Imperial College London

DEPARTMENT OF EARTH SCIENCE AND ENGINEERING

Faculty of Engineering

Research Degree Student Handbook 2023-24

Contents

Welcome to the College

Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years.

You're now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

The College provides a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like writing your literature review or simply having someone to talk to.

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you're interested in getting involved then there will be opportunities for you to do so.

Our Principles

In 2012 the College and Imperial College Union agreed 'Our Principles'. This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

Imperial will provide through its staff:
- A world class education embedded in a research environment
- Advice, guidance, and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:
- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies, and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

Imperial students should:
- Take responsibility for managing their own learning
- Engage with the College to review and enhance provision
- Respect, and contribute to, the Imperial community

The Imperial College Students' Union will:
- Support all students through the provision of independent academic and welfare assistance
- Encourage student participation in all aspects of the College
- Provide a range of clubs, societies, student-led projects, and social activities throughout the year
- Represent the interests of students at local, national, and international level

www.imperial.ac.uk/students/our-principles

PhD Expectations

Doctoral Proposition

Imperial College London will:

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

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

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

Offer life-long membership of the Imperial community
- supporting you as a student and afterwards as an alumna/us
- enabling you to share your professional advice and experience with future students

Mutual Expectations for the Research Degree Student Supervisor Partnership

The Graduate School has produced a list of minimum expectations that students and supervisors can expect from each other. It is designed to facilitate conversations to establish effective partnerships and the College requires that the document is discussed at the first meeting between a main supervisor and a new student. It should be noted that this is not exhaustive and that the student and supervisor may wish to discuss and personalise each point to suit.

[Supervision Support | Imperial students | Imperial College London](#)

Location and Access

Imperial has a number of campuses in London and the South East. All have excellent travel links and are easily accessible via public transport.

Location

Your main location(s) of study will be:

South Kensington Campus, Exhibition Road, London SW7 2AZ

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. You can download the timetable and check the latest service updates at:

www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

Maps

Campus maps and travel directions are available at:

https://www.imperial.ac.uk/visit/campuses/

Accessibility

Information about the accessibility of our South Kensington Campus is available online through the AccessAble access guides:

https://www.accessable.co.uk/organisations/imperial-college-london

Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

www.imperial.ac.uk/smoke-free

SafeZone

SafeZone is a College app through which you can quickly and directly contact the Security team whenever you need them. Whether you're in an emergency situation, in need of First Aid or want to report an incident on campus, SafeZone allows you to be immediately put in touch with a member of our Security team and, at the touch of a button, can share your location and personal profile so that they can respond quickly and effectively to your specific needs. It also allows the entire College community to stay informed in the event of a major incident in London or wherever you may be in the world. Safezone also provides information on other services, such as real-time updates on the College shuttle bus.

SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit www.imperial.ac.uk/estates-facilities/security/safezone/ for more details about SafeZone.

All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

2. Introduction to the Department

Welcome from Head of Department

Welcome to the Department of Earth Science and Engineering. Congratulations on your achievement of joining us. You will be part of a department, which is world class and unique in its bridging of blue skies research, applied science, and engineering. Our Postgraduate students are valued by industry and academia alike, and we look forward to working with you. The training you will receive is tailored to allow you to fulfil your own ambitions and make a lasting change to the world around us. I wish you well in your activities and hope that you will find your time with us rewarding and formative. I look forward to meeting you.

Prof. Tina van de Flierdt
Head of Department for Earth Science & Engineering

Earth Science & Engineering Department

Overview

The Department of Earth Science and Engineering is part of the Royal School of Mines, which was established in 1851, growing out of the Museum of Economic Geology set up in 1841. The Royal School of Mines moved from central London to South Kensington in 1872 and officially became a part of Imperial College in 1907. For 160 years, geoscientists and engineers at the Royal School of Mines and then in the Department of Earth Science and Engineering have been committed to excellence in the teaching and research of the Earth Sciences. Put simply, we have been studying the way the world works longer than any university in the UK and are one of the oldest in the world. Today, the department hosts approximately 50 academic and teaching staff, 70 research staff and support staff, 600 undergraduate and postgraduate students.

Academics and researchers in the Department of Earth Science & Engineering are at the cutting edge of comprehending how Earth systems work, how natural resources and energy can be sustainably extracted and provided, how solid bodies in the Solar System have evolved over time, and much more, using a combination of pure and applied research. Our work in these fields is aided by strong collaborative ties with the Energy Futures Lab, the Sustainable Gas Institute, the Data Science Institute, the Imperial I-X Initiative and the Grantham Institute for Climate Change and the Environment at Imperial College London. The Natural History Museum and Science Museum are nearby world-famous institutions with which we collaborate. We benefit from our links with these organisations, where several of PhD and MSci students undertake research. We are also closely connected with The Geological Society and Royal Astronomical Society, which frequently host international conferences, providing opportunities to mix with leading science experts from across the world.

Whether it is through undergraduate degrees in Geology, Geophysics, or Earth and Planetary Science, or our MSc courses on Natural Resources, Environmental Data Science, or Applied Computational Science and Engineering, the commitment of our staff to excellence in teaching ensures that our students graduate with a range of skills that allow them to join a cohort of alumni that go on to senior positions in industry and in academia.

https://www.imperial.ac.uk/earth-science

Research Themes

We are a world-leading department undertaking interdisciplinary research across the full spectrum of Earth Science and Engineering.

Our pure and applied research covers a broad range of subjects, from studying past climate in Antarctica to developing innovative means of capturing and storing carbon from our atmosphere, modelling environmental pollution and hazards, developing more sustainable energy systems, characterising the myriad flows of our oceans, probing how geophysical processes have shaped our planet from core to crust, and revealing the history of life on both our own planet and others.

Our work is informally grouped into six themes – Earth Processes and Geohazards, Energy and Resources, Planetary Science, Climate and Environment, Life and Health, and Computational Modelling. The aim of the themes is to bring together PhD students, research, and academic staff with similar research interests in an informal way. Research themes span academic disciplines (such as geophysics, geochemistry, petrology etc.) and Research Groups.

Each Theme has an academic leader, who represents the Theme at the Departmental Research Committee. Each Theme has a small committee, typically made up of PhD students and post-doctoral researchers, who organize activities for the Theme. These activities span a broad range, including newsletters, social events, bespoke technical training, and many more. You can join as many Themes as you like and are strongly encouraged to join at least one. Invitations to join the Themes are sent at the beginning of each academic year. If you miss these, you can join at any time. If you are not sure who to approach to join a Theme, just ask your supervisor, or a friendly fellow researcher.
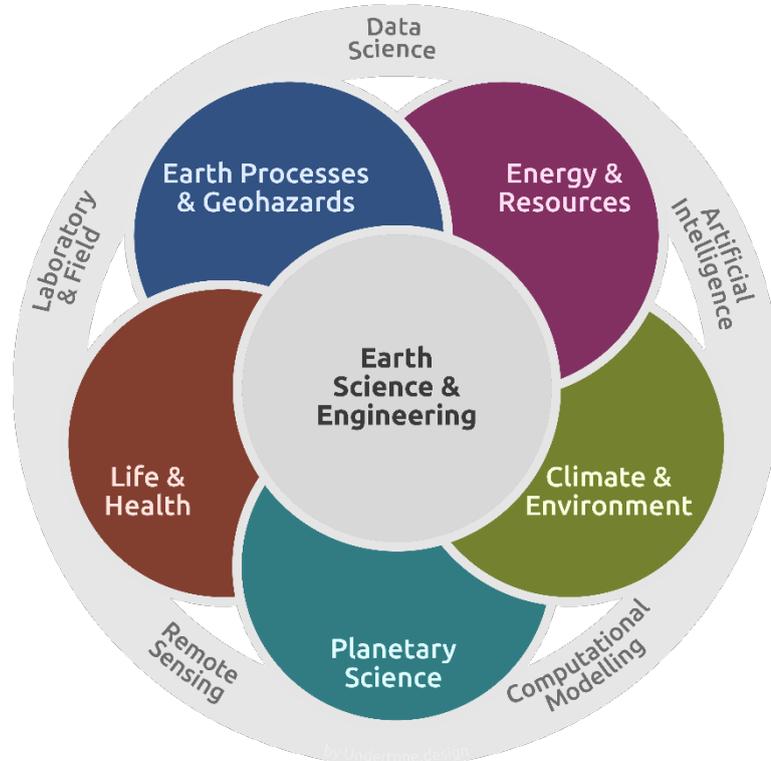
For more information on Research in the Department of Earth Science and Engineering, see: https://www.imperial.ac.uk/earth-science/research/

Various **research groups** operate within or across Research Themes. Research Groups tends to be associated with particular staff, research topics and/or disciplines. You are likely to be part of a Research Group if your supervisor is part of that group. The department hosts a wide range of varying size; current examples include:

- The Impacts and Astromaterials Research Centre (IARC), which brings together scientists, facilities and resources from the Department and Natural History Museum to address fundamental planetary science questions;

- MAGIC (MAss Spectrometry and Isotope Geochemistry at Imperial College London), which uses isotope geochemistry to tackle diverse questions in the Earth, environmental, and engineering sciences;

- NORMS (Novel Reservoir Modelling and Simulation), a multidisciplinary collective of geoscientists, applied mathematicians, engineers, and experimental and computational physicists that develops and applies new methods to monitor and model fluid flow in subsurface reservoirs;

- The Applied Modelling and Computation Group (AMCG), which develops and applies innovative modelling techniques and numerical methods in Earth, nuclear, engineering and biomedical sciences;

- Geodynamics: Core to Surface, which uses a combination of experimental observation, data visualisation and numerical modelling to study a wide range of problems in the solid Earth – from the core to the surface.

For further groups and details, see: https://www.imperial.ac.uk/earth-science/research/research-groups/.

The Department's research is overseen by the Departmental Research Committee, which is made up of academic staff and is chaired by the Director of Research. The DRC supports research activities within the Department.

Faculty of Engineering

The Department of Earth Science and Engineering is part of the Faculty of Engineering. The Faculty of Engineering is one of three faculties within Imperial College London and is led by the Dean, Professor Nigel Brandon OBE FREng.

The Faculty seeks to provide international leadership in engineering research and education and is widely recognised as a world leading engineering school. Our departments consistently excel in prominent league table rankings, while the College as a whole enjoys similar success.

Our Faculty is unique in the UK in supporting world class education and fundamental research across the full range of engineering disciplines.

All ten of our academic departments are located on a single campus in South Kensington, giving a concentration of talent that creates a stimulating and vibrant research culture, which promotes multidisciplinary collaborations and attracts internationally leading researchers and scholars.

- Department of Aeronautics
- Department of Bioengineering
- Department of Chemical Engineering
- Department of Civil and Environmental Engineering
- Department of Computing
- Department of Design Engineering
- Department of Earth Science and Engineering
- Department of Electrical and Electronic Engineering
- Department of Materials
- Department of Mechanical Engineering

Our academic departments deliver world class education in engineering so that our graduates possess the skills, knowledge, and attitudes necessary to become international leaders in engineering industry and academia.

We provide our students with an outstanding engineering education that brings together cutting-edge researchers, exceptional teachers, and state-of-the-art facilities in inspiring physical and virtual environments. Students at Imperial will meet, work, and live with people studying every aspect of engineering.

The Faculty is home to 1,746 staff (421 academics, over 828 researchers and 496 support staff) and 7,929 students (of whom over 1,700 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.

Equality, Diversity, and Inclusion

Our strategy is a call to action to everyone at Imperial – staff and students – who believes that the dignity and individuality of every other person here should be respected and cherished. https://www.imperial.ac.uk/equality/governance/strategy/

You can find key diversity event dates in the Equality, Diversity, and Inclusion calendar: http://www.imperial.ac.uk/equality/activities/calendar/

What we do in the Department

The Department of Earth Science and Engineering is committed to continually supporting and further developing a vibrant, diverse, and inclusive community of staff and students. https://www.imperial.ac.uk/earth-science/about/edi/

"We aim to develop a culture that promotes personal responsibility for equality rooted in respect and dignity." Prof Tina van De Flierdt, Head of Department

As a Department, our values are:

Supportive | Excellence | Integrity | Innovative | Inclusive | Inspiring

Our values support us to achieve our vision for ESE to be a place for excellence in research and teaching, and for ESE to be the best place to study, work and to develop your career.

ESE Equality, Diversity, Inclusion and Culture Committee

The Department's Equality, Diversity, Inclusion and Culture (EDIC) Committee, chaired by Dr Becky Bell who, along with our EDI co-ordinator, Sophia Quazi, is responsible for driving forward the equality, diversity, inclusion, and culture agenda in the department, providing support and guidance to all staff and students.

It is representative of the whole department and therefore includes a diverse representation from the academic and teaching staff, professional and technical staff, research staff, undergraduates, taught and research postgraduates. If you're interested in advancing equality, diversity, inclusion, and culture within the department and joining our committee, please email Becky or Sophia directly:

✉ s.quazi@imperial.ac.uk; Rebecca.bell@imperial.ac.uk

ESE Athena SWAN Self-Assessment Team

The ESE Athena Self-Assessment Team, reporting to the ESE EDIC and co-chaired by Dr Katharina Kreissig and Dr Becky Bell, have been awarded Bronze Athena SWAN. The Advance HE's Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women and address gender equality more broadly. This application process is providing the department with an opportunity to reflect on the great things we do to encourage gender equality and also to develop action plans to improve things even further. More information can be found here:

https://www.imperial.ac.uk/earth-science/about/edi/athena-swan/

Support for Bullying and Harassment

If you ever need support during your time at Imperial, there are many services within ESE and the College. ESE and the College are committed to creating an inclusive environment free of all forms of discrimination. This includes direct and indirect forms of harassment, bullying and victimisation.

If you ever experience bullying and harassment, including sexual or racial harassment, there are a number of support services available to you:

- [Report and Support tool](#) – Anyone can use the tool, including staff, students, contractors, and visitors to the College. You can use the tool if you have witnessed an incident, or experienced bullying or harassment directly. You can disclose something anonymously or you can provide your details to be put in contact with someone.

- [Student Harassment Support Contacts](#)- The College has a number of trained Student Harassment Support Contacts (HSCs) who are here to listen and signpost you to relevant specialist support. They have received specialist training which enables them to listen to your concerns and experiences relating to bullying, harassment, discrimination, and sexual misconduct. They can be contacted directly through their email, shsc@imperial.ac.uk.

- [Sexual Violence Support](#) – There are seven [Sexual Violence Liaison Officers](#) (SVLO) who are Imperial staff who work in different departments and services across the College. They have received specialist training to support students who have experienced sexual violence. They are not counsellors but will listen to you and can help you access the right support and information. They can be contacted directly through their email, svlo@imperial.ac.uk.

- [Imperial College Union Advice Centre](#) – The Advice Centre can provide professional advisors to help support students through a wide range of challenges they may face during their time at Imperial. They can also provide advice and support for bullying and harassment. They can be contacted directly through email (advice@imperial.ac.uk), phone (020 7594 8060) or through booking an appointment on their website.

Further support

There is also wellbeing support providing within the department and the College.

ESE has a dedicated Student Wellbeing Advisor, Anita Murphy. You can learn more about her and wellbeing at ESE on this website: https://www.imperial.ac.uk/earth-science/current-student-staff-info/wellbeing/

The College provides counselling for students. Their website lists details of the service and how to book: https://www.imperial.ac.uk/counselling/.

Student Support Zone links to a wide variety of support services available at the College: https://www.imperial.ac.uk/student-support-zone/.

Key Dates for 2023/2024

Recurring departmental events

Date	Details
October – September (all year round)	Tea & Coffee @ 11.00 am
October – September (all year round)	Fribes @ 5.00pm Fridays
Departmental Seminars	Thursdays 12.45 – 1.45 pm (3 times a month)
Departmental research seminars	Tuesdays 12:15 - 13:15 (every week, term time)
Monthly PhD Tea & Cakes	First Wed each month @ 3.00-4.00 pm

Special events

29th September 2023	ESE PhD Conference Day 2023
tbc	ESE Postgraduate Prize Reception
May 2024	Postgraduate Graduation Day
15 June 2024 – 16 June 2024	Great Exhibition Road Festival
tbc	Summer Research Showcase

Term dates

30 September 2023 – 15 December 2023	Autumn term
6 January 2024 – 22 March 2024	Spring term
27 April 2024 – 28 June 2024	Summer term

College closure dates

23 December 2023 - 1 January 2024	Christmas/New year
28 March 2024 – 2 April 2024	Easter holiday
6th May 2024	Early May Bank Holiday
27 May 2024	Spring bank holiday
26 August 2024	Summer bank holiday

3. The Graduate School

Welcome from the Graduate School

Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities. Our programme is offered to you through multi-mode delivery so that you can access it wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something completely different, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.

Our primary way to communicate to you will be through our monthly e-newsletter and professional skills email bulletins. However, do check our website, blog, and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating, and diverse environment in which to work, to study and to research. Do make the most of all that the College and your programme has to offer.

The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been established to support all postgraduate students at the College through:

- Training and development courses and retreats
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College
- Coaching
- Research Degree Mediation

Professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website

All courses can be booked online.

Contact us

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 1383

✉ graduate.school@imperial.ac.uk

💻 www.imperial.ac.uk/students/academic-support/graduate-school/

Imperial Guides for Postgraduate Students

Imperial Mobile app

Don't forget to download the free Imperial Mobile app for access to College information and services, including your programme timetable, College emails and a library catalogue search tool.

💻 www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

You can download the App from the Apple or Google App Stores.

Imperial Success Guide

The Imperial Success Guide is an online resource with advice and tips on the transition to a research degree. More than just a study guide, it is packed with advice created especially for Imperial Research students, including information from across the College on support, health and well-being and ideas to help you make the most of London.

💻 www.imperial.ac.uk/students/success-guide/pgr/
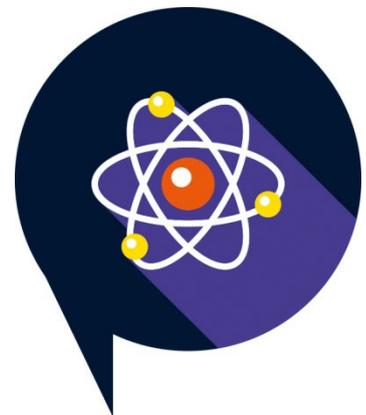
4. Your ESE support network

Welcome from the Director of Postgraduate Studies

Welcome to the Department of Earth Science and Engineering. We hope your PhD will be a time where you learn a lot, do exciting research, meet and work with a diverse range of colleagues and make new friends. There are many people in the department and college that are here to help when you need support.

In this section, we introduce our ESE support team consisting of your supervisor(s), mentor, your peers in your research group and cohort(s), the postgraduate team that can offer academic, pastoral, and administrative support, the GradSoc who represent your views and organise a range of social, academic and wellbeing activities, and the various admin teams that can help with for example financial queries. In addition, the college offers a wide range of support and services, which are listed in the Wellbeing and Advice and Student Services section of this handbook.

Enjoy your time and do not hesitate to contact one of us if you need help.

Prof. Saskia Goes

ESE Departmental Director of Postgraduate Studies for Research

Quick Links Departmental Support

The main support for your PhD will come from the department, starting with your supervisor(s), your mentor, peers from your research group and/or cohort, the postgraduate team and GradSoc. In addition, the College offers a wide range of academic and pastoral support as well as health services which are listed in Chapter 8.

Quick Links – to call from an external telephone dial +44 (0)20 759 then extension number.

For questions about **administrative aspects of your degree** (e.g., procedures, forms)
Amanda Allotey: a.allotey@imperial.ac.uk exit: 46400

If you have any **problems with your work, progress or wellbeing in ESE**:

Your supervisor(s) and/or mentor
Departmental PG Tutors:
- Saskia Goes (Director of PG studies): s.goes@imperial.ac.uk ext 46434
- Robert Zimmerman: (Senior PG Tutor) r.w.zimmerman@imperial.ac.uk ext 47412
- Yves Plancherel: y.plancherel@imperial.ac.uk ext 42967
- Pablo Brito-Parada: p.brito-parada@imperial.ac.uk ext 4 9980
- Anita Murphy: ESE wellbeing advisor anita.murphy@imperial.ac.uk ext 49521

To discuss your **registration, funding or visa**:

- https://www.imperial.ac.uk/admin-services/registry/contacts/registry-teams/student-hub/

To report **safety concerns** for yourself or others or see something suspicious:

- https://www.imperial.ac.uk/estates-facilities/about-us/campus-emergency-contacts/
- College Security: Campus: 4444 (020 7589 1000)
- https://www.imperial.ac.uk/estates-facilities/security/

To report a **building defect**:

- Report it online: https://www.imperial.ac.uk/estates-facilities
- Report it by email to eo.csc@imperial.ac.uk
- Or, in an emergency call 020 7594 8000 (48000 extension)

To report a **safety issue** in the office, dept, lab or field area where you are working:

- https://www.imperial.ac.uk/earth-science/current-student-staff-info/health-safety/

To make an **expense claim**: ese.expense@imperial.ac.uk

For **Bursary queries**: Caroline Baugh: ext: 47338 c.baugh@imperial.ac.uk

Out of hours crisis:
- College Security: Campus: 4444 (020 7589 1000) Campus Security
- Samaritans - 116 123 (UK) https://www.samaritans.org/
- London Nightline: Phone: 0207 631 0101 Email: listening@nightline.org.uk
- College Chaplaincy: chaplaincy@imperial.ac.uk

For PhD forms and checking/amending your information as held by the department

The departmental online student support system ESESIS (https://esesis.ic.ac.uk), which can be accessed with your college login and password. For more information, see ESE Facilities.

Supervisors and Mentors

Supervisors

Most students will have two Imperial-based **academic supervisors** and sometimes additionally one or more external supervisors. One of the supervisors will be the lead supervisor, who will oversee the project and supervision. The role of co-supervisors will vary depending on the PhD project and they may be involved in all or only part of the PhD work.

Mentor

All students can request to additionally have an **academic mentor** from the department or another Imperial-based group or department. When the planned PhD work does not lend itself to supervision by two IC academics, the supervisor will have been requested to appoint a mentor before the start of the PhD. You can find the names of your full supervision and mentor team on ESESIS. If at any point, you wish to change mentors, or would like to be allocated a mentor in addition to your supervisors, please do not hesitate to get in touch with Amanda Allotey from the Postgraduate team.

Meeting frequency

It is expected that all students have met their full supervision team, i.e., all their supervisors and, if you have an Imperial mentor, also your mentor at least once within their first three months. This will allow you to develop a relationship with your full academic support team from the start. You will get a reminder from the ESESIS system to do so. These meetings are also a good opportunity to discuss the mutual expectations document. The frequency and regularity of meeting should be agreed to best suit you and your supervisors' collaboration. Many students meet their main supervisor(s) weekly in their first few months and this frequency usually decreases as you develop more independence in your work.

Supervision – Mutual Expectations

Here is a brief summary of the principles on which PhD study and supervision are based and of what you should expect. Further guidance to help establish an effective student-supervisor partnership is issued by the Graduate School, and can be found online. We encourage you to create your own document of mutual expectations, tailored to your PhD, discuss this with your supervisors, and review this annually.

Supervisors expect you to:

- 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 research and to think about how other people's work and ideas have an impact on what you are doing. In light of this, it is a requirement for you to attend all lab meetings and work in progress discussions, in addition to other seminars.
- Develop your skills: You should build on your existing skills and learn new ones by attending the professional skills courses and lectures provided by the Graduate School, departments within the college and by any other external providers.
- Keep up with your field: There will often be new work published on your topic, and you will need to stay up to date with the literature in your field.
- Provide regular reports: You should be diligent about keeping a laboratory notebook and regularly entering all your data into electronic forms for back up and archiving. Your supervisor will want to be kept informed on how you're doing.

- Be aware of safety at all times: Follow safety procedures, especially if you are working in a laboratory. For a list of mandatory safety courses for all new PhD students, visit our [Health and Safety](#) page.
- Understand your funding: If you are receiving funding from a private organisation or a funding body, there may be specific requirements you need to fulfil to maintain your funding. Make sure you know if you need to report your progress, carry out a certain level of public engagement or fulfil another requirement.
- Be self-critical: Take a detached view of your own work and results and use these skills to be sceptical of results in the wider literature around your subject. For further advice, visit our [Self-reflection](#) page.
- Collaborate with others: You will be expected to work with colleagues (especially less experienced ones) in the laboratory to learn through discussion and demonstrations.
- Share your findings: Take the opportunity to share the findings of your research externally and with the wider College community.

In return, as a student you can expect your supervisor to:

- Be supportive of you both intellectually and personally;
- Set up a viable project and ensure that you have a clear idea of aims and objectives and an initial work-plan;
- Provide an adequate workspace for you;
- Provide timely review and feedback on research output including conference abstracts, papers, and presentations, and journal articles.
- Be available to talk about research problems at relatively short notice, although be aware that supervisors regularly attend international meetings and workshops, and may spend extended periods in the field;
- 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;
- Help develop your skills in technical writing, oral presentations, problem definition, data analysis and critical literature reviews;
- Help enable you to attend at least one conference to present a paper;
- Provide adequate resources, funds and/or facilities for your research project;
- Read your thesis and provide direction on intellectual content and presentation.

Departmental Postgraduate Team

The department actively monitors the progress of postgraduate research students; and provides several levels of pastoral and administrative support. The key staff involved in these matters and their respective roles are summarised below.

Postgraduate Research Committee (PGC)

The PGC oversee the format and quality of the higher degree programme as well as the academic and pastoral support of the students, including admissions, induction, registration, transfer, assessment, complaints, training, proposal and appointment of external examiners and completion rates. The PGC currently consists of the Director of Postgraduate Studies, Senior Postgraduate Tutor, and four additional academic members of staff. The PGC operate as a circle of care for postgraduate students. The Committee reports to the Head of Department and usually meets at least once a term. They are supported by the Postgraduate Research Administrator (Amanda Allotey) and the Postgraduate Education Manager (Samantha Symmonds).

Director of Postgraduate Research (Prof. Saskia Goes)
The Director of Postgraduate Studies (DPS) has overall administrative responsibility for research student admissions, monitors PhD student progress, and chairs the Postgraduate Research Studies Committee that deals with postgraduate research student issues.

📍 4.47, RSM　　　📞 020 7594 6434　　　✉ s.goes@imperial.ac.uk

Senior Postgraduate Tutor for Research Students (Professor Robert Zimmerman)
The Postgraduate Tutor has overall responsibility for the academic and pastoral care of postgraduate students. He will be able to guide and support you in handling individual student problems or queries confidentially, and you should consult him if you are uncertain of how to proceed or would value a second opinion. He is assisted in this role by the other members of the Postgraduate Research Studies Committee.

📍 2.38D, RSM　　　📞 020 7594 7412　　　✉ r.w.zimmerman@imperial.ac.uk

Other academic members of the PGC

Dr. Yves Plancherel	Dr. Pablo Brito-Parada
📍 4.44 RSM	📍 2.55, RSM
📞 0207 594 2967	📞 020 7594 9980
✉ y.plancherel@imperial.ac.uk	✉ p.brito-parada@imperial.ac.uk

Postgraduate Education Support

Amanda Allotey
Postgraduate Research Administrator

G.21 RSM, 020 7594 6400

a.allotey@imperial.ac.uk

Samantha Symmonds
Postgraduate Education Manager

G.21 RSM, 020 7594 7339

sam.symmonds@imperial.ac.uk

Wellbeing Support

Anita Murphy
Student Wellbeing Advisor

G.33 RSM, RSM 020 7594 9521

anita.murphy@imperial.ac.uk

Cohorts

When you start your PhD, please sign up for one or more departmental **research theme cohorts**, i.e. Earth Processes and Geohazards, Energy and Resources, Planetary Science, Climate and Environment, Life and Health, and Computational Modelling. Invitations to join the Themes are sent at the beginning of each academic year. If you miss these, you can join at any time. If you are not sure who to approach to join a Theme, just ask your supervisor, or a friendly fellow researcher. You can join as many themes as you want

In addition to the theme cohorts, many students will find that they build additional strong networks within their respective **research groups or CDT or DTP cohorts**. All these cohorts are meant to encourage networking, exchanging experiences, and collaborating. You will meet your fellow cohort members during CDT/DTP, research group or theme-specific events as well as departmental research seminars (for up-to-date schedules see https://www.imperial.ac.uk/earth-science/news-events/seminars/).

Cohort building is most successful when there is active engagement from the cohort members. Speak to a member of the PGC if you have ideas. The college also offers advice and support for cohort building activities

https://www.imperial.ac.uk/study/pg/graduate-school/community-support/cohort-delivery/

GradSoc

The ESE Graduate Society (GradSoc) is run by a group of PhD students and aims to encourage social and academic engagement between research students as well as collating feedback from PhD students. Current members of GradSoc are: Idris Bukar, Arjun Kumar Pukkella, Andrianirina Rakotoharisoa, John Morley, Ellya Kanimova, Isabelle Mattia and Amy Lovejoy.

GradSoc organise social and academic events throughout the year. Event highlights include the annual departmental PhD conference, Bake your PhD and Stress Less week, and PhD teas with cakes and cookies on the first Wednesday of every month. PhD students also organise Fribes, a weekly informal get together in the department at 4.45pm every Friday, and you can meet at coffee in the common room, daily at 11 am.

Additionally, GradSoc offers a platform for PhD students to get their views across; GradSoc conduct surveys on things directly relevant to the ESE PhD community and represent these views at termly meetings with the Postgraduate Research Studies Committee and to the Equality, Diversity, Inclusion and Culture Committee and Athena SWAN Committee. Students should send any questions, comments and feedback they wish to raise to the GradSoc email account (esegradsociety@imperial.ac.uk).

Check out the website https://www.imperial.ac.uk/earth-science/current-student-staff-info/phd/ and the GradSoc noticeboard on the stairwell to the second floor for updates and information to contact committee members.

Earth Science & Engineering Administrative Support

The department is supported by Professional, Technical and Operational teams which work in collaboration with academics, research staff and students to deliver the Department's research and educational activities. As a Postgraduate Research Student your key contact team will be the Postgraduate Education Team, i.e., Amanda Allotey and Samantha Symmonds. However, for some issues you may wish to contact the Research and Finance Team, the Technical Support Team or the Department Operations Manager.

Postgraduate Education Team is responsible for implementing, administering and supporting the department's education activities, undertaken in line with the College's Education and Student Strategy.

Research and Finance Team is responsible for the managing the Department's research activities including pre- and post-award administration, HR related issues and finance, as well as contributing to the Department's strategic management of its finances and research funding.

Technical Support Team is responsible for the provision of expert technical services to ESE staff and students, including the training of members of staff and students leading to an expansion of the Department's technical expertise and knowledge.

Below some of the people you are most likely to need to contact:

	Caroline Baugh Research and Finance Manager	📍 G26, RSM 📞 020 7594 7338 ✉ c.baugh@imperial.ac.uk
	ESE Computer Services	✉ ese.computing@imperial.ac.uk
	Jason Hoadley Department Services Manager	📍 1.30, RSM 📞 020 7594 7434 ✉ jason.hoadley@imperial.ac.uk
	Jackie Hughes Resources Administrator *(Purchase orders, flight bookings, room bookings, PhD Desks)*	📍 G22, RSM 📞 020 7594 7333 ✉ j.hughes@imperial.ac.uk ✉ ea-room-bookings@imperial.ac.uk
	Anjanette Harry **(Temporary cover)** Finance Officer *(Expenses)*	📍 G26, RSM ✉ ese.expense@imperial.ac.uk

5.   PhD Timeline and Milestones

Your PhD explained… In 60 seconds!

Registration: Following enrolment at the College you must be registered for your proposed course of research. Form PRF-ESE should be filled out by you and your supervisor(s) and returned to the Postgraduate Research Office within one month of enrolment with the College.

9-month evaluation (Early Stage Assessment): This is the first of your yearly milestones. At 9 months (18 months for part-time students), you must prepare a written progress report. The report should be less than 20 pages long, containing a definition of the research problem, a literature survey, a brief description of any results achieved to date, and a plan & timeline for the remainder of the PhD. You will be given a *viva* on this report, by at least one, and possibly two, independent assessors, who will be chosen by your supervisor in discussion with you. Your main supervisor *can* attend the viva as an observer if you request it.

21-month evaluation (Late Stage Review): This is your Year-2 milestone. At 21 months (42 months for part-time students), you must prepare a research plan that consists of an outline of the thesis, written to a level of detail that lists chapters, sub-sections, and estimated page lengths of each chapter. This report must also include a research plan and timeline for completing the research within 36 months and submitting the thesis within 42 months of your initial registration date. Any papers, thesis chapter drafts or abstracts you have written should be appended to this report. The student is also required to give a half-hour (usually) internal research seminar/presentation, which provides an overview of their project. You will also meet with one or two independent assessors to discuss your plan and progress.

36 month progress review: This is your Year-3 milestone. At 36 months of study (72 for part-time students), you need to submit a time plan for completing your thesis within the remaining time of your PhD, which will be approved by the Director of Postgraduate Studies (DPS) or their representative. At this same time, you will also be asked if you are ready to transfer to Writing-Up Status (WUS), for which no further registration fees will be due. Students can only be moved to this registration status once all necessary experiments, programming, and laboratory work has been completed. You can be on WUS for up to 12 months.

Building a reputation: During your PhD, you will build a scientific reputation by presenting your work internally at seminars and open days, and externally at national and international conferences. You will prepare and submit your work for publication in respected journals

Writing a thesis: You will write a thesis of no more than 100,000 words. It will be an account of your investigations, must form a distinct contribution to the knowledge of the subject, and afford evidence of originality either by the discovery of new facts and/or by the exercise of independent critical power. A substantial part of the thesis will be of a standard to merit publication in a peer-reviewed journal.

Submission and viva: To be examined on your PhD, an examination entry form must be completed on MyImperial and approved by the DPS. This form should be submitted at least 4 months before you plan to submit your thesis. Your thesis should be submitted electronically, via My Imperial, no later than 48 months after initial (full-time) registration.

Further information is available at:
https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/

Time Management

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

Urgency vs Importance

Urgency is time-related, and 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.

Time Management Matrix (Covery et al.1996)

To use the Time Management Matrix effectively, you need to decide what sits where, and focus on the important tasks rather than urgent ones. Although, in the short-term, you must do the urgent and important tasks first, for more effective time management in the longer-term, it is better to focus on quadrant 2 – the tasks which are important, but not yet urgent. The core skill in time management is deciding what tasks lie in each square and having the discipline to do them in the right order.

Avoid Displacement Activities

People will often do tasks in quadrants 3 and 4 rather than sector 2, as displacement activities. A great example of this is office tidying, or answering e-mails, when you have something important to be working on. The key question to ask is, 'if it is not important, why you are doing it?' If it is not important then these tasks can either be dumped or delegated.

Question Yourself

Ask yourself the following questions, with reference to this model; the process may help you move forward by giving you a better idea of what is really important and urgent in your work:

- What are the demands on your time? (categorise them into the table above)
- What will you need to do differently to manage your time more effectively?

Required College Courses

Professional Skills Attendance Requirement

All doctoral students are expected to complete 4 of our Professional Skills courses as part of their doctoral degree registration. In addition to this, all doctoral students must complete mandatory plagiarism awareness training by their Early-Stage Assessment.

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.

Please note: *Students who are direct entry MPhil, or those being awarded with an MPhil degree having first registered for a PhD, must complete one of the options for the Early-Stage Assessment professional skills requirements as doctoral students. The Late-Stage Review professional skills requirement does not apply to MPhil students.*

The College requires all doctoral students to achieve a minimum of four Graduate School credits, by the Late-Stage Review (LSR). In addition to these credits, the online doctoral plagiarism awareness course must be completed by the Early-Stage Assessment (ESA). Credits should be accumulated as follows:

- By the Early-Stage Assessment (ESA) - 2 credits

- By the Late-Stage Review (LSR) - a further 2 credits

Course Type	Credit
Online courses	1
Face-to-face workshops	1
Webinars	1
1 Day Retreat	1
2 Day Retreat	3
5 Day Global Fellows Programme	4

For further details see: https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/attendance-requirement/

Plagiarism Awareness Online Course

The Graduate School, in conjunction with the Library, has developed a mandatory online plagiarism awareness course which needs to be completed before your Early Stage Assessment. (ESA) It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity and in accordance with Imperial College's Examination & Assessment: Academic Integrity Policy.

The Online Plagiarism Awareness Course is compulsory for all Doctoral students and should be completed by the ESA but does NOT count towards the minimum professional skills attendance requirement.

https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/

The Imperial College London Doctoral Academic Communication Requirement (DACR)

Imperial College London is dedicated to the wellbeing of its doctoral students, which includes supporting the development of their ability to communicate their research effectively and to manage the writing-up process independently.

The purpose of the Imperial College London Doctoral Academic Communication Requirement is to quickly identify, and subsequently support, students whose academic writing competence needs to be further developed so that they can successfully complete their degree on time.

To find out more, please consult the Doctoral Academic Communication Requirement webpage.

Milestones in detail

9-Month Evaluation – Early Stage Assessment (ESA)

This is the assessment of progress ***within the first year*** and needs to be passed to progress to the second year. To undertake this assessment, the student must submit at 9 months (18 months for part-time students), a report and take an oral examination.

What is the purpose of the Early-Stage Assessment? The 9-month assessment (ESA) is to confirm that the student (a) understands the field of research; (b) is aware of the associated literature; (c) has demonstrated a capability to conduct the research; (d) has a realistic research plan and timeline for the remainder of the project, and (e) is of PhD calibre.

What should be in the ESA report? A no more than 20-page report that includes a definition of the research problem, a literature survey, a brief description of any results achieved to date, and a research plan & timeline for the remainder of the project.

What happens after the ESA report is submitted to the supervisor? The student submits the report on ESESIS at least 2 weeks before the deadline. The supervisor then chooses the assessor(s) and the report is passed to the internal assessor(s) for review before the exam takes place. The student should liaise with the assessor(s) to arrange the oral examination. At this stage the report is also checked for Plagiarism via the "Turnitin" system and the plagiarism report is provided to the supervisor and potentially the assessor(s) as part of the examination.

How long is the oral discussion? The oral discussion should take roughly one hour. The student will be questioned on his or her research plan & timeline and may be asked detailed questions about the contents of the written report.

How many assessors will be present? There will be at least one, and not more than two, assessors for the ESA. The primary supervisor usually does not attend the discussion, but may attend as an observer if the student requests this. Acting as an assessor will NOT preclude a member of staff from being the internal examiner at the PhD viva.

What feedback will the student receive? Following the ESA, the student will receive a written assessment and feedback report from the assessor(s) and supervisor(s) through ESESIS.

What happens if a student passes the ESA? Following successful completion of the ESA, the report form on ESESIS must be completed as soon as possible, signed digitally by the assessor(s) and supervisor(s), and will be evaluated by the DPS or representative. To complete the ESA and allow progression to Year-2, we will also need confirmation of the completion of Professional Skills and Plagiarism courses, and English language test results, if required. Confirmation of the successful completion of the ESA milestone then sent to the Registry.

What happens if a student fails the ESA? If the student fails the first ESA, then they must re-sit the exam within 2 months. The second exam will have a panel of one or two new assessors who did not take part in the first exam. Failure to pass the second exam will result in either (a) transfer of registration to MPhil; or (b) withdrawal from College. If a student is asked to withdraw, this will be done in accordance with the Student Withdrawals and Appeals Procedure.

What happens if the ESA does not take place in time? If the student does not take and pass the exam within twelve months of initial registration (24 months for part-time students), either a late-case needs to be presented to registry or they can be asked to withdraw from College.

21-Month Assessment – Late Stage Review (LSR)

This is the assessment of progress *__within the second year__* and needs to be passed to progress to the third year. At 21 months (42 months for part-time students), the student must prepare a research plan that consists of an outline of the thesis, to a level of detail listing chapters and sub-sections and give an assessed 20-30 minute (internal) research seminar.

What is the purpose of the LSR? The 21-month assessment (LSR) is to confirm that the student (a) has a research plan to successfully complete and submit their PhD within their funding period (usually 42 months); and (b) can demonstrate, via an internal public seminar/presentation, a capability to conduct independent research.

What does the student produce for the LSR? The student must prepare a brief report that include a research plan and timeline for completing the research within 36 months, and submitting the thesis within 42 months, of initial registration. Any papers, drafts of thesis chapters or abstracts you have written should be appended to this report. The student is also required to give a 20-30 minute (internal) research seminar/presentation, which provides an overview of their project and allows for a discussion with the audience and assessor(s).

What is the process for the thesis outline & plan? The student must produce a plan and timeline to be submitted on ESESIS at least 2 weeks before the deadline. The supervisor chooses the assessor(s) and the report is then passed to the internal assessor(s) for review before the exam takes place. The student should liaise with the assessor(s) to arrange the oral discussion and internal seminar/presentation event.

What happens if a student passes the LSR? Following the successful completion of the LSR, the report form (located on ESESIS) must be completed as soon as possible, signed digitally by the assessor(s) and supervisor(s), and will then be evaluated by the DPS or representative. Upon confirmation that the necessary number of additional Professional Skills courses has been completed, confirmation of the successful completion of the LSR milestone is sent to the Registry.

What happens if a student fails the LSR? If the student does not pass the LSR, as described above, an additional viva will take place within 2 months of the first submission, with two independent assessors, one of which will normally be the DPS. The results will then be discussed by the assessors, the student's supervisor(s), and the outcome of this discussion will be that the student will be asked to either (a) continue towards the PhD, or (b) transfer to the MPhil, or (c) withdraw from College. If a student is asked to withdraw, this will be done in accordance with the Student Withdrawals and Appeals Procedure.

What happens if the LSR does not take place in time? If the student does not take and pass the exam within 24 months of initial registration (48 months for part-time students), either a late-case needs to be presented to registry or they can be asked to withdraw from College.

36-Month Progress Review and Transfer to Writing up Status (WUS)

This is the milestone at _**the end of 3 years**_ (6 years for part-time students) which is used to evaluate whether you are on schedule to complete before the end of your registration time and within your funding period and whether you are ready to transfer to writing-up status (WUS).

**What is the progress review report?** This is a brief statement (0.5 to 1 page) on the progress of your work and a time plan for completing the remainder of your research and thesis within your funding time frame. The plan needs to be agreed with your supervisor(s) and submitted on ESESIS at least two weeks before the deadline. It will be evaluated by the DPS or a representative. This plan informs the decision whether you can transfer to WUS.

**What is writing-up status (WUS)?** You can transfer to this registration status, for which no further fees will be due, once you have completed all your data collection and experimental work. If, however, you need to stay registered to keep access to laboratories or any other experimental or data collection/processing set-up, then full tuition fees will be due for this additional registration time. Check carefully whether your funding would cover registration fees beyond 3 years, and make sure you and your supervisor plan your project work accordingly.

**Transfer to writing-up status.** When you upload your progress review report to ESESIS, you will also be asked whether you are ready to transfer to WUS. Alternatively, you can submit a later date for the transfer and motivate why it will be delayed. Next, your supervisor will be invited to approve your progress review report and confirm the date of your transfer to WUS. Once the DPS (or representative) also signs off on this milestone, successful completion, and the date of transfer to WUS will be reported to Registry and should appear on your MyImperial record.

For more information on WUS: https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

Examination Entry Application

All candidates must enter for examination at least ***four months prior to thesis submission*** via the Research Degree Milestone Tile in [My Imperial](#). At this point you are asked to confirm the title of your thesis and the expected date of submission whilst your supervisor is asked to nominate at least two examiners (and internal and external examiner). The examiners need to be approved by the Departmental Director of Postgraduate Studies and the Registry Assessment Records Team before submission of the thesis.

At this stage you can also request the mode of your viva (default is in-person, but online and hybrid options are also available upon mutual agreement between student, supervisor(s) and examiners). Currently, an alternative viva mode needs to be requested via e-mail to Amanda Allotey (implementation in the Exam-Entry form on MyImperial is in progress).

A Step-by-step guidance to the Examination Entry form process and Thesis Submission process is available online at:

https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf

Thesis Submission

Once you have submitted your examination entry forms you will be told when your entry has been processed and you are able to submit your thesis. You will not be able to submit a thesis without a valid examination entry. Please read the submission requirements carefully to ensure you submit in the correct format.

Please note that candidates must submit their thesis ***by the given deadline displayed via [My Imperial](#)***, regardless of the status of the examination entry paperwork.

Candidates must submit their thesis electronically via the ***Research Degree Milestones*** tile in [My Imperial](#).

Further details can be found here:

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

Milestone paperwork and procedures

The forms to be filled out for the various stages of your PhD are almost all electronic now.

Submission PhD registration form (PRF)

Form PRF-ESE should be filled out by you and returned by e-mail to Amanda Allotey, (a.allotey@imperial.ac.uk) within one month of enrolment at College. This form should be downloaded from *ESESIS* where it is available under the General Information Tab

Forms for the **Early-Stage Assessment (ESA)**, **Late-Stage Review (LSR)** and **Progress Review** Milestones are to be completed electronically via our departmental *ESESIS* system. If you want to have a look at the questions before, or if your assessor is from outside the department and thus unable to access ESESIS, a Word version of the forms can be found under the General Information tab on ESESIS. If your examiner is only able to complete the Word version, please ask them or your supervisor to forward the form to Amanda Allotey once they have completed their section. To start the process for any of these milestones, you will need to upload your report. For any queries or submissions that are not successful through ESESIS, e-mail Amanda Allotey, (a.allotey@imperial.ac.uk).

The **Exam Entry Form (EEF)**, **Thesis declaration form** and **Thesis** need to be submitted online on ***MyImperial*** (www.my.imperial.ac.uk/) under the Postgraduate Research Milestones tab, which you can access using your College single sign-on. On MyImperial you can also view what information registry holds about your Early-Stage Assessment, Late-Stage Review, Progress Review and Viva Examination milestone status.

TurnItIn plagiarism check

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources.

For all doctoral (MPhil, PhD, MD[Res] and EngD) students, starting on or after the 24 September 2019, the College requires the use of Turnitin to check the Early-Stage Assessment report for potential plagiarism. When you *submit your report on ESESIS* it will be run through TurnItIn by the postgraduate administrator and the report will be shared with your supervisor and will be discussed with you if any concerns are raised.

Publishing Your Work

Research 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 the investment of any sponsor, and it enhances your scientific and academic reputation. A good rule of thumb is that a PhD project should produce about three published papers. In other words, roughly the same as the number of result chapters in your thesis, in addition to chapters covering the introduction, literature review and conclusions.

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 area of research to another). Old product-old market material (repeated work) will not make it to publication.

What types of publications are there?

Scientific publications (aside from books and theses) can be categorised into (a) peer-reviewed journals, and (b) conference proceedings. Important and novel results should be published in peer-reviewed journals. Conference papers provide a good mechanism for publishing work-in-progress and provide an opportunity to attend conferences and present your work to the wider scientific community.

Getting started

It often helps to start by preparing tables and figures of your data and results. Then consider how you will present the key findings in print by answering the following questions: Why did you start? What did you do? What did you find? What does it mean and why is this important? A PowerPoint presentation can be 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.

Paper structure

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. Provide detailed information on the experimental methods and conditions.

Results. Present your new data, or the output of simulations, in a clear and logical format.

Analysis and 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 summarise the key findings of the work.

Submission & peer review

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

6.   Thesis and examination

Writing the Thesis

Thesis guidance

All PhD work must culminate in a thesis. Your thesis must be written in accordance with College requirements.

Full details can be found at https://www.imperial.ac.uk/student-records-and-data/for-current- students/research-degrees/

The thesis for the PhD shall:

(a) consist of the candidate's ***own account of his/her investigations***, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly identified by the candidate and certified by the supervisor.]

(b) form a ***distinct contribution to the knowledge of the subject*** and afford evidence or originality by the discovery of new facts and/or by the exercise of independent critical power;

(c) be an ***integrated whole*** and present a coherent argument;

[College requirements state the following: "A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis." ***However, you are strongly advised to write your chapters in a way that facilitates their rapid adaptation to publishable papers***.

(d) give a ***critical assessment of the relevant literature***, describe the method of research and its findings, include a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;

(e) be ***written in English***, and the literary presentation shall be satisfactory;

(f) not exceed 100,000 words; [Note: the bibliography is excluded from the work count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

(g) include a ***full bibliography and references***;

(h) be of a ***standard to merit publication in whole or in part*** or in a revised form (for example, as a monograph or as a number of articles in learned journals).

Planning to Finish on Time

Almost all activities in life have to be carried out within some sort of time scale, and this is certainly true of the scientific activities of the majority of professional people in their subsequent careers. Your PhD is no different.

The Engineering & Physical Sciences Research Council (EPSRC) states that, *"almost by definition, a student who does not complete within three or four years… is deficient in this aspect of training".* Taking too long to complete your PhD ensures that your CV will be less competitive when applying for subsequent positions.

The EPSRC suggest the following timetable for thesis writing:

Introduction	3 weeks	
Method and results	6 weeks	
Discussion, tables, figures, references, etc.	6 weeks	
Typing	2 weeks	
		17 weeks
Consultation with supervisor or other	1 week	
Revision of draft	2 weeks	
		3 weeks
Final typing, artwork on figures	3 weeks	
Proofreading, etc.	1 week	
		4 weeks
	TOTAL	24 weeks

The above schedule assumes that some preliminary work has been done, i.e., most of the references are known and listed, some of the diagrams are ready in a form to be incorporated, and the analysis of the results has been completed. Thus, the job could take longer or a particularly well-organised student or someone who has already written one or more publications could take less time. Bear in mind that thesis structure may also vary depending on the nature of the research done. At the start of the final year, supervisor and student should organise the thesis, discuss the numbers of tables and figures, and consider clarity of presentation.

Submission, and Viva

Exam Entry

At least **four months before you plan to submit your thesis**, you should submit your exam entry details on My Imperial. The exam entry details need to be processed and the examiners contacted and approved before you can do your viva.

Thesis submission, e-theses and embargoes

When preparing for thesis submission, carefully check the checklist to ensure it satisfies all guidelines. When you submit via My Imperial you will need to complete a thesis declaration form. As part of this process, you will be asked to declare any thesis embargo requirements.

The College recognises that theses contain unpublished work created for examination and that in some circumstances it may be necessary to delay their public release by applying for an embargo. This is referred to as an embargo. An embargoed thesis will not be available to read on Spiral or in print, until an agreed date.

If you decide that your thesis should have an embargo, discuss this with your supervisor and tick the appropriate box on the Thesis declaration form.

Reasons for requesting an embargo include:

- You plan to publish your thesis
- To avoid invalidating a potential patent application, see Intellectual Property
- It contains commercially sensitive research or research with confidentiality obligations
- It contains information collected under the promise of confidentiality and anonymity e.g. patient information
- It shows evidence of animal experimentation and release to the public would pose a significant risk to the researchers involved or to Imperial staff and students
- It contains information of significance for national security

For further information please contact the Assessment Records Team

https://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/

Viva

Once you have submitted your thesis, the Registry will ensure that copies are provided to your examiners, in advance of your viva examination.

Your supervisor, or another member of staff in your department/division, will be responsible for organising the viva and making all the necessary arrangements, according to the viva format you have chosen (default will be in-person, with hybrid and online options also available if requested in advance).

Although an in-person viva is preferred, circumstances affecting yourself or the examiners may make a hybrid or remote viva necessary. In this case, you will need to send an email request to the departmental postgraduate administrator before the viva with the following information:

- reason why the viva is not to be held fully in-person
- whether the arrangement is hybrid or remotely, and who will be responsible for setting up the online part of the viva (usually this will not be the student)

- cc on the email your supervisor and examiners so that we can see that all have agreed with this arrangement

If a request is not received, we will assume the viva will be held fully in person.

When your viva has taken place, you will be informed of the outcome.

Please read the Success Guide for postgraduate research students for more advice on preparing for your viva: https://www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/thesis-submission-and-viva/preparing-for-your-viva/

Submission and viva procedure flowchart

For further information please see: http://www.imperial.ac.uk/registry/researchdegrees

Student starts to prepare a thesis of less than 100,000 words with supervisor commenting on chapters as they are produced	Starting at 36 months
Student & supervisor completes the exam entry details via My Imperial Postgraduate Research Milestone	at 36-42 months
Student submits thesis electronically via My Imperial Postgraduate Research Milestone	at 39-48 months
Postgraduate Research Administrator advised of viva date. Examiners exchange preliminary reports. Supervisor(s) arranges viva. Student brings one soft bound copy of the thesis to viva	viva normally within 1-3 months of thesis submission
Student informed of outcome of viva. Examiners write joint report with recommendation and list of corrections, if applicable.	Student notifies Postgraduate Research Administrator of predicted finish date

Pass without corrections	Pass with minor corrections (6 months)	Referral. Major revisions required & possible re-viva	Option for MPhil
	Student performs corrections. Nominated examiner checks corrections.	Major revisions performed. Thesis resubmitted Examiners re-examine thesis. Possible re-viva.	

Student final thesis must be submitted online by uploading to Spiral. Examiners submit all final paperwork. Degree is awarded

Complete ESE first destination form

Plagiarism and other misconduct

Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse. Plagiarism may be intentional, by deliberately trying to use another person's work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

When studying for a research degree (and as you continue in your research career) it is your responsibility to conduct and disseminate research results in an honest and ethical matter. When you prepare your Early-Stage Assessment, Late-State Review, or final thesis, as well as other publications and presentations throughout your studies, it is essential to avoid plagiarism.
It is important that students learn about how to properly attribute and acknowledge the work, date and ideas of others. Plagiarism is scientific misconduct, and students whose thesis can be shown to contain plagiarism are subject to penalties. In the case of PhD theses, there are issues that are not always straightforward to evaluate.

In general, it is acceptable academic practice for a PhD student to include in their thesis material that has been previously written and published by themselves (including figures and text): they should make it clear that they themselves have published this previously and reference appropriately. However, they must not include material written by others (including their supervisor) without proper attribution, even if they are authors on the publication.

Students should note that reproduction of published work may infringe copyright, as discussed in http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

It is not acceptable to reproduce material that has been submitted for an examination at Imperial or another university (for example from the student's Master's thesis). It is acceptable for students to reproduce text and figures that they have previously written and submitted as part of their early or late stage assessment and/or other reports to funders or other bodies. Any documents that are publicly accessible should be appropriately referenced.

It must be remembered that a thesis is more than a collection of publications. There may be considerable similarity between sections of a thesis and a publication, however, the level of detail and the nature of the discussion in a thesis is different than that in a journal publication.

It is good practice to indicate that parts of the thesis have been previously published, for example by including a statement like, "Some of the work described in this thesis has been previously published in **** and ***."

There are some sections of a thesis that frequently show high similarity when put through TurnitinUK or similar programmes. For example, the Material and Methods of theses from the same discipline often show similarity. This may be because there are only a limited number of ways in which a particular method can be accurately described. While it is not good practice to simply cut and paste methods into a thesis, students should not contort their text simply to avoid similarity with another publication. Plagiarism is misappropriation of another person's original ideas, thoughts or data. While it is important to cite those that have developed the methodologies used in a thesis, similarity in describing those methodologies is usually acceptable.

More information about plagiarism awareness for postgraduate research students is available on the Library website:

www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/phd-students/

And in the following document:

www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf

TurnitinUK Plagiarism Detection Service

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. You will be expected to run your early stage assessment through the Turnitin software – your department will be able to give you further information about this process.

Turnitin (for students) | Administration and support services | Imperial College London

Plagiarism Awareness Online Course

The Graduate School, in conjunction with the Library, has developed a mandatory online plagiarism awareness course which needs to be completed before your Early-Stage Assessment. It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity.

https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/courses-for-doctoral-students/professional-development/research-integrity/

www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/writing-reports-and-presentations/being-original-and-plagiarism/

The Plagiarism Awareness course is compulsory for all postgraduate research students and you are required to complete this online course as part of your professional skills requirement in your first month of PhD study.

Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed any assessment brief with regards to individual work, acknowledge the contributions of others in your work, and do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.

Dishonest Practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill (which is illegal in the UK) or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

Recognising Postgraduate Student Excellence

Postgraduate students contribute substantially to the world-leading research and teaching done within the department. These contributions often lead to first-author publications and industry reports, as well as contributed and invited presentations in international and national workshops and conferences, and contributions to, for example, patents or further funding applications.

Graduate Teaching Assistants (GTAs) provide much valued support for many of the classes and field trips in the department and each year the faculty gives out a GTA of the Year Award to a nominated candidate from each department.

To additionally celebrate the outstanding work and contributions of our PhD students, three departmental prizes are awarded annually. The John S Archer Award is for research excellence in the broad field of subsurface engineering and geoscience as they relate to delivering sustainable energy and will be given to a PhD student in the Department of Earth Science and Engineering who has demonstrated excellence in this field. There are two Janet Watson Centenary Memorial Prizes; one prize is awarded primarily for excellence in research achievement, and another for good citizenship, although nominees who excel in both criteria will be given preference.

The awards will be presented at a PG Prize reception in Winter or Spring term. This is an excellent opportunity to network with industry, meet staff, and recognise your peers. Once scheduled, the date and registration information for this event will be emailed to PhD students.

Further information is available on https://www.imperial.ac.uk/earth-science/current-student-staff-info/phd/ese-phd-prizes/

7.   Professional Development Opportunities

Professional Skills Development Programme

The Graduate School at Imperial provides an internationally renowned and award-winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students:

https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/courses-for-doctoral-students/professional-development/research-integrity/

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (RCUK, 2013), and developing generic research, personal and professional development is an important part of your postgraduate training.

Our Professional Development Programme offers you support in your study and research, as well as the opportunity to develop knowledge, attributes, and skills relevant to your Master's or Doctorate and your future career whether inside or outside academia. These development opportunities can improve your ability to undertake focused and successful research, present your work to a variety of audiences, and enhance your overall experience at College. Postgraduate alumni, academics and employers have noted the value of the programme.

We work across College with academic and support departments, alumni, students and externals to enable and enhance joined up opportunities. This has a social benefit, fostering networking and collaboration, as our courses, events and activities provide fora for students to interact with others from different departments and divisions.

The Graduate School Professional 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, webinars, and on-line courses to three-day interactive residential workshops.

The Professional Development Programme currently includes the following areas:

- Research Communication
- Research Impact
- Research Integrity
- Professional Effectiveness
- Professional Progression
- Graduate Teaching Assistants Programme
- Research Computing and Data Science
- PG Rep Programme
- Online Courses

Each programme includes advanced level courses to accommodate more experienced research students as well as basic level skills training to help others develop new skills and understanding. The Programme is regularly reviewed and updated and new courses added throughout the year. Courses are free but we do have a cancellation policy.

Graduate Teaching Assistants (GTAs)

Many research students across the College are involved with teaching, supervision, and assessment (in the form of marking) of both undergraduate and Masters-level students. Working as a GTA provides research students with an opportunity to broaden their scientific background and develop further skills. These include learning to teach, convey complex technical concepts, and writing/communication skills. Furthermore, research students may find that acting as a GTA helps improve their own technical abilities (both theoretical and practical), enables them to broaden their knowledge base, and gain communication and task management experience. When considering a career in academia, teaching experience is important and GTA work allows building up a teaching portfolio and even becoming aware of one's own teaching style.

If you are keen to enthuse the next generation of scientists and pass on your knowledge (and are looking to earn a little extra money), you may want to consider being a Graduate Teaching Assistant (GTA). GTAs are needed to assist teaching the practical aspects of lab-based courses, to help on field trips, as well as to assist in running tutorials and marking coursework, and support outreach activities.

If you are interested in becoming a GTA, please start by contacting the GTA Admin team (eseug-gta-admin@imperial.ac.uk)

Compulsory training programme for GTAs

The training programme for new and existing Graduate Teaching Assistants (GTAs) covers the basics of teaching and learning, small-group teaching (e.g. tutorials, problem classes, labs) and assessment and feedback and is mandatory for any GTA work.

The GTA training will count as 'one professional skill course' towards the Graduate School's compulsory attendance requirement.

This year's training will consist of two compulsory half day workshops, with 2023 dates here. The Faculty policy is that all new GTAs must attend a training session before demonstrating. There is no need for GTAs who have attended a session previously to attend again.

GTA training is open to PhD students who are currently registered in their department. You will need the permission of your supervisor and assurance from the department that you will have some opportunity to teach in the current academic year.

You will be able to access advice, videos and workbooks, and a wide range of teaching of learning matters once you are enrolled on the training.

Further information

The information regarding training for new Graduate Teaching Assistants is now available online at https://www.imperial.ac.uk/engineering/staff/education-and-teaching-support/gta-training/. Each department has a dedicated training session in October, and additional catch-up sessions are planned through the year.

New GTAs can register for a session online at
https://www.imperial.ac.uk/engineering/staff/education-and-teaching-support/gta-training/

More information on the GTA framework:
https://www.imperial.ac.uk/students/academic-support/graduate-school/working-as-a-graduate-teaching-assistant/framework-/

And on opportunities within ESE:
https://www.imperial.ac.uk/earth-science/current-student-staff-info/studentdemonstrators/

Getting involved in outreach activities

Imperial has a long-established reputation for delivering excellent outreach activities to school and college students. Opportunities include open days for prospective students, inspirational science-based hands-on activities, summer schools, mentoring programmes in schools, exciting lectures, and school visits to raise awareness of Higher Education and Earth Sciences in general.

Outreach STEM Leaders

The Outreach STEM Leaders scheme provides enthusiastic postgraduates with training and the opportunity to communicate their research or experiences to school-aged audiences. Talks and demonstrations can take place in schools or at events on campus including Demonstration Lectures, Taster Days, and summer schools. There are no restrictions or requirements other than a willingness to inspire and delight a young and captivated audience! You can do as much or as little as you want. The emphasis is on fitting it flexibly around your work and study commitments.

Some activities will draw on your subject expertise, giving you the chance to communicate your research in a way that is suitable for a school age audience. Other opportunities may be more generally focused on your experience of higher education through talks about student life for sixth form students or mock interview sessions for potential applicants.

https://www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/

The College provides support and training to help you spread the word about your research through effective public engagement: Training | Be inspired | Imperial College London

Public engagement opportunities: Imperial Lates; Great Exhibition Road Festival.

Opportunities with the Department of Earth Science and Engineering

Within the department, graduate students regularly participate in Open Days, subject-specific Taster Days and activities for schools, and deliver talks about their research. If you would like to join the ESE outreach mailing list, help with departmental outreach events and/or have a query about planning your own outreach activity or event, please contact Emma Passmore (ESE Outreach Coordinator): e.passmore@imperial.ac.uk.

Careers Service

Careers Service

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally at the South Kensington Campus on Level 5, Sherfield Building where the Careers Service is based.

Visit the Career Service's website to:

- Book a careers appointment
- Find resources and advice on successful career planning

www.imperial.ac.uk/careers

Research and Careers Presentations

The department has many contacts with industry and academic institutions across the world. Join the regular Departmental and Section seminars to hear some of the exciting research that visiting scholars from around the world come to share with us. Also keep an eye out for announcements about career talks for postgraduate taught and research students by visitors throughout the year.

Welcome from the Graduate Students' Union (GSU)

Welcome to Imperial!

To begin with, a huge congratulations on joining us here. Imperial College London is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your postgraduate memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The four deputy presidents and I have all been democratically elected to work full-time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.

The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing advice@imperial.ac.uk.

No matter what problems you have or opportunities you are looking for, we are here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead,

Camille Boutrolle

Imperial College Union President 2023-24

✉ union.president@imperial.ac.uk

💻 imperialcollegeunion.org

Student Support Contacts

Student Support Zone

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you're looking for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

🖥 www.imperial.ac.uk/student-support-zone

Senior Tutors and Wellbeing Support

Pastoral support can be offered by the tutors or wellbeing advisor in the department or by the faculty senior tutor. More about these roles can be found at:

https://www.imperial.ac.uk/personal-tutors-guide/understanding-your-role/your-senior-tutor-and-faculty-senior-tutor/

Departmental Postgraduate Tutors

Postgraduate Tutors offer pastoral support and advice and if necessary, they can direct you to an appropriate source of support. You can arrange to have a meeting with the Postgraduate Tutor (s) at any time during your studies.

The Postgraduate Committee in Earth Science & Engineering functions as a circle of care of postgraduate tutors and is comprised of: Professor Robert Zimmerman (Senior Postgraduate Tutor), Prof. Saskia Goes (Director of Postgraduate Studies for Research), Dr Yves Plancherel and Dr Pablo Brito-Parada.

Departmental Wellbeing Support

Our departmental student wellbeing advisor Anita Murphy (anita.murphy@imperial.ac.uk) is an experienced counsellor who is available to provide support, advice or just a listening ear, who can refer you to other services and assistance available in the college.

Faculty tutor

Faculty Tutors operate outside of any department. They provide guidance and assistance to students with regard to welfare issues and are also involved in College disciplinary matters involving students. Prof. Lorraine Craig is the faculty tutor for the Faculty of Engineering (l.craig@imperial.ac.uk)

New Students

Information on how to settle in and find your way around: https://www.imperial.ac.uk/students/new-students/

Imperial College Union Advice Centre

Imperial College Union runs the Advice Service independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

🖥 www.imperialcollegeunion.org/advice

Support for International Students

Students from outside the UK make up around half of our student population, so our **International Student Support team** offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

🖥️ https://www.imperial.ac.uk/study/international-students/

If you are a student on a Tier 4/Student Route visa you can also get advice from the Imperial College Visa Compliance team: visacompliance@imperial.ac.uk

Health Services

Student Counselling and Mental Health Advice Service

The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith, and Silwood Park Campuses.

🖥️ www.imperial.ac.uk/counselling

Earth Science and Engineering have a Mental Health Awareness Team and you can contact them for further information:

https://www.imperial.ac.uk/earth-science/about/health-and-safety/mental-health/

NHS Health Centre and Finding a Doctor

Even if you're fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

🖥️ www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you're feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

🖥️ www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)

Imperial College Dental Centre offers a full range of NHS and private treatment options.

🖥️ www.imperialcollegedental.co.uk/

Disability Support

Disability Advisory Service

The Disability Advisory Service provides confidential advice and support for all disabled students and students with specific learning difficulties.

If you think you may have dyslexia or another specific learning difficulty but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

📍 Room 566, Level 5, Sherfield Building, South Kensington Campus

📞 020 7594 9755

✉️ disabilities@imperial.ac.uk

💻 www.imperial.ac.uk/disability-advisory-service

Departmental Disability Officers (DDOs)

Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf and will facilitate support within your Department.

The PG Disability Officer for our Department is:

👤 Anita Murphy
📞 020 7594 9521
✉️ anita.murphy@imperial.ac.uk

More information on Departmental Disability Officers is available at:

💻 https://www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

💻 https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf

Postgraduate Coaching and Research Degree Mediation

As well as professional development opportunities, the Graduate School has a dedicated coaching programme designed to help you through challenging times. The **Postgraduate student coaching programme** has been established to provide an opportunity to talk, independently from your academic department, about challenges you may be experiencing during the course of your studies. The programme primarily focuses on building effective working relationships and there may be other self-development issues that you can explore with a trained coach.

💻 www.imperial.ac.uk/students/academic-support/graduate-school/community-support/coaching/

The School also provides support for students and supervisors who are finding their partnership difficult.   The confidential and non-judgemental research degree mediation programme is designed to support students and supervisors to work through challenges they may be experiencing, to find ways to move forward and work together more effectively.

💻 www.imperial.ac.uk/students/academic-support/graduate-school/mediation/

Cornerstone Programme for Good Practise PhD supervision

In April 2022 the Cornerstone Programme was launched. This dedicated umbrella support and development programme helps Imperial's doctoral supervisors better support and guide their students throughout the PhD journey. Cornerstone was developed by experts from across College in partnership with doctoral students. The programme includes a new online self-paced course for supervisors and a website hub where all information and resources to support doctoral supervision at Imperial are available. The new online course is mandatory for all new supervisors and is available for all supervisors to access at any time to keep up to date with College supervisory processes and to enhance their supervisory practice. In addition, every six years, all supervisors are required to attend a Focus on Best Practice in Supervision CPD workshop tailored to their Department. Cornerstone is a continually evolving provision and welcomes feedback from supervisors and students – please contact Dr Victoria Crossley, the Cornerstone Programme Lead.

✉ v.crossley@imperial.ac.uk

💻 https://www.imperial.ac.uk/students/academic-support/graduate-school/cornerstone/

Religious and Faith Support

The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management.

www.imperial.ac.uk/chaplaincy

Imperial College Union

The Union's range of 380+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us

Computer Health and Safety

If you have problems regarding your health related to computer use, please contact your local computer health assessor, or speak with your supervisor or local department safety officer who should be able to guide you. The role of the Computer Health Assessor is to ensure that your workstation is set up correctly and to give ergonomic advice on posture and equipment.

More information can be found at:

https://www.imperial.ac.uk/occupational-health/health-protection-at-work/computer-health/

9.   Other Student Services

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

Level 3, Sherfield Building, South Kensington Campus

020 7594 9444

student.hub@imperial.ac.uk

www.imperial.ac.uk/student-hub

Accommodation

Imperial offers a wide range of accommodation to suit a range of budgets and in a variety of locations.

The Student Hub team can help you find the right place to live, whether it's the College accommodation or private accommodation.

Level 3, Sherfield Building, South Kensington Campus

020 7594 9444

student.hub@imperial.ac.uk

www.imperial.ac.uk/study/campus-life/accommodation/

Centre for Academic English

The goal of the Centre for Academic English is to ensure you develop both the ability and the confidence to excel as a communicator on your degree programme as well as in the workplace. From the very beginning of your degree and all the way through, we're here to help you realise your potential.

To achieve this, we've designed a flexible academic STEMM communication programme enabling you to create your own personalised learning pathway. As you build your pathway, you'll have the freedom to select the language resources you need whenever you need them. These resources are the result of close collaborations with departments and so will meet your communication needs for Imperial written and spoken course assignments and assessments.

Centre for Academic English website.

The Graduate School

Every postgraduate student at Imperial is a member of the Graduate School. In partnership with academics, students across the College and the Graduate Students' Union

The Graduate School provides opportunities for students to meet each other at a variety of social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations, and creating supportive global research communities and peer groups. The Graduate School runs a Professional Skills Development programme for doctoral students.

💻 https://www.imperial.ac.uk/study/pg/graduate-school/

Financial support and tuition fees

If you've got any questions about student financial support (loans, scholarships and research council studentships, US, and Canadian loans) then contact the Student Financial Support team:

📞 020 7594 9014

✉ student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last-minute accommodation and travel necessities, equipment, and childcare. It does not have to be repaid.

💻 www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011

✉ tuition.fees@imperial.ac.uk

Information and Communications Technologies (ICT)

ICT Resources

ICT has prepared a useful, informative, and engaging online welcome pack for new students to get to grips with key IT resources at the College. With the increase in hybrid teaching and learning, ICT understands how important it is to provide robust and easy to use services that support our students learning experience at the College.

- **ASK** is your go to website for logging queries and seeking support from key administrative departments across college, such as the Student Hub, The Library, IT, Finance and Human Resources. The ICT Service Desk can help staff and students with a wide range of issues from connecting to Wi-Fi, resetting passwords, software installation and much more. You can contact the ICT Service Desk via the ASK portal, call +44 (0)20 7594 9000 or 49000 from a College telephone, send an e-mail to

service.desk@imperial.ac.uk, or book an appointment with a member of the ICT 1st line support team. For more information, please refer to Contact the ICT Service Desk.

- The ICT resources for new students website has been updated with key information including details on how to activate your College account, get connected to College services, access learning tools such as Blackboard and Panopto and how to access software for you course.
- ESE ICT support information can be found at the new e-infra page for the department: https://www.imperial.ac.uk/earth-science/current-student-staff-info/staff/e-infrastructure/

- New students can learn how to remotely access library journals, their saved files, software and much more by following guidance on our access IT resources remotely web pages.
- The College's Inclusive Technology web pages provide information on software and other applications that students can use to improve their study efficiency. There are useful tools for note taking, revision and time management.
- The Office 365 web pages are a good starting point for students to learn about Office 365, features and applications that are available at the College and how it can benefit them.
- IT security is very important. Awareness of potential scams and an understanding of how to stay safe online can go a long way in protecting students and the College from possible cyber-attacks. Follow our Be Secure web pages for more information.

Library Services

The Abdus Salam Library at South Kensington is located next to the Queen's Lawn and has five floors. It is open around the clock for study space pretty much all year.

The main Earth Science and Engineering book and map collections can be found on Level 4. The library also provides access to thousands of electronic journals, databases, and other electronic tools. You can find material by using the search box on the library's homepage:

🖥 https://www.imperial.ac.uk/library

Your departmental librarian can support you finding subject information, using resources, and managing your references. You can also suggest to your librarian book titles for your research and she will try to order them for you. You can find your librarian's contact details and a selection of useful subject-specific resources and tools here: https://www.imperial.ac.uk/admin-services/library/subject-support/earth-science-and-engineering/

Alongside these physical spaces and resources, the Library provides over 430,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world.

Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. The library also provides support for researchers on copyright, open access, research data management and more: https://www.imperial.ac.uk/admin-services/library/research-support/

Move Imperial

Imperial College has a wide range of sports and activities on offer that cater for all experience levels and abilities. We have a recreational activity offer, competitive sports teams, and an elite sport programme. We are dedicated to ensuring we have a diverse, inclusive, and exciting offer for all.

More information about Imperial student memberships and updates to our services can be found at:

🖥 https://www.imperial.ac.uk/ethos/memberships/students

With an annual fee of £55 you will get use of the gym and swimming facilities on our campuses.

🖥 https://www.imperial.ac.uk/sport

We have a huge collection of online resources, home workout videos, healthy recipes and playlists available to all as part of our MoveMore campaign, more information can be found at:

🖥 www.imperial.ac.uk/sport/move-more/

Student Administration

The Student Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals, and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company and Transport for London , as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

The 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

Each document has a unique QR code with the official University watermark, making it easier for employers and others to verify your credentials. This online document sharing is a legitimate service, introduced and authorised by Imperial College London.

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here: www.student-edocuments.imperial.ac.uk/Account/LoginViaAzure

Student records and examinations

📞 +44 (0)20 7594 7268

✉ student.records@imperial.ac.uk

Degree certificates

📞 +44 (0) 20 7594 7267

✉ certificates@imperial.ac.uk

10.   Special Circumstances

Types of Leave

A short summary is given below. Further details can be found at:

📄   https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

Sick Leave

Students must notify their supervisor as soon as possible if they are absent due to illness or injury and a medical certificate must be produced after seven days. If their supervisor is absent or unreachable, please contact the Postgraduate Research Administrator.

Some scholarships (e.g. UKRI) will cover a stipend for a certain period of sick leave per year (e.g. up to 13 weeks). It may be worth asking your funder if they provide such benefits.

Holidays/Annual Leave

Students should always report their holiday arrangements to their supervisor in advance. In accordance with the rules laid down by the Research Councils, no more than eight weeks, including public holidays, may be taken each year.

Fieldwork

During your studies in ESE, you may be required to undertake fieldwork either in the capacity of supporting a UG or MSc class or for your research study. Students who undertake fieldwork are considered to be offsite workers and as such should follow the guidelines as set out on the ESE website please see the link below:
https://www.imperial.ac.uk/earth-science/current-student-staff-info/offsite/

As well as completing the appropriate documentation associated with your trip you may be required to either request study leave or annual leave to participate in fieldwork.

Please note: that ***if you are a Tier-4/Student Route visa student*** you <u>must</u> contact either the International office, Visa Compliance team or your Postgraduate Administrator before any plans are arranged.

Study Leave

If you plan to carry out research away from College for a period of 2 weeks or more as part of your PhD student registration, your department can approve study leave using the External Study Leave form (which is then submitted by your department to the Registry Student Records Team for recording). Study leave is normally pursued either as a placement under the supervision of a third party organisation (placements are managed by your department and are subject to College Placement Learning Policy, Good Practice under the College's overall off-site working protocols) or fieldwork managed by your department under off-site working protocols. Contact your departmental postgraduate administrator for further guidance if you and your supervisor wish to have study leave considered.

📄   www.imperial.ac.uk/placements/information-for-imperial-college-students/ (if you are considering/planning a placement outside the UK refer to the Placement Abroad Handbook on this page)

📄   www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

Please note: that ***if you are a Tier-4/Student Route visa student*** you <u>must</u> contact either the International office, Visa Compliance team or your Postgraduate Administrator before any plans are arranged*.*

Interruption of Studies

This should be requested when you are too ill to work or when a personal emergency or other circumstance arises which means that you need to take a break from your studies. An Interruption of Studies (IoS) should be put in place for circumstances including compassionate leave, maternity and paternity leave, a personal emergency, or lack of funding.

No fees are payable for such a period, during which your research registration is effectively suspended. However, it should be borne in mind that registered student status, and the payment of any stipend, will also be suspended for the duration.

It is vital that an interruption of studies is applied for as soon as the circumstances arise, because an interruption of studies is rarely approved retroactively. By applying for an IoS immediately, your registration and timeline can be suspended until you return to ensure you do not exceed the maximum registration period or miss assessments and thesis submission deadlines.

Students can apply for Interruption of Studies via the My Imperial tile; further information is via the link below:
https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

Where an interruption of studies is taken on health grounds, a condition of the interruption being granted is that you will be required to provide medical evidence for the start of your interruption and as to your fitness to return to your studies at the end.

If you are an international student on a Tier-4/student visa, you will usually have to leave the UK for the period of your interruption and request a new visa to return. An exception to this would be if you had been declared unfit to travel. Please contact the International Office for further information.

On your return from IoS, you must re-register via My Imperial. Registry will then request confirmation from your department. Therefore, you must contact your Postgraduate Research Administrator, Amanda Allotey (a.allotey@imperial.ac.uk) so this can be arranged. Please note that bursary payments cannot restart until you have re-registered.

Employment during Studies

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4/Student Route visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or Senior Tutor (PGR). If you are on a Tier 4/Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

Please note that these rules also apply to your work as a GTA:

💻 www.imperial.ac.uk/students/academic-support/graduate-school/students/doctoral/graduate-teaching-assistants/

The College's examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

Part Time Study

Some students may have circumstances that warrant that they complete their PhD partially or fully while registered as part time. In such a case, a tailored plan for your PhD will be agreed between yourself, your supervisor(s), and the postgraduate team.

The milestones for your PhD are shifted as if you are working at 50%. Thus, your Early-Stage Assessment is expected to be completed by 18 months of part-time registration and your late-stage assessment by 42 months. These dates are irrespective of the fraction of part-time that you are registered for. Thesis submission does require that you reach the minimum total registration of at least 48 months. When registered part-time, the final deadline for submission of the thesis is 8 years (96 months) after initial registration.

Extensions

The standard period of full-time study for a research degree at Imperial is three to three-and-a- half years (full time) and students should aim to complete their work within this time. The minimum (full-time) registration period for a PhD degree is 24 months. There will sometimes be unavoidable delays, e.g. due to faulty equipment, or lack of access to outside facilities, but usually you would be expected to adjust your research plans to such changed circumstances in discussion you're your supervisors.

Most funders will not provide financial support for any extensions. At the latest, you should submit your thesis within 4 years of registration. No thesis submission is allowed after 48 months (96 months if part time) unless a case to support late submission is made by your supervisor jointly with the Director of PG Studies.

Attendance requirements for overseas students

The Government imposes a requirement on universities to monitor the attendance of Tier 4 student visa holders, and to report to UK Visas and Immigration (UKVI) any Tier 4/Student Route visa holders who cease to be in regular attendance. The College is required to notify the UKVI where a student visa holder has missed ten "expected interactions" with the College. It is therefore essential that students communicate any annual or sick leave to their supervisor(s) or designated departmental contact.
https://www.imperial.ac.uk/study/international-students/visas-and-immigration/

When things go wrong – Complaints Procedure

The College strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider College activities. We also have rigorous regulations in place to ensure assessments are conducted with fairness and consistency.

However, sometimes things do not work as planned or intended. If at any point during your degree you encounter problems, seeking help as soon as possible can often help reducing the impact and avoiding escalation. The college offers many possible points of contact, within and outside of the department. Depending on the issue, these are the people that you would usually turn to for help. They can either help directly or point you to college services that can provide further support. You are also welcome to directly contact college support services.

Assistance to find a solution

As a first step, you should try to find a solution, preferably by raising awareness of a problem within 15 working days of the problem arising. These are some of the people who can help:

1) If possible, one of your **supervisor(s)** or your **mentor** would be your first point of contact to help resolve any problems.
2) If you do not feel comfortable contacting your supervisory team or discussion with them has not helped, get in touch with the **PG Senior Tutor** (Robert Zimmerman) or one of the other members of the ESE **Postgraduate Committee** (Saskia Goes, Yves Plancherel, Pablo Brito-Parada).
3) If you need help outside of the department, or are not happy with the help received within the department, you can get in touch with the **Faculty Senior Tutor** (Lorraine Craig)

The Graduate School also provides support for students and supervisors who are finding their partnership difficult. The confidential and non-judgemental research degree mediation programme is designed to support students and supervisors to work through challenges they may be experiencing, to find ways to move forward and work together more effectively. www.imperial.ac.uk/students/academic-support/graduate-school/community-support/coaching/

Formal Complaint

If you have concerns about your experience at the College and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

student.complaints@imperial.ac.uk

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Academic Appeals Procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. Should you believe that you have grounds to appeal these decisions, we have laid out clear and consistent procedures through which appeals can be investigated and considered:

🖥 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Support for Bullying and Harassment

Bullying and Victimisation Policy

This policy defines the ways in which harassment, bullying and/or victimisation can occur. The policy provides guidance to resolve any problems should they occur, and avoid recurrence, with its main aim being the prevention of harassment, bullying and/or victimisation. Questions about the policy should be directed to the Equality and Diversity Unit.

https://www.imperial.ac.uk/student-support-zone/common-concerns/bullying-and-harassment/

https://www.imperial.ac.uk/human-resources/procedures/harassment-bullying--victimisation/

Support for Bullying and Harassment

If you ever experience bullying and harassment, including sexual or racial harassment, there are a number of support services available to you:

- Report and Support tool – Anyone can use the tool, including staff, students, contractors, and visitors to the College. You can use the tool if you have witnessed an incident, or experienced bullying or harassment directly. You can disclose something anonymously or you can provide your details to be put in contact with someone.
- Student Harassment Support Contacts- The College has a number of trained Student Harassment Support Contacts (HSCs) who are here to listen and signpost you to relevant specialist support. They have received specialist training which enables them to listen to your concerns and experiences relating to bullying, harassment, discrimination, and sexual misconduct. They can be contacted directly through their email, shsc@imperial.ac.uk.
- Sexual Violence Support – There are five Sexual Violence Liaison Officers (SVLO) who are Imperial staff who work in different departments and services across the College. They have received specialist training to support students who have experienced sexual violence. They are not counsellors but will listen to you and can help you access the right support and information. They can be contacted directly through their email, svlo@imperial.ac.uk.
- Imperial College Union Advice Centre – The Advice Centre can provide professional advisors to help support students through a wide range of challenges they may face during their time at Imperial. They can also provide advice and support for bullying and harassment. They can be contacted directly through email (advice@imperial.ac.uk), phone (020 7594 8060) or through booking an appointment on their website.

Further support

There is also wellbeing support providing within the department and the College.

ESE has a dedicated Student Wellbeing Advisor, Anita Murphy. You can learn more about her and wellbeing at ESE on this website: https://www.imperial.ac.uk/earth-science/current-student-staff-info/wellbeing/

The College provides counselling for students. Their website lists details of the service and how to book: https://www.imperial.ac.uk/counselling/.

Student Support Zone links to a wide variety of support services available at the College: https://www.imperial.ac.uk/student-support-zone/.

Building Issues – Reporting Defects – See it, Report it!

How do I report a defect?

1. Report it online: https://www.imperial.ac.uk/estates-facilities
2. Report it by email to eo.csc@imperial.ac.uk
3. Or, in an emergency Call 020 7594 8000 (48000 extension)

What kind of things should I report?

- Building temperature issues
- Issues with toilets
- Leaks
- Lighting problems
- Power issues
- Faulty doors

What will happen when I log a report?

The helpdesk will log your report and assign it to a Facilities team, along with a unique code and a response time category. You will also receive an email confirmation. The Facilities team will attend the area of concern and work out how to address the issue, which might either be fixed immediately or may take some time to order parts and 3rd party contractors.

What should I do if my report is not dealt with?

One of the advantages of placing the report is that you will receive an update, while the Department is also informed. If you have concerns over how your report is dealt with, you can contact the Building Manager in the first instance (Guy Fairhurst, g.fairhurst@imperial.ac.uk) or failing that, you can contact the Department Services Manager (Jason Hoadley, jason.hoadley@imperial.ac.uk).

College Access & Lone Working

The Earth Science & Engineering building access hours are:
> Monday to Sunday, 07:00 to 24:00.

Earth Science & Engineering laboratory access hours are:
> Monday to Sunday, 0:00 to 19:00.

The RSM building in which you are based closes at midnight every day and opens at 7 am.

Out-of-hours and lone working | Faculty of Engineering | Imperial College London

You are not permitted to be in the building outside of these access hours unless you have approved lone and late working permission.

If you require out of hours access, you will need to apply through the lone and late working portal or the out of hours portal depending on the access times required:

💻   https://www.imperial.ac.uk/safety/safety-by-topic/lone-working/applying-for-lone-working-consent/

💻   https://www.imperial.ac.uk/safety/safety-by-topic/out-of-hours/

Further information can be found at:
https://www.imperial.ac.uk/safety/safety-by-topic/lone-working/lone-working-code-of-practice/

Computing

Your supervisor should ensure that you have (access to) a computer or should purchase you a new desktop system.

If you need to purchase a computer, please visit the following web address: https://www.imperial.ac.uk/earth-science/current-student-staff-info/staff/e-infrastructure/ and check the section on IT purchasing.

For installation or computer problems/queries please contact the ICT Help Desk (service.desk@imperial.ac.uk) ext. 49000 or the ESE Computing Team, see https://www.imperial.ac.uk/earth-science/people/support/.

Software is available from the https://softwarehub.imperial.ac.uk/. There is also a range of software from ICT on https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/get-software/get-software-for-students/.

Information regarding ICT (Information & Communication Technologies) can be found at: https://www.imperial.ac.uk/admin-services/ict/

New postgraduate students are automatically provided with a username (login name) which will allow them to access the college computing facilities. This normally happens shortly after the application has been submitted. The username should be activated as soon as it is received, which can be done from your home.

Your username and password will enable you to track your application via the student e-Service applications and if successful the username will **remain unchanged** for the duration of your stay at College. If activated prior to joining College **it is not necessary to make any further changes on your arrival** at College as this same username will allow you access to the necessary College computing facilities.

If you have problems activating your College username please contact the ICT Help Desk by email -service.desk@imperial.ac.uk, by telephone 020 759 49000; or raise a ticket on https://servicemgt.imperial.ac.uk/ask. You can also visit the ICT helpdesk in person in the ground floor of the Central Library, South Kensington.

If you have any issues dealing with ICT or have a more specialist query please speak to the ESE Computing Team. To contact us see: https://www.imperial.ac.uk/earth-science/current-student-staff-info/staff/e-infrastructure/ or https://www.imperial.ac.uk/earth-science/people/support/ - Computing Team section.

Desk Allocation & Keys

You will be provided with a desk and sufficient workspace upon arrival. Do not move to desks that are temporarily vacant or use these desk spaces as storage for your books and other materials. Items incorrectly placed on vacant desks, left in corridors, gangways etc. may be disposed of without warning. For any other desk queries contact Katie Rycraft k.rycraft@imperial.ac.uk for keys for pedestal and overhead lockers please contact Jason Hoadley jason.hoadley@imperial.ac.uk.

ESESIS

What is ESESIS?

ESESIS is a web-based departmental administration system that has been custom-built to meet the needs of both staff and students within ESE. The system has been designed to allow easy tracking of the milestones that all postgraduates must complete during their course; monitoring of your degree status; the logging of all interruptions to study and many other administrative tasks. ESESIS also logs your milestone reports, sends reminders, and provides access to a range of forms.

Difference with MyImperial

The registry system My Imperial has the ***authoritative information*** for your deadlines and registration status. Some tasks (including requesting an interruption of studies and submitting an exam entry form) have been fully moved onto MyImperial. However, all key milestones are implemented in our departmental ESESIS system, which we try to maintain as the departmental one-stop shop for all administration tasks related to your postgraduate degree. If there are any discrepancies between MyImperial and ESESIS, please let Amanda Allotey (a.allotey@imperial.ac.uk) know as soon as possible.

How can I sign-up for ESESIS?

You can sign-up for the PhD/MPhil ESESIS system through any internet connection.

1) URL: https://esesis.ic.ac.uk/signup You will need to login via MicrosoftAD using your standard IC username (e.g. user@ic.ac.uk) and password to access the sign-up form.

2) Please complete the form, checking the details, before submitting.

3) On successful submission you will see the following message, this indicated your information has been saved and passed to the relevant member of department staff to check and activate your ESESIS account.

Quick Guide to ESESIS:

1) You can access ESESIS through any internet connection at URL: https://esesis.ic.ac.uk

2) Login using your standard IC username and password. If you do not know these, please visit https://www.imperial.ac.uk/admin-services/ict/ for more information.

Your ESESIS home page is set-up with two columns you will be able to access & should regularly update your personal details on the left-hand side of the page & will be able to review your "milestones" which are located on the right (these include your Year 1, 2 and 3 milestones).

3) Some general information (including this handbook and recordings and slides of talks for the PhD students) can be found under the tab with General Information

Internal and External Mail

PhD student post can be collected from drawers located just inside the PhD office area on the second floor of the Royal School of Mines. For all postal enquiries please see Jacqueline Hughes (j.hughes@imperial.ac.uk), Resources Administrator, Room G.22, Royal School of Mines. For the purpose of receiving mail, the preferred address is as follows:

Your name
PhD student
Department of Earth Science & Engineering Imperial College London
London SW7 2AZ

Photocopying

Your ID card will contain printer credit when you receive it. This can be topped up by using the machines located in the library. You can also pay using your debit or credit card:

https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing-photocopying-and-scanning/how-to-print/ and-scanning/buy-credit/

Waste Disposal

The College is committed to reducing waste and harnessing the benefits of its waste resources. We aim to reuse where possible, recycle and dispose of waste appropriately. **It is everyone's individual responsibility to manage their own waste**. Items must not be left for the cleaners to dispose of unless they are appropriately placed in their respective bins. Areas will be monitored to ensure a safe and tidy working environment for all. Please use the individual bins provided for your glass, dry mixed recycling, paper & card, and general waste. All boxes should be flat packed and disposed of via the bins. If items are not being collected, please report it as a defect (above).

https://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/

You must use the College's Waste Disposal online forms for:

- Confidential Waste
- Furniture Disposal
- Waste Electrical and Electronic Equipment (WEEE)

https://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/ forms/

Etiquette in Open Plan Areas

Noise

- **Try to be quiet.** Individuals have different working practices, but for most people a quiet environment is most conducive to work.

- **Hold meetings in meeting rooms.** Do not hold meeting in open plan areas where your colleagues are trying to work.

- **Hold social events in social spaces.** Do not have group or social discussions in the open plan areas; these spaces are for work.

Space

- **Keep to your allocated workspace**. Do not encroach on, or clutter, the desks of your colleagues.

- **Refrain from unauthorised desk migration**. Do not move to desks that are temporarily vacant or commandeer these desk spaces as storage for your books and other materials. If you have a strong reason to change desks, please contact Jackie Hughes j.hughes@imperial.ac.uk.

Phones

- **Keep phone calls brief and work-related.** Do not hold lengthy conversations in the open plan area.

- **Set your mobile to vibrate.** Do not allow your mobile phone to annoy others.

Kitchens

- **Keep the microwave oven, refrigerator and sinks clean**. Do not leave food or drink in the refrigerator past the date at which it starts to turn bad.
- **Keep the area tidy and return departmental crockery and cutlery**

Security

- **Secure your valuable items.** Do not leave any valuables on your desk; they are safer in a locked drawer or carried with you when you leave.

Finances

Bursary Payments

Some students are in receipt of an Imperial College administered studentship (e.g. SSCP DTP, STFC, EPSRC, Fluids CDT, Janet Watson scholarship etc). Once the bursaries are set up, bursary payments for these scholarships are usually paid in advance on the 7th of each month.

Ensure you are registered, update your bank details on the student e-service and make any adjustments to your details if they do change.
https://www.imperial.ac.uk/studenteservice

If you have any queries regarding your bursary payment or you do not receive a payment please contact Caroline Baugh (c.baugh@imperial.ac.uk) as soon as possible.

Please notify your supervisor and the Postgraduate Research Administrator, Amanda Allotey, (a.allotey@imperial.ac.uk) of any withdrawals or interruptions to your studies.

Funding for Conferences

Before planning to attend a conference, check the conditions of your funding and talk to your supervisor to see what funding is available to cover attendance. Research Council funding usually comes with a Research Training Support Grant which can fund consumables, travel, conference registration, etc. Supervisors may also have funds reserved for supporting PhD student travel and consumables.

Sometimes, students can also apply for funding for conferences via the conference itself, or via relevant scientific societies such as The Geophysics Society, the Society of Economic Geologists, the American Association of Petroleum Geologists or the European Association of Geoscientists and Engineers. Securing such funding also looks good on your CV.

Please note that all costs relating to attending a conference must abide by the College's expense policy, regardless of the source of funding.

The College preferred supplier for flights and accommodation is Egencia. You will need to create a traveller profile (registration form online) and return it per email to travelsetup@imperial.ac.uk. They will send you a welcome pack with instructions on how to use Egencia.

Students have permission to look but not book, so please enter Jackie Hughes as your arranger once you have selected you flights and accommodation. Then email Jackie the itinerary, an account code, purpose of travel and confirmation from the account holder. She will raise a purchase order and complete the booking for you. Please give as much notice as possible to ensure that you do not lose your flights.

For accommodation for Airbnb and accommodation for conferences which are not available through Egencia and for conference registration, a virtual credit card (VCC) can be created. VCCs are single use and cannot be used for over the amount originally requested. We cannot use a VCC for goods / services from an existing supplier on the Imperial College system.

For further information on travel or purchasing please contact **Jackie Hughes (j.hughes@imperial.ac.uk).**

Claiming Expenses – A summary for Students

The majority of staff and student purchases should be bought through College approved purchasing paths (Purchase Order) with preferred and approved suppliers, and not bought directly by the claimant.

If an item is required for your studies and approved by your supervisor, then administrator **Jackie Hughes** can help you complete the purchase so that you do not have to incur a personal expense. If the company is not on the College's purchasing system, we have a system of Virtual Credit Cards (VCC) which you can use for most suppliers. Items such as travel, consumables equipment, computer hardware and software should all be purchased through Purchase Orders or VCCs.

An expense claim should only be used in rare instances, to reimburse incidental expenses. needed in the performance of your duties for research or the College.

All expenses must be in line with the policy and you should ensure you have any required approvals before incurring the expense. The thresholds in the Expenses Policy apply equally whether you claim an expense or Jackie raises a purchase order on the College system for you.

Please contact **Jackie** (j.hughes@imperial.ac.uk) for all purchasing enquiries.

Policy

It is important that you read and understand the policy prior to incurring any expense:
https://www.imperial.ac.uk/finance/financial-services/expenses/

The policy:
 • Is applicable for Purchase Orders, VCCs and Expense claims.
 • Affects **all** College employees, students, and visitors. Individuals must ensure that their visitors are fully aware of the policy.
 • Will apply irrespective of the source of funds
In cases where the funder and College have differing rules, the policy which is the most stringent applies.

Some expenses require approval **prior** to incurring the expenditure (e.g. consumables, software, equipment above £100 and any travel bookings not made via Egencia). This is provided by the Department Operations Manager, ese.dom@imperial.ac.uk

Unfortunately, claims that do not comply with the policy will be delayed and may be rejected. If you are unsure about anything, please email ese.expense@imperial.ac.uk,.

How do I claim?

Please fill in the electronic expense form:
Expense Claim Form (E1) for non-employees (Excel) [requires College login]

Submission of expenses needs to be done via an email to the ESE Expense email address: ese.expense@imperial.ac.uk, with scans of all itemised receipts attached and the completed excel Expense Claim form. You type your name as a signature.

You can view an example completed form with guidance here: ESE Expense Claim Form guidance.

We aim to process expenses upon receipt. Processing and payment can take up to two weeks following submission of a fully completed expense claim.

The most important thing to remember when incurring an expense is to **keep the receipt(s)**. Receipts must be itemised receipts listing what has been purchased, it cannot be the credit card receipts nor bank/credit card statements. The single most common delay in all expenses is the lack of receipts, or itemised receipts. If receipts are lost or missing, we may not be able to reimburse the full or any partial cost but please let us know and we will look to support you.

Expenses can only be refunded to the individual who incurred the expense. If a claim is made for a group, the most senior person present (if applicable) should pay the expenditure and submit the claim.

Expenses should be submitted as soon as possible after they have been incurred, with an expectation that they will be submitted within three months. Expenses submitted more than six months after they have been incurred may be rejected and will require a detailed explanation for the delay.

All reimbursements require the approval of the College project account holder prior to incurring the expense. This is usually your supervisor, Course Director, or course administrator. Please obtain this prior to incurring an expense and submitting an expense claim. This can be done as part of an email chain and submitted along with your expense claim.

Advance claims

To help staff and students with their cash flow during conferences/fieldtrips, you can apply for an advance claim.

Submission of an Advance Claim should be done via an email to ESE Expense email address: ese.expense@imperial.ac.uk, including a completed excel Advance Claim form and all necessary information. You type your name as a signature.
New Expense Form (E3) for advances [requires College login]

When you return from your trip, you must complete an expense claim within 30 days of returning, following the expense claim procedure. Upon submission and approval, you will be reimbursed with the advance deducted.

For any query regarding expenses or advance claims, please contact the ESE Expense team: (ese.expense@imperial.ac.uk) and we will support you.

For further information on Finance please see the Research and Finance website:

ESE's Research and Finance Team | Faculty of Engineering | Imperial College London

Health and Safety

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College still encourages students to stay at home if you have symptoms of respiratory disease, to get vaccinated if you are eligible, to cover your coughs and sneezes, and to respect others' personal space.

The latest Imperial College guidance to students related to COVID-19 can be seen at: https://www.imperial.ac.uk/about/covid-19/

The College's Health and Safety Statement can be found at: www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Departmental Health and Safety

Departmental Safety Officer: Simon Davis: simon.davis@imperial.ac.uk,

020 7594 6544

Fieldwork Safety Officer: John-Paul Latham: j.p.latham@imperial.ac.uk

The departmental safety induction information is sent prior to the start of term and needs to be completed before the first day.

For further information regarding departmental health & safety please see web address below: ESE Health and Safety | Faculty of Engineering | Imperial College London

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research, or support service activities.

The College's activities range from the use of hazardous materials (biological, chemical, and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College and to thereby comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at: http://www.imperial.ac.uk/safety

Your academic supervisor and departmental safety officer are the first people to whom you should report concerns or ask for advice, but you may also contact the Safety Department directly.

Occupational Health requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected, and improved whilst at work.

Health clearance for travel

Please note: Postgraduate students travelling abroad for study or research have the same health clearance requirements as for staff. Clearance is compulsory for any travel to a tropical country. Information on arrangements for health clearance can be found at:

🖥 www.imperial.ac.uk/occupational-health

If any vaccinations are required for the destination country, then an appointment with the OH Service should be sought at least <u>four weeks</u> in advance of travel. Students will need to provide evidence that their trip is directly related to their study or research activity.

Clearance will be notified to the supervisor named on the health clearance questionnaire.

13.   Academic Regulations

Regulations for Students

General regulations

All registered postgraduate research students of the College are subject to the Regulations for Students General Regulations, and the Academic Regulations that apply to your degree.

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

📖   https://www.imperial.ac.uk/students/terms-and-conditions

Code of Practice for Research Students

Students are required to comply with Imperial College London degree regulations and other College procedures and regulations, including following College safety requirements and procedures. The College has developed a code of practice for research students, which gives advice on all stages of a research degree:

📖   Conditions of Use of IT Resources | Administration and support services | Imperial College London

Academic and Examination Regulations

The College academic and examination regulations for the award of research degrees can be viewed here:
https://www.imperial.ac.uk/about/governance/academic-governance/regulations/

Use of IT Facilities

View the Conditions of Use of IT Facilities:

📖   https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

General Data Protection Regulation (GDPR)

All staff and students who work with personal data are responsible for complying with GDPR. The College will provide support and guidance, but you do have a personal responsibility to comply.

In line with the above please see the College's privacy notice for students which form part of the terms and conditions of registration with the College.

📖   www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf

Academic Integrity

Academic and Research Integrity

You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College's approach to plagiarism is available on the College website:

💻 www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/

💻 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf

Copyright

Copyright is an automatic right given to creators that allows them to control who copies, adapts, translates, and makes public their work. Unless you have the copyright holder's permission, you cannot do these things unless permitted by law or licence.

💻 www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

The Graduate School provides training on Copyright:

💻 www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/research-integrity/copyright-for-researchers-online-course/

Intellectual Property Rights Policy

💻 www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/

Further information about the Imperial Enterprise Lab can be found at:

💻 www.imperial.ac.uk/students/enterprising-students
💻 www.imperialenterpriselab.com/support/experts-in-residence

The Graduate School provides training on Intellectual Property:

💻 www.imperial.ac.uk/students/academic-support/graduate-school/students/doctoral/professional-development/research-impact/intellectual-property-online-course/

Ethics

The College has an overall Ethics code which sets out key behaviours which the College expects of all its members in order to facilitate a leading academic community which demonstrates integrity in all its activities, and which manages relationships with third parties appropriately. These behaviours include honesty, fairness, and transparency. The Code is intended to provide a starting point to help members of the College identify and tackle ethical issues faced in the course of their activities. It also describes routes available for members of the College community to escalate ethical concerns where appropriate.

💻 www.imperial.ac.uk/research-ethics-committee

Good Research Conduct

Imperial College London is committed to undertaking research of the highest international quality within an intellectually challenging and inspiring environment, to extending the frontiers of research within and beyond existing research disciplines, and to bringing together research expertise within and beyond the College to address the science challenges of today and the future. The College's achievements in research are underpinned by the quality and expertise of the individuals within it, and the pages in the link below define the standards of research governance and integrity essential to the College's reputation and success.

💻 www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/

Unsatisfactory Engagement

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily engage with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:

www.imperial.ac.uk/about/governance/academic-governance/regulations

www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2022x2f23/Unsatisfactory-Engagement-Policy-and-Procedure.pdf

Misconduct

Research Misconduct

Research Misconduct can be characterised as behaviours or actions that fall short of the standards of ethics, research and scholarship required to ensure that the integrity of research is upheld. It can cause harm to people and the environment, wastes resources, undermines the research record, and damages the credibility of research.

Regardless of discipline and institution, the fundamental factor in ensuring the quality of research and research practices has to be the honesty of the individual investigator. Investigators should be honest with respect to their own work, which means subscribing to proper scientific practices such as acknowledging the contributions of colleagues or collaborators, ensuring veracity of data, and acting with integrity in the depiction of results and conclusions. However, investigators are also expected to be honest in relation to the work of their colleagues and peers. Colluding in, or concealing, the misconduct of others is not compatible with an environment which encourages intellectual honesty and is, therefore, in itself misconduct.

The College's policy on, and procedures for, the investigation of allegations of research misconduct:

💻 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/ordinances/Ordinance-D17-Nov-2020.pdf

Where a student completes taught module(s) as part of their research programme, they will also be subject to the Academic Misconduct procedures:

💻   www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

💻   www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/

14. Student Feedback and Representation

Feedback from students- surveys

Your feedback is important to your department, the College, and Imperial College Union. Whilst there are a variety of ways to give your feedback on your College experience, the following survey gives you regular opportunities to make your voice heard:

- **Postgraduate Research Experience Survey (PRES)**
  The PRES is your chance to tell us about your experience of supervision; resources; research community; progress and assessment; skills and professional development; and wellbeing. This is a national survey that helps us to compare how we are doing against other institutions, to make changes that will improve what we do in future and to keep doing the things that are valued by our students. The survey is open to postgraduate research students and runs across the spring and summer terms. PTES is run bi-annually at the College. The survey is confidential. The more you take part the more representative the results so please take a few minutes to give your views.

The Union's "You Said, We Did" campaign shows you some of the changes made as a result of survey feedback:

💻 www.imperialcollegeunion.org/you-said-we-did

The Union's response to surveys can be found here:

💻 www.imperialcollegeunion.org/your-union/your-representatives/responses

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:

💻 www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

GradSoc – ESE representation

GradSoc represent the PhD student views at the Postgraduate Research Studies Committee, Equality, Diversity, Inclusion and Culture Committee and the Athena SWAN Self-Assessment Team. Students should send any questions, comments, and feedback they wish to raise to the GradSoc email account (esegradsociety@imperial.ac.uk).

Graduate Students' Union

The Union's range of 380+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us

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

https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z/graduate-students-union

Student Representatives are recruited from every department to gather feedback from students to discuss with staff. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union (ICU) website.

https://www-d7.imperialcollegeunion.org/your-union/your-representatives/representation/academic-representation-network

15.   And finally

Alumni Services

When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free Wi-Fi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world.

🖥 www.imperial.ac.uk/alumni

Search for a local alumni group and join the conversations in the Imperial alumni LinkedIn group , on our Facebook page, and the ESE departmental PhD LinkedIn alumni group.

Above all, please keep in touch! We would love to hear about what you are getting up to and would like to help and support you as much as we can. You can always drop us an email at alumni@imperial.ac.uk.

https://www.linkedin.com/groups/12293015/
https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/email/how-to-guides/forwarding/