Department of Aeronautics

PhD Student Handbook 2017 / 18

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1. Introduction

Welcome to the Aeronautics Department at Imperial College. In this handbook you will find much essential information; you are expected to read this handbook carefully and to keep it as a reference source.

You should also refer to the College website for new students, College website for research students and the Graduate School website for Engineering and Physical Sciences students.

http://www3.imperial.ac.uk/students/newstudents
http://www3.imperial.ac.uk/graduateschool
http://www3.imperial.ac.uk/registry/researchdegrees

This handbook is intended to provide you (and your supervisors) with a guide to steer you through your PhD. We have a shared aim, to ensure your time here is happy and productive, that you receive an excellent training in research and that you qualify on time. To help you in this goal, the Department actively monitors the progress of postgraduate research students and provides several levels of administrative and pastoral support.

2. Key Staff/Teaching Office

2.1. Key Staff

Professor Paul Robinson
Head of the Aeronautics Department (HoD)
Room 318b, City and Guilds Building (CAGB)
Tel: 020 7594 5077
Email: p.robinson@imperial.ac.uk

Ms Lisa Kelly
PA to Head of Department, PhD Administrator &
Departmental Staff Administrator
Room 318, City and Guilds Building (CAGB)
Tel: 020 7594 5056
Email: l.kelly@imperial.ac.uk

Ms Molly Ip
Department Operations Manager
Room 318a, City and Guilds Building (CAGB)
Tel: 020 7594 5059
E-mail: m.ip@imperial.ac.uk

Dr Peter Vincent
Director of Postgraduate Resesearch
Reader in Aeronautics
Room 211, City and Guilds Building
Tel: 020 7594 1975
E-mail: p.vincent@imperial.ac.uk

Your first point of contact in the Department for all enquiries will be Ms Lisa Kelly.

If you need to contact other members of staff by telephone or email then you can refer to the Departmental web page http://www.imperial.ac.uk/engineering/departments/aeronautics/people/ for staff extension numbers and email addresses.

2.2. Teaching Office

The Teaching Office (Room 310) is located on the Third Floor, City and Guilds Building.

This office is led by the Academic Administrator Ms Jackie O'Neill and currently supported by Teaching Administrator, Ms Jie Du and Ms Shirin Yoosoofsah .

All email enquires must be sent to ae.office@imperial.ac.uk and not to individual office staff personal emails. Teaching Office contact telephone numbers are: +44 (0)20 7594 5100 or 5102.

3.   Post

Communication within the Department relies heavily on email and you should check your College email regularly. Information devoted to postgraduate matters is posted on your Noticeboard which can be found on in the PhD Common Room, Level 1 of the City and Guilds Building.

The student post rack is also located here. This is where any work-related mail received by the Teaching Office for you, will be distributed. You should visit both sources of information fairly frequently. Please also note the following:

- Do not arrange for personal post to be delivered to the Department. The Department will not be responsible for anything that goes missing.
- Any work related deliveries will be received by the Teaching Office who will email you to collect your delivery. Once you receive this email notification you must pick your delivery up the same day as the Teaching Office does not have the space to store and they receive three postal deliveries throughout the day. If you are not in College please arrange for someone else in your room to collect on your behalf.

4.   Aero Finance

During your first week or after the Finance talk given by Susan Avery you will receive an welcome email from AeroFinance aero.finance@imperial.ac.uk introducing you to the Aeronautics Finance Team. Attached to this email you will be given purchasing, expenses and other financial instructions. Please ensure that you read these carefully and if you are unclear on the procedures or need any advice please email AeroFinance directly. The team will guide you through procedures you need to follow. If you do not receive the email please contact AeroFinance as soon as possible.

5.   Open Plan Office - Code of Conduct

The majority of our PhD students and research staff are located in open plan offices. In an environment such as this, noise and distraction in your immediate area can often become an issue.

The basis for this **Code of Conduct** is to encourage all staff and students to respect each other's space and environment. Please comply, so that everyone can work peacefully and productively.

Meetings
- Please remember that open plan offices are not meeting rooms. It is important that you are considerate of your colleagues and others around you. If they are trying to work, your discussions may disrupt their concentration.
- If you are planning a meeting, this includes any regular student-supervisor meetings you have scheduled, please ensure these discussions take place in an appropriate area away from the open plan office.

Desk Etiquette
- Please respect other peoples work space. Do not sit at, or use any items on someone else's desk without their permission.
- Please do not invade their space with your personal belongings. Extra storage i.e. pedestals, filing cabinets and shelving are available in most rooms should you need more space.

Security
- Access must not be offered to anyone unauthorised to enter these areas.
- Offices should be locked when not in use.
- Valuables should be kept in lockers.

Mobile Phones
- When in the office, please make sure your mobile phone is set to vibrate.
- Telephone conversations must be conducted with respect for others working in the open plan area. With this in mind, the volume, frequency and duration of conversations must be kept within a reasonable limit.

Health and Safety
- Personal belongings i.e. shoes and bags should not be strewn across the floor in your common area. Please consider your colleagues and ensure these items are kept out of the way, or under your desk to avoid creating a tripping hazard.
- Computers should be kept on or under a desk. Spare computers should not be left in the middle of a room. This has also proven to be a hazard.

  *Note – items that do not belong in open-plan offices will be removed, but with advance warning to give you time to dispose of / make alternative storage arrangements for these objects.

Personal hygiene
- Remember, personal hygiene is a basic human need, fundamental to your health and well-being and essential to avoid offending those around you.

- For hygiene reasons, <u>towels should NOT be draped across chairs</u>, doors or any other apparatus in the room which you believe offers good airing. This creates an unpleasant environment for your colleagues. If you cannot avoid bringing a towel into your office, this should be placed in your locker out of sight from others.

Food

- Please do not eat smelly food at your desk. Meals such as these should be taken to the kitchenette or any of the various eating areas around campus in order to avoid overpowering aromas in enclosed spaces.
- Please avoid storing perishable food at your desk, and use the fridges provided in the kitchenette instead. If for any reason you need to keep food with you, it is advisable to use plastic containers with good seals to prevent leaks and spillages etc.

Personal Items

- Open-plan offices are <u>not to be used as storage areas</u> for personal items
- Personal items that do not belong in the office include: bags of laundry, packing boxes, suitcases, bicycles and other large sports equipment etc.

Lone Working

There are two types of lone working requiring extra procedures, which are sometimes referred to as 'Out of Hours working';

- 1.Late/early Working
- 2.Overnight Working

It is more likely that you would be lone working out of hours, however there could also be times during the working day where you are alone and carrying out experiments in a laboratory. There are more people around during the day, so the risk of you not being able to raise the alarm is lower, but perhaps you are working in an area where there is few or no people in adjacent spaces at any time.

If you are doing experiments, you should consider this during your Risk Assessment and if you think it is appropriate, or the experiment involves higher risks or hazards, consider making arrangements for supervision either by arranging for another person to be with you or informing another person within the Department about your experiment or activity.

Always make sure your supervisor knows exactly when and where you will be carrying out your experiments. Whilst your experiment may not be especially hazardous, there may be short-duration activities that present a higher risk. If you are working alone at any time, the merit of having another person present during this short-duration activity should be strongly considered.

No lone working is permitted in the Department's workshop areas. Some laboratories have special restrictions which also mean <u>no lone working</u> at any time. Please check with the laboratory supervisor if you are unsure.

Overnight working

This is defined as working within the department between the hours of midnight and 7am.

Office or Computer room based working

If you would like to come into the Department during the overnight period (between midnight and 7am) then, in addition to the procedures for late or out of hours working, you will need to seek approval from the Health and Safety Officer, Building manager and Head of Department. Security will then enable your swipe card for the times requested.

Laboratory working

In addition to the late working requirements, **special permission is required by the Head of Department** to work after 11.59pm and before 7am. Your swipe card will also need to be processed by security to allow you access to the building

For more information on Lone Working, please go to **Lone Working - Imperial College London**

6.   Staff Common Room

PhD students have been invited to stare the Staff Common Room with Academic, Research and Support Staff. The room is located in CAGB, Room 314, Level 3.

The Staff Common Room is a break out area for authorised occupants to relax, eat and socialise. To ensure that everyone can enjoy the Common Room as it was intended, some basic rules have been put into place. All staff and students are asked to adhere to these rules:

1) Please be reminded that this is not a meeting room. All meetings should use the dedicated rooms.

2) The main room, 310B, (containing the fridge, coffee machine etc) is open to all staff and PhD students. The use of the second connected room, 310A, is reserved for academic, post-doc and support staff only at all times.

3) Please bear in mind that these rooms are meant to be enjoyed by all so be please considerate of other users. For example, video conferencing/mobile phone calls/sharing of video should be done elsewhere.

4) There will be times when the entire Common room is closed for Departmental events. On these occasions, a notice will be put on the door stating the room is not available. You are asked to please observe the request.

5) There is a limited supply of departmental mugs available to enable you to get a drink if you forget to bring your own. Please return the mugs that you have used.

6) Please respect the Staff Only area, connected to the main common room. and NO access to the main corridor via this room.

7)   Phone calls are not permitted in the room

8) There is currently no access to the main courtyard as this is prohibited
9) Do not bring guests/non-aero associates into the room
10)

7.   Time Management

Research involves competing pressures on your time. Learn to recognise what is important and prioritise accordingly.

Urgency is time related, importance is value related, but most people respond to urgency rather than importance. Whilst they can coincide, they are not the same and a key point with time management is to deal with important tasks before they become urgent, as it is easier to do the important tasks well when they are not urgent.

This will ensure minimum disruption to your colleagues' work environment.

8.   Getting Published

Research work is not complete until the results are published.

- **Why publish?**

There are important reasons to publish your work. It delivers knowledge to the scientific community, provides a tangible return for your effort and it enhances your reputation and provides the necessary currency for your career development.

A rule of thumb states that a good PhD produces three or more published papers. In other words roughly the same number of chapters your thesis will contain when the introduction, methods and conclusions are discounted.

- **What can be published?**

Published work must be novel. The categories of novel work can be identified using an analogy from business: i) new product-new market (new data from a new area of science), ii) new product-old market (new data adding to that in an established area of science, and iii) old product-new market (this category involves the transfer of established knowledge from one community to another). Old product-old market material (repeated work) will not make it to publication.

- **Getting started**

It often helps to start by preparing tables and figures of your data. Then consider how you will present the data in print by answering the following questions: Why did you start? What did you do? What did you find? What does it mean? A PowerPoint presentation is a good way to organise your thoughts and generate an outline. When this is done, decide on a target journal and list the relevant requirements.

You can now produce a draft into which your answers to the four questions above will be incorporated. Most papers follow the IMRAD format:

Introduction. Describe the subject area. Provide a background of previous research. State your objective and how your findings will impact on the field.

Methods. Detailed information on the methods used.

Results. Logical display of your data.

Discussion. (Sometimes combined with Results). Compare and contrast your data with any previously published work. Highlight any trends and relationships. Discuss possible explanations and conclude with your preferred interpretation.

These sections are top-and-tailed by the *abstract and conclusions* which are added at the end of the paper writing process.

Submit the paper to your target journal with a brief covering letter. State the category of papers and suggest some suitable reviewers. Treat all reviewers' comments with respect - although sometimes upsetting they make the final paper better.

9.   English Language

Imperial College offers a number of classes to help you with your English skills. The English Language Support Programme (ELSP) offers mostly free classes to members of the College and occasionally their partners. Please see the website for detailed information http://www3.imperial.ac.uk/humanities

Postgraduate English requirement for 1st Year Postgraduate Research Students Who Are Not Native Speakers of English

Postgraduate research students who are not native speakers of English must fulfil the Imperial College London Postgraduate English Requirement as soon as possible after registering for their PhD. This requirement is separate from and in addition to meeting the College entry requirements (IELTS, TOEFL, etc.). Information about the requirement and courses offered by the Centre for Academic English can be found here:

http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement
http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-writing-courses/

The purpose of this procedure is to ensure that students who need it are given language support during the Early Stage Assessment and Late Stage Review in order to ensure that they can complete their PhD research on time. Depending on the assessment result, the student may have to take a second test before the end of the Early Stage Assessment.

Please see the ELSP website below for full details.

http://www3.imperial.ac.uk/academic-english/phd

10.   The Graduate School

The Graduate School Professional Skills Development programme is one of staged learning to ensure that you acquire basic research skills at the start of your doctoral studies and continue to develop as a well rounded researcher, gaining the skills and experience to successfully complete your research degree and move on. The programme is an integral part of your research degree and you should use it to support your personal development. The courses vary in length and format, from one-hour lectures to three-day interactive workshops. There are also online courses for you to complete or use as an information resource in your own time.

The Programme is regularly reviewed and updated and new courses added throughout the year. Courses are free but the School do have a cancellation policy.

http://www3.imperial.ac.uk/graduateschool

10.1.   Why have a Professional Skills Training Programme?

Developing generic research, personal and professional skills is an important part of postgraduate training. The skills gained from the programme will assist your personal development and will improve your ability to undertake focused research and to present your work to a variety of audiences. They will also help you to develop an understanding of the role of science in the wider world. They will encourage you to reflect on the commercial possibilities of your research, as well as any ethical implications. The programme offers skills relevant to both your research and to your life and career beyond Imperial.

The professional skills programme also has a social benefit and offers an opportunity for students to interact with others from different departments and divisions, who you may not otherwise meet in the ordinary course of your studies.

10.2.   What kind of courses are there?

The programme is aligned with the three key phases in your doctoral studies –

- **UNDERPINNING**: the early stage (0-9 months)
- **CONSOLIDATION**: the mid stage (9-20 months)
- **COMPLETION**: the late stage (20+ months)

Within each of the key phases, workshops have been grouped into a number of different themes, or "domains", each addressing the personal and professional qualities, knowledge and skills most relevant to you as you progress through your doctoral research.

In addition, the **ENRICHMENT** section offers further workshops which are available at any stage and which will support you in your academic studies and beyond.

For full details of the workshops in each of the domains, please see,

www.imperial.ac.uk/graduateschool/currentstudents/professionalskillsresearch/professionalskillscourses

10.3. Graduate Students' Union

Whether you are studying for a Masters, PhD or MD(Res), you are automatically a member of the Graduate Students' Union (GSU). The GSU is a branch of Imperial College's Student Union (ICU). Both the ICU and the GSU are student run and aim to improve the education and welfare of Imperial's students.

The GSA specifically represents postgraduates. The GSU Executive Committee (EC) coordinates GSU activities. The GSU EC is managed by the GSU President and includes an Academic Officer who represents each of the four Faculties of Imperial College London as well as a non-faculty representative.

Each Academic Officer chairs a subcommittee where they meet with Departmental Representatives within their area. The GSU also has an Events Team.

Altogether, the GSU is here to help you get the most out of your time at Imperial. We aim to make your experience enjoyable by co-ordinating social events and when things go wrong, we aim to support you, by giving you guidance, advice and a stronger voice related to any academic or welfare issues.   For further information please go to:

Graduate Students' Union

11.   Graduate Teaching Assistants (GTAs)

If you wish to gain experience of teaching (paid), then please consult the Teaching Office ae.office@imperial.ac.uk. For PG students who may be involved in helping with teaching and in assessing UG coursework i.e. classwork / problem sheet marking, you are required to attend the following sessions.

- Faculty of Engineering GTA Training Workshops
- Blackboard Training Session (if marking coursework)

Full details on these sessions and instructions to register will normally be issued at the start of each academic year. For further information on GTA work, please go to the following link: http://www.imperial.ac.uk/engineering/staff/teaching-training-and-support/gta-training/

12.   Conference and Travel Support

Royal Academy of Engineering offer international travel grants and their website is http://www.raeng.org.uk/

The International Travel Grant Scheme is intended to help Engineering Researchers in the UK make study visits overseas. This enables them to remain at the forefront of new developments and be aware of corresponding activity overseas. The scheme is intended to benefit individuals with their current work and ultimately engineering in the country as a whole by facilitating

technology transfer opportunities. It is also a means of maintaining the prestige of the nation's engineering overseas. The scheme is open to postgraduate students, doctoral and postdoctoral researchers, academic staff involved in research, in UK higher education institutions and chartered engineers in UK industry. To be eligible for funding applicants must be UK citizens or permanent residents. There are no age restrictions. The scheme is not open to Fellows of The Royal Academy of Engineering.

IC Trust – The Trust has a general fund which is used to provide support for students and activities within the College. The Trust may be able to provide up to £500 per person for participation at conferences. For further information, please go to the following link: http://www3.imperial.ac.uk/secretariat/governance/committees/ictrust/

13.   PhD Research

Although research can be varied, all PhDs have common elements. These are described in the following pages.

Key Points to Note

1. Although the Department's PhD Administrator is here to help, it is ultimately the responsibility of the principal supervisor and the student to complete all the paperwork/procedures in accordance with the Graduate School's regulations.

2. Completing all the course milestones on time is ultimately the student's responsibility.

3. PhD progression requires attendance at sufficient Graduate School transferable skills courses.

4. Make sure you keep in close contact with your principal supervisor.

5. All forms must be submitted via the PhD Administrator, who will arrange the necessary approvals.

6. Progress reports should be jointly completed by students and supervisors every 6 months.

7. All new non-Home-classified students must either take an English language test on starting or get a waiver form approved.

8. Use the PhD Handbook as a first port of call for information.

9. If you have a query that you cannot resolve via guidance on the web or the Department of Aeronautics documentation, contact the Director of

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> Postgraduate Research or PhD Administrator. Also, if you anticipate problems meeting your milestones, the PhD Administrator should be informed in advance so she can advise you as to what best to do.
>
> 10. Examination entries should be submitted at least 2 months ahead of thesis submission. Criteria on examiner eligibility should be checked before examiners are nominated.

13.1.   Timeline for Research Students

The table below shows the progression of a normal PhD by Research registration from beginning to end.

YEAR 1

Week 1:
- **College Registration**: All Research Students and First Year Research Assistants must register on-line via the Student e-Service (www.imperial.ac.uk/studenteservice)

- **Induction:** Attend the Departmental Induction including the Safety Lecture.

- Collect **ID card** from PhD Administrator (for October start students only).

- Complete and return **plagiarism and emergency contact details form** to PhD Administrator.

Month 1   **Initial English assessment**: If you are a non-native speaker of English, you will need to fulfil the English Language Requirement and take an initial English test as soon as possible and begin courses (if required) or submit exemption form to the PhD Administrator. Students who score less than 60% in the test will have to take a subsequent test as part of their Early Stage Assessment.

Month 2 - 3   **Research Proposal Confirmation** – draw up and agree with your supervisor(s) a formal three year research plan. The plan must be signed by the student, supervisor(s) and independent assessor, and emailed to the PhD Administrator (Lisa Kelly) l.kelly@imperial.ac.uk for the Director of Postgraduate Research's approval.
Research Proposal Confirmation

Month 6   **6 monthly progress report** – Submit via email a Mid First Year Assessment Form to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk.
Mid-First Year Report Form

Month 8   **Early Stage Assessment** via report and presentation/closed-session viva with the supervisor(s) and an independent assessor. Prior to review viva, submit the Early Stage Assessment report to assessor (via supervisor).

Month 9   **Early Stage Assessment –** Submit ESA form via email to Lisa Kelly
l.kelly@imperial.ac.uk.
Early Stage Assessment Form

Complete required Graduate School courses (for students who enrolled before 1st Oct 2016) – students must complete a minimum of 4 courses, each from a different domain in the 'Underpinning Skills Phase' OR the Research Skills Development course plus one other course which can be from any domain un the Underpinning Skills Phase - before the Early Stage Assessment.

For students registered from or after 1st October 2016:

The College requires all doctoral students to complete their minimum attendance requirement using one of the following options:

Option One:

- a minimum of 2 professional development workshops plus the online plagiarism awareness course by the Early Stage Assessment (ESA)

- a further 2 Graduate School workshops or a Global Postgraduate Retreat or Global Fellows International Programme by the Late Stage Review (LSR)

Option Two:

- A Graduate School Global Postgraduate Retreat plus the online plagiarism awareness course by the ESA

- 1 further Graduate School workshop or an additional Global Postgraduate Retreat or a Global Fellows International Programme by the LSR

Option Three:

- A Global Fellows International Programme plus the online plagiarism awareness course by their ESA

Students who require a 2nd English test ("English test at transfer") should arrange to take this BEFORE the Early Stage Assessment.

Month 12   **6 Monthly Progress Report –** Submit an End of First Year Assessment Form **via email** to the PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk
End of First Year Report Form

YEAR 2

Month 13   **College Registration**: continuing research students must register on-line via the Student e-Service   (www.imperial.ac.uk/studenteservice)

Month 18   **6 Monthly Progress Report** – Submit, via email, Mid Second Year Assessment

Report to the PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk.
Mid Second Year Report Form

Month 18   **Late Stage Review** report to be submitted to supervisor and an oral presentation completed.

Month 24
- **6 Monthly Progress Report** – Submit, via email, End of Second Year Assessment Report to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk.
  End of Second Year Report

Month 24

Late Stage Review form **must be** submitted via email to Lisa Kelly l.kelly@imperial.ac.uk by 24 months – **FINAL DEADLINE**
Late Stage Review Form

YEAR 3

Month 25   **College Registration**: continuing research students must register on-line via the Student e-Service   (www.imperial.ac.uk/studenteservice)

Month 30   **6 Monthly Progress Report –** Submit via email a Mid Third Year Assessment Report to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk
Mid Third Year Report

Month 35   **Extend Registration or move to Writing-up -** after year 3, students must extend registration (and pay tuition fees), or move to writing-up status which allows 6 to 12 months further access to College facilities. Students must inform the PhD Administrator whether they wish to extend registration or move to writing up before the end of year 3.
Writing-up form

Month 36
- **Extend Registration or transfer to Writing Up**

- **6 Monthly Progress Report –** Submit via email an End of Third Year Assessment Report via email to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk
End of Third Year Report

YEAR 4

Month 37   **Exam Entry Forms** – exam entry forms must be submitted electronically at least four months before the submission of thesis to PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk.
Exam Entry Form

Month 42   **Thesis Submission**
http://www3.imperial.ac.uk/registry/exams/thesisandvivas

13.2.   Registration

IC/A Form (members of staff only)

Members of staff who undertake a research degree as part of their contract of employment will be required to complete the IC/A form (degree registration form), which should be signed by the supervisor and emailed to the PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk

13.3.   Overview of Research Degrees (PhD)

Students starting before January 2011 register initially for MPhil and then subsequently upgrade to PhD. However, students starting from January 2011 will register directly for PhD (existing students will remain under the old system throughout their registration).

13.4.   Mentors

The main role of the academic mentor is a pastoral one. It is not intended that the academic mentor should act in a supervisory role and the role of academic mentor must remain separate from the role of supervisor.

The idea of the academic mentor is to provide the student with an additional person with whom to consult informally.

13.5.   Assessors

In addition to a supervisor, all research students will have at least one independent assessor who will read, assess and comment on the Research Plan, two progress reports (Early Stage Assessment and Late Stage Review) and will make a recommendation as to whether the student should progress with their degree.

The assessor is selected by the supervisor and approved by the Director of Postgraduate Research. The assessor would normally be another academic staff member within the Department, who would have the appropriate knowledge base and expertise to judge the student's progress and offer advice on the student's postgraduate project.

13.6.   PhD Students and Supervisors

Advice on student-supervisor roles is issued by the Graduate School. Here we provide a brief summary of the principles on which PhD study and supervision are based.

13.6.1. A Supervisor's Expectations of their Student

a) *Take responsibility* for your thesis – in the end it is your work, and supervisors are here only to help you accomplish your research objectives, **not** to do the thinking for you!

b) *Work hard* – PhDs cannot be accomplished with only a 9-5 effort. Imperial College London is a top ranked University and we expect that students will strive to accomplish good work.

c) *Display initiative* – ultimately, the person who drives the process and strives to understand the research area is you. We expect you to be curious about your work and to think about how other ideas/work have an impact on the work you are doing.

d) *Write one or more papers* before you have submitted your thesis. The process of writing enables you to develop writing skills which are useful when writing up your thesis and put your work into context.

e) *Be self-critical* of your own work and results and use these skills in being sceptical of results in the literature.

f) *Help less experienced colleagues* to learn through discussions and demonstrations.

g) *Keep up with the literature* in your field through literature searches every few months and by reading current papers.

h) *Write progress reports* at least twice a year detailing your results – to this end, you should be conscientious about keeping a record of your work and results, e.g. in a laboratory notebook and by regularly entering all your data into tables and Excel spreadsheets.

i) *Be aware of safety* at all times and follow safety procedures, especially if you are working in a laboratory or the field.

j) *Develop your skills and learn new ones* by attending the transferable skills courses and lectures provided by the Graduate School, your own and other Imperial College Departments and by any other external providers.

13.6.2. A Student's Expectations of their Supervisor

a) *Be supportive* of you both intellectually and personally.

b) *Set up a viable project* and ensure that you have a clear idea of aims and objectives and an initial work-plan.

c) *Provide an adequate work space* for you.

d) *Be available* (or provide an identified substitute) to talk about research problems at relatively short notice although, at certain times of the year, you may need to give a few days notice.

e) To *review progress* periodically, including discussion of requirements for progress reviews and submission of the PhD.

f) *Help and guide* you extensively in your first year; help you in your second year; and be a sounding board in your third year. The help is tapered as you develop confidence in your own abilities and research skills, to enable you to learn to work more on your own and to make more of your own decisions.

g) *Help develop your skills* in technical writing, oral presentations, problem definition and critical literature reviews.

h) *Help enable you to attend* at least one conference to present a paper.

i) *Provide adequate funds* and/or facilities for your research project.

j) *Read your thesis* thoroughly and make constructive comments on both style and intellectual content.

13.7.   Absence from College/Student Withdrawal Procedure

It is a condition of the course that you inform your supervisors of your holiday dates. If you are ill you should let your supervisor(s) know as soon as possible. If you are ill for more than 7 days you will need to produce a medical certificate. Medical certificates should be given to the PhD Administrator.

If you are formally taking time off from your studies, it is imperative that your supervisor fills in the appropriate form (study leave / interruption of studies) and sends it to the PhD Administrator before departure.

Interruption of Studies (i.e. the research registration is effectively suspended) should be requested when personal emergency or other circumstances arises, such as ill health, taking maternity/paternity leave, etc. A request to take up an internship in industry which is unrelated to the PhD programme will not be granted.

If a student is carrying out research related to his/her PhD study away from College, **Study Leave** can be granted provided his/her PhD progress is on track. Further information on Study Leave can be found on http://www3.imperial.ac.uk/registry/researchdegrees/studyleave

The Academic Regulations require that a student admitted to any course of study must attend to the satisfaction of the Head of Department. The College reserves the right to require any student whose academic progress is unsatisfactory or who fails in an examination to withdraw from the College. **Withdrawal decisions may be taken at any time during the session.**

Interruption of Studies (IC/B Form) Interruption to Studies Form

Study Leave (IC/D Form): Study Leave Request Form

For full details on Student Withdrawals and Appeals please refer to
http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations#regstud

13.8.   Professional Skills Development Courses

All doctoral students are expected to complete a number of our Professional Skills courses as part of their doctoral degree registration.

The Graduate School's Professional Skills attendance requirement exists in order to ensure that all students receive some generic skills training while at Imperial and have the opportunity to engage with the programme, alongside their laboratory and other work.

The College requires all doctoral students to complete their minimum attendance requirement using one of the following options attached to the link below:

Option One:

- a minimum of 2 professional skills workshops plus the online plagiarism awareness course by the Early Stage Assessment (ESA)

- a further 2 Graduate School workshops or a Global Postgraduate Retreat or Global Fellows International Programme by the Late Stage Review (LSR)

Option Two:

- A Graduate School Global Postgraduate Retreat plus the online plagiarism awareness course by the ESA

- 1 further Graduate School workshop or an additional Global Postgraduate Retreat or a Global Fellows International Programme by the LSR

Option Three:

- A Global Fellows International Programme plus the online plagiarism awareness course by their ESA

For further information, please visit:
http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/

13.9.   PhD Milestones – Procedures and Assessments

Imperial College expects PhD programmes to be completed on time. Therefore, all students must ensure that they complete their course milestones according to the dates set in their eService. All paperwork must be completed and returned promptly, via email, to the PhD Administrator.

Students can view their PhD milestone due dates by logging in to the Student e-Service – please see Appendix B – How to check PhD milestones / due dates.

13.9.1. Research Proposal Confirmation

TIMING: Within 3 months of initial registration

It is College requirement that all research students must write-up a research plan for their studies and submit this for review by an independent assessor. The supervisor should arrange for a suitable academic member of staff within the Department to act as the assessor. If a staff member cannot be found in the Department, the supervisor may arrange with a suitable academic staff member from another Department.

The research plan should be prepared in consultation with your supervisor(s). The plan should not normally exceed 3 pages in length and should include a project background, statement of

initial research aims and objectives, and the key tasks to be completed. It can also include a Gantt chart/milestones/timelines.

The student will submit the plan to the assessor (via the supervisor) for evaluation within 2 months of their start date. The plan must be signed by the student, supervisor(s) and independent assessor, and submitted to the PhD Administrator for the Director of Postgraduate Research's approval.

The Department will confirm to Registry when this milestone has been completed.

13.9.2. Six Monthly Progress Reports

All students and their supervisors must complete a six monthly progress Report. The PhD Administrator will issue a reminder to students and staff about this at the relevant time, and will set a deadline for return of the forms.

This is a good opportunity for the supervisor and student to discuss progress and decide a plan for future work. There is space on the Progress Form for both the student and supervisor to make comments. It also provides a convenient method for the supervisor to give written feedback on the student's performance to date.

Completed forms must be returned promptly to the PhD Administrator, who will forward them to the Director of Postgraduate Research for review before placing in the student's file.

Students may also choose to submit a **Confidential Report** which the supervisor does not see and which is passed to the Director of Postgraduate Research (or deputy if the Director of Postgraduate Research is the supervisor). The Confidential Form allows the students to raise issues which they do not wish to discuss with their supervisors. A copy of the form is available from the PhD Administrator.
The six monthly report form and Confidential Student Report Form are available from the PhD Administrator.

[Confidential Report Form](#)

13.9.3. PhD Progress Reviews for PhD students starting from January 2011

It is College requirement that following the submission of the Research Plan, all research students must undertake two formal progress reviews during their studies:

- **Early Stage Assessment (by 9 months)**

- **Late Stage Review (submission to supervisor at 18 months / submission to Lisa Kelly (PhD Administrator at 24 months)**

13.9.4. Early Stage Assessment

TIMING: 9 months after initial registration

The College requires that the student's PhD research potential be assessed by examination, held before the end of 9 months.

The purpose of the Early Stage Assessment is to establish that the student has an understanding of his/her field of research and the direction of his/her project and have the potential to pursue research.

The Early Stage Assessment (ESA) requires the student to write a report and make a short presentation, which are reviewed by an independent assessor. This would normally be the assessor who reviewed the research plan confirmation. The closed session viva should also be attended by the supervisor. EU and Overseas-classified students not exempted by their score in the initial test, must take a further English language test to confirm they have made suitable progress.

Report

The report would normally be between 20 – 30 pages, containing a summary of the relevant literature (literature review), results from the work to date and a detailed plan of action for the remainder of the PhD.

Prior to the viva, the student should submit a copy of the report to the assessor (via the supervisor).

Presentation

The presentation should be based on the written report and end with a "Future Work" section describing how the project will proceed in the remaining period of study. A clearly-annotated time-line with goals and milestones, including writing up and final thesis submission, should also be presented for discussion. The presentation should last 10 minutes followed by a Q&A session.

Process

The review should begin with just the student, and assessors present, so the student can deliver his/her presentation and to give the student the opportunity to express any concerns about supervision. The supervisor should then join the student for the Q&A session, remaining if necessary with the assessors after the student has left to discuss any concerns about the student's capability. The review should take **about 30 minutes** and not more than one hour.

The supervisor should play a passive role in the viva. In the case of joint supervisors, it is expected that both supervisors should attend the viva and reach a joint decision regarding the outcome.

All PhD students are expected to complete a programme of professional skills development training as prescribed by the Graduate School BEFORE the end of the Early Stage Assessment: a minimum of 4 courses, each from a different domain in the 'Underpinning Skills Phase' OR the Research Skills Development course plus one other course which can be from any domain un the Underpinning Skills Phase.

For students who registered **on or before** 28th September 2012, the professional skills development requirement should be completed by the Late Stage Review, and it is therefore **not** necessary to confirm attendance of training as part of the Early Stage Assessment.

For students registered **on or after** 29th September 2012, the Early Stage Assessment must ask whether a student has completed the professional skills development training.

Failure to complete the requisite training may result in a student's registration being transferred from PhD to MPhil or in a student being barred from entering the PhD (or MPhil) examination.

If the student has not completed this requirement, the College may transfer the student's registration to MPhil. If the student subsequently fulfils the professional skills development requirement, and has otherwise successfully completed the Early Stage Assessment, the student's department may request a transfer of registration from MPhil to PhD. The date of PhD registration will, in this case, be taken as the date of the initial PhD registration.

Students who require a 2nd English test ("English test at transfer") should arrange to take this BEFORE the end of the Early Stage Assessment.

Paperwork – Early Stage Assessment Form

After the viva, the supervisor and assessor should complete the Early Stage Assessment Form. The form has sections for the assessor to record their comments on the report and viva. This form should be signed by ALL the supervisor(s) and the independent assessor. The supervisor should return the form promptly to the PhD Administrator for approval by the Director of Postgraduate Research.

Outcome from Early Stage Assessment

The outcome of the Early Stage Assessment will be one of:

a) Continuation towards the PhD
b) Re-submission/re-assessment within 11 months (22 months for part time students). Only one re-submission will be allowed.
c) Transfer of registration to MPhil and write up or
d) Withdraw from Imperial College London

The supervisor and student are responsible for ensuring that a copy of the Early Stage Assessment Form is completed and returned to the PhD Administrator for approval by the Director of Postgraduate Research.

The Department will confirm to Registry when this milestone has been completed.

Nb. If the professional skills training requirement is not completed by 9 months then the student would be transferred to MPhil and/or prevented from entering the MPhil or PhD examinations. If this requirement is completed late, the Department must make a case for transferring back to PhD.

Transfers to MPhil are usually back dated to the original PhD registration date.

13.9.5. Late Stage Review

TIMING: Between 18 – 24 months

A second review of a student's PhD research ability should occur between 18 – 24 months after initial registration. The purpose of the Late Stage Review (LSR) is to confirm that the student (a) has made an adequate progress and is on schedule to complete the research programme within 3 years, (b) has a critical awareness of the relevant literature on the subject, (c) has a realistic research plan and schedule and (d) has the capacity to pursue research.

There are two parts to the assessment:

- Submission of a report and a subsequent *'closed-session viva'* with the supervisor and independent assessor

- A 30 minute oral presentation to academics and fellow research students

The report and presentation will be reviewed by an assessor, preferably the assessor used for the Early Stage Assessment, so that progress can be clearly evaluated.

Please note that the report, oral presentation, and viva are different events that, generally, will be held on different days. The former will be arranged by your supervisor, so that you should discuss planning of this with him at once.

EU and Overseas-classified students not exempted by their score in the initial or Early Stage Assessment test, must take a further English language test to confirm they have made suitable progress.

Report

At least two weeks before the viva, the student should submit the report to the assessor (via the supervisor).

The report should comprise of at least the contents page of the thesis, a statement of expected original contributions, an outline of the research achievements so far and a work plan and schedule for completion of the thesis.

Presentation

The presentation should focus on the results obtained and their interpretation, and end with a future work section describing how the project will proceed in the remaining period of study. The presentation should last 30 minutes (20 minutes talking and 10 minutes for questions and answers).

The Late Stage Review Oral Presentations will generally take place every May.

Paperwork - Late Stage Review Assessment Form

The review is formalised via the Late Stage Review form, which should be completed after the review viva by the supervisor and independent assessor. The form must be returned promptly to the PhD Administrator for approval by the Director of Postgraduate Research.

Outcome from Late Stage Review:

The outcome of the Late Stage Review will be one of:

a) Continuation towards the PhD
b) Re-submission/re-assessment within 3 months of the initial Late Stage Review. Only one re-submission will be allowed.
c) Transfer of registration to MPhil and write up or
d) Withdraw from Imperial College London

Nb. Students who transfer to MPhil at this stage must complete the MPhil within 3-6 months of their initial LSR

Failure to complete the Late Stage Review requirements by the end of 24th month after initial registration, may result in transfer to MPhil only registration.

13.10.   Completing your studies and submitting your thesis

13.10.1.   Writing Up status

Full-time research students are permitted to write up their thesis in College for six or twelve months immediately following the end of their registration only if all experimental / programming work is completed and if they are engaged solely in writing up their thesis. This allows you to have desk space and access to all College facilities for a registration fee.

To apply for writing-up status students with supervisor approval need to inform the PhD Administrator that they wish to write up. An Examination Entry Form and the associated documents must be submitted at the start of the writing up period.

PhD students who have been in writing-up for 6 months or more are no longer entitled to a desk space. If you would like to keep your PC in college and log in remotely, please inform your PhD Administrator who will help you to arrange this.

The writing up period cannot be extended beyond twelve months.
Students are not insured to work in the lab during this period.

13.10.2.   Funding after 3 years

If your funding is for 3.5 years (i.e. 3 years as a full-time student, plus the first 6 months of your writing up period):

Payment for the writing up period is subject to successful transfer to CRS / WUAC after 3 years.   Please check the PhD guide and complete all necessary paperwork for the transfer in good time.   Bursary payments WILL NOT go through unless you are fully registered on the College system.

13.10.3. Examination Entry and Submission of Thesis

All full-time and part-time students are required to submit a thesis within 48 months of their initial degree registration. Truly part-time students are required to submit a thesis within 72 months of their initial degree registration.

Before you can submit your thesis or have a viva voce examination you, your supervisor and the Department will need to complete examination entry forms.

You should aim to submit your exam entry forms at least four months before you would like to submit your thesis, or four months before your final submission deadline. This means submitting forms no later than 44 months after your start date if you are a full-time student, or and 68 months after your start date if you are a truly part-time student.

Please note that submission of your thesis is not permitted until you have completed the minimum registration period.

- Nomination of Examiners & Examination Entry Form

Once you have completed Section I of the form you should forward these to your supervisor(s).

Your supervisor will then complete Section II of the examination entry form, including nominating two examiners for your viva within the Guidelines for Supervisors for the Appointment of Examiners. Once your supervisor has completed Section II they should forward it to the Director of Postgraduate Research for approval.

The Higher Degrees Research Committee reviews each nomination of examiners, and upon approval, the proposed examiners and relevant paperwork are forwarded to Registry for their approval.

The Examination Entry is valid until the thesis submission deadline, during which the thesis can be submitted for examination. After the submission deadline, the entry will be cancelled, and another entry form will need to be completed along with a late entry application form.

http://www3.imperial.ac.uk/registry/exams/examentryforms

13.10.4. Thesis Submission

Once you have submitted your exam entry form you will be told when your entry has been processed and you are able to submit your thesis.

The regulations regarding thesis submission are different depending on whether you are registered for an Imperial College or University of London degree.

If you began your registration in or after October 2007 then you are automatically registered for an Imperial College degree. If your start date is before this date and you are unsure which degree you are registered for then you can check this by logging into Student e-Service and clicking on the "Course Information" tab.

When you submit your thesis, you should make sure that you also provide a copy of the Abstract and the Declaration of Number of Words

http://www3.imperial.ac.uk/registry/exams/thesisandvivas

13.10.5.   Viva

Once you have submitted your thesis, Registry will ensure that copies are provided to your examiners, in advance of your viva examination. Your supervisor, or another member of staff in the Department, will be responsible for organising the viva and making all the necessary arrangements.

When your viva has taken place you may be informed of the outcome by the examiners. You will possibly be asked to make some minor corrections to your thesis before submitting the final copies and being awarded your degree.

Once you have submitted the final copies of your thesis and your examiners have agreed that they are satisfied the Registry will write to you confirming the award of your degree. Your certificate will be issued after this date.

http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Once you have submitted the final copies of your thesis and your examiners have agreed that they are satisfied the Registry will write to you confirming the award of your degree. Your certificate will be issued after this date.

13.10.6.   End of PhD procedures

☐ Clear your desk area

☐ Return computer to your supervisor

☐ Report to PhD Administrator on your last day

13.10.7.   Removing equipment from college

College owned equipment should remain onsite at all times. In the rare case your PC should be relocated to an external location, approval must be sought from your supervisor, the Department / HoD. In order for the Department to maintain accurate records regarding movable equipment, you will be required to complete a request form (available from Molly Ip).

Please note that asset tags should never be removed from any of the equipment. If your PC loses its asset tag, it is your responsibility to have this replaced by ICT service.desk@imperial.ac.uk

 It is possible to purchase your PC at the end of your PhD, with Department approval (contact Molly Ip). In these cases all software will first be deleted by IT.

Appendix A – Regulations for Students

1. All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, the Regulations of the University of London as appropriate and such other Regulations and Instructions for Students as the College may from time to time approve.

2. Any student whose sessional fees or whose residence charges* have not been paid in full will not be allowed to proceed to the next year of the course and will be required to withdraw from the College. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.

3. Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

4. Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.

5. Student disciplinary offences of a non academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College, or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.

6. Candidates for the PhD or MPhil degrees are required by the University regulations to give conditional authority for their thesis or dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the appropriate College Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

7. Undergraduates must inform their Senior Tutor and postgraduates their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

8. A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

9. The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student's state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to him/herself or others. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue his/her programme of study the Head of Department shall consult the College Tutors and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies or require the student to withdraw from the College. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study. A student who is required to withdraw has the right to appeal against the withdrawal decision but not against the results of the medical assessment on which the decision is based. The student may, however, request that a second medical assessment be obtained from a medical practitioner approved by the College Health Service. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeal Committees, whose decisions are final. A student who is suspended will be regarded has having taken an interruption of studies, and will be required to provide medical evidence as to fitness to return to study in accordance with the conditions attached to the granting of interruption of studies.

10. No work involving ionising radiation may be carried out in any part of the College except in accordance with the current edition of the Imperial College Local Rules for Safe Working Practices with Ionising Radiation (Second Edition Spring 1991).

11. Students who make use of University or College Computing facilities are required to familiarise themselves with and to abide by the current edition of the Imperial College Information Systems Security Policy and Codes of Practice and Guidelines.

12. Computer misuse will be regarded as a serious offence and will be dealt with under the College Disciplinary Procedure or, where appropriate, under the provisions of the Computer Misuse Act 1990.

13. Students who are authorised, as part of their studies, to make use of „data" and „personal data" as defined under the Data Protection Act 1998 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.

14. All students must familiarise themselves and comply with the College Policy on Student Derived Intellectual Property Rights.

15. Students must notify the Academic Registrar of any change in their home or lodgings address.

Appendix B – How to check your PhD Milestones / Due Dates

Navigate to Student e-Service: www.imperial.ac.uk/studenteservice

Login using your College username and password

1. Select the **Course Information** tab

2. Select **Research**

Imperial College London

→ Return to the Imperial homepage

Home Logout Preferences Help

| Home → | Personal Details → | Addresses → | Course Information → | Student Funding → | Online Registration → | Applications → | Academic Record → |

Course Information |Research |Interruption of Study

Your Course Details

This page shows your current course details.

Your current status is :   Registered 2012/2013

Course Code	H4ZX
Course Title	Aeronautics Research
JACS Code	H410
Qualification Aim	Diploma of the Imperial College (DIC), PhD degree of Imperial College London
Course Year	YEAR 3
Undergraduate/Postgraduate	Postgraduate
Full Time / Part Time	Full Time
Start Date	11-Jul-2011
Planned End Date	10-Jul-2014
Department	Department of Aeronautics
Location	South Kensington
Fee Status	European Union

If the course displayed is not correct because you have recently transferred course you can still register. At busy times of the year, we are not always able to process course transfers immediately. If you are unsure please go ahead and register but email us with the new course details as well. It is important that you are registered with the College and the course details can be corrected later.

Notify Us

Main campus address:
Imperial College London, South Kensington Campus, London SW7 2AZ, tel: +44 (0)20 7589 5111
Campus maps and information | About this site

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Research

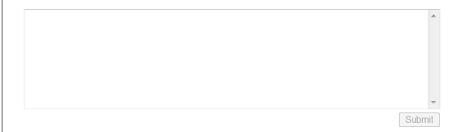The information on this page is only applicable to students registered for a research degree.

Information for Research Students

Supervision

Dr. Aimee Morgans

Summary of Research Proposal

Please enter a summary of your research proposal, up to a maximum of 2000 characters including spaces. It is recommended that you paste in the text rather than typing dir
Note: after you click the 'Submit' button, you will not be able to make any further changes to your research proposal using Student e-Service

Submit

Milestones

Milestones will only appear as completed once any necessary items have been received, processed and approved by Registry

Planned Milestones

Milestone	Due By
Late State Review	01-Jan-2013
Examination Entry Form Submission	13-Mar-2015
Submission of Thesis	10-Jul-2015

Completed Milestones

Milestone	Completed
Research Project Confirmation	09-Feb-2012
Early Stage Review	01-Jun-2012

3. Milestone due dates

4. Milestones will only appear as completed once any necessary items have been received, processed and approved by Registry. Therefore, once you have completed your milestone, please ensure that all relevant paperwork are submitted to the Aeronautics PhD Administrator, for onward transmission to Registry.