

# Imperial College London

Faculty of Medicine  
Department of Surgery and

Postgraduate Research

## Student Handbook

2023-24



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# 1. College Introduction

## Welcome to the College

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

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

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

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

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

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



## Our Principles

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

### **Imperial will provide through its staff:**

- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

### **Imperial will provide students with:**

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

### **Imperial students should:**

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

### **The Imperial College Students' Union will:**

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



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

## 2. Doctoral Proposition

**Imperial College London will:**

**Provide a world-class research programme**

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

**Provide innovative and effective professional development**

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

**Deliver outstanding networking opportunities**

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

**Offer life-long membership of the Imperial community**

- supporting you as a student and afterwards as an alumna/us
- enabling you to share your professional advice and experience with future students

### Mutual Expectations for the Research Degree Student Supervisor Partnership

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




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

### Cornerstone

In April 2022 the Cornerstone Programme was launched. This dedicated umbrella support and development programme helps Imperial's doctoral supervisors better support and guide their students throughout the PhD journey. Cornerstone was developed by experts from

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

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

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



### 3. Welcome from the Graduate School



#### **Welcome to Imperial College London and the Graduate School!**

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

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

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

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

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

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

## The Graduate School

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

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

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


### Professional skills courses


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

All courses can be booked online.




### Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

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

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

## Imperial Mobile app

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

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

## Welcome to Imperial app

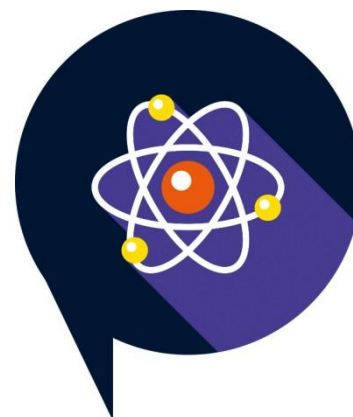
The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event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

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

## Imperial Success Guide

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

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



## Key Dates 2023-24

### Term dates

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

### Closure dates

Christmas/New year:	23 December 2023 - 1 January 2024 (College reopens on 2 January 2024)
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Easter Holiday:	28 March 2024 – 2 April 2024 (College reopens on 3 April 2024)
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Early May Bank Holiday:	6 May 2024
Spring Bank Holiday:	27 May 2024
Summer Bank Holiday:	26 August 2024

### Key events

Great Exhibition Road Festival:	15 June 2024 – 16 June 2024
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## 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 locations of study will be either one of the following campuses:**

### South Kensington

Imperial College London, Exhibition Road, London SW7 2AZ

### St Mary's

St Mary's Hospital, Praed Street, London W2 1NY

### Chelsea and Wesminster

369 Fulham Road, London SW10 9NH

### Hammersmith

The Hammersmith Hospital, Du Cane Road, London W12 0NN

### Charing Cross

Reynolds Building, St Dunstan's Road, London W6 8RP

### North West London Hospital

Watford Road, Harrow, Middlesex, HA1 3UJ



## **White City**

White City Campus, 80-90 Wood Lane, London W12 0BZ (North site)  
White City Campus, 68 Wood Lane, London W12 7TA (South site)

### **Facilities**

Computer access and printing is available at your workstation within your division. The Department's postgraduate office is located at the following address:

Imperial College London  
Roderic Hill Building  
5<sup>th</sup> Floor, Room 513G  
South Kensington Campus  
London, SW7 2AZ

### **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 College ID card to board. You can download the timetable and check the latest service updates at:

 [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](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 by staff, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

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

## SafeZone

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



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

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

## 4. Introduction to the Department

### Head of Department

The Department of Surgery and Cancer is a multi-disciplinary department led by Professor George Hanna and is located across multiple campuses. It is one of the 8 Departments that make up the Faculty of Medicine at Imperial College London.

The department aims to innovate, develop and apply new translational technologies, partnerships and approaches to enhance medical and surgical diagnostics/prognostics, clinical decision-making and improve patient safety. It also aims to understand and model gene-environment-diet interactions in relation to personalised healthcare problems, patient stratification and general population disease risks.

#### ***The Department has three Divisions:***

[Division of Cancer](#) led by Professor Iain McNeish

[Division of Surgery](#) led by Professor George Hanna

[Division of Anaesthetics, Pain Medicine and Intensive Care \(APMIC\)](#) led by Professor Masao Takata

The Department is also closely interlinked with the [Institute of Global Health Innovation](#) led by Professor the Lord Ara Darzi. Research students based in the Institute are usually registered with the Department of Surgery and Cancer and hosted in one of our Divisions.

For further details of all the research carried out in the Department, please see our [Research webpages](#).

### Director of Postgraduate Studies

The Director of Postgraduate Studies (DPS) is [Professor Charlotte Bevan](#). She has overall responsibility for postgraduate matters within the Department. She chairs the Postgraduate Education Committee and represents the Department on a number of College committees. She also approves all the registrations, student milestones and examination entries on behalf of the Department.

### Education Manger

[Alison Cambrey](#) is the Education Manager for the Department. She oversees the delivery of UG, PGT, and PGR education.

### Senior Postgraduate Education Administrator

[Jennifer Simeon](#) is the Senior Postgraduate Education Administrator for the Department. She is responsible for managing the Postgraduate Research Degrees programme within the department. She also manages the approval process for all PGR students, all forms should be submitted to her, and any changes should be requested from Registry via Jennifer. She ensures that all forms are completed before organising approval from Professor Bevan.

## Postgraduate Education Administrator

[Paige Marques](#) is the Postgraduate Education Administrator for the Department. She handles the admissions process for all PGR applications within the department. She also provides administrative support for various tasks and activities related to PGR.

## Postgraduate Education Committee (PGEC)

The Postgraduate Education Committee (PGEC), chaired by the DPS, is constituted to support all of Surgery and Cancer's postgraduate activities. The Committee monitors postgraduate study on behalf of the College and the Graduate School and helps to ensure that students and supervisors comply with the necessary procedures and regulations. The PGEC is comprised of the PG Education Team, the PGEC Representatives, and the Department's Student Representatives.

To cover the wide range of research activities across various campuses within Surgery and Cancer, the PGEC has academic members from each section, called 'PGEC Representatives'.

The PGEC reps act as the first point of contact between students/supervisors and the Department, so you will come into contact with them at various points throughout your degree. They have extensive knowledge and experience of postgraduate issues and will be happy to advise you in any aspect of your higher degree studies.

Each student is randomly allocated a PGEC rep at the start of their degree. Your rep must be included in all of your milestone assessments (ESA/LSR) to ensure the College's examination procedures are upheld during the process. Your PGEC rep should not act as an additional supervisor, although they may offer your feedback following your milestone assessments. You have the option of switching PGEC reps should you wish to do so, so long as they are outside of your section. If you wish to switch your PGEC rep, please ensure to inform Paige. A list of PGEC reps can be found [here](#)



## 5. Departmental Procedures

### Departmental Induction

The Department organises an induction session once a year for all new research students in the Department. The Departmental Induction provides a general overview of your research degree, covering topics such as course structure, expectations, support resources, etc.

As we have students starting throughout the year, it may be some weeks/months before you actually have an introduction to the course and the Department. Therefore, you are strongly encouraged to organise a meeting with [Jennifer Simeon](#) as soon as you start your research degree, so that you can discuss the structure and expectations of the course to ensure you are successful throughout your study period.

### Divisional Induction

At the start of your research degree, you should go through a formal induction with your supervisor and/or someone from your research group. This should cover things like a lab induction, health and safety induction, and other logistics (like building access, catering facilities, etc.). Please liaise with your supervisor before you start to request an induction meeting for your research degree. It is strongly recommended that you do not start your research degree until you have completed a formal induction.

Staff-students are reminded that, although an induction may have been conducted at the time of employment, it is also strongly encouraged to have an induction specific to your research degree as there are additional expectations.

More detailed information on induction can be found [here](#).

### Professional Skills

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

- By the Early Stage Assessment (ESA) – 2 credits plus the plagiarism awareness course
- By the Late Stage Review (LSR) – a further 2 credits

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

See the Graduate School's website for details:

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

### English Language Requirement

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

See the Admissions website for details:

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

For information on English language support available while you're here, see [page 27](#).

## Attendance and Absence


You must inform your Supervisor if you are absent from College for more than three days during term. 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 College's 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 College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office.

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

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

## Health and Safety Information

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College London 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 College guidance to students can be seen at:



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

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




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

## Your Divisional safety contacts are:

### Cancer

-  Yoyo Dixon
-  Hammersmith campus
-  [yoyo.dixon@imperial.ac.uk](mailto:yoyo.dixon@imperial.ac.uk)




### Surgery

-  Steffi Klier
-  St Mary's and Chelsea and Westminster campus
-  [s.klier@imperial.ac.uk](mailto:s.klier@imperial.ac.uk)

### Surgery – MSK Lab

-  Janani Kanagaraju
-  White City campus
-  [j.kanagaraju@imperial.ac.uk](mailto:j.kanagaraju@imperial.ac.uk)

### Anaesthetics, Pain Medicine and Intensive Care (APMIC)

-  Steffi Klier
-  St Mary's and Chelsea and Westminster campus
-  [s.klier@imperial.ac.uk](mailto:s.klier@imperial.ac.uk)

You will be required to complete training sessions, these include:

- MOST (Month One Safety Training)
- Data Protection
- Equality, diversity, and inclusion
- Fire safety and awareness
- Information Security Awareness
- Safeguarding at Imperial College London

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 College.

## The College Safety Department

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

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

All of the College'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 College 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

The College Occupational Health Service provides services to:

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

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

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



## 6. Doctoral Milestones and Progress Reports

### Early Stage Assessment (ESA)

The early stage assessment is to determine your ability to perform research and whether registration for the PhD or MD(Res) degree should continue. The assessment of performance is completed by 9 months (MD(Res)) and 12 months (PhD) after initial registration.

The College requires the use of Turnitin to check for potential plagiarism so students are also required to upload their Early Stage Assessment report to Turnitin, via Blackboard. For more information please see this [link](#).

### **Selecting your examiners**

Your supervisor/s will need to determine your examiners at least 6-8 weeks' prior to your assessment date. Your internal examiner should be someone from your Division. Your external examiner can be anyone outside of your Division (but can still be within Imperial). Please note that the college do not reimburse travel costs for external examiners for milestone assessments (only for your final viva). Therefore, please bear this in mind when selecting your external examiner.

It's your supervisor's responsibility to identify the examiners and securing their approval of the appointment. Your supervisor may also organise your ESA, however they may request for you to arrange this.

### **Organising the ESA Viva**

It is imperative for the following attendees to be present at your viva:

- One internal examiner
- One external examiner
- Your PGEC Rep
- At least one of your supervisors

### ***If you're tasked with organising your ESA, you should take the following steps into account:***

- Contact your ESA attendees at least 6 weeks prior to your ESA deadline in order to set a date.
- We recommend using something like [Doodle Poll](#) to help with this task.
- If one of your examiners is a member of the PGEC then an additional representative is not required.
- If any of these 4 attendees are not present, you will be requested to re-sit your ESA Viva.

### **Format of the Report**

- You should submit your report to your examiners at least one month before your assessment, but it is worth clarifying with them to see if they would like to receive it beforehand.
- Your report should be 20-30 pages in length (please note the examiners will not read anything beyond this page limit so please ensure you adhere to it).
- Data presented at this stage may be minimal but should be indicative of your ability to perform.
- Please include a literature review, results to date and a plan for future work.

Whilst there is no set format for the Early Stage Assessment report, many students have structured their ESAs like this:

- **Introduction**
- **Research Aims**
- **Methodology**
- **Results**
- **Progress**
- **Future plans (this may include a Gantt Chart)**
- **References**

#### ***Oral Presentation***

- The presentation of your work should last 10-15 minutes in length (roughly 15 slides).
- Followed by roughly 20 minutes of questions by the examiner.
- Followed by 20 minutes of discussion amongst the examiners and feedback to the students.

**Once your viva is completed, ensure to get the ESA form signed off by the 4 attendees and return it to [Jennifer Simeon](#) or [Paige Marques](#) as a single word or pdf document.**

#### ***Possible outcomes:***

- Pass and progress with Doctoral Degree Registration
- If undertaking an MD(Res), it may be decided your research is more suitable for a PhD. In this instance, it must be clearly agreed at the time of assessment and marked on the ESA paperwork.
- Re-Submit – if you have not demonstrated sufficient progress, you will be given specific targets by your assessors which must be met within the next 3 months. A resubmitted report and examination (if required) must be completed.
- Transfer to MPhil registration (not applicable to MD(Res)) – it may be decided at this point it would be more suitable for you to study for an MPhil award.
- Fail/Withdraw – It may be decided at this time that the best option would be to withdraw from the course.

**Forms required:** [Early Stage Assessment form](#)

**Timing:** Viva completed by end of 9 months (MD(res)) and 12 months (PhD), the form must be returned to [Jennifer Simeon](#) or [Paige Marques](#)

## Late Stage Review (LSR)

The Late Stage Review (LSR) is a second review of your progress during your research programme. The purpose of this review is to ensure that you have enough data and experiments planned for you to complete your PhD or MD(Res). The reviewers will provide guidance on any required further work, and areas to focus on.

### **Selecting your examiners**

Where possible, the assessors for your LSR should be used again, as this provides consistency throughout your degree. However, if this is not possible then new assessors should be determined at least 6-8 weeks' prior to your assessment date. Your internal examiner should be someone from your Division. Your external examiner can be anyone outside of your Division (but can still be within Imperial). Please note that the College do not reimburse travel costs for external examiners for milestones assessments – only for the final viva). Therefore, your supervisor/s needs to bear this in mind when selecting your external examiner.

It's your supervisor's responsibility to identify the examiners and securing their approval of the appointment. Your supervisor may also organise your LSR, however they may request for you to arrange this.

### **Organising the LSR Viva**

It is imperative for the following attendees to be present at your viva:

- One internal examiner
- One external examiner
- Your PGEC Rep
- At least one of your supervisors

### ***If you're tasked with organising your LSR, you should take the following steps into account:***

- Contact your LSR attendees at least 6 weeks prior to your ESA deadline in order to set a date.
- We recommend using something like [Doodle Poll](#) to help with this task.
- If one of your examiners is a member of the PGEC then an additional representative is not required.
- If any of these 4 attendees are not present, you will be requested to re-sit your ESA Viva.

### **Format of the Report**

- You should submit your report to your examiners at least one month before your assessment, but it is worth clarifying with them to see if they would like to receive it beforehand.
- Your report should be 4 pages in length (excluding references and figures).
- The report summary must be fully referenced, and should focus on results obtained, interpretation and future work.

### **Oral Presentation**

- The presentation of your work should last roughly 20 minutes in length (roughly 15-20 slides);
- Followed by roughly 20 minutes of questions by the examiners;
- Followed by 20 minutes of discussion amongst the examiners and feedback to the student.
- You should start by describing the progress which has been made as well as conclude with a plan of future work through to submission.
- The purpose of the review 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 and schedule.


**One your viva is completed, ensure to get the LSR form signed off by the 4 attendees and return it to [Jennifer Simeon](#) or [Paige Marques](#) as a single word or pdf document.**


***Possible outcomes:***

- Pass and progress with Doctoral Degree Registration
- If undertaking an MD(Res), it may be decided your research is more suitable for a PhD. In this instance, it must be clearly agreed at the time of assessment and marked on the LSR paperwork.
- Re-Submit – if you have not demonstrated sufficient progress, you will be given specific targets by your assessors which must be met within the next 3 months. A resubmitted report and examination (if required) must be completed.
- MPhil – it may be decided at this point it would be more suitable for you to study for an MPhil award.
- Fail/Withdraw – It may be decided at this time that the best option would be to withdraw from the course.

**Forms required:** [Late Stage Review form](#)

**Timing:** Viva completed between 24 months for full-time students, and between 48 months for part-time students. The form must be returned to [Jennifer Simeon](#) or [Paige Marques](#)

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

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

## Writing up Status

Research students yet to submit their thesis for examination by the end of the standard active research period are subject to a formal monitoring point to determine progress and eligibility to enter the writing up period. This formal monitoring point is known as a **Progress Review**.

To be considered eligible for entry to writing up, students must have successfully completed the progression milestone requirements for their PhD or MD(Res). This includes both the Early-Stage Assessment and Late Stage Review.

To be considered eligible for entry to writing up, students must have completed all experimental work and collection of material relating to their thesis and be in a position to submit their thesis within their writing up allowance.

As part of the Progress Review, students will normally be expected to demonstrate that all experimental work and collection of material relating to their thesis will be complete within the standard active research period allocated for their programme of study.

A student who still has experimental or data collection work to perform at this stage cannot move in to 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 procedure.

If you do not advise us of what you intend to do at the end of your minimum registration period, your student registration will lapse completely. You may lose access to ICT, facilities and/or VPN and online library access. It can be a very time consuming, length process to get your student record back in order once your registration has lapsed. Therefore, it is strongly recommended to avoid this.

Please note, no experimental work or data collection can be completed once you enter writing up status. Your supervisor must agree to you entering writing up by completing the [writing up form](#). **Please note, once you enter writing up status you will no longer be charged tuition fees.**

For further information please see the Registry pages on [writing up](#).



## 7. 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:

#### 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. See [Roles and Responsibilities](#) documents.

The Departmental Senior Tutors are:

- [Dr Istvan Nagy](#)
- [Dr Joana Dos Santos](#)

The Faculty of Medicine Senior Tutor is:

- [Dr Jeffrey Vernon](#)

### Clinical Academic Training Office (CATO)

The [Clinical Academic Training Office](#) supports clinicians (Doctors, Nurses, Allied Health Professions, Healthcare Scientists, Pharmacy staff, Psychologists) at all stages of their academic research careers, including the PhD/MD(Res) stage (often referred to as Clinical Research Training Fellows, CRTF).

#### **CATO supports CRTFs by:**

- Delivering sessions targeted specifically at clinicians doing PhD/MD(Res) – eg 'Getting the most out of your PhD as a clinician'
- Providing access to the wider CATO programme of events; including research symposia, careers workshops and masterclasses - which include opportunities to network with other clinicians following clinical academic careers
- Sharing information about clinical academic opportunities and support – through regular newsletters and email updates
- Producing factsheets – to give advice and information to CRTFs about key career transition points and support/resources available – eg, navigating the OOP process, preparing to return to clinical training
- Conducting surveys – to gain feedback about the experience of CRTFs and develop new activities to address needs identified
- Liaising with other College Teams to develop and enable access to resources and support for PhD fellows – eg, arranging for final year clinical PhD fellows to access services provided by the PostDoc and Fellows Development Centre, eg, inputting into Faculty of Medicine projects working with PhD supervisors

All CATO activities are offered **in addition** to support and information provided by each academic department/research group and the Imperial College Graduate School. CRTFs should ensure that in the first instance they meet all relevant expectations in their Research Degree handbooks, attend local dept/group inductions/meetings and also that they complete mandatory training required by the Graduate School.

The CATO provision is independent of and complimentary to local and Graduate School activities for PhD/MD(Res) fellows. CRTFs are strongly encouraged to engage with the CATO programme and to attend as many CATO events as is possible.

**Enquiries:** [cato@imperial.ac.uk](mailto:cato@imperial.ac.uk)    **CATO Website:** [Events](#) [Factsheets](#)

## Centre for Academic English

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

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

To find out more about what is available for you, visit the [Centre for Academic English website](#).

The Centre for Academic English is here to help every student at Imperial improve their academic communication skills for STEM subjects (Science, Technology, Engineering, Medicine and Maths). Our goal is to help you gain confidence and develop your competence as an effective communicator.

### **NEW CfAE Self-study Learning Blocks:**

These new self-study learning blocks provide focused input on areas of speaking and writing. You can find out more about the Learning Blocks on [this page](#) which has a video and shows you how to register.

### **NEW CfAE [Writing](#) and [Speaking](#) Lab:**

You are also welcome to visit the CfAE Lab. Here, you can take part in [live practice sessions](#), [work in a communal space on a specific piece of work](#), and receive advice and guidance on your speaking and writing from your peers or a CfAE coach. We offer more listening and speaking practice sessions throughout the week on campus and online.

If you would like to book an online 1:1 session with a CfAE coach, we can give you advice and feedback on your [writing](#) or [speaking](#).

## 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 online, as well as view up-to-date information about your Early Stage Assessment, Late Stage Review and Viva Examination milestone status.

You will receive email notification when online access to Postgraduate Research Milestones is available to you. Access is via My Imperial using your College single 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)


### Vivas

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

### 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



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



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

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



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

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



<https://www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/turnitin-guidance-for-students/esa-turnitin/>

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



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

## Collusion:

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

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

## Dishonest practice


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

## Research Misconduct

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

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

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

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/ordinances/Ordinance-D17-Nov-2020.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/ordinances/Ordinance-D17-Nov-2020.pdf)

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

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



## 9. College Policies and Procedures

### Student Academic Regulations

#### College Policies and Procedures

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


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

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

#### Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the College's expectations with regards to their engagement with their studies. The College has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:


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

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

#### Academic and Research Integrity


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

 [www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/](http://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/)

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf)

#### Academic Appeals Procedures

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


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

## Student Complaints

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


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

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

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

## Student Disciplinary Procedure

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

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

## Copyright

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

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

The Graduate School provides training on Copyright:

 <https://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/>

## Intellectual Property Rights Policy

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


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

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

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

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

The Graduate School provides training on Intellectual Property:

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

## Research Integrity

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

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

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

**The primary way to ensure research integrity is to promote and maintain a culture of honesty, openness and responsibility.**

To support these principles, the Graduate School provides the training courses below, all accessible from its website

- Plagiarism Awareness, **mandatory training to be completed by the Early Stage Assessment (ESA)**

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

The College also requires doctoral students to submit their ESA through Turnitin. See dedicated student guidance here: <https://www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/turnitin-guidance-for-students/esa-turnitin/>

To accompany this, there is useful information about Plagiarism Issues in Theses which students are encouraged to read: [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf)

- **Copyright**  
This course aims to convey copyright essentials to Imperial PhD students. It is focused on UK law only. The structure of the course reflects your research lifecycle and aims to provide clarity on copyright issues you will encounter at each of the stages of the lifecycle. This course will equip you with a working knowledge of copyright and licensing so that in your career as a researcher you use and can share information in a copyright safe way.

- **Intellectual Property**

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

- **Publishing Open Access: Your Research and Thesis**

This workshop provides an insight into preparing your thesis to be made Open Access (OA) and the benefits of open access more generally. This workshop will provide you with a general introduction to the topic, with specific reference to your PhD thesis, and related research outputs that may arise from PhD study.

- **Research Data Management**

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

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

Research data is increasingly a first-class research output, and a little bit of planning will enable you to take advantage of this shift.

This course will highlight the key considerations for students and researchers to help them assess when it is appropriate to share your data and how, and how to write a data management plan.

- **Research Data Management Plans**

Research data is a key research asset and planning how to manage data outputs is increasingly becoming a requirement of applying for grants and funding. Having a data management plan will help you manage costs and responsibilities, keep your data safe and secure during the project and prepare your data for archiving and (where appropriate) sharing at the end of the project.

This webinar will introduce you to the online data management planning tool DMPonline and cover some of the more practical elements of creating a data management plan.

The webinar is designed to accompany the **Information Landscape: Data Management** workshop. Prior attendance of that workshop is not mandatory but is recommended.

- **Science, Research and Integrity**

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

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

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

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

- Publications
- Becoming an effective researcher
- Finish Up Move On retreat
- Understanding impact and how to achieve it
- Pre prints and open peer review

## Use of IT Facilities

View the Conditions of Use of IT Facilities:



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

## Employment During Studies

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

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

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

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

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



<https://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/working-as-a-graduate-teaching-assistant/>

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

## Study Leave

If you plan to carry out research away from College for a period of 2 weeks or more as part of your PhD student registration, your department can approve study leave using the External



Study Leave form (which is then submitted by your department to the Registry Student Records Team for recording). Study leave is normally pursued either as a placement under the supervision of a third party organisation (placements are managed by your department and are subject to College Placement Learning Policy, Good Practice under the College's overall off-site working protocols) or fieldwork managed by your department under off-site working protocols. Contact your departmental postgraduate administrator for further guidance if you and your supervisor wish to have study leave considered.



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



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

## Ethics

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



[www.imperial.ac.uk/research-ethics-committee](http://www.imperial.ac.uk/research-ethics-committee)

## Good Research Conduct

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



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

## Leave

### Taking Annual Leave

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

If you are funded, you should check the terms and conditions of your studentship which will set out your annual leave entitlement. Unless otherwise stated in your terms and conditions, the College's position is that all research degree students, including international students with a Student Visa, are entitled to a minimum of 30 days 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.

Read the policy [here](#).

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

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

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



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

## 10. 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.

The College 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 College'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)

## 11. Wellbeing and Support

### Student Support Zone

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

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

### 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.

### Postgraduate Coaching and Research Degree Mediation

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

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

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

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

## Advice Services

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

### Careers Service

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

Visit the Career Service's website to:

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

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


### Student Counselling and Mental Health

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

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

### Financial support and tuition fees

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


 020 7594 9014

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

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

 [www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/](http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/)

For tuition fees queries, contact the Tuition Fees team:

 020 7594 8011

 [tuition.fees@imperial.ac.uk](mailto:tuition.fees@imperial.ac.uk)



## Imperial College Union Advice Service


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


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

## Student Hub

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

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

 Level 3, 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

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

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

 Level 3, Sherfield Building, South Kensington Campus


 020 7594 9444

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

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

## The Imperial College London Doctoral Academic Communication Requirement (DACR)

Imperial College London is dedicated to the wellbeing of its doctoral students, which includes supporting the development of their ability to communicate their research effectively and to manage the writing-up process independently. The purpose of the Imperial College London Doctoral Academic Communication Requirement is to quickly identify, and subsequently support, students whose academic writing competence needs to be further developed so that they can successfully complete their degree on time.

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

## Health Services

### NHS Health Centre and finding a doctor

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

 [www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/](http://www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/)

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

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

### NHS Dentist (based in the Imperial College Health Centre)

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

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


## Disability Support

### Disability Advisory Service

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

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

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

 020 7594 9755

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

Department DDO: [Alison Cambrey](#)

More information on Departmental Disability Officers is available at:

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


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

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

## Library and IT

### Information and Communications Technologies (ICT)

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

 020 7594 9000

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

### Software shop

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

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

### Library services

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

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

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

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

## 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/)

## 12. Student Administration

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


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

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

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


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

### Student records and examinations

 +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)

## 13. Work-life Balance

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

### Imperial College Union

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

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

### Move Imperial

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

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

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

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

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

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

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



## 14. Student feedback and representation

### Feedback from Students

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

### Student Representation

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

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

Your 2023/24 student representatives are:

Name	Division	Email
Bibek Das	Surgery	<a href="mailto:bibek.das07@imperial.ac.uk">bibek.das07@imperial.ac.uk</a>
Kyle Greenland	Cancer	<a href="mailto:kyle.greenland17@imperial.ac.uk">kyle.greenland17@imperial.ac.uk</a>
Jonny Stephens	APMIC	<a href="mailto:jonathan.stephens@imperial.ac.uk">jonathan.stephens@imperial.ac.uk</a>
Raha West	APMIC	<a href="mailto:r.west21@imperial.ac.uk">r.west21@imperial.ac.uk</a>

### Staff-Student Committee

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

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

## 15. Student Surveys

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

- **Postgraduate Research Experience Survey (PRES)**

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

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

 [www.imperialcollegeunion.org/you-said-we-did](http://www.imperialcollegeunion.org/you-said-we-did)

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

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


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


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

## 16. Personal Development Opportunities for Research Degree Students

### Graduate Teaching Assistants (GTA)

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

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

 <https://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/working-as-a-graduate-teaching-assistant/>

### Imperial Outreach

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

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

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

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

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

## Recruitment and Outreach student ambassadors / Outreach STEM Leaders

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

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

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

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

## Professional Skills Development Programme

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

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

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

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

The 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/)

## 17. And finally

### Alumni Services

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

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

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

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