

Research Student Handbook

PhD and MD(Res)

2018-19



Imperial Festival 2018

USEFUL DATES 2018-19

SESSION 2018 – 2019

Saturday 29 September – Friday 14 December 2018

Saturday 5 January – Friday 22 March 2019

Saturday 27 April – Friday 28 June 2019

CLOSURE DATES

Christmas and New Year

Monday 24 December 2018

Tuesday 25 December 2018

Wednesday 26 December 2018

Thursday 27 December 2018

Friday 28 December 2018

Monday 31 December 2018

Tuesday 01 January 2019

College re-opens Wednesday 2 January 2019

Easter

Thursday 18 April 2019

Friday 19 April 2019

Monday 22 April 2019

Tuesday 23 April 2019

College re-opens Wednesday 24 April 2019

Bank Holidays

Monday 6 May 2019

Monday 27 May 2019

Monday 26 August 2019

Imperial Festival and Alumni Weekend*

Saturday 29 June – Sunday 30 June 2018

**Volunteers will be needed to represent the Centre at this two-day, weekend event.*

Further information on deadlines and relevant forms are available on the Registry website at:
<http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/>

Centre-specific information is available online at:
<http://www.imperial.ac.uk/blast-injury>

WELCOMES FROM THE DIRECTOR AND CLINICAL LEAD OF THE CENTRE FOR BLAST INJURY STUDIES

Welcome to the Centre for Blast Injury Studies. You are now a key part of a highly skilled team working at the interfaces of multiple disciplines for translational benefit. We in the Centre are committed to successfully answering real-world issues while in the pursuit of research excellence.

Your fellow researchers include military medical officers and civilian engineers and scientists from around the world, all of whom are dedicated to investigating the difficult research issues surrounding blast injury. Your time at the Centre will be fruitful, your research will deliver impact and your efforts will be strongly supported and rewarded. Enjoy it!

Professor Anthony Bull

Director of the Centre for Blast Injury Studies



As Clinical Lead in the Royal British Legion Centre for Blast Injury Studies (CBIS), I am responsible for the clinical direction of all its research activities. The multidisciplinary nature of CBIS' research will, I believe, offer many solutions, with a growing team of scientists, engineers and medical clinicians across the civilian and military domain leading the knowledge and understanding of the complex problem of blast injuries.

The Centre's collaborative nature—not just at home but also overseas—in the form of a London trauma bioengineering initiative, a developing world surgical training network and the embedding of a US military medical researcher within its team will serve only to strengthen its contribution to tackling the global problem of the legacy of conflict. Now, having joined this growing team, so will you: welcome to CBIS!

Professor (Col) Jon Clasper CBE

Clinical Lead of the Centre for Blast Injury Studies

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IMPORTANT THINGS TO KNOW

Health, safety and ethics

Introduction

The Centre for Blast Injury Studies considers the health and safety of staff, students, contractors and visitors to be of paramount importance.

We expect staff, students, contractors and visitors to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

The Centre will provide, manage and maintain a work environment that is, as far as is reasonably practicable, safe and where risks to health are controlled. The Centre will also offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety.

Health and safety within the Centre is managed by the Department of Bioengineering's Research Programmes Manager, Dr Lucy Foss (Room B209, Bessemer, ext. 42765), and supported by the Bioengineering Departmental Safety Officer, Ken Keating (Room C01, Bessemer, ext. 45170). Information about health and safety can be found on the College website at <http://www.imperial.ac.uk/safety> and on Bioengineering's website at <https://www.imperial.ac.uk/bioengineering/admin/info/safety/>. Please also be sure to familiarise yourself with your department's local health and safety rules, if you are not based in Bioengineering.

Security and safety are closely linked. Please help us keep the building secure and safe by following these simple rules: **ALWAYS** wear your College Security/ID card whilst at College. Neck lanyards are available from the Centre Administrator. **DO NOT** allow strangers in the building out of hours. **NEVER** lend your ID card to anybody; if they cause damage or present a risk to security or safety, **YOU** will be liable. **Around the start of term, every academic year, opportunist thefts tend to be more frequent. Be alert.**

Emergency Procedures

ALL EMERGENCIES

In an emergency, dial 4444 from any internal phone or 020 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999.

FIRE

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is.

BUILDING EVACUATION

Familiarise yourself with the various evacuation routes and use the nearest staircase, if applicable. Fire evacuation signs are throughout the College identified by a white arrow on a green background and sometimes a "running man".

In the event of a fire alarm, all doors are automatically released from swipe card control and you will be able to access the corridors to the other stairwells. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings.

NB: If you think you may have any difficulties in hearing the alarm or evacuating a building unaided in the event of an emergency due to a mobility or sensory impairment, a temporary injury (e.g. you may be on crutches) or have difficulty coping in crowds, you will require a Personal Emergency Evacuation Plan (PEEP). Please find more information on PEEPs at the below link:

<http://www3.imperial.ac.uk/estatesfacilities/services/fire/preventprotect/peep>

FIRST AID

Local emergency help is provided by qualified first-aiders. If no local help is available, ring Security on 4444 as above.

Instructions for students

SAFETY INDUCTION

All new students must receive a Day One Health and Safety Induction before they can be issued with a swipe card. Please also familiarise yourself with the Bioengineering Departmental safety website at the link below and with your department's local health and safety rules, if you are not based in Bioengineering.

<https://www.imperial.ac.uk/bioengineering/admin/info/safety/>

ACCESS TO LABORATORIES & WORKSHOPS – PROJECT REGISTRATION & RISK ASSESSMENT

All new research students must complete an online **Safety Registration Form**. If no experimental work is to be undertaken in the laboratories or workshops, this documentation is sufficient. However, if any experimental work is to be carried out in the laboratories or workshops, a **Project Risk Assessment Form** must also be completed (also via the safety website) with the assistance of the supervisor(s). In addition you may require specific training from the lab technicians.

You will **NOT** be given access to the labs until you have completed the necessary safety forms and/or training.

ACCIDENTS AND NEAR MISSES

All accidents, dangerous occurrences or near misses must be reported to the supervising academic or lab technician and via a SALUS report:

<http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/report-an-incident/>

Accident forms must be completed by the student concerned and the supervising academic as soon as practicable after the incident. Both parties must sign the forms and the original should be given to the Departmental Safety Officer as a matter of urgency. The forms can be found on the safety web site at <http://www3.imperial.ac.uk/safety/formsandchecklists>.

HEALTH CLEARANCE FOR WORK WITH PATHOGENS, GMOS OR UNFIXED HUMAN TISSUE

Postgraduate students who will be handling human pathogens, GMOs of class 2 or higher or unfixed human tissue, including blood, in a laboratory environment must be health cleared for this activity.

You will need to complete a Biological Agents Health Questionnaire and send this to the College Occupational Health Service (OHS) at South Kensington. The questionnaire can be downloaded from the OHS health clearance webpage at:

<https://www.imperial.ac.uk/occupational-health/health-surveillance/working-with-pathogens/>

Following completion of the questionnaire, you and your supervisor will be notified by email that you are cleared. You will only be called in to the OHS for a clinic attendance if you need a vaccination or you declare a health problem that requires a further assessment.

Students who will not be directly handling unscreened blood or who will be handling only screened samples, e.g. blood supplied by the NBS, do not need health clearance or vaccination.

HEALTH SURVEILLANCE ENROLMENT FOR WORK WITH LABORATORY ANIMALS

Any student who will be working with live laboratory animals must enrol for health surveillance with the College OHS before commencing their research programme. Enrolment is not required prior to licensee training.

You will need to complete an animal allergy surveillance enrolment questionnaire and arrange an appointment with the OHS for a mask fit test and lung function testing. You should only arrange the appointment when you are within 2 to 3 weeks of commencing their research work. Forms can be downloaded from the OHS webpage at:

<http://www.imperial.ac.uk/occupational-health/health-surveillance/working-with-animals/>

Confirmation of your enrolment will be emailed to you, your supervisor and the manager of the animal facility in which you will be working.

NHS HEALTH CLEARANCE

All postgraduate students who will have contact with patients in a clinical environment have to complete NHS infection control clearance. This health clearance is carried out by the College OHS.

You should complete a Postgraduate Health Clearance Form and arrange an appointment with an OH Adviser at the College OH clinic at South Kensington. Please bring copies of any of vaccination records and relevant serology tests to the appointment. Forms can be downloaded from the OHS 'forms and checklists' webpage (link above).

When you complete health clearance, the certificate on page 2 of the questionnaire will be stamped and returned to you to give to your supervisor.

EMERGENCY ASSESSMENT AND TREATMENT OF LABORATORY ACCIDENTS

Postgraduate students based on hospital campuses can attend the hospital OH clinic for emergency assessment and treatment of inoculation accidents involving human blood or unfixed tissues. Any other emergency assessment will be carried out by the College OHS at South Kensington. For information on the urgency and form for assessment consult the laboratory accident guide issued by the OH Service in 2008. A new edition of this has just been published. If you would like to receive some copies, contact occhealth@imperial.ac.uk.

Ethics

According to the Imperial College Ethics Code, to which all members of academic staff are committed to adhere to, support and promote, any project work must comply with the key principles of the code. For research students, these include:

- Careful consideration and formal processes for guaranteeing the safety of your colleagues (including yourself) when engaged in research and teaching;
- Protection of data and privacy of students, colleagues and volunteers engaged in College-related activities.

APPROVAL OF PROJECTS WITH ETHICAL IMPLICATIONS

Before a project with ethical implications can be started, it has to go through an Ethics approval process. This process is overseen by the Imperial College Research Ethics Committee (ICREC). This committee was founded to deal with research projects that can involve human participants or volunteers directly or indirectly. Such projects are, for example:

- Questionnaire studies involving volunteers;
- Work on developing new surgical or diagnostic equipment;
- Projects using observational or survey data.

Some projects need to seek Ethics approval upon allocation, and students will be expected to work closely with their project supervisor to submit an Ethics approval request before they can start.

WHAT TO CONSIDER WHEN WORKING ON PROJECTS WITH ETHICAL IMPLICATIONS

- Potential research subjects need to be fully informed about the purpose, the type of research methods, likelihood, degree and nature of risks.
- All information shall be compiled in a leaflet and given to the potential participants; they should have at least 24 hours to consider taking part.
- Potential research subjects can choose whether they want to participate or not. Their consent needs to be written down and recorded.
- Verbal consent of human subjects who intend to participate in studies is only sufficient with prior written approval from the Ethics Committee.
- Ensure that participants and/or volunteers must be informed that they can withdraw from the experiment at any time; it should be clear that their involvement is voluntary and that they shall not be disadvantaged in any way.
- Where personal information is stored on a computer, the College has an obligation to comply with the Data Protection Act 1998. Further information can be found at:
<http://www.imperial.ac.uk/admin-services/library/about-us/library-policies/data-protection/>

WORKING WITH PERSONAL (PATIENT) DATA

- Where a project is using personal information, the report or thesis needs to have provisions that the subject will be fully informed in advance, including information on the nature of the data required and how the data is used.
- Subjects need to have the freedom to decide whether their data can be used or communicated or not.
- For research involving human tissue, such tissue should be anonymised. Sample codes should be used (pseudonymisation). Such projects not only need the approval of the ICREC but must also comply with the requirements of the Human Tissue Act, including ensuring samples can be traced back to the donor.

RECORDING ETHICAL IMPLICATIONS IN THE REPORT

Reports and theses need to have a statement saying that (when appropriate to the project):

- The project has been approved by the Imperial College Ethics Committee, including the approval number.
- The patients/participants gave consent to use their data.

If you are in doubt about any of these issues, you should speak with your supervisor.

All students who will require access to clinical facilities as part of their research should attend the Clinical Orientation Session at the start of the academic year. This will cover patient confidentiality, clinical biohazards, criminal records checks and chaperoning requirements.

Imperial College Principles

Imperial College London embodies and delivers world-class scholarship, education and research in science, engineering, medicine and business. The College is diverse and international, comprising academic staff, students and professional services staff of varied disciplines and backgrounds. It encourages collaboration, actively opposes discrimination and recognises the importance of making a positive impact in the wider community.

Please visit <http://www.imperial.ac.uk/student-space/> for more information on the College's guiding principles.

Supervision, Departmental and Centre support

The main Centre staff you will come into contact with are listed below (a full Centre staff list is provided later in this handbook and at <http://www.imperial.ac.uk/blast-injury/people/>).

Supervisor

Your supervisor(s) will be your main contact during your PhD and will be responsible for your academic progress and for ensuring that you submit your thesis on time. Your supervisor should also ensure that you complete any relevant training courses and comply with all safety guidelines.

Centre support

In addition to your supervisor and home department's Director of Postgraduate Studies (Research) and Postgraduate Tutor, various other members of the Centre are involved in supporting you and your postgraduate research student experience, including:

- **Research Programmes Manager, Dr Lucy Foss:** as part of her role, Lucy is responsible for the management of the research programme, stakeholder engagement, operational leadership and day-to-day direction of the Royal British Legion Centre for Blast Injury Studies.
- **Centre Administrator, Miss Amanda Wallace:** Amanda provides administrative support to all members of the Centre. She can provide you with assistance on funding, registration, equipment, purchase orders, website management, event organisation, travel and room bookings.
- **Technical Supervisor, Mr Satpal Sangha:** Satpal provides technical oversight and support for researchers in the Centre. With a strong focus on the management of equipment design, experiment planning, specialist manufacturing and procurement, Satpal is responsible for the delivery of mechanical construction requirements in the Centre.

THE CENTRE

Introduction to the Centre

History

The Centre for Blast Injury Studies (CBIS) was established in 2011 to address the disabling injuries of conflict. With funding from The Royal British Legion and Imperial College London as well as support in kind from the Ministry of Defence, CBIS is comprised of the unique collaborations of civilian engineers and scientists working alongside military doctors.

Building on previous work by Imperial Blast Research Group, the aims of CBIS can be summarised as 1) improving the mitigation of injury through addressing specific clinical areas, and 2) increasing lifelong health and quality of life after blast injury by developing and advancing treatment, rehabilitation and recovery.

Research

All research within the Centre is clinically driven, providing underpinning science and technology, and is prioritised based on:

- The unique pathologies seen, their disabling nature including pain and prevalence.
- Benefit to the armed forces and veterans
- Research expertise and interest from leading academics at Imperial College London.

The Centre strategy and goals require a multisystem and multiscale collaborative approach. Facilitating the transfer of information and understanding at the interfaces of each of the disciplines it encompasses allows the Centre to produce results that could not be obtained within a discipline-specific grouping.

The size of the Centre is fluid with at least 50 active researchers focused on our *Clinical Priorities*, which reflect the most significant conditions arising from blast injury, including:

- Musculoskeletal and Extremity Injury
- Head and Brain Injury
- Heterotopic Ossification
- Torso Trauma
- Hearing Loss
- Causes of death/ Next Level of Survivors/ Clinical scoring and Civilian correlates

These studies are augmented by an education programme for our early career researchers, with the aim to educate the wider research community about this new and important field of endeavour.

The Centre also conducts public engagement activities, including at the Imperial Festival, National Army Museum and a military theatrical production. A key aim of this public engagement is to maintain a strong focus on the intended beneficiaries of the work of the Centre: serving and injured military personnel and veterans.

Having already provided its research into Combat Boots, Blast Mats, Nerve Damage and Future Survivors to the MOD and DSTL, the Centre also influences current military medical procedures in regard to the use of the pelvic binder, publishing all its research outputs in the open literature.

Detailed information on the Centre's research can be found online at:

<http://www.imperial.ac.uk/blast-injury/research/>

Academic Staff in the Centre

Centre Director: *Professor Anthony Bull* | **Clinical Lead:** *Professor (Col) Jon Clasper CBE*

Academic Staff

Anthony Bull, Centre Director, Head of Department of Bioengineering and Professor of Musculoskeletal Mechanics

(Col) Jon Clasper CBE, Centre Clinical Lead and Visiting Professor in Bioengineering

Spyros Masouros, Centre Associate Director and Senior Lecturer in Trauma Biomechanics

Alison McGregor, Centre Associate Director and Professor of Musculoskeletal Biodynamics

Sara Rankin, Professor of Leukocyte and Stem Cell Biology

Andrew Rice, Professor of Pain Research

David Sharp, Professor of Neurology

Mark Wilson, Clinical Professor of Brain Injury

Robert Dickinson, Senior Lecturer in Surgery & Cancer

Andrew Phillips, Senior Lecturer in Civil and Environmental Engineering

Tobias Reichenbach, Senior Lecturer in Biophysics of Hearing and Sensory Neuroscience

Mazdak Ghajari, Lecturer in Dyson School of Design Engineering

Angela Kedgley, Lecturer in Orthopaedic Biomechanics

Claire Higgins, Senior Lecturer in Bioengineering

Andrei Kozlov, Senior Lecturer in Auditory Neuroscience and Biophysics

Bill Proud, Reader in Shock Physics

Associated Academics

Martyn G Boutelle, Professor of Biomedical Sensors Engineering

Jonathan Jeffers, Senior Lecturer in Mechanical Engineering

Emily Mayhew, Historian in Residence in the Department of Bioengineering

Arul Ramasamy, Honorary Research Fellow in Bioengineering

Key contacts among administrative and professional services staff

Research Programmes Manager	Lucy Foss	42765
Centre Administrator	Amanda Wallace	42473

Technical Supervisor	Satpal Sangha	50885
Departmental PGR Administrators		
Bioengineering	Rebecca Pointer	45122
Civil and Environmental Engineering	Sarah Willis	45929
Department of Surgery and Cancer	Jennifer Simeon	49432
Dyson School of Design Engineering	Jen Cooley	49121
Mechanical Engineering	Kate Lewis	47022
Medicine	Christopher Neill	31961
National Heart and Lung Institute	Anthony Umelo	50167
Physics	Loli Sanchez Rey	47512
Bioengineering Research and Finance Manager	Allan Nyunt	48416
Bioengineering Research Operations Officer	Britta Ross	41500
Bioengineering Finance Assistant	Nazib Ahmed	41617
Bioengineering Office Manager, IT Coordinator	Edit Toth	45191
PA to Centre Director	Angela Glyes	49794

Centre locations

The Centre is housed within the Department of Bioengineering, with laboratories and office space mainly in the Bessemer Building. The Department of Bioengineering is primarily located on levels three and four of Royal School of Mines and levels one and two in Bessemer.

Centre governance structure

Our organisational structure represents the multiple interests influencing the research carried out within the Centre. To find out more, visit <http://www.imperial.ac.uk/blast-injury/about/governance/>.

Advisory Board

The Centre is afforded external advice and guidance through its Advisory Board. Currently chaired by Admiral of the Fleet the Lord Boyce KG GCB OBE DL, a former Chief of Defence Staff, the board comprises prominent figures from the arenas of health, industry, academia and defence. Strategic guidance and an ambassadorial function are the main roles of this executive oversight committee.

Amputee Studies Advisory Board

Currently chaired by Professor Alison McGregor, the newly established Amputee Studies Advisory Board has been formed to provide advice, support and recommendations for research within the Centre that involves amputees.

Management Group

Operational management and assignment of the direction of research within the Centre is overseen by the CBIS Management Group. The Group consists of the Director, Clinical Lead, Associate Directors and the Research Programmes Manager, and it meets monthly.

PROCEDURES AND ASSESSMENTS

Initial Research Plan (IRP)

The College requires all new research students to submit a plan of their proposed research 6-12 weeks after starting. Be sure to check whether your department has a specified deadline, as some may. For example, the Department of Bioengineering asks that you to submit the Research Proposal Confirmation within 8 weeks.

The research proposal confirmation should be submitted as per your department's requirements. However, **CBIS students are required to attend the IRP Workshop**, which will provide a forum for discussing dos and don'ts with supervisors and more senior PhD students as well as drafting the document itself. Further details about the IRP workshop will be released soon.

Six-month reporting

As a CBIS PhD student, you will be required to undertake a reporting exercise six months after your initial registration and at six-month intervals beyond that. You will be provided with a form to complete that details your research plans and performance to date. This form should be submitted to the Bioengineering Research Programmes Manager for review by the CBIS Management Group.

Early Stage Assessment and Late Stage Review

The College requires that—following the Initial Research Plan—progress during registration must be formally monitored at two key stages:

- (i) Early Stage Assessment (ESA) at 9 months for full-time students (18 months for part-time students), and
- (ii) Late Stage Review (LSR) between 18 and 24 months for full-time students (between 30 and 36 months for part-time students).

Early Stage Assessment (ESA)

The ESA includes a report and seminar-style talk 20 minutes in duration followed by 15 minutes for questions. It is held as part of a dedicated research day within the Department of Bioengineering where other ESA talks are also heard.

Your supervisor(s), assessors and a session chair will be present at the seminar, along with other academics and researchers within the Centre and Department of Bioengineering. Assessors and the chair meet directly after the seminar session to discuss the reports and presentations and decide upon results. Final decisions will be made by the two assessors, sometimes in agreement with academic staff present during the ESA talk and question session.

NB: Be sure any additional requirements, e.g. the English Assessment 2, Graduate School Professional Skills Development and Online Plagiarism Awareness course, are satisfied *before* the ESA. **Failure to do so may result in transferring your status from PhD to MPhil.** Please consult your PGR administrator (see list pages 7-8) for details of your requirements.

Late Stage Review (LSR)

The LSR consists of a poster presentation on a dedicated day in the Department of Bioengineering. Each poster and the complementary oral presentation will be evaluated by at least two members of academic staff who are not involved in the supervision of the student, with one exceptional poster being put forward to the Graduate School Research Symposium's poster competition.

NB: MD(Res) students who submit an exam entry between months 18 and 24 may be exempt from this requirement.

Completing your studies and submitting your thesis

Default registration for PhD students is three years, however, **all full-time students must submit their theses within four years of initial registration**. At the end of your third year, you may either extend your registration for part or all of the fourth year (on payment of full tuition fees), move to *Completing Research Status* or *Writing Up Away from College*. Your department will be able to process the relevant forms depending on what you choose.

To learn more about writing up, please visit:

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/>

Exam entry forms

As soon as possible after entering writing up status, and **no later than four months before submission of the thesis**, you should submit your exam entry forms: the *nomination of examiners and exam entry* and *description of thesis* forms. These should be completed in conjunction with your supervisor. Submit the completed form to your PGR administrator, who will arrange the necessary approvals.

All forms and related information can be found on the Registry exam entry website at:

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/>

Submitting your thesis

According to Imperial College regulations, PhD programmes must be completed within 48 months for full-time students and 72 months for part-time students. Please note that CBIS Studentships cover three years of tuition fees and three years of living allowance. **Thesis submissions after the 48-month deadline are not permitted.** The department in which students are enrolled must make special cases for any theses submissions after the 48-month deadline. These are considered by a College panel and may be rejected.

Of course, it is also highly beneficial to the student to submit on time, not only in terms of funding but also in terms of your personal career.

It should be noted that the four-year submission limit is independent of the student's registration status – i.e. a student may submit even if their registration has expired, as long as they are within the four-year deadline.

If your research is delayed for any reason, you are encouraged to speak to your supervisor to consider whether the research plan needs to be adapted in order to meet the thesis submission deadline. In some cases (e.g. prolonged health-related issues), an interruption of studies may be appropriate.

Detailed instructions and notes on the submission, format and binding of your thesis can be found on the Registry website at:

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/>

The College requirements for the MPhil/PhD thesis can be found online at:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/>

Your viva

Your supervisor will be responsible for making arrangements for your viva, including contacting your viva examiners. You will be expected to present and defend your thesis to your examiners and answer questions on your research.

Please read the College Regulations for PhD students for full details of the requirements for the degree of PhD and possible outcomes of the viva:

<http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2014-15/exam-regs/Conduct-of-Oral-Examinations-for-Research-Degrees.pdf>

USEFUL INFORMATION

Help, Advice and Feedback

Department Support

In addition to the Centre's cohort mentor, every department has a comprehensive system of academic and pastoral care in place to make sure that you always have someone to turn to. This includes:

- Academic supervisor
- Director of Postgraduate Studies
- PhD Student Representatives

Contact your PGR administrator for the support contacts in your department.

College-wide Facilities

The College provides extensive services for health, counselling, English language support and more. Details of these are given on the College website at:

<http://www.imperial.ac.uk/student-space/here-for-you/>

If there is anything you would prefer not to discuss with Departmental staff, the Academic Registrar is available to discuss academic matters and the Faculty Senior Tutors are available to discuss personal matters.

Faculty Senior Tutors

Business School	Dr Benita (Baggy) Cox	b.cox@imperial.ac.uk
Faculty of Engineering	Dr Lorraine Craig	l.craig@imperial.ac.uk
Faculty of Natural Sciences	Professor Richard Thompson	fons-seniortutor@imperial.ac.uk
Faculty of Medicine	Dr Jeffrey Vernon	j.vernon@imperial.ac.uk

<http://www.imperial.ac.uk/student-space/here-for-you/faculty-senior-tutors/>

College Health Centre

+44 (0)207 584 9375/6

Internal: 49375/6

imperialcollege.hc@nhs.net

<http://www.imperialcollegehealthcentre.co.uk>

<http://www3.imperial.ac.uk/students/welfareandadvice/thehealthcentre>

If it is a medical emergency, dial 4444 (internal) or 0207 589 1000

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, etc. There are both male and female counsellors. Telephone +44 (0)20 7594 9637 or email counselling@imperial.ac.uk to arrange an appointment.

If any problems do arise, consult someone as soon as possible.

Student Hub

The Student Hub, based on level 3 of the Sherfield Building, is the one-stop shop for all key information and support that students need for everyday life at Imperial. All the student support departments are brought together here, so that you can get answers to your most frequent queries in one place.

<http://www.imperial.ac.uk/student-hub/>

International Office

The International Office at Imperial College London helps with all international issues and all students from outside the UK.

<http://www.imperial.ac.uk/study/international-students/>

Chaplaincy

The Chaplaincy Centre offers opportunities to explore experiences of faith and belief as well as space to ask questions about identity and meaning and to engage with contemporary issues. The Chaplains on campus come from different Christian traditions and work with Hindu, Jewish, Muslim and Sikh Chaplains and Faith Advisors in London. Inspired by their own faith, they work respectfully with people with beliefs different from their own.

<http://www.imperial.ac.uk/chaplaincy/>

English Language Support

The Centre for Academic English offers classes to students and members of Imperial College London who are not native speakers of English. Most of the sessions are free.

<http://www.imperial.ac.uk/academic-english>

Imperial College Success Guide

The Imperial Success Guide gives advice on developing the skills that you will need to help you through your degree. As well as giving information on different teaching and examination methods at Imperial, the Imperial Success Guide is packed with advice, lessons, activities and questions to motivate and encourage you to take control of your own learning.

<http://www.imperial.ac.uk/students/success-guide/>

Other support services

Registry: <http://www.imperial.ac.uk/student-records-and-data/for-current-students/>

Careers Advisory Service: www.imperial.ac.uk/careers

Attending Courses, Gaining Experience

Courses in other departments

Research students may typically be permitted to audit (i.e. to attend but not be assessed for) taught subject-specific courses offered in the College. Your supervisor may suggest that you attend College courses if they are relevant to your research. Attendance on UG/MSc courses should not be arranged without consultation with your supervisor and permission from the taught courses administrator in the relevant department.

Graduate School Professional Skills Training Programme

The College Graduate School offers a free comprehensive Professional Skills Training Programme for postgraduate students. These courses in professional and developmental skills vary in length and format from one-hour lectures to three-day interactive workshops. Designed to support your personal development, these courses aim to help you achieve success as a researcher and to enter and progress in your chosen field.

<http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsresearch>

Vitae/UK GRADschool courses

Vitae (<http://www.vitae.ac.uk>) is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes. They provide resources, advice, information and fora for individual postgraduate researchers who are interested in their professional development and careers.

Attending CBIS Seminars

The Centre holds regular seminars, details of which will be sent closer to time. **Attendance by CBIS PhD students at these event is mandatory.**

<http://www.imperial.ac.uk/blast-injury/news-and-events/>

Useful Links

Useful links to various College/Centre webpages are shown below. Although these sites may repeat some of the information already discussed in this handbook, we strongly recommend you take a look at them, as some issues raised are important beyond the duration of your course.

College information for new students

<http://www.imperial.ac.uk/students/new-students/>

Imperial College Registry

<http://www.imperial.ac.uk/admin-services/registry/>

Registry Information on Academic and Exam Procedures

<https://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

The Student Hub

<http://www.imperial.ac.uk/student-hub/our-services/>

Centre for Blast Injury Studies

<http://www.imperial.ac.uk/blast-injury/>

Imperial College's Guiding Principles

<http://www.imperial.ac.uk/student-space/>

The Graduate School

<http://www.imperial.ac.uk/study/pg/graduate-school/>

College scholarships

<http://www.imperial.ac.uk/study/pg/fees-and-funding/>

Information and Communication Technologies (ICT)

<http://www.imperial.ac.uk/admin-services/ict/>

Alumni

<http://www.imperial.ac.uk/alumni/>

Graduate Students' Union

<https://www.imperialcollegeunion.org/>

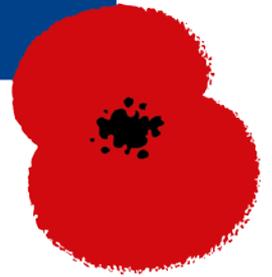
Imperial College
London

THE ROYAL BRITISH
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CENTRE FOR BLAST INJURY STUDIES

AT IMPERIAL COLLEGE LONDON



Imperial Festival 2018



Annual Networking and Research Event 2017