



**Imperial College  
London**

Faculty of Natural Sciences

**Department of Life Sciences**

**Postgraduate Research  
Student Handbook**

**2023-24**

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## 1. College Introduction

### 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 – see page 6 for more information.

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. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

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](http://www.imperial.ac.uk/students/our-principles)

## 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.



[13343972 \(blackboardcdn.com\)](https://blackboardcdn.com/13343972)

### **Aims**

To provide training in research methodologies aimed at equipping students to undertake their research projects efficiently.

To provide training which leads to the acquisition of personal transferable skills. To provide guidance to students in planning their future careers.

### **Objectives**

Through participation in the training programme students should be able to:

- use information technology to search for, process and present information
- use statistics to design experiments and interpret results
- organise time and information effectively
- plan and conduct research efficiently
- define research problems
- be able to communicate effectively with your Supervisor and peers, and utilise appropriate negotiation skills
- understand basic laboratory safety issues
- understand the career opportunities/structure for post doctoral scientists and the skills needed at the various stages of seeking employment
- present written, graphical and oral summaries of your research to different interest groups
- successfully present a thesis for examination
- understand the approaches to protecting the intellectual property rights of your work

### **Seminars**

In addition to the above skills, it is a major aim of the Departmental Academic Training programme, that PhD students are exposed to a broad range of research areas. To this aim, it is mandatory for all PhD students to attend most, if not all, Departmental seminars.

## 2. 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, Sheffield Building, South Kensington Campus

 020 7594 1383

 [graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk)

 [www.imperial.ac.uk/students/academic-support/graduate-school/](http://www.imperial.ac.uk/students/academic-support/graduate-school/)



## Other Useful Resources

### Imperial Mobile app

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](http://www.imperial.ac.uk/imperialmobile)

### Imperial Success Guide

The Imperial Success Guide is an online resource with advice and tips on the transition to a research degree. 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/](http://www.imperial.ac.uk/students/success-guide/pgr/)



### 3. Introduction into the Department

#### Welcome from Head of Department, Professor Dan Davis



Welcome to the Department of Life Sciences at Imperial College London. I can't tell you how thrilled we all are to have you join us for your PhD. We aim to provide a superb and stimulating atmosphere for your training as the next generation of Life Scientists.

We are one of the largest Life Sciences groups in Europe, with world-leading research activity spanning levels of organisation from atoms to the biosphere. We're currently organised into 12 research themes: Anaesthesia, Sleep and Pain, Bacterial Pathogenesis, Cell and Developmental Biology, Ecosystems and the Environment, Evolutionary Biology, Glycobiology, Infection & Immunity, Integrative Systems Biology, Membrane Biology, Molecular Mechanisms of Disease, Molecular Plant & Microbial Systems, and Synthetic Biology. You can find out about the research carried out in the Department at: <http://www3.imperial.ac.uk/lifesciences/research>

Through regular newsletters, we'll let you know about all sorts of things going on the Department, from social events to our latest research discoveries. If you have any ideas yourself about things you'd like to do, or things we can improve on, don't hesitate to get in touch. The Departmental Postgraduate Research Education team, our senior tutors, and your Supervisor and advisors, are all here to support you. Reach out at any time.

This is a truly exciting time for Life Sciences. I sincerely wish you happiness and success in your time here.

Dan

## Welcome from Director of Postgraduate Studies, Dr David Mann



Welcome to the Department of Life Sciences for your Postgraduate training.

As a member of the Department you are also part of the Faculty of Natural Sciences and a member of the Graduate School. We hope that you will enjoy your period of study here and achieve success as a PhD student.

The Department follows the strategic aims of Imperial College London which, in terms of education, are:

- To identify attract and develop students of the highest ability who are most able to benefit from an education at the College
- To provide an intellectually challenging and inspiring environment
- To provide an educational experience that empowers graduates to be leaders in their chosen careers and contribute to the long-term needs of society

This handbook contains essential information concerning the organisation and requirements of your Postgraduate programme.

In addition there is useful information about the Department of Life Sciences, together with information about the Graduate School, opportunities for enhancement of your training, the Graduate Student Union (GSU), support groups and other useful details.

Research students will find additional information in the Imperial College booklet: “Success Guide - postgraduate research students”. This can also be accessed electronically at <http://www.imperial.ac.uk/students/success-guide/pgr/>

Regulations for Imperial College students appear on page 32 of this handbook and can be accessed at <https://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

Please also take time to read “Our Principles” which outlines commitments made between students and the College - and <http://www.imperial.ac.uk/students/our-principles/>

The Postgraduate training in the Department of Life Sciences is managed by the Postgraduate Research Education Team. The members and their roles are outlined on page 8-10.

You will be asked to elect fellow students to represent you at the Student-Staff Committee. On page 10 you will also find the role of the student representatives.

A number of events have been organised for you during the first few days (please see page 11).

We hope you will have an enjoyable and productive time, and we look forward to working with you towards the successful completion of your Postgraduate programme.


David Mann

## Academic and Administrative staff

The following members of staff manage and administer the Departmental Postgraduate Research training programme:



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**Ms Rozan Hamilton-Nixon**

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Doctoral Training  
Programme (DTP)  
Administrator

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## Roles of the members of the Postgraduate Research Education Team

The following provides an overview of the roles of the individual members of the PG team. This is by no means exhaustive and is there to give you a general idea of the areas of responsibility of the team members and help you identify the most appropriate contact for questions.

### **Director of Postgraduate Studies and Senior Postgraduate Tutors:**

To ensure that proper Supervisory arrangements are made for all research students.

To monitor postgraduate student progress and (indirectly) Supervisor performance. To check that registration, early and late stage assessments, thesis submission and examination are carried out on a reasonable timescale.

To act as pastoral guides to postgraduate research students. To give advice and guidance if requested or if the student fails to make suitable progress and to liaise satisfactorily with their Supervisor and/or advisors. To consult with the Faculty Tutors as appropriate.

To act as mediator in cases of dispute between student and Supervisor.

In general, the Director of Postgraduate Studies deals with all academic issues and the Senior Postgraduate Tutors deal mostly with pastoral and general support issues.

The Senior Postgraduate Tutors are also the Disabilities Liaison Officers (please see page 41-43).

### **The PGR Administrator:**

To act as a first point of call for all issues associated with the administration of your PhD. All forms and reports should be submitted to the PGR administrator.

To deal with problems and issues arising with registration, bursary payments, interruptions of studies, changes of registration etc.

The PGR administrator should be informed if there will be a delay in submitting any reports together with reasons and doctor's notes where appropriate.

### **The DTP Administrator:**

First point of contact for all issues or queries regarding the DoLS Doctoral Training Programme.

To communicate all information regarding training, workshops and cohort events which are part of the doctoral training programme and schedule.

Communicate any news or publications associated with your research or PhD to DTP administrator to be included on the website and/or cohort communications & newsletter.

**The Student Representatives:**

The student representatives are members of the Departmental Postgraduate Student / Staff Committee. You can feedback to them any issues you are unhappy with regarding the general management of the PhD program or any other College level issues associated with the care and supervision of PhD students. The student representatives can also gather and pass on student feedback about transferable skills courses/events and about welfare or other educational issues. They act as a direct link between yourselves and the Graduate Student Union (GSU), communicating GSU-wide events and any important news or information. Another key part of their role is to organise and run social events within the department (which can involve the support of the GSU); any suggestions for social events are welcome.

## 4. Departmental Procedures

### Departmental Induction

#### Events during the Welcome Season

DATE	SUBJECT	ORGANISER	TIME	LOCATION / LINK
Available now	Online welcome to the Graduate School	Graduate School	Anytime	Available on the <a href="#">Graduate School website</a>
<b>Wed 11 October</b>	<b>Life Sciences PhD Induction (Compulsory for all Students)</b>  <b>FONS Wellbeing Team Centre for Academic English GTA Training Career Service</b>  Welcome Drinks (optional)	<b>Department of Life Sciences</b>	<b>12:00 – 15:30</b>         <b>15:45 – 17:00</b>	<b>Sir Alexander Fleming Building, Room 122 (1st floor).</b>
<b>Available to complete between 25th September to 16th October</b>	<b>Online safety course (Compulsory)</b>	<b>FONS Safety Team</b>	<b>Anytime</b>	<b>To be provided shortly.</b>
Thurs 26 October	Welcome and Introduction from Professor Yun Xu (Director of the Graduate School)  Welcome from Professor Ian Walmsley (Provost)  Information about the Graduate School's Provision from Dr Magdalena Jara (Head of Pedagogy, Graduate School)  Welcome from Imperial College Union  Refreshments and opportunity to talk to Support Services	Graduate School	12:30 – 14:30	The Great Hall, 2nd Floor, Sheffield Building  To book your place at this event, please <a href="#">book on via Inkpath</a> using your Imperial Single-Sign-On. If you do not yet have an Inkpath profile setup, please email the <a href="#">Graduate School team</a> .

### Induction and safety training for Life Sciences Postgraduate students

There are a number of online courses that new PGR students must attend. These are outlined below.

*At the start of your research you need to discuss the safety issues associated with your project with your Supervisor as there may be additional courses you need to attend.*

## All New Postgraduate Students

All new postgraduate students should complete the following safety training available on SharePoint, by the 16<sup>th</sup> October 2023, 17:00.

- [Introduction to Safety at Imperial](#)
- Safe Lab Practice (for all lab based students)

In addition to the items listed above, new PhD students may also be required to complete further training and inductions, dependent upon the hazards associated with their work.

- Complete an online computer health assessment for your workstation: <https://imperiallondon.sharepoint.com/sites/cf/HealthSafety/SitePages/Computer%20Health.aspx>
- Month One Safety Training (MOST) – enrol here: <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/month-one-safety-training-most/>
- Risk Assessment Foundation Training (RAFT) – enrol here: <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/risk-assessment-foundation-training-raft/>
- Fire safety training – all new staff and PhD students need to complete the e-learning fire safety course here: <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/fire-safety-and-awareness-training-e-learning-course/> .

## Students Doing Lab Based Work

Staff and PhD students that are doing LABORATORY BASED work need to complete the additional courses at the earliest opportunity:

- Safe Lab Practice in Faculty of Natural Sciences <https://imperiallondon.sharepoint.com/sites/fons/faculty/safety/SitePages/Safe-Laboratory-Practice.aspx>
- Fire Prevention and Fire Safety at Work (Practical) – Book your place via this webpage: <https://imperiallondon.sharepoint.com/sites/fons/faculty/safety/SitePages/Fire-Safety-Training.aspx>
- There are several courses you will need to attend based on the hazards you are going to be handling during your research. A list of these are below:
- [Safe use of Fume Cupboards](#): e-learning course (*all lab chemists to complete this course*)
- [Cryogenics](#): e-learning and practical class
- [Compressed gases](#): e-learning and practical class
- Class 3B or 4 lasers: [e-learning courses](#) and [Practical Laser Safety Course](#)
- [Ionising radiation](#): e-learning
- Use of Vacuum pumps: [practical class](#)
- [Fieldwork Outdoors First Aid + Mandatory e-Learning | Administration and support services | Imperial College London](#) – e learning and practical class

## Lone Working

Lone working is a risk increasing factor as you may be hindered in summoning assistance in the event of an emergency. Lone working can occur at any time of the working day so all assessments and procedures must include whether lone working is allowed and if so are any special precautions needed. Lone working for your work must be discussed with your Supervisor and appropriate arrangements put into place.

Students must be appropriately supervised and monitored when working in a laboratory area or in the field.

PhD students must obtain consent from their Supervisors to work alone in any laboratory or in the field.

The College Lone Working Policy and Code of Practice must be followed. More guidance and details are here: <https://imperiallondon.sharepoint.com/sites/fons/SitePages/Home.aspx>

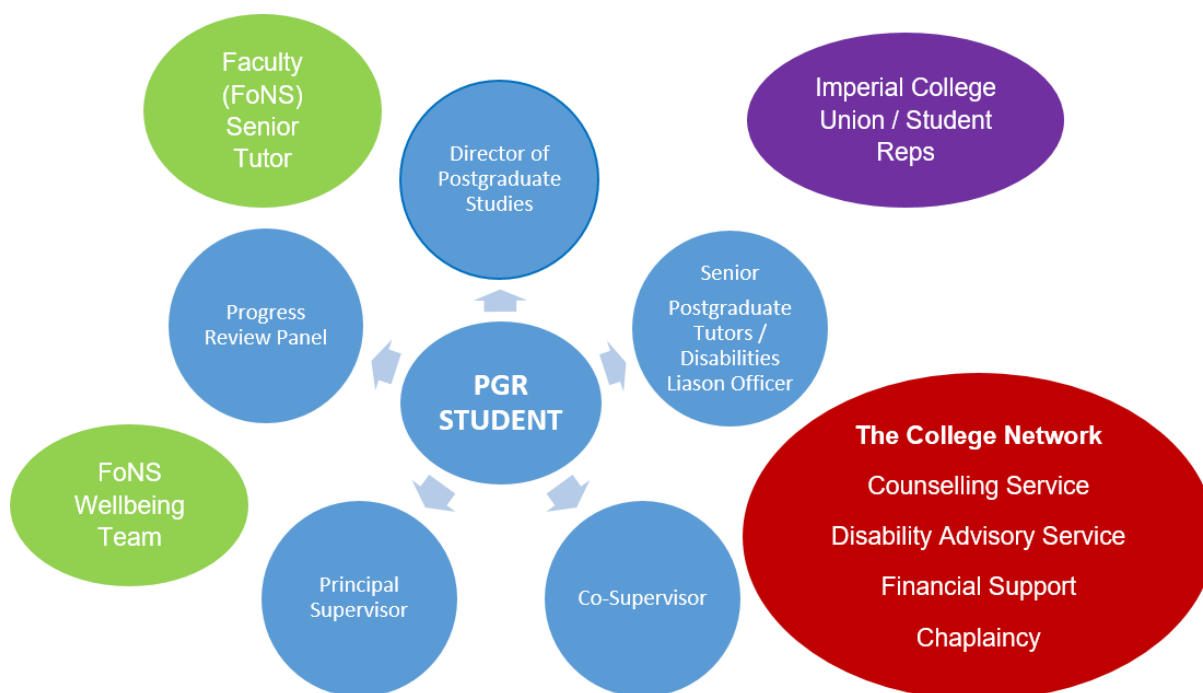
To apply for Lone Working visit:

<http://www.imperial.ac.uk/safety/safety-by-topic/lone-working/applying-for-lone-working-consent/>

## Departmental Support and Faculty Senior Tutors

The primary source of help and support for all students is, of course, their research Supervisor(s). However, occasionally, issues may arise which students would prefer to discuss with someone other than their Supervisor. The Senior Postgraduate Tutors and Director of Postgraduate Studies (DPS) are available to deal with any problems you feel unable to discuss with your Supervisor. They can direct you to further help as required and can liaise with your Supervisor directly to help resolve any issues if necessary.

**Any discussions you may have with any of us will be treated in strict confidence.**




## The Life of a PhD Student: General Advice

Both the Department and the Graduate School wish to offer appropriate support to you throughout your PhD studies and respond to any concerns you may have that affect your wellbeing. We hope to:

- Encourage open communication of difficulties.
- Encourage formation of good working and social relationships.

Recognising that people perform best when they are able to 'be themselves', the Department of Life Sciences aims to create a working environment that is inclusive. All members of the department share the responsibility for achieving that.

 <https://www.imperial.ac.uk/life-sciences/about/equality-diversity-and-inclusion/>



### **How to stay motivated**

Most PhD students experience days where they feel frustrated with the apparent lack of progress of their research. Research is difficult. Students sometimes confuse lack of progress with lack of ability. The fact that you are here at Imperial means that you are an able and gifted student. It is important to keep motivated by good time management, ensuring that you make time to rest and relax and have a private life outside of your PhD. Avoid perfectionism – clarify with your Supervisor his/her expectations about standards of work. Remember that even the most famous Professor has been a novice researcher at one time!

### **How to stay confident**

The Graduate School offers training courses to help ensure that you gain confidence to develop technical research skills needed to conduct research to a high standard. Try not to make unfavourable comparisons with your peers but to rather focus on your own personal development. Many excellent students have times when they feel they are just not good enough to complete their PhDs.

### **How to deal with stress**

Don't make unreasonably high demands on yourself in the name of your research. Reflect on how you are feeling and if you have a persistent low mood, speak to the Senior Postgraduate Tutor or a Counsellor. Stress and unnecessary worries can cause students to lose their effectiveness. Be proactive about spotting and managing stress.

### **How to prepare for life after a PhD**

You may know exactly what you would like to do after your PhD or you may be unclear about the next stage of your career. The Graduate School offers courses in career planning that you may find helpful and you may consult the Careers Advisory Service at any time.

## **Publications and Conferences**

During your research work you will contribute to the research group's research publications. These are the written record of your research and the work of the Research Group as a whole. Your paper/s may be co-authored by your Supervisor and other research colleagues, but it is a requirement that all co-authors should have made a significant intellectual or practical contribution to the published work.

Students must discuss publications, conference presentations, etc with your Supervisor/s. Never publish or present material without your Supervisor's (or Head of Department's) consent.

For assistance in covering conference, travel and subsistence costs PhD students can apply to the DoLS Travel Awards, or The Life Sciences European Studies Fund. For more information see <https://www.imperial.ac.uk/life-sciences/about/equality-diversity-and-inclusion/equality-diversity-and-inclusion-committee/dols-travel-awards-and-the-life-sciences-european-studies-fund/>

## **Professional Skills**

All doctoral students are expected to achieve a minimum of four Graduate School professional skills credits and to complete the compulsory online plagiarism awareness course as follows:

- By the Early Stage Assessment (ESA) – 2 credits plus the plagiarism awareness course

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

The Graduate School's Professional Development attendance requirement exists to ensure that all students receive a broad range of skills development training while at Imperial and the opportunity to engage with students from outside their Department.

See the Graduate School's website for details:

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/>

## English Language Requirement

If you are not a native English speaker you must meet the College's English language requirements.

See the Admissions website for details:

 [www.imperial.ac.uk/study/pg/apply/requirements/english](http://www.imperial.ac.uk/study/pg/apply/requirements/english)

For information on English language support available while you're here, see page 43.

In addition to fulfilling the [English language entry requirement](#) to gain admission to their programme of study, *Doctoral (PhD) students who are not native speakers of English must also fulfil the Imperial College London Doctoral Academic Communication Requirement* via an initial academic writing assessment and possibly a later progress check. This requirement is administered by the Centre for Academic English (CfAE).

To fulfil this requirement, students should take the first available initial assessment [Doctoral Academic Communication Assessment 1](#) (DACR A1) after fully registering onto their PhD programme. 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.

Depending on the result of the initial assessment, students may also be required to take the [Doctoral Academic Communication Requirement Assessment 2](#) (DACR A2), which is a progress check, around the time of the Early Stage Assessment (ESA). Please note that this is not a pass/fail exam or test, instead, it is a diagnostic academic writing assessment, and we will offer students courses according to the level they score. Courses are not compulsory. This assessment is online, and students can take it from anywhere in the world, as long as you join in by 9:00 am (UK time) on the day of the assessment.

To register for the next available assessment, please [follow this link](#).

Information about the writing courses and speaking courses offered by the Centre for Academic English to support students at different stages of their PhD can be found here:

<https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-writing/>  
<https://www.imperial.ac.uk/academic-english/current-students/doctoral/technical-speaking/>

These courses are all **FREE** for PhD students.

FAQs about CfAE courses and the requirement can be found here:


<https://www.imperial.ac.uk/academic-english/current-students/doctoral/faqs/>

## Attendance and Absence

You must inform your Supervisor if you are absent from College for more than three days outside College closure periods. If the absence is due to illness you must produce a medical certificate after seven consecutive days. You should also contact your Supervisor for support and guidance if your research is being impacted by personal circumstances.

Registry will be informed of all student non-attendances because the College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office.

If you do not engage satisfactorily with your studies, the College will consider what action is necessary to support your continued study under the Unsatisfactory Engagement Policy.

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

## Working as a Graduate Teaching Assistant (GTA) at College

The Department of Life Sciences welcomes and encourages doctoral students to get involved in teaching undergraduate and master's students. Working as a Graduate Teaching Assistant provides you with an opportunity to broaden your experience at Imperial College and develop further skills. GTAs are highly respected in the Department and provide invaluable support for students and staff both in person and online. The Department requires GTAs to seek permission from their Supervisors prior to starting their teaching. Furthermore, GTAs will need attend a **compulsory** GTA training session **before** carrying out GTA work in the Department.

The next training session will take place at PhD Induction on the 11<sup>th</sup> October 2023.

The training programme for new Graduate Teaching Assistants (GTAs) covers the basics of teaching and learning, small-group teaching (e.g. tutorials, problem classes, labs and online teaching), health and safety, and assessment and feedback. The Graduate School also offers three courses for GTAs, all of which count towards the College's professional skills minimum attendance requirement.

More information is available here: <https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/gta-programme/>

## Health and Safety Information

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 London encourages students to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.


The latest Imperial College guidance to students can be seen at:


 [www.imperial.ac.uk/about/covid-19/](http://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/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

### Your Departmental safety contact is:

 Stefan Hoyle

 518, 5th Floor, Sir Alexander Fleming Building, South Kensington Campus

 +44 7872 850 018

 s.hoyle@imperial.ac.uk

### 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/](http://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.

## 5. Doctoral Milestones and Progress Reports

### Phd Research Programme Deadlines

<b>PhD Research Programme Outline</b>		
<b>Year 1</b>	<b>30<sup>th</sup> September 2023 (start date for most students)</b>	Start of programme. Start of Academic Training Programme. [Non-native English speakers: language tests; possible recommendations for English support courses]  Complete IC/A registration form
	<b>27<sup>th</sup> October 2023</b>	Progress Review Panel (PRP) appointed.
	<b>27<sup>th</sup> October 2023</b>	Formal Research Plan agreed with Supervisor and approved by PRP. A copy needs to be uploaded to BlackBoard.
	<b>27<sup>th</sup> October 2023 (UKRI -funded Students Only)</b>	Research Council funded students must submit Je-S Project Details/Information to the PGR administrator.
	<b>10<sup>th</sup> November 2023</b>	Compulsory Plagiarism Awareness Course should be completed and certificates uploaded to BlackBoard
	<b>1<sup>st</sup> April 2024</b>	Progress Report 1 (6 Month Self-Assessment Questionnaire) <i>This will be repeated every 6 months during your PhD studies</i>
	<b>1<sup>st</sup> May 2024</b>	ESA– 7 Month report submitted, followed by a meeting/assessment with PRP to discuss progress. <b>The meeting must take place within one month of submission of the report. All paperwork must be submitted before 9 months.</b>
<b>Year 2</b>	<b>1<sup>st</sup> April 2025</b>	LSR- 18 Month report submitted, followed by a meeting/assessment with PRP. <b>The meeting must take place within one month of submission of the report.</b>
	<b>Spring/Summer 2025</b>	Postgraduate Research Day – 2 <sup>nd</sup> Year Poster Presentation The exact date will be confirmed, and notices will be sent out prior to the Postgraduate Research Day
	<b>October 2025</b>	24 Month Self-Assessment Questionnaire – at this stage a thesis outline and updated research plan is required
<b>Year 3</b>	<b>Spring 2026</b>	Postgraduate Research Day – 3 <sup>rd</sup> Year Oral Presentations The exact date will be confirmed and notices will be sent out prior to the Postgraduate Research Day
	<b>October 2026</b>	<b>3 years completed</b> <b>Research expected to be completed.</b> You can either leave College, register for Writing-Up status – for a maximum of 12 months no tuition fees payable - or register for continuing your research- full tuition fees payable pro-rata.
<b>Year 4</b>	<b>30<sup>th</sup> September 2027</b>	College deadline for thesis submission: 48 months post registration. <b>This is an absolute deadline</b> and it is independent of the status you enter after 3 years (see above)

## Phd Programme and Deadlines in Detail

The Department has a vigorous monitoring system to make sure that our PhD students are able to complete their research and write their thesis on time. This section sets out what is required of students and Supervisors at each of several well-defined stages during the PhD process, and the time scale involved. All students will progress through the stages below. The schedule is based on a 3-year project that largely involves laboratory work, and the times given are designed to ensure the project is completed and the thesis submitted in the allocated time. The minimum registration for a PhD is two years although the normal duration of a PhD is three years.

*Students who expect to be away on field studies for extended periods of study should discuss their plans with their Supervisors and the Senior Postgraduate Tutor and inform the DPS.*

### Research Degree Registration

If you have not already done so-you must register for your research degree, within the first 2 weeks of October. You can do this online using My Imperial Student Portal. Every student must register with the College for each year of his/her studies, as soon as they join the department and thereafter every October for the duration of his/her research.

With the help of your Supervisor you must:

- a) Complete the College IC/A registration Form (available from the PGR Administrator)
- b) Nominate the composition of your Progress Review Panel (PRP) to the DPS. Following approval complete the PRP Appointment Form and upload it to BlackBoard by 27th October 2023
- c) If you are not a native speaker of English you must take an English assessment test at Imperial College when you start your research.

For more details and dates for the Initial English Assessment Tests see: <http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement/>

### Progress Review Panel (PRP) Appointment Form

The Supervisor is responsible for nominating the members of a student's Progress Review Panel (PRP), by email, to the DPS and the PGR administrator.

One of the members of the PRP should normally be from the Department of Life Sciences and the other either from outside the "broad research group" or a different department and both must be approved by the Director of Postgraduate Studies.

Following approval of the nominated Advisors, you should complete and upload your PRP Appointment Form to BlackBoard by 27th October 2023 at the latest.

### Role of PhD Advisors

All students have 2 Advisors appointed as members of their PRP. Advisors must be permanent members of the academic staff or Senior Research fellows and at least one must be outside the "broad research group". At least one of the Advisors must be familiar with the area of research. The review panel should be viewed as a friendly body rather than a threat - it is there to help not hinder your progress from registration to PhD submission.

The general roles for Advisors are to:

1. Keep a helpful eye on the student - in the absence of the Supervisor.

2. Provide informal advice on the progress of your research and your academic performance.
3. Be someone the student can go to discuss scientific issues, which, for whatever reason, they are not able to discuss with their Supervisor.
4. Monitor the student's progress through the PhD

### **After Registration**

During your PhD you are required to pass three progression milestones: the Formal Research Plan, the Early Stage Assessment and the Late Stage Review. Successfully passing each of these milestones is a requirement to maintain your PhD registration so you must take them seriously and abide by the deadlines. Details of the processes are described below.

#### **Research plan agreed with PRP - Deadline: 27th October 2023**

You will prepare a Formal Research Plan (approx. 500 words) in consultation with your Supervisor(s). It will be assessed by the two independent assessors, who form your Progress Review Panel (PRP). Your Research Plan should be submitted to your PRP for comment and discussion. You, the PRP and the Supervisor should sign the agreed outline and you should upload the signed document to BlackBoard by the 27th October 2023.

**Please note** to comply with funder terms and conditions, Research Council funded students must supply the PGR Administrator with a brief summary (maximum of 4000 characters, including spaces) of their research project and associated ethical considerations. The PGR administrator will send you a pro-forma to be completed.

Please note information given to the UKRI is available to the general public so you must agree the content of this document with your Supervisor before submitting.

#### **Mandatory Plagiarism Awareness Course - Deadline: 10th November 2023**

The course is designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College's policy concerning plagiarism is. The Department requires all students\* to complete the Plagiarism Course within the first six weeks. Instructions on how to self-enroll will become available on the Graduate School website in October 2023.

\*Once you have completed the course please upload the email certificate to the relevant Dropbox on BlackBoard.

### **6 Months After Registration**

A progress report is required at this stage and at every subsequent 6 month interval. The report takes the form of a short self-assessment questionnaire (see Appendix) for you to complete and sign after discussion with your Supervisor.

Please note that you may, if you wish, discuss a confidential report directly to the Director of Postgraduate Studies (DPS) without consultation with your Supervisor. This will NOT be discussed with your Supervisor at any stage and will be treated as "strictly confidential".

### **7 Months After Registration – Confirmation Of Phd Registration – Early Stage Assessment (ESA)**

This is a strict deadline. The deadline for this academic year is 1st May 2024

In order to continue with your PhD, you must pass the Early Stage Assessment. To do so, you must produce a report (maximum 4,000 words excluding figures, tables, legends and

references) containing an extended literature review, an overview of progress to date and the overall plan of research.

Your PRP will assess the report and you will make a 10-15 minute presentation to the PRP followed by a 30-45 minute viva. The PhD Supervisor will not be present at the viva; the DPS (or their nominee) may be present at the viva if requested by either the Supervisor or the PRP. Assessment will be focused at ensuring that you have a clear understanding of your research field and the direction of your project; you are not expected to have generated substantial data at this stage of the PhD.

The PRP will produce a written report detailing their views on your understanding, project plan and progress, highlighting areas which need improving in year two. You will discuss this review with your Supervisor(s) and take any recommended actions. If you underperform at this stage a re-assessment may take place in about 4-6 weeks' time. Whether a re-assessment will be offered will be decided by the DPS in consultation with the PRP and Supervisor(s). Unsatisfactory progress at this stage can result in termination of your PhD registration.

It is your responsibility to:

- a) Submit a hard or electronic copy of the ESA report to the PRP and upload an electronic copy to Turnitin via BlackBoard.
- b) Meet the Professional Skills Requirement.
- c) Partially complete the ESA form and forward (in word format) to your PRP.
- d) Meet with members of the PRP within ONE MONTH of submitting your ESA report.
- e) Arrange a meeting with your Supervisor to discuss the PRP's written report / feedback.
- f) Ensure the ESA form is completed in a timely manner by PRP, Supervisor and yourself before uploading to the here.

The Department has to submit all paperwork to Registry by the 30th June 2024. *This is a strict deadline and it is your responsibility to ensure that the above process is complete before that date. Failure to do so may result in withdrawal of your PhD registration.*

### **12 Months After Registration.**

You must complete another self-assessment questionnaire (as at 6 months – see Appendix).

### **18 Months After Registration**

You must complete the third self-assessment questionnaire.

### **18 Months After Registration – Late-Stage Review (LSR)**

*This is a strict deadline. The deadline for this academic year is 1st April 2025.*

In order to complete the final progression milestone you must demonstrate that you have laid firm foundations to complete your PhD in terms of the data you have collected/methodology established, your background knowledge and that you have a realistic plan for completing your PhD in the remaining time. To do this you must pass your Late Stage Review.

You are required to produce a report of **about 8000 words** (excluding Figures, Tables, legends and references) which includes a substantial literature review (updating the 7 month report and setting the research in context), the key research findings that you have generated



to date and a detailed outline of planned future work for timely completion of the research (this should include a Gantt chart or equivalent).

You should submit electronic copies of your report to your PRP, Supervisor and the PGR administrator. Your report should be organized as follows:

- Title and Abstract
- An introduction to the literature relevant to your research
- A statement of aims and objectives
- Methods
- Results
- Discussion
- Detailed future timeline
- References

As with your ESA, the assessment will involve you giving a 15-20 minute presentation to your PRP followed by a 30-45 minute viva discussing your work in the context of the written report. The PhD Supervisor will not be present at the viva.

The focus of this assessment will be on whether or not you have made sufficient progress and reached a sufficient level of knowledge to continue on with your PhD. If you underperform at this stage, the DPS (in consultation with the PRP and Supervisor(s)) will decide if a re-assessment will take place about 2 months' later. If you still fail to satisfy the LSR requirements then your PhD registration will be terminated and you will be asked to either withdraw or transfer to an MPhil.

It is your responsibility to:

- a) Submit a hard or electronic copy of your LSR report to the PRP and upload an electronic copy to Turnitin via BlackBoard.
- b) Meet the Professional Skills Requirement.
- c) Partially complete your LSR form and forward (in word format) to your PRP.
- d) Meet with members of the PRP within ONE MONTH of submitting your LSR report.
- e) Arrange a meeting with your Supervisor to discuss the PRP's written report / feedback soon after the viva.
- f) Ensure your LSR form is completed in a timely manner by PRP, Supervisor and yourself before uploading here.

The Department has to submit all paperwork to Registry by the 31st August 2025. *This is a strict deadline and it is your responsibility to ensure that the above process is complete before that date. Failure to do so may result in withdrawal of your PhD registration.*

### **24 Months After Registration.**

You must complete the fourth self-assessment questionnaire.

### **30 Months After Registration.**

You must complete the fifth self-assessment questionnaire.

### **Year 3 (From 33 months) – Exam Procedures**

You will be able to upload and submit your exam entry form, thesis declaration form and thesis online, as well as view up-to-date information about your Early Stage Assessment, Late Stage Review and Viva Examination milestone status.

You will receive email notification when online access to Postgraduate Research Milestones is available to you. Access is via My Imperial using your College single <https://my.imperial.ac.uk/>

There is a Step-by-step guidance to the Examination Entry form process and Thesis Submission process is available online at [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf)

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 is responsible for organising the viva and making all the necessary arrangements.

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: [www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/thesis-submission-and-viva/preparing-for-your-viva/](http://www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/thesis-submission-and-viva/preparing-for-your-viva/)

There is also dedicated guidance for students on preparing for a remote viva or other remote milestone assessments <https://www.imperial.ac.uk/students/academic-support/graduate-school/remote-phd-supervision/phd-supervisors-remote-supervision-exams/>

## PhD Research Days / Research Presentation & Posters

The PhD Research Days are an opportunity for Second and Third Year PhD students to present their research. Because you are presenting to a wide range of people it would be advised to do a general overview for an audience with mixed or minimal scientific background.

### Second Year Postgraduate Poster Presentations

Second year postgraduate students are required to prepare and present a poster for their PhD Research Day.

*This is a mandatory requirement for all 2nd Year PhD students.*

Posters will be assessed by academic members of staff, with prizes being awarded.

### Third Year Postgraduate Research Presentations

As part of the Postgraduate Research Day all third year students will be expected to give a 20-minute presentation (15 minute talk and 5 minutes question and answer session) in addition to providing a 250 word Lay Summary of their research. Formal feedback will be provided.

*This is mandatory requirement for all 3rd Year PhD students.*

Prizes in Science Communication will be awarded for the best oral presentations by third year students.

## Doctoral Training Programme Schedule

PhD YEAR 1 2023/24			
OCTOBER	TIME	EVENT	VENUE
11-10-2023	12:00 - 15:30	Departmental Induction	Room 122 (1st floor), Sir Alexander Fleming Building, SK Camus
13-10-2023	11:00 - 12:00	Library Skills Workshop	Online
NOVEMBER	TIME	EVENT	VENUE
14-11-2023	10:00 - 13:00	Data Science: Basic Statistics (GS)*	Online
28-11-2024	13:30 - 15:30	Critical Thinking for Communication (GS)*	In-person, Room confirmed on booking
DECEMBER	TIME	EVENT	VENUE
12-12-2023	15:00 - 16:00	Imposter Syndrome Workshop	Room 121 (1st floor), Sir Alexander Fleming Building, SK Camus
12-12-2023	17:00 - 19:00	Xmas Social (organised by student reps)	7 <sup>th</sup> floor Common Room, Sir Ernst Chain Building
JANUARY	TIME	EVENT	VENUE
19-01-2024	13:00 - 16:00	Ensuring Integrity: Science, Research & Integrity (GS)*	In-person, Room confirmed on booking
FEBRUARY	TIME	EVENT	VENUE
02-02-2024	10:00 - 12:00	An Introduction to Career Planning for 1st & 2nd Year PhDs: MLSPD (GS)*	In-person, Room confirmed on booking
MARCH	TIME	EVENT	VENUE
05-03-2024	11:00 - 12:00	R for Life Sciences (Part 1) (GS - optional)**	Online
07-03-2024	13:30 - 15:30	Literature Review (GS)*	In-person, Room confirmed on booking
12-03-2024	11:00 - 12:00	R for Life Sciences (Part 2) (GS - optional)**	Online
19-03-2024	11:00 - 12:00	R for Life Sciences (Part 3) (GS - optional)**	Online
26-03-2024	11:00 - 12:00	R for Life Sciences (Part 4) (GS - optional)**	Online
TBC	All Day	Departmental Symposium	In person, TBC
APRIL	TIME	EVENT	VENUE
No Events			
MAY	TIME	EVENT	VENUE
07-05-2024	9:30 - 11:30	Thesis - Introduction (GS)*	In-person, Room confirmed on booking
28-05-2024	9:30 - 12:30	Maintaining your Motivation & Building Independence (GS)*	In-person, Room confirmed on booking
JUNE	TIME	EVENT	VENUE
04-06-2024	18:00 - 20:00	Careers forum - Alumni Careers Talk	Room 120 (1st floor), Sir Alexander Fleming Building, SK Camus
JULY	TIME	EVENT	VENUE
No Events			

\* Ensure you book into these Graduate school courses by **20 October 2023**. See below for booking links and details.

## Doctoral Training Programme in Detail

The Department of Life Science's Doctoral Training Programme centres around you, the student, with training and activities that support you through, and alongside, your PhD programme.

This includes:

- Quantitative skills education provides maths and computing training for bioscience researchers;
- Workshops and training planned and developed throughout the academic year to support your cohorts interests, areas of research and cohort building;
- Training and workshops aimed at professional development through Imperial College London's Graduate School.

More comprehensive information on these activities and further resources are detailed below.

### Quantitative Skills Training

Quantitative skills are central to much of our scientific work. We recognise that there is no one size fits all approach to this given that our students come from a wide variety of academic backgrounds. We offer a range of courses through the Graduate School in this area and you can chose those that best suit your needs.

If you are a relative beginner, we suggest taking the following courses:

[Data exploration and Visualization](#)

[R Programming](#)

[Data Processing with R](#)

Whereas if you are more experienced then you will probably be better taking:

[Introduction-to-machine-learning.](#)

[Introduction to Python](#)

[Essential Software Engineering for Researchers.](#)

Alternatively [visit the Graduate School quantitative training](#) page for their full selection of courses to choose from.

If you need further help deciding which courses are best to take discuss your options with your Supervisor.

### Mini-project Workshops

You are invited to take part in optional mini-project workshops. A short series of four weekly miniproject-based workshops (online on Teams) to develop your data science skills, focused on some of the most common types of analysis in life sciences. You will need to be willing to commit approximately 2 hours to work on the miniproject during the week before each workshop. R for Life Sciences is ONLY suitable for students with substantial R experience – as a minimum, to have completed both Introduction to R and Data Processing with R courses.

### Pre-requisites:

- Essential: familiarity with the R language (e.g. have attended the Introduction to R graduate school courses).
- Strongly recommended: familiarity with the tidyverse libraries for data handling and graph plotting (e.g. have attended the Data Processing with R graduate school course).

	and hypothesis testing	
12/03/2024	Linear models: Predictive models with one or more explanatory variables	11:00 – 12:00
19/03/2023	Genomics: Analysis of RNA-seq data using the bioconductor package	11:00 – 12:00
26/03/2023	Simulation: ODE and stochastic simulations of biochemical systems	11:00 – 12:00

To book this course you will need to log into the booking system (Inkpath) with your imperial email address and username by no later than 12 January 2024, 9:00. Booking link: <https://tinyurl.com/rforlifesciences-co-bl-march24>

See instructions on how to book into this course using Inkpath further down this page.

### Cohort Training and Workshops

Throughout the academic year there are a variety of training and cohort events delivered as part of the Doctoral Training Programme. First year Department of Life Science PhD students are expected to attend all the events as detailed below.

Your training programme includes workshops and training delivered by the Graduate School, cohort building events and socials.

### Graduate School Courses

The Graduate School at Imperial College London runs a variety of workshops to support PhD students in their professional development. These courses count as professional skills credits. **Please note you will need to book into each course by 20<sup>th</sup> October 2023**. See details on how to do this below.

Date	Course	Time
14 <sup>th</sup> November 2023	Data Science: Basic Statistics (online)	10:00 – 13:00
28 <sup>th</sup> November 2023	Developing and Producing your Research: Critical Thinking for Communication (in-person)	13:30 – 15:30
19 <sup>th</sup> January 2024	Ensuring Integrity: Science, Research and Integrity (in-person)	13:00 – 16:00
2 <sup>nd</sup> February 2024	Careers: An Introduction to Career Planning for 1st & 2nd Year PhDs: MLSPD (in-person)	10:00 – 12:00
7 <sup>th</sup> March 2024	Literature Review (in-person)	13:30 – 15:30
7 <sup>th</sup> May 2024	Thesis – Introduction (in-person)	09:30 – 11:30
28 <sup>th</sup> May 2024	Maintaining your Motivation and Building Independence	09:30 – 12:30

*\*Students based at Silwood Park Campus can claim travel reimbursement for travel to South Kensington Campus for the scheduled in-person training events detailed above.*

### How to book into your Graduate School courses.

You must book into **all** courses listed above by no later than Friday the 20<sup>th</sup> of October 2023. See booking links below.

To access Inkpath for the first time, you will need to:

1. Access via the web version: [Inkpath](#).
2. Log in by clicking on the button “Use Single-Sign-On”.
3. Please read and accept the [Privacy Policy](#) and [Terms of Use](#).

4. Complete by using the Imperial Single Sign On system with your Imperial credentials – you should use your long Imperial email address
5. Once you are logged into the system, you can copy and paste the direct booking links detailed below.

If you experience any issues with accessing Inkpath, please email our colleagues at the [Graduate School](#).

### Booking Links:

#### 1. Data Science: Basic Statistics

Booking Link: <https://tinyurl.com/basicstats-co-bl-141123>

*You will receive all pre-course information from the booking system, Inkpath. Keep this for your records and add the course to your Microsoft Outlook calendar.*

#### 2. Developing and Producing your Research: Critical Thinking for Communication

Booking Link: <https://tinyurl.com/criticalthinking-co-cl-281123>

*Your tutor, Elena Forasacco, will provide all pre-course information approximately one week before the course is due to take place.*

#### 3. Ensuring Integrity: Science, Research and Integrity

Booking Link: <https://tinyurl.com/scienceintegrity-co-cl-190124>

*You will receive all pre-course information from the booking system, Inkpath. Keep this for your records and add the course to your Microsoft Outlook calendar.*

#### 4. Careers: An Introduction to Career Planning for 1st & 2nd Year PhDs: MLSPD

Booking Link: <https://tinyurl.com/introtocareerplanning-co-cl-020224>

*You will receive all pre-course information from the booking system, Inkpath. Keep this for your records and add the course to your Microsoft Outlook calendar.*

#### 5. Literature Review

Booking Link: <https://tinyurl.com/litreview-co-cl-070324>

*Your tutor, Elena Forasacco, will provide all pre-course information approximately one week before the course is due to take place.*

#### 6. Thesis - Introduction

Booking Link: <https://tinyurl.com/thesis-co-cl-070524>

*Your tutor, Elena Forasacco, will provide all pre-course information approximately one week before the course is due to take place.*

#### 7. Maintaining your Motivation and Building Independence

Booking Link: <https://tinyurl.com/maintainingmotivation-co-cl-280524>

*Your tutor, Caroline Hargreaves, will provide all pre-course information approximately one week before the course is due to take place.*

*Please note, you will need to complete pre-course tasks as well as fully attend the live session to receive a course credit.*

If you have any problems, please contact the [graduate school](#) directly.

### Graduate School booking & Cancellation Terms & Conditions

Over the last few years, the Graduate School has been experiencing higher than usual rates of attrition which has had a significant impact on their teaching provision and is impacting on the learning experience of students attending their workshops.

Failure to cancel your place on Graduate School workshops is impacting other students in the following ways:

- Workshops are being cancelled at the last minute
- Teaching activities for workshops must be changed/adapted/removed at the last minute, impacting on the learning experience of other students in attendance.
- Students on waiting lists are being prevented from being offered a place on workshops

*It is your responsibility to manage your attendance at Graduate School workshops professionally and to cancel your place, with requisite notice, if you are no longer able to attend. If you do not cancel your place, the department will incur a fine. This will be reclaimed directly from you.*

Extenuating circumstances will of course be considered, and you can email the Graduate School at [graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk) if you are not able to cancel your place due to unforeseen circumstances.

It has never been easier for you to manage your course bookings - bookings and cancellations are all made via the [Inkpath app](#). You are reminded about the cancellation policy through Inkpath communications and through the Graduate School's termly newsletter and Professional Development Bulletins.

#### Cancellation notice periods

- Short workshops (2-3 hour workshops): a minimum of 5 working days' notice
- Finish Up Move On+ (FUMO+): a minimum of 2 weeks' notice.
- Retreats: a minimum of 2 weeks' notice

If you have further queries or questions regarding the above, please email the Graduate School directly at [graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk)

#### **Cohort events and workshops**

Following the departmental induction, your cohort has a variety of workshops and events listed below. The events in bold listed below are mandatory for all Department of Life Science PhD first year students.

Date	Course	Time
11 <sup>th</sup> October 2023	<b>Departmental Induction</b> & Welcome Drinks	12:00 – 17:00
13 <sup>th</sup> October 2013	<b>Library Skills Workshop</b> (online)	11:00 – 12:00
12 <sup>th</sup> December 2023	<b>Imposter Syndrome Workshop</b> (in-person)	15:00 – 16:00
12 <sup>th</sup> December 2023	Xmas Social (in person)	17:00 – 19:00
March 2024 (TBC)	<b>Departmental Symposium</b> (in-person)	All Day
4 <sup>th</sup> June 2024	<b>Careers Forum – Alumni Careers Talk</b> (in-person)	18:00 – 20:00

The **Library Skills Workshop** will be taking place online via Teams. [Click here to join the meeting](#) (Meeting ID: 383 475 033 784; Passcode: DJe3qM)

*\*Students based at Silwood Park Campus can claim travel reimbursement for travel to South Kensington Campus for the scheduled in-person training and events detailed above.*

We aim to offer training and workshops to support your needs, research areas and topics. You can email [ntp@imperial.ac.uk](mailto:ntp@imperial.ac.uk) if you have any requests for training, workshops or speakers.

## 6. Plagiarism and Research Misconduct

### Plagiarism

Plagiarism is the presentation of another person's thoughts, words or images and diagrams as though they were your own. Plagiarism can be intentional or unintentional, but must be avoided at all times.

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 Review or Assessment, Late State Research, or final thesis, as well as other publications and presentations throughout your studies, it is essential to avoid plagiarism.

**You are reminded that all work submitted must be expressed in your own words and incorporate your own ideas and judgments.**

Plagiarism, that is the presentation of another person's thoughts or words as though they were your own, must be avoided. Note that you are encouraged to read and criticize the work of others as much as possible. You are expected to incorporate this in your thinking but you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet or from any other source, must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarize another person's ideas, judgments, figures, diagrams or software, you must refer to that person in your text and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

The direct and unacknowledged repetition of your own work, which has already been submitted for assessment, can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your Senior Postgraduate Tutor or Course Director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe any of these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Procedure for Dealing with Examination Offences and may result in a penalty being taken against any student found guilty of plagiarism.



[www.imperial.ac.uk/students/success-guide/pgi/progression-and-feedback/writing-reports-and-presentations/being-original-and-plagiarism/](http://www.imperial.ac.uk/students/success-guide/pgi/progression-and-feedback/writing-reports-and-presentations/being-original-and-plagiarism/)



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/](http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/phd-students/)

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.



<https://www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/>

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/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/>

### **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.

### **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](http://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/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## 7. College Policies and Procedures

### Student Academic 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.


 [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

### Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the College's expectations with regards to their engagement with their studies. 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 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](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

### 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/](http://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](http://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)

Research integrity is about your research practices, how you present the findings of your research and how your research impacts on society and the wider world. At Imperial College London, you will work with internationally renowned academic staff who will guide you to design rigorous, robust, and reproducible research methods. This will ensure that your research is lawful and that any adverse impact your research may have on society, natural environment, or animals is justified and minimised. Research integrity is also about presenting the findings of your research in a responsible manner.

The College has adopted the Council for Science and Technology's Universal Ethical Code for Scientists and upholds its three principles, which are:

- Rigour, Honesty and Integrity
- Respect for Life, the Law and the Public Good
- Responsible Communications: Listening and Informing

**The primary way to ensure research integrity is to promote and maintain a culture of honesty, openness and responsibility.** To this end, the Graduate School has the following professional development opportunities available to postgraduate students:

- Plagiarism Awareness, **mandatory** for both Master's and Doctoral students

This online course was developed by the Graduate School, in conjunction with the Library. It aims to equip you with a working knowledge of the concept of plagiarism and how to avoid it. It also aims to provide you with information to enable you to use and share information ethically, with academic integrity and in accordance with [Imperial College's Examination & Assessment: Academic Integrity Policy](#).

- Copyright for Researchers (Doctoral)

This course aims to equip you with a working knowledge of copyright and licensing so that in your career you can use and share information in a copyright safe way. The course has activities and discussions to give you the opportunity to practice the knowledge and skills acquired through context-based scenarios and examples. You are recommended to share your reflections on the digital canvases throughout the course. This will give you a chance to elaborate what you have learnt in the readings, share examples and challenge your understanding by interacting with your peers.

- Intellectual Property (Doctoral)

This course aims to equip you with a working knowledge of the concept of Intellectual Property (IP), and an awareness and understanding of the basic principles surrounding IP rights, such as patents, copyright, design rights and other forms of IP. An understanding of IP and its application is important for all students; for those intending to continue in academia as well as those intending to enter the commercial world after graduation.

- Introduction to Making your Thesis Open Access (Doctoral)

This workshop will provide a general introduction to open access, with specific reference to the PhD thesis, and related research outputs that may arise from PhD study. You will be introduced to: open access repositories, open access publishing and online support tools such as the Directory of Open Access Journals and Open access button. You will also be provided with the opportunity to discuss Creative Commons licences, the re-use of third-party copyright materials in your thesis and why your thesis is made open access.

- Data Management (Doctoral)

Data is a key research asset, underpinning almost all published research conclusions. In recent years, new technology has enabled us to:

1. Generate and record far more data than ever before; and
2. Share, reuse and combine that data in new ways to generate new insights.

Research data is increasingly a first-class research output, and a little bit of planning will enable you to take advantage of this shift. This course will highlight key considerations and help you to assess when it is appropriate to share your data and how to write a data management plan.

This workshop is supported by a webinar on Research Data Management Plans which covers some of the more practical elements of research data management and will help students to create their own data management plans.

- Science, Research and Integrity (Doctoral)

This workshop is designed to give you a chance to explore and critically analyse the ethics of scientific research in a constructive way. We will critically discuss the structure and implications of specific cases of scientific fraud and will also look at different moral theories and how they might apply not only to specific moral dilemmas, but also to science in general. The session will aim to forearm you by providing a safe environment within which to formulate and articulate your own views on how you might deal with the sorts of dilemmas you are likely to face during your career.

### **The San Francisco Declaration on Research Assessment (DORA)**

The College has signed the San Francisco Declaration on Research Assessment (DORA). The ethos behind DORA is to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties. The outputs from scientific research are many and varied, including: research articles reporting new knowledge, data, reagents, and software; intellectual property; and highly trained young scientists. Funding agencies, institutions that employ scientists, and scientists themselves, all have a desire, and need, to assess the quality and impact of scientific outputs. It is thus imperative that scientific output is measured accurately and evaluated wisely.

As such the College has signaled that it will assess research based on quality rather than where it is published, for example journal impact factor. The Graduate School promotes the ethos behind DORA at the following professional development workshops:

- Writing for publication
- How to be an effective researcher
- Global Research Impact and Influence retreat
- Finish Up Move On
- Impact in academia webinars
- Understanding the reviewer

References:

[The San Francisco Declaration on Research Assessment](#)


[The UK Concordat to Support Research Integrity – Universities UK](#)

[The Universal Ethical Code for Scientists](#)

[The European Code of Conduct for Research Integrity](#)

### **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](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Complaints

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. If you feel that your experience has not lived up to these expectations the College has an agreed Students Complaints process through which your concern can be investigated and considered.


If you have any 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](mailto:student.complaints@imperial.ac.uk)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## 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/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/)

## 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/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/)

The Graduate School provides training on Copyright:

 [www.imperial.ac.uk/students/academic-support/graduate-school/students/doctoral/professional-development/research-integrity/copyright-for-researchers-online-course/](http://www.imperial.ac.uk/students/academic-support/graduate-school/students/doctoral/professional-development/research-integrity/copyright-for-researchers-online-course/)

## Intellectual Property Rights Policy

For further guidance on the College's Intellectual Property Rights Policy is available on the College website:


 [www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/](http://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](http://www.imperial.ac.uk/students/enterprising-students)

 [www.imperialenterpriselab.com/support/experts-in-residence](http://www.imperialenterpriselab.com/support/experts-in-residence)

The Graduate School provides training on Intellectual Property:

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

## Cheating Offences Policy and Procedures

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College's Cheating Offences Policy and Procedures – see Appendix 3 of the Examination Regulations which can be found here:

[www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

## Alcohol and Substance Misuse Policy

The College wishes to ensure that the health, safety and welfare of its students are not jeopardised through misuse of alcohol or substances in College.

Please refer to the College's policy: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/alcohol/Alcohol-and-Substance-Misuse.pdf>

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/)

## 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:

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/working-as-a-gta/framework/>

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.

## 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/](http://www.imperial.ac.uk/placements/information-for-imperial-college-students/) (note: if you are considering/planning a placement outside the UK you should also refer to the Placement Abroad Handbook available on this page)



[www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/)

## 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](http://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/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/)

## Leave

It is important to take a break from your research and the College has a PGR Annual Leave policy in place to support you.

If you are funded, you should check the terms and conditions of your studentship which will set out your annual leave entitlement. Unless otherwise stated in your terms and conditions, the College's position is that all research degree students, including international students with a Student Visa, are entitled to a minimum of 30 days and a maximum of 40 days per year (including public holidays and College closure days) of annual leave (pro rata for part-time students). This annual leave entitlement aligns with the UKRI's terms and conditions for training grants, student annual leave.

Students should always report their holiday arrangements to their Supervisor in advance



[13343973 \(blackboardcdn.com\)](https://13343973.blackboardcdn.com)



## 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-Pro prospective-Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Pro prospective-Students.pdf)

## 8. Wellbeing and Support


### 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](http://www.imperial.ac.uk/student-support-zone)

### 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/](http://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/](http://www.imperial.ac.uk/students/academic-support/graduate-school/mediation/)

### Advice Services

The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

#### 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](http://www.imperial.ac.uk/careers)


#### Student Counselling and Mental Health

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](http://www.imperial.ac.uk/counselling)

## 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](mailto: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/](http://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](mailto:tuition.fees@imperial.ac.uk)

## Imperial College Union Advice Service

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](http://www.imperialcollegeunion.org/advice)

## 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, Sheffield Building, South Kensington Campus

 020 7594 9444


 [student.hub@imperial.ac.uk](mailto:student.hub@imperial.ac.uk)


 [www.imperial.ac.uk/student-hub](http://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](mailto:student.hub@imperial.ac.uk)

 [www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/)

## 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.

 [www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/](http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/)

## Health Services

### 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/](http://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](http://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/](http://www.imperialcollegedental.co.uk/)

## Information for Students with Disabilities, Specific Learning Difficulties, and Long-Term Health Issues

At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this.

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

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger's)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn's disease)
- Physical disabilities or mobility impairments
- Visual difficulties

### **Where to find help:**

**Your Disability Liaison Officers** are your Senior Postgraduate Tutors: Dr Tony Southall (South Kensington Campus) or Dr Will Pearse (Silwood Park Campus).


Your Senior Postgraduate Tutors are your first point of contact within the department and are there to help you with arranging any support within the department that you need. They are also the persons who will apply for Special Examination arrangements on your behalf, if required.

### **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, Sheffield Building, South Kensington Campus

 020 7594 9755

 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)

### **Disabled Students Allowance:**

Students who are home for fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.

 [Adjustments and support | Administration and support services | Imperial College London](#)

## Departmental Disability Officers

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.

Tony Southall

 020 7594 5247  
 t.southall@imperial.ac.uk

More information on Departmental Disability Officers is available at:

 [www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departamental-disability-officers/](http://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departamental-disability-officers/)


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

 [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](http://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)

## Library and IT

### Information and Communications Technologies (ICT)

If you're having problems with technology (including computers, laptops and mobile devices), you can get help from ICT's Service Desk.

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

### Software shop

The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/)

### Library services

The Central Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. 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. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don't have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

For any questions our staff will be happy to help, simply chat with us online or contact us via email, phone or social media, just check our website for details:

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

### **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 STEM 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.

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

### **Religious 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](http://www.imperial.ac.uk/chaplaincy)

### **Support for International Students**

#### **International Student Support team**

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.

 [www.imperial.ac.uk/students/international-students/](http://www.imperial.ac.uk/students/international-students/)

## 9. Work-life Balance

The pace and intensity of study at Imperial can be demanding so it's important to find time for outside interests.

### 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](http://www.imperialcollegeunion.org/about-us)

### 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:

 [www.imperial.ac.uk/ethos/memberships/students](http://www.imperial.ac.uk/ethos/memberships/students)

With an annual fee of £35 you will get use of the gym and swimming facilities on our campuses.

 [www.imperial.ac.uk/sport](http://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:

 <https://www.imperial.ac.uk/sport/get-active/move-more-programme/>



## 10. Student feedback and representation

### Feedback from Students

The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

### Student Representation

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 website.

 [www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

### Staff-Student Committee

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

## 11. Student 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](http://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](http://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](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)

## 12. Personal Development Opportunities for Research Degree Students

### Graduate Teaching Assistants (GTA)

Many research students across the College are involved with teaching, supervision and assessment (in the form of marking) of both undergraduate and Master's level students. Working as a GTA provides research students with an opportunity to broaden their experience at Imperial College, and develop further skills. These include learning to teach, convey complex technical concepts, writing/communication skills, etc. 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.

 [www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/](http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/)

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/working-as-a-gta/>

### Imperial Outreach

The Outreach team at Imperial is responsible for delivering the College's programme of activities for schools and colleges. The team deliver a wide range of exciting and inspiring activities for students from disadvantaged backgrounds right across the United Kingdom.

The team focuses on raising attainment, changing perceptions, supporting teaching staff and stimulating interest in STEM subjects from primary through to A-Level education, as part of Imperial's widening participation and outreach agenda.

By working with teaching staff, schools, colleges and community organisations they are able to offer support specifically where it is needed through a dedicated portfolio of programmes for young people. These programmes form part of the College's Access Agreement.

To make sure the team offer the fullest breadth of activities, they collaborate with many members of academic staff, as well as student ambassadors who add the valuable perspective of life as a current Imperial student.

 [www.imperial.ac.uk/be-inspired/schools-outreach/](http://www.imperial.ac.uk/be-inspired/schools-outreach/)

### Recruitment and Outreach student ambassadors / Outreach STEM Leaders

Our ambassador and leader schemes provides you with an opportunity to work young people to help inspire them to consider studying science, technology, engineering, mathematics and medicine. .

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.

 [www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/)

 [www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/)

## 13. 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](http://www.imperial.ac.uk/alumni)

## 14. Appendices

### Appendix I

#### Good Laboratory Practice

1. Always ensure that an appropriate risk assessment has been completed and you are familiar with the identified risks and emergency procedures before starting lab work.
2. Ensure you get a local lab induction and are aware of general safety issues and procedures in the lab.
3. Do not eat, drink, smoke or apply make-up.
4. Wear a laboratory coat and fasten it correctly.
5. Do not pipette anything by mouth.
6. When necessary wear gloves of an appropriate type and do not wear gloves in corridors.
7. Always use the correct route for waste disposal.
8. Wear correct eye protection when appropriate.
9. Keep benches tidy and floor areas and corridors unobstructed.
10. Know the drill for emergency evacuation.
11. All Accidents and Dangerous Occurrences must be reported.
12. Report all defects to your Supervisor or your Area Safety Representative.
13. Permit to work forms must be completed before visiting "contractors" begin work.
14. All protocols and procedures must have a risk assessment. If you are unsure about risk assessments for your work contact your Supervisor.

## Appendix II

### Safety information for Students within the Department of Life Sciences

All students at the College have specific health and safety responsibilities. These are listed below:

#### **Students responsibilities** (taken from [College Health and Safety Policy](#))

Each student is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities. To this end, each student must:

- Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
- Attend appropriate induction and training.
- Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.
- Not interfere with any equipment provided for Health and Safety.
- Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, inform his or her Supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

The College's Health and Safety Statement can be found at:

<http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/>

#### **Useful websites for safety information, guidance, and training:**

[FoNS Safety Home \(sharepoint.com\)](#)

<https://www.imperial.ac.uk/safety>

<https://www.imperial.ac.uk/estates-facilities/security/safe-and-secure/>

## Occupational Health

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

[www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

## Department of Life Sciences Safety Contacts and Advice

The Dept of Life Sciences receives professional safety advice from Faculty Safety Team. The Safety Team are assisted in their role by trained personnel within the buildings and environs that the Dept of Life Sciences operates.

The Dept has a Health and Safety committee that meets each term at South Kensington and Silwood campuses. The committee has a Postgraduate (PG) representative who attends the meetings and ensures that PG views and concerns are discussed and where appropriate action taken.

### Dept of Life Sciences Safety Webpages:

<https://imperiallondon.sharepoint.com/sites/fons/faculty/safety/SitePages/FoNS-Safety-Home.aspx>

Faculty of Natural Sciences Safety Team: <https://www.imperial.ac.uk/natural-sciences/staff/health-and-safety/>

### Head of Health and Safety in the Faculty of Natural Sciences

Mr Stefan Hoyle                    ([s.hoyle@imperial.ac.uk](mailto:s.hoyle@imperial.ac.uk))                    Mobile: 07872 850 018

### Silwood Park campus

Martin Selby                    ([m.selby@imperial.ac.uk](mailto:m.selby@imperial.ac.uk))                    020 7594 2226 Mobile:07561 451702

### Laboratory Manager Flowers building

Shajna Begum                    ([shajna.begum@imperial.ac.uk](mailto:shajna.begum@imperial.ac.uk))                    020 7594 3070

### Senior Laboratory Technicians South Kensington

Ms Fiona Watt                    ([fiona.watt@imperial.ac.uk](mailto:fiona.watt@imperial.ac.uk))                    07590250555  
Mrs Louise Alexander-Hardiman ([l.alexander-hardiman@imperial.ac.uk](mailto:l.alexander-hardiman@imperial.ac.uk)) 07566950905

### Technical Operations Manager

Ms Allison Hunter                    ([a.hunter@imperial.ac.uk](mailto:a.hunter@imperial.ac.uk))                    020 7594 5352

Plant growth rooms, insect culture (SAF building)  
Dr J. Iqbal ([j.iqbal@imperial.ac.uk](mailto:j.iqbal@imperial.ac.uk)) 020 7595 0503 Mobile: 07590 250503

Cross Faculty NMR suite:  
Dr Yinqi Xu ([yingqi.xu@imperial.ac.uk](mailto:yingqi.xu@imperial.ac.uk)) 020 7594 5336

Protein Crystallography & X-ray Facility Manager  
Marc Morgan ([rhodri.morgan@imperial.ac.uk](mailto:rhodri.morgan@imperial.ac.uk)) 020 7594 3202

Electron Microscopy centre:  
Dr Paul Simpson ([paul.simpson@imperial.ac.uk](mailto:paul.simpson@imperial.ac.uk)) 020 7594 5279

Flow Cytometry Facility:  
Jessica Rowley ([j.rowley@imperial.ac.uk](mailto:j.rowley@imperial.ac.uk)) 020 7594 5423

Diamond Light Source, Harwell Science and Innovation Campus  
Dr Konstantinos Beis ([konstantinos.beis@imperial.ac.uk](mailto:konstantinos.beis@imperial.ac.uk)) 01235 567 809

Mass spectrometry:  
Dr Paul Hitchen ([p.hitchen@imperial.ac.uk](mailto:p.hitchen@imperial.ac.uk)) 020 7594 5423

Cell Disruptor  
James Mansfield ([james.mansfield@imperial.ac.uk](mailto:james.mansfield@imperial.ac.uk)) 020 7589 5111 Ext: 55197

Facility of Imaging by Light Microscopy  
([film-service@imperial.ac.uk](mailto:film-service@imperial.ac.uk)) 020 7594 2023

Information, guidance and other contacts on health and safety can be found [here](#)



Appendix III

**Department of Life Sciences**  
**Progress Review Panel Appointment Form**

Student Name \_\_\_\_\_

Project Title

\_\_\_\_\_

Lab/Level/Room/Building: \_\_\_\_\_

Lab Tel No: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address and Tel: \_\_\_\_\_

**Composition of Progress Review Panel (PRP)**

**Supervisor(s):**

Name(s)\_\_\_\_\_

Signature(s)\_\_\_\_\_

**Advisor 1:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Advisor 2:** \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Start date: \_\_\_\_\_

Expected completion date: \_\_\_\_\_

Student's signature \_\_\_\_\_

Please note all information contained in this form is treated as CONFIDENTIAL

## Appendix IV

### 6 month Progress Report

#### Guidelines

All research students are required to submit, annually, two progress reports on their work. The Director of Postgraduate Studies (DPS) is responsible for ensuring that these reports are produced.

In the Department of Life Sciences this Progress Report consists primarily of a self-assessment exercise, which takes the form of a questionnaire to be completed by the student and then discussed with your Supervisor. This questionnaire is similar to those used in other departments here at Imperial. It is hoped that the exercise will:

- 1) help you to reflect on your performance as a research student
- 2) help you to identify your strengths and weaknesses
- 3) provide a formal structure to aid discussions with your Supervisor

On completion of the questionnaire and the ensuing discussion you have with your Supervisor about it, the pro-forma should be completed and signed by you and your Supervisor and uploaded to BlackBoard

#### ***Please note:***

*You have the option to submit a confidential report to the Director of Postgraduate Studies (DPS). This confidential report will be for the information of the DPS and **will not** be seen by your Supervisor*

The 6 monthly Progress Report

Name of student:

Supervisor:

Advisors:

Your Research Topic (in a couple of sentences):

Briefly summarize what you have been doing over the last six months:

State any difficulties you may have encountered:

We have discussed the self-assessment questionnaire:

Signed: \_\_\_\_\_ (PG student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Supervisor) Date: \_\_\_\_\_

Comments from Supervisor:

## 6 Month Self-assessment Questionnaire

Student Name:

Date:

The objective of this assessment is to enable you to identify your strengths and weaknesses in order to help you to become more effective. There are no correct answers. Simply indicate how you assess yourself **at this time** in response to each of the seventeen questions below on a scale of 1 to 10 where 1 is low and 10 is high.

1) How excited are you by your research?

1    2    3    4    5    6    7    8    9    10

2) How well do you understand your research topic and what is expected of you?

1    2    3    4    5    6    7    8    9    10

3) How much background material have you read and understood?

1    2    3    4    5    6    7    8    9    10

4) How satisfied are you with the progress you have made over the last six months?

1    2    3    4    5    6    7    8    9    10

5) How effectively do you think you are using your work time?

1    2    3    4    5    6    7    8    9    10

6) Are you happy with the balance you achieve between your research and your life outside IC?

1    2    3    4    5    6    7    8    9    10

7) How well do you work with other members of your research group?

1 2 3 4 5 6 7 8 9 10

8) How effectively do you interact with your Supervisor?

1 2 3 4 5 6 7 8 9 10

9) How do you feel you communicate your work during presentations or lab meetings?

1 2 3 4 5 6 7 8 9 10

10) How useful is your contribution to group discussions?

1 2 3 4 5 6 7 8 9 10

11) How do you rate your written work?

1 2 3 4 5 6 7 8 9 10

12) How do you rate your technical competence in the laboratory?

1 2 3 4 5 6 7 8 9 10

13) How do you rate your awareness of the safety issues associated with your work?

1 2 3 4 5 6 7 8 9 10

14) How do you rate your ability to work without close supervision?

1 2 3 4 5 6 7 8 9 10

15) How quickly would you seek help with your work?  
(where 1 is as soon as you identify a problem and 10 is only as a last resort)

1 2 3 4 5 6 7 8 9 10

16) How confident are you of your ability to deliver what is expected of you?

1 2 3 4 5 6 7 8 9 10

17) Generally, how happy are you at present?

1 2 3 4 5 6 7 8 9 10