

# IMPERIAL

Faculty of Medicine

School of Public Health



Postgraduate  
Research  
Student Handbook  
2024–25

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## 1. Welcome to Imperial

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.

Imperial 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 the Early Career Researcher Institute throughout your time here, as well as opportunities to meet students from across the university 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.

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 Imperial and Imperial College Union agreed on '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 university 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 university.
- 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 levels.

## Doctoral Proposition

### Imperial 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 university

#### Offer life-long membership in 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



[www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/doctoral-proposition/](http://www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/doctoral-proposition/)

## Mutual Expectations for the Research Degree Student Supervisor Partnership

The Early Career Researcher Institute has worked with students and staff to produce a list of minimum expectations that students and supervisors can expect from each other, “our mutual expectations”. It is designed to facilitate conversations to establish effective partnerships and Imperial requires that the document is discussed at the first meeting between a main supervisor and a new student, plus regular intervals thereafter. It also brings to light the Imperial Values, which students and supervisors should embed in the way they work together. This is a key document, so make it a priority to discuss it with your supervisor.



[//bb.imperial.ac.uk/bbcswebdav/xid-11805857\\_1](https://bb.imperial.ac.uk/bbcswebdav/xid-11805857_1)

## Cornerstone

In April 2022 the Early Career Researcher Institute launched the Cornerstone programme. This dedicated umbrella support and development programme helps Imperial's doctoral supervisors better support and guide their students throughout the PhD journey. Cornerstone was developed by experts from across Imperial in partnership with doctoral students. The programme includes mandatory training for all new and experienced supervisors, as well as optional continuing professional development workshops. Cornerstone is a continually evolving provision and the Early Career Researcher Institute welcomes feedback from supervisors and students – please contact Dr Victoria Crossley, the Cornerstone Programme Lead.



[v.crossley@imperial.ac.uk](mailto:v.crossley@imperial.ac.uk)



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



## Welcome from the Early Career Researcher Institute

### Welcome to Imperial and the Early Career Researcher Institute!

The Early Career Researcher Institute works closely with Imperial College Union to enhance your experience and to ensure that when decisions are being made which affect your time at the university, your voice is heard.

Another important aspect of our role is to provide you with a free and exciting programme of professional development opportunities, delivered through a range of modes, so you can access these wherever you are in the world.

Our staff have a variety of research and other career experiences. Our professional development opportunities are designed to support you as you progress through your programme, but also to help you improve your personal impact, and be prepared for your chosen career, whether that is within academia, industry, government or something completely different!

Importantly, by attending our courses and workshops, you will meet students from other academic departments, enabling you to start building your research connections. We also deliver exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to have some fun!

Our primary way to communicate with you will be through our monthly e-newsletter and our weekly 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 is an extremely exciting, stimulating and diverse environment in which to work, study and research. Do make the most of all that the university and your programme have to offer.

Please note that the Early Career Researcher Institute was formerly known as the Graduate School. We are working hard to update all our resources with our new name, so please bear with us as we continue to work through this task. For now, you can find out more about us via the website:

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

## Introduction from the President of Imperial College Union



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

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

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

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

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

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

Wishing you an incredible year ahead,

Camille Boutrolle, Imperial College Union President 2024-25



[union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk)



[imperialcollegeunion.org](http://imperialcollegeunion.org)

## Key dates 2024–25

### Term dates

Autumn term: 28 September 2024 – 13 December 2024

Spring term: 04 January 2025 - 21 March 2025

Summer term: 26 April 2025 – 27 June 2025

### Closure dates

Christmas/New Year: 23 December 2024 - 01 January 2025  
(Imperial reopens on 02 January 2025)

Easter Holiday: 17 April 2025 – 22 April 2025  
(Imperial reopens on 23 April 2025)

Early May Bank Holiday: 05 May 2025

Spring Bank Holiday: 26 May 2025

Summer Bank Holiday: 25 August 2025

## My Imperial Campus

An app for students - designed by students!

My Imperial Campus is the beginning of a new mobile experience for the Imperial College London community. The app is being designed by Imperial students and alumni and delivered in an iterative way as the team learns more about the experiences that our community want in order to thrive at Imperial. The app is relatively young, and development is continual, please download and explore the app and look out for opportunities to get involved!

You can download the app for Android devices from the 'Play Store' or for iOS devices from the App Store.

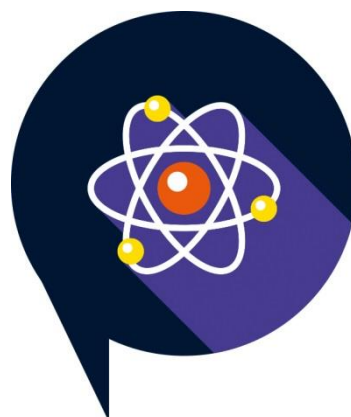
Current feature highlights:

- 'Search' is an AI chatbot that allows users to chat with information from the university website and other resources.
- 'Maps' – 2D maps of all campuses and the first 3D map of the South Kensington Campus (White City campus is next).
- 'Events' - All public events Student Union events and societies can be explored, edit your preferences in the settings to customise the feed. Here you can also find a 'Welcome week' filter to view specific events to enjoy at your welcome week.
- 'Timetable check-in' - The Business School and a growing list of other departments require you to check into class if you are physically on site; use this feature to quickly check-in. Here you can also find a link to view your full timetable in a browser.
- 'Internships and Careers' - Search through the latest internships and job vacancies received by the Careers Service.

## Imperial Success Guide

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

 [www.imperial.ac.uk/students/success-guide/pgf/](http://www.imperial.ac.uk/students/success-guide/pgf/)



## Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial. This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The Student Shapers programme is open to all Imperial students across all Departments. All opportunities that have been approved are listed in the 'Current Projects' area of the website.



[www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/](http://www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/)

## Imperial Award

The Imperial Award is a programme that fosters personal development through self-reflection on your experiences, formally recognising this on your transcript. This programme is open to all students at Imperial, including UG, PGT, PGR and intercalating students. The Imperial Award aims to help you uncover more about yourself and your potential, and to enhance your ability to articulate the achievements and skills you have developed through activities beyond the lecture hall. For more information, please visit the Imperial Award page.



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

## 2. Location and Facilities

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

### Your main location of study will be:

📍 White City Campus  
School of Public Health Building  
90 Wood Ln  
London W12 0BZ

### Facilities



The brand new School of Public Health building provides nearly 5,400 square metres of space. It is a hive of flexible spaces where academics, collaborators, students and the local community can create ambitious ideas together. Set in Imperial's thriving entrepreneurial ecosystem at the rapidly expanding White City Innovation District, the School will support modern advances in genomics, data sciences, community engagement and educational facilities.

A system of hot-desking has been instituted in the building. Research students may be allocated spaces by their respective Department Manager, please contact them should you require a desk. Printing is available throughout the building.

The Department's postgraduate office is located at Room 203, 2<sup>nd</sup> Floor of the School of Public Health building and meetings with staff can be arranged on an appointment basis.

If you notice any facility defects or maintenance issues, please contact the Customer Services Centre (CSC):

🖥️ [www.imperial.ac.uk/estates-facilities/customer-services-centre/](http://www.imperial.ac.uk/estates-facilities/customer-services-centre/)

### Library Services

The Abdus Salam 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. Further study space is available on level 3 of the Sherfield 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 workshops and 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 their collection of almost 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

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

### **Shuttle bus**

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

 [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

### **Maps**

Campus maps and travel directions are available at:

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

### **Accessibility**

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

 [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london)

### **Smoke-Free Policy**

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

 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

## SafeZone

SafeZone is an Imperial app through which you can quickly and directly contact the Community Safety and Security team whenever you need. 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 Community Safety and 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 Imperial 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 university 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/admin-services/security/safezone/](http://www.imperial.ac.uk/admin-services/security/safezone/) for more details about SafeZone.

All existing phone numbers for the Community Safety and 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.



### 3. Introduction to the Department

#### Welcome from the Head of Department



Welcome to the School of Public Health at Imperial College London and congratulations on gaining admission to study for a PhD.

You join us at an exciting time following our move to a brand-new building on Imperial's White City Campus. This relocation gives us the opportunity to continue and expand our world-leading research and education programmes.

We are proud of our commitment to world-class research, as evidenced by Imperial being ranked 1<sup>st</sup> in the UK for public health and primary care research in the REF2021, as well as the positive impact we have on populations here in London and across the globe.

I encourage you all to make the most of the opportunities afforded to you within your team, department, the School, the Faculty of Medicine and the wider University. I know I speak for the rest of the School in wishing you all the success in your research over the coming years.

Your sincerely,

Neil Ferguson

#### Welcome from the Director of Postgraduate Studies



A warm welcome to all students who start their studies in the academic year 2024-2025.

We are delighted that you have chosen to do your research degree at Imperial College London's School of Public Health (SPH). A research degree is an important stage of education and will be key to a successful career. The School of Public Health provides an excellent environment where you can successfully complete your research degree and become an outstanding figure in future. It is a pleasure for us to stand next to you throughout this journey. My colleagues and I will do our best so that you will find the school not only educationally exceptional but also personally friendly and accommodating.

During your studies, you will be primarily working with your supervisor(s). They are academic members of one of the departments or units of the School of Public Health who will guide you throughout your PhD journey. Next to your supervisor(s), we are always there to provide further support for you whenever needed. The PhD Student Coordinator is one of the people who could be contacted in the first instance with any queries regarding procedures or matters related to your study. Your Departmental Administrator is also on hand to help resolve any local administrative issues. As the Director of Postgraduate Studies for the School of Public Health, I will also be available to assist with any unresolved issues. You can find the appropriate name and contact details at the end of the handbook.

Next to the administrative and supportive system, the School of Public Health is also providing further educational, informative, and networking opportunities. As a Research Student, you will attend an induction session that is designed for new starters. We also organise further meetings during the year called “Meet the PGR team” where you could share any questions or concerns you have with us. You will also be welcomed by your department(s), research group(s), supervisor(s) and the Early Career Researcher Institute (ECRI). Throughout the year, you will also have the opportunity to attend departmental seminars, journal clubs, and other scientific and social events offered by the departments. Last but not least, every year we organise the annual Research Student Symposium where second and third-year students present their work either as posters or oral presentations. You are encouraged to participate in all these events and become an active member of the school and your department.

I hope that you will enjoy every moment of your time with us.

Kind regards,

Abbas Dehghan

### Welcome from the Senior Tutor



Welcome to the School of Public Health. We hope you will be involved, inspired and intellectually challenged during your studies with us. We also hope you will enjoy your time here at Imperial College and that you will make lifelong friends.

The Postgraduate Research Education Team is available to provide you with support, advice and guidance on making the most of your doctoral studies.

As Senior Tutor in the School of Public Health I offer pastoral support and general academic advice to doctoral and master’s students. I am the Disability Officer for the department, and I implement suggested reasonable adjustment following the students’ assessment by Disability Advisory Service. I also direct students to appropriate sources of support and expert guidance within Imperial College. This includes a number of specialist services:

- The [Early Career Researcher Institute | About | Imperial College London](#)
- Careers Services <http://www.imperial.ac.uk/careers>
- Counselling and Mental Health <http://www.imperial.ac.uk/counselling/>
- Disability Advisory Service <http://www.imperial.ac.uk/disability-advisory-service>
- Imperial College Union (ICU) Advice Centre <https://www.imperialcollegeunion.org/advice>
- The Student Hub <http://www.imperial.ac.uk/student-hub>
- The Buddy Scheme enables 1st year PhD students to receive support and advice from 2nd and 3rd students to help to navigate your way through your programme of study

If you experience some difficulties, whether personal or academic, that could potentially impede your research progress please get in touch as soon as problems arise. You can arrange to have a meeting with me in confidence at any time during your studies. You are very welcome to contact me directly or via the School’s Education Team and dedicated PGR Student Coordinator, via [sph-pgradmin@imperial.ac.uk](mailto:sph-pgradmin@imperial.ac.uk)

Students who experience enduring health conditions or learning difficulties may not realise they could benefit from various kinds of individually tailored study support now available within the College. If you are curious to know whether you might qualify for support, please contact me in confidence. If you are concerned about disclosing an enduring health condition or disability to the College, I would be happy to discuss this with you in confidence at any time during your doctoral programme. There is also further information included in this handbook under Section 6, related to key contacts within your department and for student support.

I look forward to meeting you and I wish you every success with your research studies in the School of Public Health.

Jenny Husbands

Senior Tutor

[j.husbands@imperial.ac.uk](mailto:j.husbands@imperial.ac.uk)

## Postgraduate Research Student Representatives

The School has a number of student representatives to take forward your views to the School and the College. The role is important and we would encourage you to get involved by volunteering to be a representative or supporting your colleagues who are representatives.

<https://www.imperial.ac.uk/school-public-health/study/for-current-students/postgraduate-research-reps/>

## Administrative Staff

School Manager: Matthew Heger - [m.heger@imperial.ac.uk](mailto:m.heger@imperial.ac.uk)

PGR Co-ordinator: Rahma Ally - [sph-pgradmin@imperial.ac.uk](mailto:sph-pgradmin@imperial.ac.uk)

Education Manager: Susan McBride- [s.mcbride@imperial.ac.uk](mailto:s.mcbride@imperial.ac.uk)

PGR Administrator: Zuleikha Salim Said-[sph-pgradmin@imperial.ac.uk](mailto:sph-pgradmin@imperial.ac.uk)

Finance Manager: Obi Umenyiora - [o.umenyiora@imperial.ac.uk](mailto:o.umenyiora@imperial.ac.uk)

## Department Managers

### Epidemiology and Biostatistics (EBS)

Stoll Michael - [a.michael@imperial.ac.uk](mailto:a.michael@imperial.ac.uk)

### Department of Infectious Disease Epidemiology (DIDE)

Zara Collard - [z.collard@imperial.ac.uk](mailto:z.collard@imperial.ac.uk)

### Department of Primary Care and Public Health (PCPH)

Barbara Cerutti - [b.cerutti@imperial.ac.uk](mailto:b.cerutti@imperial.ac.uk)



### **Imperial Clinical Trials Unit (ICTU)**

Lauren Noto - [l.noto@imperial.ac.uk](mailto:l.noto@imperial.ac.uk)

### **Ageing Epidemiology Research Unit (AGE)**

Jatinderpal Kalsi - [j.kalsi@imperial.ac.uk](mailto:j.kalsi@imperial.ac.uk)

### **Environmental Research Group (ERG)**

Valentina Lotti - [Lotti-valentina.lotti@imperial.ac.uk](mailto:Lotti-valentina.lotti@imperial.ac.uk)

## **Departmental Information**

### **School of Public Health**

<https://www.imperial.ac.uk/school-public-health/>

The School of Public Health aims to achieve better health in the population through strengthening the public health science base, training the next generation of public health leaders and influencing health policies and programmes around the world.

Obesity, cancer, heart disease, dementia and infectious and parasitic diseases are among today's major global public health challenges. Imperial's School of Public Health, under the Directorship of [Professor Neil Ferguson](#), is committed to improving health in populations throughout the world.

The School of Public Health is unique in combining world-class research at local, national and international level with translational work within the [Academic Health Science Centre](#) in the [Imperial College Healthcare Trust](#) and translates science and epidemiology into policy, health education and primary care. Together with its research, teaching and evidence-led policy work, the School of Public Health aims to address the major public health challenges of the twenty-first century.

Our mission is three-fold:

- I. Excellence in research;
- II. Training the next generation;
- III. Influencing policy.

## 4. Department Procedures

### Departmental Induction

The department holds two inductions for new students. One takes place between October and November, and the other between January and February, depending on when we expect the most arrivals. The first induction will take place on Wednesday 6 November 2024, from 09:00 to 16:30 in Room 202 of the School of Public Health building in White City.

To collect a Student ID card, you will need to have a department-based induction and have completed the relevant Health & Safety induction form with your department's Health and Safety Officer. Once you have the signed form, you will need to take this to the South Kensington ID card office and collect this to be given a card.

### Funding, Finance and Expenditure

Finance and expenditure is administered by Departmental Managers. Students must get support from their Supervisor and liaise with their Departmental Manager prior to making purchases to ensure the correct process is followed. All expenditure should follow Imperial's guidance. It is important that you familiarise yourself with Imperial's Expenses Policy. After you have incurred an expense, your claim should be submitted as soon as possible. All claims should be submitted within 3 months but not later than 6 months. If your claim is submitted beyond 6 months, it is likely to be rejected and you will not be reimbursed. PhD students should complete the 'paper' expense form when advised to do so. Where it is permitted, for IT equipment, a purchase order is required. <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/buy-computers-and-devices/>

#### Funded Students

Students who receive Research Training Support Grants [RTSGs] should refer to their funders guidance

#### Self-Funded Students

Students funding their own studies are entitled to £1000 per academic year. The funds are intended to support PGR students with their studies, enabling them to attend national and international conferences, symposia, and workshops, as these are integral parts of your training and valuable aspects of their experience. Financial support is provided to students for attending at least one international and one national conference through your project budget. For full-time students, funds are released up to £1000 during each year of registration. For part-time students, this is available for the period they are fully registered, and funds are released pro-rata. The funds are not available once a student enters Writing Up, nor are they available to staff students. In exceptional circumstances, students can request to carry forward unspent funds, from one year to the next. This request must be made in writing, with a clear rationale and be supported by the student's supervisor and approved by their Departmental Manager. No equipment can be purchased using this fund. All expenditure should follow Imperial's guidance and for IT equipment, a purchase order is required. <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/buy-computers-and-devices/>

### Further Funding

In addition, the College offers several funding opportunities, such as the Imperial College Trust and the Old Centralian's Trust). If there is a specific need and other funding sources are unavailable, please contact the Department at [sph-pgradmin@imperial.ac.uk](mailto:sph-pgradmin@imperial.ac.uk)

## **Professional Skills**

All doctoral students are expected to achieve a minimum of four Early Career Researcher Institute 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 online course
- By the Late-Stage Review (LSR) – a further 2 credits

The Early Career Researcher Institute'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 Early Career Researcher Institute's website for details:

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

## **Attendance and Absence**


You must inform your supervisor if you are absent from the university for more than three days . 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. This may include making a submission deadline extension request.

Postgraduate Research students undertaking taught elements of a doctoral programme of study should also refer to the Mitigating Circumstances Policy and Procedure:

 [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/)

The Registry will be informed of all student non-attendances as the university is obliged to report the non-attendance of students on Student Route visas to the Home Office.

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

 [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)

## Health and Safety Information

Keeping you safe is a top priority for us. Imperial still encourages students to wear face coverings in crowded areas, 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 guidance to students can be seen at:

 [www.imperial.ac.uk/about/covid-19/](http://www.imperial.ac.uk/about/covid-19/)

The Imperial 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/)

### SPH Departmental safety contact is:

 Sapna Halder  
 5th Floor, School of Public Health, White City Campus  
 (Teams)  
 [s.halder@imperial.ac.uk](mailto:s.halder@imperial.ac.uk)

### Your Departmental safety contacts are:

- AGE Jatinder Kalsi [j.kalsi@imperial.ac.uk](mailto:j.kalsi@imperial.ac.uk)
- DIDE Susan Hines [s.hines@imperial.ac.uk](mailto:s.hines@imperial.ac.uk)
- ICTU Lauren Noto [l.noto@imperial.ac.uk](mailto:l.noto@imperial.ac.uk)
- PCPH Barbara Cerutti [b.cerutti@imperial.ac.uk](mailto:b.cerutti@imperial.ac.uk)
- EBS Apostolis Michael [a.michael@imperial.ac.uk](mailto:a.michael@imperial.ac.uk)
- ERG Erica Withers [erica.withers@imperial.ac.uk](mailto:erica.withers@imperial.ac.uk)

There is also a wide range of [eLearning micro-learning modules](#) focused on specialised topics and designed to raise awareness of hazards and control measures for working safely in hazardous areas (i.e., laboratories and workshops) across the university.

### Imperial Safety Department

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

The Imperial's activities range from the use of hazardous materials ([biological agents](#), [chemicals](#), [cryogens](#), [gases](#) and [ionising/non-ionising radiation](#)) to field work, heavy or awkward lifting, driving, and working alone or late.

All of Imperial's activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

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

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

 [www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/)

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the [Safety Department](#) directly.

### **Occupational Health requirements**

Imperial's Occupational Health Service provides services to:

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

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

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



## 5. Doctoral Milestones and Progress Reports

### School of Public Health Research Degree Key Points:

- Although the Postgraduate Research Education Team are here to support research students it is the responsibility of the student & supervisors to ensure that they complete all the necessary paperwork/milestones in line with the College requirements.
- All forms should be sent to the PhD Student Coordinator (sph-pgradmin@imperial.ac.uk) to be processed.
- Where a form asks for the Head of Department to sign, this needs to be signed by the Director of Postgraduate Studies via the PhD Student Coordinator.
- Students must complete the required Early Career Researcher Institute training
- Students must enrol online for each academic year by logging into My Imperial student portal.
- Issues with meeting deadlines should be reported to the PhD Student Coordinator as soon as possible for advice on the best course of action.
- Progress reports will be sent bi-annually to monitor student's progress and satisfaction.
- Full-time students must be in attendance 35 hours per week as a minimum. Part-time students must be in attendance 40 days per year as a minimum.
- The minimum registration period is 24 months for full-time students and 48 months for part-time students.
- Students must be enrolled and have logged their bank details on their My Imperial student portal to be paid their stipend.

## PhD/MD(Res) Structure at a Glance Research Degree Milestones

Full-time	Online enrolment opens via My Imperial 30 days before the start of your course	Part-time
Within 3 months	<div style="background-color: #000080; color: white; padding: 5px; border-radius: 5px; display: inline-block;">PhD/MD(Res) Registration</div> 	Within 3 months
Every 6 months	<div style="background-color: #000080; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Progress Report</div> 	Every 6 months
No later than 12 months	<div style="background-color: #000080; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Early-Stage Assessment</div> 	No later than 24 months
No later than 24 months	<div style="background-color: #000080; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Late-Stage Review</div> 	No later than 48 months
At 36 months	<div style="background-color: #000080; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Writing up</div> 	At 72 months
Between 36 & 44 months	<div style="background-color: #000080; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Examination Entry</div> 	Between 72 & 88 months
Within 48 months	<div style="background-color: #000080; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Thesis Submission</div>	Within 96 months

There is no official deadline for completing the viva after submitting your thesis, but it is recommended to do it as soon as possible

## PhD/MD(Res) Registration

The first milestone confirms a student's registration within the School. The research proposal will be reviewed by 2 independent experts in the relevant field of research and their feedback will assist in confirming whether the project, and proposed methods are viable for a PhD/MD(Res). This is an excellent opportunity for the student to receive feedback on their work at an early point, however, it is expected that the proposal will develop and change over the course of the degree.

This milestone **must** be completed within 3 months of the student's enrolment date.

### Within the first 3 months of enrolment:

#### Students are required to:

- Draw up a Research Proposal
- Complete a Training Plan
- Prepare an up-to-date copy of their CV
- Complete Section A of the registration paperwork
- Complete Assessors contact details form
- Review and sign the Mutual Expectations document
- Email all documents listed above to the PhD Student Coordinator

#### Supervisors are required to:

- Identify 2 independent assessors (1 internal to the department & 1 external to the department)
- Assist with the completion of the student's research proposal
- Review and agree the student's training plan
- Review and sign Section A of the registration paperwork
- Review and sign the Mutual Expectations document

The Research Proposal should ordinarily total four sides of A4 in length (single spaced) and should follow the outline of a grant application. The proposal should demonstrate a sound understanding of the research to be undertaken.

The assessors are **not required** to meet with the student for the completion of this milestone; they will assess the written work only.

The assessors should have academic appointments. In selecting assessors to nominate, supervisors may wish to consider the balance of expertise in substantive and methodological issues which they could bring to their assessment of the research proposal. Care should be taken with regard to engaging the services of external contacts to act in the capacity of assessors at the Registration Stage, Early Stage Assessment (ESA), or Late Stage Review (LSR), as they **will normally not be allowed to examine for the final thesis**.

Assessors should limit their involvement with the PhD to ensure they remain independent.

**Within 1 month following the submission of documents:**

**The PhD Student Coordinator will:**

- Formally invite the appointed assessors to act in this capacity
- Send the assessors the student's work and request Section C of the registration paperwork is completed & returned within 2 weeks
- Complete Section B of the registration paperwork and pass on the entire form & student's work to the Director of Postgraduate Studies to review
- Update Student Records with confirmation of the outcome of the Milestone
- Pass on confirmation of the Milestone outcome & any feedback to the student and supervisor

Please note, should the assessors' feedback contain concerns about the proposal, supervisors, facilities etc., the Director of Postgraduate Studies will make the necessary recommendations to resolve the issues. This could involve asking for the proposal to be revised, asking for further clarification, rejecting the application and/or any other appropriate action.

### **Early Stage Assessment (ESA)**

The ESA must be completed by 12 months (full-time students) and 24 months (part-time students) from the date of initial registration, which may include one opportunity for re-assessment. The assessment must be based upon an examination, which involves the submission by the student of a written report and an oral examination on the report. The assessment panel will include at least one independent academic assessor (independent from the research "group", i.e. from the project and the supervisor). See the College's Regulations for the Awards of MPhil and PhD (Section 8). Before submitting your paperwork, the assessors must be approved by the Director of Postgraduate Research Studies.

Although the ESA completion deadline is 12 months after your start date, students are advised to submit at least 2 months before the deadline. This allows for students to re-submit the assessment should they fail the first time. The first attempt should therefore be ideally within 10 months.

The University requires that all ESA reports be checked for plagiarism so as a student you must submit your report to Turnitin on Blackboard before your deadline. **This means you have TWO deadlines to meet: the first for your report (9 months), the second for your exam (10 months).**

### ESA Timeline summary:

Submission of ESA report	9 months
Examination	10 months
Resit of ESA examination and completion (if required)	12 months

If you are unable to meet your ESA deadline, please discuss the situation with your supervisor. They should email sph-pgradmin@imperial.ac.uk at least 4 weeks before the 10-month deadline, providing a case that explains the reasons for the delay and the requested extension period with a revised date.

The purpose of the ESA is to confirm that the student has an understanding of their field of research and the direction of their project, and that they have the potential to pursue research. Data presented at this stage may be minimal but should be indicative of the student's ability to perform.

The assessment consists of a written report and a 30-minute oral viva with the appointed assessors. It must also consider whether the student needs additional English language support.

#### Students are Required to:

- Draw up the written report
- Prepare an up-to-date CV
- Complete Part A of the ESA assessment form
- Complete the ESA time & Venue details form
- Update their training plan
- Have completed the required number of Professional Skills Courses
- Have completed the online plagiarism course
- Email all documents listed above to the PhD Student Coordinator 3 weeks prior to the assessment date
- Submit their report to the ESA Turnitin Submission Centre on Blackboard

#### Supervisors are Required to:

- Confirm the assessors are still happy to act in this capacity
- Arrange a suitable time/date/venue for the ESA assessment to take place
- Ask the internal assessor to act as the chair for the oral examination
- Review and sign the training plan
- Assist the student as necessary with the writing of the report
- Ensure the student has completed the required Graduate School Training, including the online plagiarism course

The written report should be no more than 10,000 words in total, excluding references, figures & tables. It should contain an extended literature review in addition to an overview of progress to date and an overall research plan. The report should follow the [final thesis guidelines](#).

Students will be expected to run their early stage assessment report through the Turnitin software.

[Guidance for submitting ESA assignment to Turnitin.](#)

The oral examination should be conducted by both assessors. If it is not possible for 1 of the assessors to attend, the Supervisor should contact the PhD Student Coordinator for advice on how to proceed. The assessors can request a 3<sup>rd</sup> party be present at the oral examination if they identify issues from the written report that will need to be addressed during the assessment.

**The PhD Student Coordinator will:**

- Contact the assessors at least 3 weeks prior to the ESA assessment day and provide them with copies of the students written report & other documentation
- Liaise with the supervisors following the assessment to ensure the required paperwork is signed by all necessary parties.
- Pass on the student's work and assessors' comments to the Director of Postgraduate Studies to review
- Update Students Records with the outcome of the ESA Assessment
- Contact the student & supervisor to confirm the outcome of the ESA assessment and pass on the assessors' feedback

The student should be informed following the oral examination of the outcome of the assessment. Please note, that there are 4 possible outcomes for the ESA:

- **Pass**
- **Re-assessment within 8 weeks**
- **Transfer to MPhil**
- **Withdrawal.**

The Director of Postgraduate Studies will review each case independently prior to making a decision on a student's progression.

**Registry records the date of the ESA exam as the milestone completion date.**

### **Late Stage Review (LSR)**

The LSR must be completed within 24 months (full-time students) and 48 months (part-time students), which may include one opportunity for re-assessment. The assessment must be based upon an examination, which involves the submission by the student of a written report and an oral examination on the report. The assessment panel will include at least one independent academic assessor (independent from the research "group", i.e. from the project and the supervisor)- see the College's Regulations for the Awards of MPhil and PhD (Section 8).

The purpose of the LSR is to confirm that the student (a) has an adequate understanding of the research problem, (b) has a critical awareness of the relevant literature on the subject, (c) has a realistic research plan & schedule and (d) has the capacity to pursue research. The assessment must also consider whether the student needs additional English language support.

**Students are Required to:**

- Draw up the written report including a plan of future work
- Prepare an up-to-date CV
- Update their training plan
- Have completed the required number of Professional Skills Courses
- Prepare a 10-minute presentation
- Complete Part A of the LSR assessment form
- Complete the LSR time & venue details form
- Email all documents listed above to the PhD Student Coordinator 3 weeks prior to the assessment date

**Supervisors are Required to:**

- Confirm the assessors are still happy to act in this capacity
- Arrange a suitable time/date/venue for the LSR assessment to take place
- Ask the internal assessor to act as the chair for the assessment
- Review and sign the training plan
- Assist the student as necessary with the writing of the report & preparing the presentation
- Ensure the student has completed the required Graduate School Training

The written report should be no more than 3,000 words excluding references, tables and figures and should give a critical overview of the research to date.

The plan of future work should be no more than 2,000 words and can be merged into the written report or a separate document as appropriate. The report should follow the [final thesis guidelines](#).

The presentation should last no more than 10 minutes and will be followed by a 10-minute question and answer session with the assessors. The assessors will aim to establish if the student understands the research problem and relevant literature in addition to confirming that the student is making adequate progress and has a reasonable plan for the remainder of the degree.

Supervisors can attend the LSR assessment if the student wishes and participate in the Q&A session.

**The PhD Student Coordinator will:**

- Contact the assessors at least 3 weeks prior to the LSR assessment day and provide them with copies of the student's written report & other documentation
- Liaise with the supervisors following the assessment to ensure the required paperwork is signed by all necessary parties.
- Pass on the student's work and assessors' comments to the Director of Postgraduate Studies to review
- Update Students Records with the outcome of the LSR Assessment

- Contact the student & supervisor to confirm the outcome of the LSR assessment and pass on the assessor's feedback

Following the presentation and Q&A session the assessors should provide feedback to the student on the written report and the oral presentation. This should identify areas for improvement and provide guidance on strengths. The student should also be informed of the outcome of the assessment at this time. Please note, there are 4 possible outcomes for the LSR:

- **Pass**
- **Re-assessment within 3 months**
- **Transfer to MPhil**
- **Withdrawal**

The Director of Postgraduate Studies will review each case independently prior to deciding on a student's progression.

If you are unable to meet your LSR deadline, please discuss the situation with your supervisor. Your supervisors should email [sph-pgradmin@imperial.ac.uk](mailto:sph-pgradmin@imperial.ac.uk) at least 6 weeks before your deadline providing a case that explains the reasons for the delay and the requested extension period.

## **Progress Review and Writing Up**

### **Progress Review**

When you are approaching the 36 month mark (72 for PT) you will be asked by the PG Coordinator to confirm your intentions for the final stage of the PhD. A progress review will be conducted with your supervisor, and, providing all experimental work and collection of material relating to your thesis is complete, you will be able to enter Writing Up. Students in the writing-up stage will no longer be required to pay tuition fees.

If you extend your registration, then full tuition fees will be due for this extended period of registration. When making this decision you should bear in mind that the thesis submission deadline is four years from the date of initial registration, additionally, you should also consider any funding implications.

### **Writing-Up**

This period is capped at a maximum of twelve months in duration for full-time students, and twenty-four months for part-time students. At the end of the writing-up stage, you are required to submit your thesis. If you go over the maximum duration, you will be required to submit a Thesis Extension Request.

A student who still has experimental or data collection work to perform at this stage cannot move into writing up status. Students in this position will have their active research period extended and will be liable for full fees for the additional period. An extension to the active research period will not result in an extension to the thesis submission deadline; in such cases, the writing-up allowance will be reduced.



Students are expected to submit an Exam Entry Form via My Imperial at least four months before they would like to submit their thesis.

Students writing up will have the same privileges as all full-time students, e.g. they retain library access and **remain eligible to be issued with Council Tax exemption certificates**.

## Examination Entry

The Examination Entry form must be submitted at least 4 months prior to the student's thesis submission date. The form confirms the nominated examiners for the thesis. To enter for examination, students should refer to the Examination Entry milestone visible in the **Postgraduate Research Degree Milestones** tile in My Imperial.

### Students are Required to:

- Complete their section of the Exam Entry form via *Research Degree Milestones* tile in My Imperial
- Provide details relating to their research topic, thesis title and expected date of submission

### Supervisors are Required to:

- Identify suitable examiners; 1 internal to Imperial College and 1 external to Imperial College
- Complete the Exam Entry form via *Research Degree Milestones* tile with the nominated examiners details

The details input onto the Exam Entry form are used to determine whether the examiners are suitable. It is therefore necessary to declare any known associations' i.e. joint publications, involvement with the earlier Milestone assessments etc. The contact details will also be used to email the thesis to the examiners so **please make sure the examiners email addresses are correct**.

The Director of Postgraduate Studies will review the examination entry details and examiner nominations. Once approved, Assessment Records Team will process the examination entry, and students will receive written confirmation via email once their examination entry is confirmed.

Students must submit their thesis by the given submission deadline displayed in My Imperial, regardless of the status of their examination entry paperwork.

Students who anticipate submitting their thesis early should submit their Exam Entry form as soon as possible.

## Thesis Submission

The maximum thesis submission date is 48 months (full-time students) or 96 months (part-time students) after the initial date of enrolment.

The word limit for the thesis is 100,000 words. Guidance on the layout, presentation, etc. can be found [here](#).

#### Students are required to:

- Submit their thesis electronically via the PGR dashboard via [My Imperial](#)
- Agree the final version of the thesis with their supervisor prior to submitting

#### Supervisors are required to:

- Ensure the student submits within the required time frame
- Agree the final version of the thesis prior to the student submitting it
- Arrange the time and date for the viva

The thesis should be submitted electronically via the **PGR** tile in [My Imperial](#).

If you cannot submit within 4 years due to mitigating circumstances, then you and your supervisor will normally need to make a special case to the Director of Postgraduate Studies for an extension. You will need to complete the thesis extension request form. Information on the process for requesting an extension to a thesis submission deadline is available from the [Thesis Deadline Extension Request](#).

### Viva

There is no official deadline for completing the viva after submitting your thesis, but it is recommended to do it as soon as possible.

The Supervisor should liaise with the examiners to arrange a suitable time & date for the viva to take place.

Students should be informed of the outcome of the viva following the examination. The examiners may recommend that some corrections are made prior to the final degree being awarded. Please **do not** submit the final version of the thesis until the examiners and/or Assessment Records have confirmed that it is okay to do so.

A series of videos on passing your viva are available from the Early Career Researcher Institute (ECRI), to request access please email: [ecri@imperial.ac.uk](mailto:ecri@imperial.ac.uk)

### Final Thesis Submission

The final thesis must be submitted online by uploading to Spiral (the University's digital repository). Please note that the submission will be checked by Assessment Records before being released to the Spiral team in the library, and the thesis will only be made available publicly on expiry of any agreed embargo. [Information on how to prepare the thesis for electronic publication on Spiral, can be found here.](#)

Please see from 5.1 of [this document](#), which states the University's requirement for a PhD thesis:

You can reuse figures/text from any published works, including your own, providing that you obtain permission from the copyright holder. For example, if the copyright holder is the publisher – you can request permission via Rightlinks by using the article DOI or going directly to the article webpage and

requesting permission from there. This should be cited and referenced in the usual way. Please see the guide for further help [here](#).

Therefore, you can re-use your work, including work (published or unpublished) providing you:

a) ensure that if there are any third-party copyrights within the MRes project (i.e. any figures they may have used belonging to someone else) you seek permission to re-use;

b) acknowledge the work (cite and reference it)

c) you do not simply copy and paste but adapt the work accordingly to form an integral part of their thesis.

 [Plagiarism-issues-in-theses.pdf \(imperial.ac.uk\)](#)

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


For information on open access to research degree theses, and on how to apply for an embargo please see the [library's webpage](#).

Additional information regarding the university regulations can be found [here](#).

Please contact the [Assessment Records team](#) if you have any queries regarding the e-theses policy or an embargo.

### **The Imperial Doctoral Academic Communication Requirement (DACR)**

Imperial 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. As part of this support, incoming doctoral students are assessed via Doctoral Academic Communication Requirement Assessment 1 within the first 3 months. This provides them with a clear understanding of their writing ability in relation to the demands of a research degree at Imperial and identifies areas for development.

 [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/)

## 6. Academic Support

### Departmental Support and Faculty Senior Tutors

Your department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

#### Supervisors

Your main point of contact will be your primary supervisor, with your second supervisor on hand to provide more support should it be necessary. It is extremely important for you to discuss supervisory arrangements with your supervisor and the support team (which may also include Assistant Supervisors and senior researchers in your group) as soon as you start and to keep reassessing your needs throughout the duration of your PhD. There are many resources to consider, alongside great willingness to support your experience both at departmental and University level.



[Roles and Responsibilities](#)



[Mutual Expectations](#)

### The Director of Postgraduate Studies

The Department's Director of Postgraduate Studies provides direct support for all research matters, from making sure milestones are completed and approved to guaranteeing that PhD students have all the resources they need to perform their research. They are the immediate point of contact outside your PhD supervisory team and look after all the administrative issues linked to your progression through the PhD, including financial support if needed. SPH Director of PG Studies is Prof. Abbas Dehghan (see Introduction and welcome note).



[a.dehghan@imperial.ac.uk](mailto:a.dehghan@imperial.ac.uk)

### Senior Tutor (PGR)

The Department's Senior Tutor (PGR) can offer pastoral support and advice. You can arrange to have a meeting with them at any time – what you discuss will be completely confidential.

If necessary, they will direct you to an appropriate source of support. SPH PGR Senior Tutor is Jenny Husbands, (see Introduction and welcome note).



[j.husbands@imperial.ac.uk](mailto:j.husbands@imperial.ac.uk)

### Postgraduate Administrator

The PG Administrators are your main point of contact for all administrative matters and are an essential source of information and support, providing advice and guidance as necessary.



[sph-pgradmin@imperial.ac.uk](mailto:sph-pgradmin@imperial.ac.uk)

## 7. Examination Procedures


### My Imperial - Postgraduate Research Milestones

You will be able to upload and submit your exam entry form, thesis declaration form and thesis, 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 Imperial single sign-on.

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

### Viva

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


Your supervisor, or another member of staff in your department/division, will be responsible for organising the viva and making all the necessary arrangements.

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/progressing-through-your-phd-/main-stages-of-the-phd/the-viva/](http://www.imperial.ac.uk/students/success-guide/pgr/progressing-through-your-phd-/main-stages-of-the-phd/the-viva/)

You can also find out more about how your examiners will assess your thesis by reading the examiner reports for research degrees:

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

### E-theses: Requesting an Embargo

In some cases, it may be necessary to delay the release of a thesis to the public by applying for an embargo.


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

 [www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf](http://www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf)

Reasons for requesting an embargo include:

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


For further information please contact the Assessment Records team at [assessment.records@imperial.ac.uk](mailto:assessment.records@imperial.ac.uk)

 [www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/](http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/)

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

 [www.imperial.ac.uk/students/success-guide/pgr/developing-your-skills/practicing-open-research/plagiarism-/](http://www.imperial.ac.uk/students/success-guide/pgr/developing-your-skills/practicing-open-research/plagiarism-/)


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

 [www.imperial.ac.uk/library/research-support/plagiarism-awareness-for-researchers](http://www.imperial.ac.uk/library/research-support/plagiarism-awareness-for-researchers)

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.

 [www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/turnitin-guidance-for-students/](http://www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/turnitin-guidance-for-students/)

The Early Career Researcher Institute, 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 research 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.

 [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/](http://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 university 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 (purchasing an essay or other materials from other sources, (which is illegal in the UK) or other individual to submit as your own, 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.

Imperial's policy on, and procedures for, the investigation of allegations of research misconduct can be accessed here:


 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/charters-and-statutes/Annexes-to-Appendix-to-Ordinances-Staff-13-December-2023.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/charters-and-statutes/Annexes-to-Appendix-to-Ordinances-Staff-13-December-2023.pdf)

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

Enquiries about the operation of these procedures, or about potential cases of misconduct should be addressed to Jonathan Hancock, Research Integrity Officer:

 [Jonathan.hancock@imperial.ac.uk](mailto:Jonathan.hancock@imperial.ac.uk)

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/)



## 8. University Policies and Procedures

### Academic Regulations

All registered postgraduate research students of Imperial are subject to the university Academic Regulations that apply to your degree.

If your PhD programme is divided into a 1 year Masters followed by 3 years of research, please note that the Masters year will be governed by the relevant taught academic regulations of the institution making the award (in most cases this will be Imperial but in some Centres for Doctoral Training this may be a partner institution in the consortium so please check with your programme team if you are unsure). The subsequent research (PhD/EngD) period will be governed by the relevant PhD or EngD academic regulations of Imperial.

 [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 university's expectations with regards to their engagement with their studies. Imperial 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)

### Fitness to Study

Imperial expects students to participate within the university community, such as by fully engaging and studying to the academic level required and working and living cooperatively. If there are concerns that a student is unable to engage as expected, due to an underlying physical and/or mental health difficulty, the university has a process to ensure that decisions about a student's ability to study are made through a supportive, timely and transparent process which operates in the best interests of the student:

 [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 Imperial's approach to plagiarism is available on the university 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)

## 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 university, and that the decisions made at Early-Stage Assessment, Late-Stage Review or final thesis submission/viva 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)

The [ICU Advice service](#) can help you with understanding this policy and supporting you through the process.

## Student Complaints

Imperial strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider university activities. If you feel that your experience has not lived up to these expectations Imperial has an agreed Students Complaints process through which your concern can be investigated and considered.

If you have any concerns about your experience at Imperial 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

Imperial 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 the Student Code of Conduct has been committed. The general principles of the Student Disciplinary Procedure are available on the university 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 Early Career Researcher Institute provides training on Copyright:

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

## Intellectual Property Rights Policy

Imperial's [Intellectual Property \(IP\) policy](#) governs the ownership and management of universities Intellectual Property and its College's discretionary Reward to Inventors Scheme.


Further guidance on the Imperial Intellectual Property Rights Policy is available on the university 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)

The Early Career Researcher Institute provides training on Intellectual Property:

 [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-impact/intellectual-property-online-course/](http://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-impact/intellectual-property-online-course/)

## 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, Imperial 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 university working hours.

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

If you are here on a 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.



[www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/](http://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/)

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

Please note, PhD students are entitled to 25 days annual leave during the year. If your annual leave has been approved by your supervisor you may work full-time hours on those annual leave days. You may also work full-time during university Christmas and Easter closure period, and once all academic requirements have been completed (e.g. you have submitted your thesis including final corrections).

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



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


Imperial's processes will not normally consider as mitigating circumstances any negative impact that part-time work may have had on your performance in your examination or in other assessments. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.


## Study Leave

If you plan to carry out research away from Imperial 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 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 Imperial Placement Learning Policy and Good Practice under the university'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

Imperial has an overall Ethics code which sets out key behaviours which the university 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 university identify and tackle ethical issues faced in the course of their activities. It also describes routes available for members of the Imperial 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 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 university to address the science challenges of today and the future. Imperial'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 university'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

Unless otherwise stated in the terms and conditions, the [University's position](#) is that all research degree students, including international students with a Student Visa, are entitled to a minimum of 30 days to 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 (section 8.3), see [Terms and conditions for training funding – UKRI](#)

Please remember requests for annual leave should be discussed between you and your supervisor, bearing in mind that you should provide reasonable notice, as well as consider upcoming obligations

and deadlines. In exceptional circumstances, requests for annual leave may be declined or postponed

### **Taking Annual Leave**

It is important to take a break from your research and Imperial 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 university's position is that all research degree students, including international students with a Student Visa, are entitled to a minimum of 30 days to 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.



[www.imperial.ac.uk/media/imperial-college/study/graduate-school/PGR-student-leave-policy.pdf](http://www.imperial.ac.uk/media/imperial-college/study/graduate-school/PGR-student-leave-policy.pdf)

### **General Data Protection Regulation (GDPR)**

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

In line with the above please see the university's Privacy Notice for Students which form part of the Terms and Conditions of registration with Imperial.



[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)

## 9. Animal research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the university's care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:



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

## 10. Wellbeing, support and advice

### 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)

### Departmental Support and Faculty Senior Tutors

Your department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:


#### Senior Tutor (PGR)

The Department's Senior Tutor (PGR) can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential. If necessary, they will direct you to an appropriate source of support. As mentioned previously, SPH Senior Tutor is Jenny Husbands- [j.husbands@imperial.ac.uk](mailto:j.husbands@imperial.ac.uk)

### Postgraduate Coaching and Research Degree Mediation

As well as professional development opportunities, the Early Career Researcher Institute 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/wellbeing-and-support/coaching/](http://www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/)

The Institute 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 university-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 with a range of employers. You can access group workshops, presentations, networking sessions and individual one-to-one appointments. The Careers Services is based at the South Kensington Campus on Level 5, Sherfield Building however services are offered across our campuses and online to help facilitate access.

Visit the Career Service's website to:

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

 [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 university 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. Contact the [ICU Advice Service](#) and complete the registration form to speak with a member of the team.


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

### **Student Hub**

The Student Hub brings together information on many of Imperial's key administrative services in one easily accessible place. The staff in the Hub can provide general advice and information on a wide range of aspects of student life at Imperial, including your student records and enrolment (letter of registration for proof of your student status, transcripts and awards), fees and finance, accommodation and international student queries. If your query needs specialist guidance, the Hub team will sign-post you to other university student support services as appropriate.

The Hub are on hand to answer your questions in person (at our desks in South Kensington and White City), by email, phone or online through the ASK Student Hub service.

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

### **Accommodation**

Information and guidance around private housing and private halls for PG students is available from the Student Accommodation Office. Online you can find a Private Housing Masterclass that guides you through each step of your private housing search. The team also hosts private housing events, pop-ups and contract-checking services.

 Level 3, Sherfield Building, South Kensington Campus  


020 7594 3300

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

 [www.imperial.ac.uk/students/accommodation/prospective/pg/](http://www.imperial.ac.uk/students/accommodation/prospective/pg/)

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

## 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 Health Centre)

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

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


## Disability Support

### Disability Advisory Service

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

If you think you may have a specific learning difficulty (such as dyslexia) or autism, but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

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

 020 7594 9755




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

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

### 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.


### The SPH PGR DDO is:

 Ms Jenny Husbands  
 (Teams)  
 [j.husbands@imperial.ac.uk](mailto:j.husbands@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 Abdus Salam 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 research. Also, don't forget to check out the 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 their collection of over 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

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

## Centre for Academic English (CfAE)

The goal of the Centre for Academic English is to ensure you develop both the ability and the confidence to excel as a communicator during your doctoral research and beyond. From the very beginning of your research 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 for doctoral students. In the early stages of your research, you can join our sessions which provide the foundations of accurate and appropriate written communication for STEM research. Our technical speaking courses provide you with practical training in successful oral communication, helping you prepare for early-stage presentations and your viva. By using our online resources you can create your own personalised self-study learning pathway. As you build your pathway, you'll have the freedom to select the communication resources you need whenever you need them.

 [www.imperial.ac.uk/academic-english/](http://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/)


## 11. Student Administration

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


The team are responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award. The 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

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

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:


 [www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/)

### Student Records

 +44 (0)20 7594 7268

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

### Degree Certificates

 +44 (0)20 7594 7267

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

## 12. 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 360+ 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)

 [www.imperialcollegeunion.org/activities/a-to-z](http://www.imperialcollegeunion.org/activities/a-to-z)

### Move Imperial

Imperial 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/)

For an annual fee you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 [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 Move More campaign, more information can be found at:

 [www.imperial.ac.uk/sport/get-active/move-more-programme/](http://www.imperial.ac.uk/sport/get-active/move-more-programme/)

## 13. Student feedback and representation

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

The Department asks all Research students and their supervisors to complete a 6 monthly research assessment form where feedback is provided in both directions, with provision for students to also give confidential feedback to the PG Committee.

### 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/representation/a-to-z](http://www.imperialcollegeunion.org/representation/a-to-z)

This Committee meets three times a year and is the forum for discussion of general issues which affect postgraduate research students and the staff most concerned with them. Any member of the Committee may raise issues of interest or concern on any aspect of the PG activities. The Student/Staff Committee is not the appropriate venue to raise or to solve specific problems which arise during a research course, although it is the place to discuss persistent or widespread problems which have not responded to the prescribed procedures. A written statement of the problem and its history would be useful in advance of a meeting. Current committee members are as follows:

#### Ageing Epidemiology Research Unit (AGE)

Yunyun Guo: [y.guo22@imperial.ac.uk](mailto:y.guo22@imperial.ac.uk)

#### Department of Infectious Disease Epidemiology (IDE)

Nieves Derqui: [n.derqui-fernandez@imperial.ac.uk](mailto:n.derqui-fernandez@imperial.ac.uk)

Kelly McCain: [k.mccain22@imperial.ac.uk](mailto:k.mccain22@imperial.ac.uk)

#### Department of Primary Care and Public Health (PCPH)

Chandni Hindocha: [c.hindocha20@imperial.ac.uk](mailto:c.hindocha20@imperial.ac.uk)

There are currently no student representatives for ERG and EBS. For an up-to-date list of student representatives, please visit the department web pages [here](#).

One of the key responsibilities of a student representative is to organise social events for students within their department, helping to build connections among students while promoting a sense of community and enjoyment. In the past, student representatives have arranged events such as a summer picnic in the park for all PGR students in the School of Public Health and a Christmas party. Each term, there is a dedicated budget for social events.

New students interested in becoming a student representative should express their interest by emailing [sph-pgradadmin@imperial.ac.uk](mailto:sph-pgradadmin@imperial.ac.uk).

## Staff-Student Com

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. Imperial 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)

## Staff and Academic Representative

Chair: Professor Abbas Dehghan

Secretariat: Rahma Ally

Dr Marie-Claude Boily (DIDE)

Dr Alex Bottle (PCPH)

Dr Fred Piel (EBS)

Dr David Green (ERG)

Dr Oliver Robinson (AGE)

## 14. Student Surveys

Your feedback is important to your department, university and Imperial College Union. Whilst there are a variety of ways to give your feedback on your university 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 a range of elements related to your student experience such as supervision, resources, research community, progress and assessment, 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. PRES is run bi-annually at Imperial. The survey is confidential. The more you take part the more representative the results so please take a few minutes to give your views.

You can read about the action Imperial has taken in response to the PRES here:

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

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)



## 15. Professional Development Opportunities for Research Degree Students

### Graduate Teaching Assistants (GTA)

Many research students across Imperial 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 the university 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/)



[www.imperial.ac.uk/students/academic-support/graduate-school/working-as-a-gta/](http://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 university'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 Imperial 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 provide you with an opportunity to work with 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/)

## **Professional Skills Development Programme**

The Early Career Researcher Institute at Imperial provides an internationally renowned and award-winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students.

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

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

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

The Postgraduate Development Unit (PDU) ensures that the Programme is educationally relevant, developing new initiatives and safeguarding quality and relevance. Our Programme is underpinned by educational research focused on the postgraduate student experience.

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

## 16. And finally

### Alumni services

When you graduate you will be part of a lifelong community of over 250,000 alumni, with access to a range of exclusive benefits including:

- discounts on further study at Imperial and at Imperial College Business School
- an alumni email address
- networking events
- Library membership and access to a bank of online resources, webinars and events via our alumni platform Imperial Plexus
- careers support for up to three years after you graduate as well as networking opportunities and professional development events
- access to our Alumni Visitor Centre at the South Kensington Campus, a co-working community space with free Wi-Fi, a bookable meeting room and complimentary refreshments

Visit the alumni website to find out more about your new community, how to access your benefits, and how to get in touch with fellow alumni around the world.

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

### Opportunities for further study

After completing a PhD in the School of Public Health, you can explore a variety of career paths. These include applying for postdoctoral research positions or fellowships (note: the university provides significant [support for career development](#) at this particular stage), enrolling in MBAs or other courses to develop managerial skills, or pursuing roles in diverse sectors such as the NHS, spin-off companies, and consulting. Previous graduates have gone on to start their own start-ups, work as doctors, climate change advisors, epidemiologists, data scientists, and more.