should be determined at least 6-8 weeks’ prior to your assessment date. Your internal examiner should be someone from your section. Your external examiner should be anyone outside of your section (but can still be within Imperial). Please note that the College do not reimburse travel costs for external examiners for milestone assessments (only for your final viva). Therefore, please bear this in mind when selecting your external examiner. Your supervisor can help you to identify the examiners, however you will need to organise the LSR date yourself.

**Forms Required:**

- Confirmation of Examiners (Form 5)
- Late Stage Review (Form 6)

**Timing:**

Viva completed between 18-24 months
Forms to be returned to Jennifer Simeon
Organising the LSR Viva

It is imperative for the following attendees to be present at your viva:

- One internal examiner
- One external examiner
- Your PGEC Rep
- At least one of your supervisors

You are required to contact your LSR attendees at least 6 weeks prior to your LSR deadline in order to set a date. We recommend to use something like Doodle poll to help with this task. If one of your examiners is a member of the PGEC then an additional representative is not required. If any of these 4 attendees are not present, you will be requested to re-sit your LSR viva.

Format of the Report

- You should submit your report to your examiners at least one month before your assessment, but it is worth clarifying with them to see if they would like to receive it beforehand.
- Your report should be 4 pages in length (excluding references and figures).
- The report summary must be fully referenced, and should focus on results obtained, interpretation and future work.

Once your viva is completed, ensure to get the ESA form signed off by the 4 attendees and return them to Jennifer Simeon as a single word or .pdf document.

Possible Outcomes

- Followed by roughly 20 minutes of questions by the examiners;
- Followed by 20 minutes of discussion amongst the examiners and feedback to the student.
- You should start by describing the progress which has been made as well as conclude with a plan of future work through to submission.
- The purpose of the review is to confirm that the student:
  a) has an adequate understanding of the research problem.
  b) has a critical awareness of the relevant literature on the subject.
  c) has a realistic research plan and schedule.
- If undertaking an MD(Res), it may be decided your research is more suitable for a PhD. In this instance, it must be clearly agreed at the time of assessment and marked on the LSR paperwork.
- Re-Submit - if you have not demonstrated sufficient progress, you will be given specific targets by your
assessors which must be met within the next 3 months. A resubmitted report and examination (if required) must be completed by 21 months for MD(Res) students and 27 months for PhD students.

- MPhil - it may be decided at this point that it would be more suitable for you to study for an MPhil award.

- Fail/Withdraw - it may be decided at this time that the best option would be to withdraw from the course.
Once you have finished all your experimental work and/or data collection, and you have completed your minimum registration period, you are required to enter into “Writing Up Status”.

There are four options for you when you complete your minimum registration period.

1. If you have not completed all your experimental/data collection work, then you must remain a registered student. Fees will be charged on a pro-rata basis for the period you wish to extend your status by. If you are sponsored by a 3rd party, we will need to see evidence that the funder is willing to pay for the extra fees.

2. You can enter “Continuing Research Student (CRS)” status. This will allow you to maintain access to your email, VPN connection, building access and library access. You will remain a registered student and therefore be eligible for things like student Oyster card and Council Tax Exemption. Whether you will be able to maintain your current workspace will have to be negotiated with your Centre Administrator.

3. To enter into CRS you will pay a £200 fee, and you can remain in this status up to 12 months or to your submission deadline whichever is sooner. This £200 fee will be invoiced to you directly unless you tell Jennifer Simeon otherwise at the time of entering the status.

4. If you do not advise us of what you intend to do at the end of your minimum registration period, your student registration lapse completely. You may lose access to ICT, facilities and/or VPN and online library access. It can be a very time consuming, lengthy process to get your student record back in order once your registration has lapsed. Therefore, it is strongly recommended to avoid this option at all costs.

Please note, no experimental work or data collection can be completed once you enter CRS or WUAC status. Your supervisor must agree to you entering either status by completing the Writing Up Form.
For further information please see the Registry pages on writing up.
Chapter 3: Section 6

Examination Entry and Thesis Submission

<table>
<thead>
<tr>
<th>Milestone</th>
<th>PhD Deadline</th>
<th>MD(Res) Deadline</th>
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</thead>
<tbody>
<tr>
<td>Application</td>
<td>8 weeks prior to start date</td>
<td>8 weeks prior to start date</td>
</tr>
<tr>
<td>Registration</td>
<td>0 months</td>
<td>0 months</td>
</tr>
<tr>
<td>Early Stage Assessment</td>
<td>9 months</td>
<td>9 months</td>
</tr>
<tr>
<td>Late Stage Review</td>
<td>18-24 months</td>
<td>18 months</td>
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<tr>
<td>Exam Entry</td>
<td>44 months</td>
<td>44 months</td>
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<tr>
<td>Thesis Submission</td>
<td>48 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Viva Examination</td>
<td>51 months</td>
<td>51 months</td>
</tr>
<tr>
<td>Corrections to thesis</td>
<td>Determined by examiners</td>
<td></td>
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</tbody>
</table>

Thesis submission is at a maximum of 48 months from registration (for full-time students). This means that your finalised thesis must be submitted to the College by this deadline.

Examination Entry Forms
To allow the College to approve your examiners for your viva, you must complete exam entry paperwork at 44 months at the very latest, and at least 4 months before you plan to submit if you are submitting early.

The form required is:
- Examination Entry Form

You must agree with your supervisor who they would like your examiners to be, and return the completed form electronically to Jennifer Simeon. This will then be assessed by the DPS, before submitting to the Research Degrees team in Registry for final approval.

The examination entry forms have a life of 18 months. If your thesis has not been submitted within this 18 month period, then a new set of paperwork must be completed.

Examiner Eligibility
The following regulations regarding the selection of examiners apply to Imperial College degrees:
• No supervisor, mentor or anyone who has played a significant advisory role in the candidate’s research may be appointed to examine

• No one who has held a grant jointly, published any papers jointly, jointly supervised or is part of the line management chain of one of the student’s supervisors within the last 5 years may be selected as an examiner

• The internal examiner should have previously examined a University of London (including Imperial College London) research degree. Otherwise, he/she must have supervised a research student to completion and assessed at least 3 ESA and/or LSR examinations.

• Honorary staff affiliated to Imperial College London are considered internal examiners

• Although not recommended, someone involved in the student’s ESA and/or LSR may examine the final thesis. In this situation, this must be stated on the examination entry form

• Former Imperial College employees or students may not serve as the role external examiner until 4 years have elapsed since the left their College’s employment and all students in the research group at the time they left have obtained their research degrees

• External examiners may be drawn from academia, industry or other professions. Please note that the College will reimburse travel costs for external examiners at a maximum of £300 per viva. Therefore, anything in excess of this will need to be covered by your supervisor and/or Division.

• The overuse of individual examiners should be avoided.

• To discuss a borderline case, or where there are no possible examiners in a particular field who meet the above criteria, please contact Jennifer Simeon.

Examiner Approval

Once your examiners have been approved by the College (please note this can take up to 4 months especially at busy periods), two emails will be sent by the Research Degrees team:

1. You will be sent an email to confirm the title of your thesis (this is the title you entered on your examination entry form). Please note that your final submission must have exactly the same title as this. This will be titled “Exam Entry and Thesis Title Confirmation”.

2. Your examiners will be sent an email confirming they have been nominated as external examiners. Your supervisors and whoever you nominated as the person to organise your viva will also be copied into this email.
This will be titled “IC- PhD(MDRes) Examiner Confirmation”.

**Thesis Submission**

Once your thesis is finalised, you will have to submit this to the College via [www.ethesis.co.uk](http://www.ethesis.co.uk) If the examiners have confirmed to the College that they are happy to examine, once your thesis is submitted it will be forwarded to them so they can prepare for the viva.

Further information about formatting, etc. can be found on the [Research Degrees webpage](http://Research Degrees webpage).
### Viva Examination and Corrections

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<tr>
<th>Milestone</th>
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<td></td>
</tr>
</tbody>
</table>

The viva examination should take place 1-3 months after submission, but this is at the discretion of the examiners. Viva examinations should take place on one of the College campuses, and if you wish for it to be held on non-College premises then permission must be sought in advance.

The supervisor(s) are allowed to attend your viva but only if you provide permission on the examination entry form. Nobody else, besides the examiners, should be present at the viva.

The examiners and your supervisors will have been sent the appropriate forms to complete for your viva. However, if they cannot find the forms, [Jennifer Simeon](mailto:jennifer.simeon@college.edu) will also have a copy that she can forward on.

The Graduate School offer a few online learning resources to help you prepare for your viva, which can be accessed [here](#).

**Possible outcomes:**

- Thesis is approved with **no changes** and the degree is awarded.

- Thesis is approved with **minor corrections**. Your internal examiner will get back to you with a list of corrections. If you do not receive the list shortly after your viva, please chase this up with both your internal examiner and supervisor. You will have 3 months from the point you receive the corrections list to make the necessary
amendments. When the corrections have been made, you can submit the revised thesis directly to the internal examiner. Once the examiner has approved the corrected thesis, the students can submit the final copy to Spiral.

- If your viva requires **major corrections** you will need to go through the Referral process. You will be asked to re-submit your thesis to Spiral within 18 months with major revisions. You must not submit your revised thesis directly back to your examiners. A further viva may or may not be required (this is at the examiners’ discretion).

- You can be awarded an MPhil award, with no changes.

- You can be asked to submit minor changes within 3 months for the award of an MPhil.

- You can be asked to resubmit major changes to the thesis within 18 months for the award of an MPhil.

- It can be recommended that you do not submit your work for an award.

**What happens after the viva?**

- The examiners are expected to provide two reports to the College. The first is their preliminary reports based on the viva, the second is their final joint report. Candidates will always receive a copy of this joint report, but it is at the examiners’ discretion whether they allow the preliminary report to be forwarded or not.

- Once the required changes are made to the examiners’ satisfaction, they will confirm these to the Research Degrees team. You will be sent instructions on how to upload your final thesis into Spiral.

- Your degree will be conferred, usually on the 1st of the month following final submission.

**Final Thesis Upload**

College policy states that all final theses are to be made publicly available via the Spiral repository. Where theses contain vulnerable intellectual property (e.g. patents under application, unpublished material etc.) it may be necessary to request that a restriction be placed on a thesis. The thesis declaration form submitted at the time of submission enables you and your supervisor to request a particular length of embargo. More information on requesting an embargo can be found on the Open Access page. The link to upload your final thesis can be found here.
Chapter 4

Other Requirements
All students who register with Imperial College London for a research degree will be expected to complete a number of courses as part of their wider learning.

Professional Skills Courses

The Graduate School provide a number of courses for research students.

If you are completing a research degree (PhD or MD(Res)), there is a minimum requirement for you to complete before your Early Stage Assessment. Please see the Graduate School website for further details of minimum requirements and online booking.

Other courses can be taken throughout your degree free of charge. There are courses aimed at different stages of your degree.

Plagiarism Awareness

All students must complete a plagiarism awareness course. This is an online course and joining instructions can be found here. This course must be completed by your Early Stage Assessment. If you have completed a Master’s course at Imperial and have already completed this then you will be exempt from this. More detailed information on plagiarism can be found on the Academic Governance webpage.
The Department recognises the need to monitor the progress of PG students and your projects throughout the period of study. In order to facilitate this, you must complete a 6 month appraisal form with your principal supervisor.

The Department will send you a reminder to complete these. Forms should be returned to Jennifer Simeon.

You may choose to submit a confidential report in addition to the standard report. This confidential report allows you to raise issues that you would prefer not to discuss with your supervisor. The Senior PG Education Administrator (Jennifer Simeon) will discuss the reports with the Director of PG Studies. Where the supervisor is the Director of PG Studies, the report will be taken to the Director of Education for the Department. You can choose to discuss the form in more detail with any of the Education team at any time.
When you applied for your place, you would have been asked to provide evidence of your English language ability. The College’s English Language Requirements can be found here.

If English is not your native language, as part of your offer you will also be assessed by the College’s Centre for Academic English once you have registered and arrived at the College. The English language assessment is not a formal assessment that will count towards your degree. Rather, it is used to serve as a way for the College to support your English language development throughout the course of your degree.

After this assessment you may be asked to attend internal classes (free of charge), and you may be asked to have a further assessment as you progress through your studies. This is to ensure that you are able to carry out your research successfully, and are properly prepared to write your thesis and defend it in the viva voce examination.
The Department, College and Union are committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

If you wish to raise an issue, please complete the confidential Form for Raising Student Concerns, which will be addressed by the Education Team in the first instance.

### Graduate Students’ Union

The Graduate Students’ Union is the postgraduate arm of Imperial College Union, and is concerned primarily with the affairs of all postgraduate students at Imperial.

### Imperial College Union

Imperial College Union is devoted to the educational interests and welfare of its members. All students at Imperial are members of Imperial College Union.

### Student Representation

Student representatives are recruited from every department to gather feedback from students to discuss with staff. Your 2017/18 student representative are:

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Section</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mina</td>
<td>Adam</td>
<td>Surgery</td>
<td><a href="mailto:m.adam15@imperial.ac.uk">m.adam15@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Marine</td>
<td>Leterre</td>
<td>CSM</td>
<td><a href="mailto:m.letertre16@imperial.ac.uk">m.letertre16@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Samuel</td>
<td>Adegbola</td>
<td>Staff-student</td>
<td><a href="mailto:s.adegbola16@imperial.ac.uk">s.adegbola16@imperial.ac.uk</a></td>
</tr>
<tr>
<td>James</td>
<td>Butterworth</td>
<td>Staff-student</td>
<td><a href="mailto:james.butterworth12@imperial.ac.uk">james.butterworth12@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Neil</td>
<td>Slaven</td>
<td>Staff-student</td>
<td><a href="mailto:n.slaven15@imperial.ac.uk">n.slaven15@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Alexander</td>
<td>Cocker</td>
<td>IRDB</td>
<td><a href="mailto:a.cocker15@imperial.ac.uk">a.cocker15@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Sarah</td>
<td>Sayers</td>
<td>IRDB</td>
<td><a href="mailto:sarah.sayers15@imperial.ac.uk">sarah.sayers15@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Tim</td>
<td>Hoogenboom</td>
<td>Digestive Diseases</td>
<td><a href="mailto:t.hoogenboom13@imperial.ac.uk">t.hoogenboom13@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ieva</td>
<td>Eringyte</td>
<td>Cancer</td>
<td><a href="mailto:i.eringyte15@imperial.ac.uk">i.eringyte15@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

If you wish to know more about the role, or are interested in becoming a student representative, please contact Jennifer Simeon.
**Staff-Student Committee**

The Postgraduate Education Committee (PGEC) acts as the staff-student committee for the Department. It is designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. To view the College’s guidelines for good practice of staff-student committees, please visit the [website](http://example.com).

**College Surveys**

Your feedback is important to your department, the College and Imperial College Union. Whilst, there are a variety of means to give your feedback on your Imperial experience, don't miss your opportunity to express your views in the national [Postgraduate Research Experience Survey (PRES)](http://example.com) in Spring 2019.

General information on student feedback can be found [here](http://example.com).
It is possible for you to change the type of registration that you have.

**Full-time to Part-time or vice versa**
If you are currently registered as full-time (or part-time) and wish to change to the other registration type, you will need to complete an ICB form. You will need to put the date of commencement of the change. *This must be done before you wish to change your registration, as switching registration status cannot be backdated.* Your milestones will change accordingly and you will be updated of your new milestones.

Please note you can only change your registration if you are still within your minimum period of registration.

**MD(Res) to PhD**
Some clinical students start with an MD(Res) registration and at the Early Stage Assessment or Late Stage Review, the examiners feel that there is enough data for you to work towards a PhD.

Please note that this is a one-time switch, and therefore you cannot switch from MD(Res) to PhD and then back again at a later date. This decision is also based on the research project and whether the project is appropriate for a PhD.

To request this change, your supervisors and examiners must write an email to Jennifer Simeon explaining the reason for the change and she will organise a change in registration.
We understand that there are certain circumstances which hinder you from progressing with your studies at that particular time. This includes circumstances related to health, finance, parental duties, personal, and work commitments (amongst several others). For these situations, it is possible to take an interruption of studies for an agreed period of time. During this period your student status is effectively frozen and then restarts when you return.

It is imperative that you advise us of your change in attendance as soon as you wish to take an interruption. Please note that the Department cannot backdate a request for interruption of studies by more than 1 calendar month. For example, if you go on interruption on 10 November 2017 you must let us know no later than 10 December 2017 that you wish to take an interruption.

For example, if you take 3 months off due to ill-health, all your future milestones will be delayed by those 3 months, including your minimum registration period and submission deadline. When you return from your interruption, you will be sent an updated set of milestones.

Your fees will also be suspended. For those of you who have paid in advance for the full year, the fees are effectively ‘carried forward’, therefore you will not pay for any additional fees for this period.

Please note if you are in receipt of a bursary, this bursary will also be stopped during your interruption and restarted on your return.

If you are on a Tier 4 visa, you are permitted to take an interruption of studies for no longer than 60 days if you wish to remain in the UK. If you wish to take an interruption for more than 60 days, you will need to return to your home country as in line with Tier 4 visa regulations. In this instance, the information will be reported to the UKVI and action will be taken to curtail your visa. For more information, please speak directly with the International Student Support Team.

To organise an interruption of studies, please complete the IOS form and return it by email to Jennifer Simeon for processing. Ensure that the form is completed with sufficiently detailed information to avoid any delays in processing.
Please note there is a maximum period of 2 years for an interruption throughout your research degree and usually only one such interruption will be awarded. Special exceptions are made regarding parental leave.

For further information please see the Registry pages.
If for some reason you cannot complete your thesis within the agreed 48 month period (for full-time students), you will need to request permission to submit your thesis late. This request is assessed by the Department and then submitted to the Head of the Graduate School for final approval.

If you are in this position, you and your supervisor must submit a completed the Late Submission Request form at least 4 weeks prior to your submission deadline. This will give the panel time to assess your case and decide if and how long you will be granted an extension for. Please forward the completed form along with a timeline for completion of the thesis to Jennifer Simeon.
Employment during studies

The College recommends that full-time students do not take up part-time work during term-time. If this is unavoidable we advise students to work no more than 10-15 hours per week, which should be principally at weekends and not within the normal working hours of the College. Working in excess of these hours could impact adversely on a student’s studies or health.

International students should be advised that most visas allow students to work no more than 20 hours a week. International students should also seek advice from the International Office regarding visa limitations on employment.

Some sponsors may not permit students to take up work outside their studies and others may specify a limit. Students considering part-time work during term time are strongly advised to discuss this issue with their supervisor or personal tutor.

More information can be found here.

Clinical Commitments

It is important that you are not overburdened by clinical work and consequently unable to focus sufficiently on their research. If you are registered as staff-students, you should not undertake more than 2 clinical sessions per week (8 hours) or, in surgical disciplines, 3 clinical sessions (12 hours) in exceptional circumstances. These clinical commitments may be averaged out over a period rather than representing an absolute limit per week.
Doctoral students and their supervisors are jointly responsible for working together to adhere to the College time-frame of 4 years between registration and submission of the PhD thesis. Although the relationship is one of cooperation and working together, both student and supervisors have individual responsibilities and expectations of each other, as detailed on the Graduate School webpage.

The webpage is intended to offer guidance to supervisors and research students on the nature of the relationship. It is not a ‘contract’, but rather suggests typical arrangements - and should be discussed by both parties when the student begins.

Please refer to the Mutual Expectations for the Research Degree Student Supervisor Partnership document for more detailed information. The Code of Practice for Research Students is also a useful resource.
Personal Development Opportunities

Graduate Teaching Assistants
PhD students have the opportunity to work as Graduate Teaching Assistants (GTAs) in the Department. Working as a GTA provides you with an opportunity to broaden your experience at Imperial, and develop further skills. More information can be found here.

Imperial Outreach
Imperial has a long established reputation for delivering excellent outreach activities to school and college students. Opportunities on offer range from open days for prospective students, inspirational science-based hands-on activities, summer schools, mentoring programmes in schools, exciting lectures and schools visits to help raise awareness of Higher Education. More information can be found here.

Outreach Postgraduate Ambassadors (OPA)
The Outreach Postgraduate Ambassador (OPA) scheme provides an opportunity for you to work with local schools to inspire a young audience to consider studying science, technology, engineering, mathematics and business subjects.

Professional Development Online Courses
The Graduate School offer online courses covering topics that are useful throughout the duration of your research degree.
Chapter 5

Information for Staff-Students
Imperial College London Employees
If you are a member of staff with a substantive contract, you are entitled to a reduction of two-thirds in fees for the time that you are employed by Imperial College London. Further criteria applies and detailed information can be found on the Discounts for Staff page.

You will only receive this discount for the period of time that you are employed by the College. If your employment should cease, the discount will also cease and your registration will be switched to a regular full-time student (and charged accordingly). To make sure that you remain on the correct status, you must make sure that you keep Jennifer Simeon updated with the latest copy of your contract. This includes both new contracts, and any extensions or amendments to contracts.

It is imperative that we have a copy of your current contract on file, so that your tuition fees can be charged at the correct amount. At any time you can log onto your Student e-Service account to confirm if we have a current contract for you. Your “course end-date correlates to the end of the contract we have on file for you.

Hospital Staff from Affiliated Trusts
If you are a member of staff with a substantive contract with one of our affiliated hospital Trusts, you are entitled to a reduction of roughly half the fees for the time that you hold a valid contract. You will be registered as part-time to receive the discount, however will follow full-time milestones like a regular student.

You will only receive this discount for the period of time that you are employed. If your employment should cease we will alter your registration to that of a full-time student (and charged accordingly). To make sure that you remain on the correct status, you must make sure that you keep Jennifer Simeon updated with the latest copy of your contract. This includes both new contracts, and any extensions or amendments to contracts.

It is imperative that we have a copy of your current contract on file, so that your tuition fees can be charged at the correct amount. At any time you can log onto your Student e-Service account to confirm if we have a current contract for you. Your “course end-date correlates to the end of the contract we have on file for you.
Please note that you must be a substantive member of hospital staff to get this discount. Staff with honorary contracts are not entitled to the discount.
When you receive confirmation of your student status, you will
see that you are registered as ‘part-time’. You will be registered
as part-time in our Registration system in order for you to receive
the fee discount. However, unless you have specifically asked to
attend on a part-time basis, we will assume that you want to
follow full-time milestones and will set your record up
accordingly.

You will still be expected to complete your thesis within the 48
months, regardless of your work commitments.

If you are a clinical trainee you may be expected to return to your
clinical training post before your minimum registration ends. If
this does happen please speak to your supervisor as soon as
possible and ensure that an interruption of studies is placed for
you to return to full time clinical training to ensure your
milestones are adjusted accordingly.

Please note, you cannot take an interruption of studies after your
minimum registration period has ended. Please also bear in
mind that return to clinical work in itself is not a valid reason to
not submit your thesis on time.

Please note that the Department cannot backdate any requests
to change your student record by more than 1 calendar month.
Any changes to your student record will need to be requested via
Jennifer Simeon.
It is important that you are not overburdened by clinical work and consequently unable to focus sufficiently on your research. Despite being registered as ‘part-time’ you will be expected to complete full-time milestones. If you fall into this category, you should not undertake more than 2 clinical sessions per week, or in surgical disciplines, 3 clinical sessions in exceptional circumstances. These clinical commitments may be averaged out over a period of time rather than representing an absolute limit per week.
Chapter 6

Useful Information
Useful Links

Please note some of these links will require you to be logged in as an Imperial student or staff member.

Imperial College London Information

- Imperial College London Research Degree Regulations (PhD)
- Imperial College London Research Degree Regulations (MD(Res))
- Imperial College Regulations for Students
- Imperial College Code of Discipline for Students
- Imperial College Registry
- Imperial College Research Degrees Team
- Religious Observance

Imperial College London Academic Integrity Policies

- Plagiarism Policy and Academic Integrity
- Complaints Procedure
- Research Integrity
- Research Ethics
- Plagiarism Advice for Research Students
- TurnItIn Plagiarism Detection Software
- Copyright
- Research Misconduct

Investigating Allegations of Research Misconduct
- Intellectual Property Policy
- CSM Intellectual Property Policy
- Animal Research

Student Support

- Alumni Service
- Careers Service
- Centre for Academic English
- The Graduate School
- Graduate School Union
- Information and Communications Technologies (ICT) Services
- Conditions of Use for IT Facilities
- International Student Support
- Library Services
- Career Planning
- Registry
- Student Financial Support
- Student Hub
- Accommodation
- Sport Imperial
A more detailed description of useful contacts (including who does what) can be found here.
At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfill your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this.

A disability is any long-term condition that has a substantial impact on your ability to study effectively, such as:

- a specific learning difficulty, e.g. dyslexia, dysgraphia
- an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder
- a visual, hearing or other sensory impairment
- a long-term medical condition, e.g. IBS, ME, diabetes
- a social/communication difficulty, e.g. autistic spectrum/Asperger’s syndrome a mobility or dexterity issue

Some people never think of themselves as having a disability, but students who have experienced any of the items listed above have found that a little extra help and support has made all the difference to their study experience.

Where to find support

The Disability Advisory Service provides confidential advice and support for all disabled students. Lots of students may experience difficulties which they don’t realise qualify for our support. We can provide advice for students conditions (listed in the previous section). We will also advise other students seeking support or assessment for undiagnosed difficulties. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

The service can assist students in the following ways:

- signposting additional support within the College
- accessing funding for disability-related support
- facilitating support to ensure that disabled students can access all aspects of their course providing advice, support and guidance for all disabled students within in the College.

The needs of every student are different, and the kinds of support we can offer to students will depend on individual needs. An overview of the kinds of support we may be able to offer students can be found at the Support at Imperial page. Not
all these support options are appropriate to all disabled students and additional options will be available to those students with specific needs. The best way for students to find out about what support they can access is to make an appointment to see a Disability Advisor.
Annual Leave
You should always agree your holiday arrangements with your supervisor in advance. In accordance with the rules laid down by the Research Councils, no more than eight weeks, including public holidays, may be taken in each year.

However, working without a break for seven days a week is likely to be less effective than hard work interspersed with some periods for rest and recreation. Research students are members of the College Students’ Union and are encouraged to participate in its activities; the Union has an active postgraduate group which holds regular social events and discussions.

Study Leave
If you wish to take study leave, you should discuss and agree this with your supervisor. You should complete the IOS form and return it to Jennifer Simeon.

UKVI requirements for overseas students
The Government imposes a requirement on universities to monitor the attendance of Tier 4 student visa holders, and to report to UK Visas and Immigration (UKVI) any Tier 4 visa holders who cease to be in regular attendance. The Department request that your supervisors report on Tier 4 student attendance on a monthly basis. The College is required to notify the UKVI where a student visa holder has missed ten “expected interactions” with the College. It is therefore essential that if you are here on a Tier 4 visa, you communicate any annual or sick leave to your supervisor(s) or designated departmental contact as soon as possible.
Personal Relationships

Where a member of staff has a pre-existing relationship, or develops a relationship with a student during the course of study, such that there is a potential conflict of interest, especially with regard to the student’s assessment (which includes supervision), the member of staff and student must declare this in confidence to the Head of Department at the start of the course of study or at the point at which the relationship has started if this is during the course. The Head of Department will treat all such matters in confidence, and any staff member is welcome to seek advice, on an informal basis, from a senior member of the Human Resources Division before discussing their situation with their Head of Department.