Imperial College London

Faculty of Engineering

Department of Electrical and Electronic Engineering

Postgraduate Research

Student Handbook

2023-24

Contents

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

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.

🖥 https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/students-as-partners/expectations--responsibilities-/mutual-expectations/

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

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

2. Welcome from the Graduate School

Welcome to Imperial College London and the Graduate School!

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

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

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

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

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

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

The Graduate School

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

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

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

Professional skills courses

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

All courses can be booked online.

Contact us

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 1383

✉ graduate.school@imperial.ac.uk

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

Imperial Mobile app

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

🖥 www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

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

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

Imperial Success Guide

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

🖥 www.imperial.ac.uk/students/success-guide/pgr/
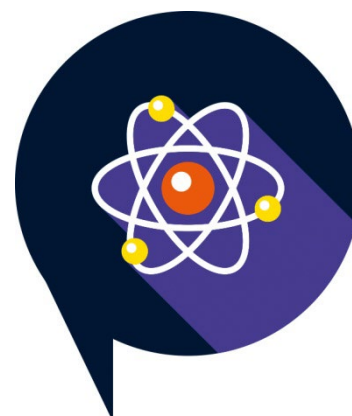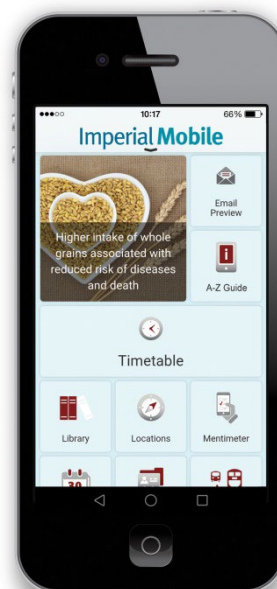
Key Dates 2023-24

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)
Easter Holiday:	28 March 2024 – 2 April 2024
	(College reopens on 3 April 2024)
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

Location and Facilities

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

Your main location of study will be:

South Kensington Campus

Exhibition Rd, South Kensington, London SW7 2BX

Facilities

Printing is available in the main library using your student ID card.
Contact details and location of your research group administrator and other key contacts can be found at via https://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/contacts---postgraduate/. The Department's Education Office is located in Office 607 of the Electrical and Electronic Engineering Building and open Monday-Friday, 10.00 – 16.00.

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

Maps

Campus maps and travel directions are available at:

🖥 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

Smoke-Free Policy

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

🖥 www.imperial.ac.uk/smoke-free

SafeZone

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

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

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

1. Introduction to the Department

Welcome from Head of Department and Director of Postgraduate Studies

Dear Research Student,

A very warm welcome, and my congratulations on obtaining a place in the Department of Electrical and Electronic Engineering at Imperial College. I join all my colleagues in wishing you every success in your research over the coming years.

The information attached is intended to give you a rough idea of what to expect during your studies here: The PhD lifecycle and milestones you will be expected to follow; information on the resources available to help you to achieve your objectives; and a description of our responsibilities to you as the provider of resources and academic supervision. There is also a section on the welfare and pastoral support services that you can turn to in the event of personal or academic difficulty.

There will be an opportunity to discuss this in more detail with your supervisor this week and also at an individual interview to be arranged for you later in the term with the Postgraduate Tutor. In the meantime, may I welcome you to what I hope you will find is a supportive and thriving research community.

Yours sincerely,

Professor Eric Yeatman FREng FIEEE

Head of Department

Dear New Research Student,

I would like to add my own words of welcome to those of the Head of Department and congratulate you on securing a place on our PhD programme. You are joining one of the world's leading EEE Departments and I hope your time with us will be both enjoyable and productive.

My job as Director of Postgraduate Studies is to oversee the smooth running of both the PhD and MSc programmes in the Department. Fortunately, I am supported in this by an excellent team which for PhD includes the Postgraduate Manager, the Research Group Administrators and the Postgraduate Tutors. All of these people are here to help you navigate your way through the next 3-4 years, complementing the academic guidance you will receive from your supervisor(s).

In the short term you will receive a lot of information, and at times you may find yourself bewildered. Please don't hesitate to approach any of the above people, including me, if you need help or advice while settling in.

Best wishes,

Professor Pier Luigi Dragotti

Director of Postgraduate Studies

Academic and Administrative staff

	👤 Prof Eric Yeatman Head of Department	📍 Room 610a ✉ e.yeatman@imperial.ac.uk
	👤 Prof Pier Luigi Dragotti Director of Postgraduate Studies	📍 Location ✉ p.dragotti@imperial.ac.uk
	👤 Dr Imad Jaimoukha Postgraduate Senior Tutor	📍 Room 617 ✉ i.jaimouka@imperial.ac.uk
	👤 Lina Brazinskaite Postgraduate Manager	📍 Room 607 ✉ l.brazinskaite@imperial.ac.uk
	👤 Hashi Chowdhury Education Support Administrator	📍 Room 607 ✉ eeePGoffice@imperial.ac.uk
	👤 Emma Rainbow Departmental Disability Officer	📍 Room 607 ✉ e.rainbow@imperial.ac.uk
	👤 Wiesia Hsissen Senior Research Group Administrator (Circuits and Systems)	📍 Room 910 ✉ w.hsissen@imperial.ac.uk
	👤 Vanessa Rodriquez-Gonzalez Senior Research Group Administrator	📍 Room 713 ✉ v.rodriguez-gonzalez@imperial.ac.uk

	(Communications and Signal Processing)	
	👤 Raluca Reynolds Senior Research Group Administrator (Control and Power)	📍 Room 1107B ✉️ raluca.reynolds@imperial.ac.uk
	👤 Guler Eroglu Senior Research Group Administrator (Control and Power)	📍 Room 1107B ✉️ g.eroglu@imperial.ac.uk
	👤 Joan O'Brien Senior Research Group Administrator (Intelligent Systems and Networks)	📍 Room 1002 ✉️ j.obrien@imperial.ac.uk
	👤 Susan Brace Senior Research Group Administrator (Optical and Semiconductor Devices)	📍 Room 713 ✉️ s.brace@imperial.ac.uk
	👤 Kelly Greenwood Student Wellbeing Advisor	📍 Room 608a ✉️ k.greenwood@imperial.ac.uk

Departmental Information

Please visit the departmental webpage, info on departmental facilities, department events/seminars, action taken in response to student feedback, etc.

Main page: http://www.imperial.ac.uk/electrical-engineering

Student A-Z page: http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/

Postgraduate Staff/Student Committee: http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/postgraduate-staff-and-student-committee/

This is an opportunity to make your feelings and views heard, through you student representative. The Committee consists of student representatives from each research group and each MSc course, the Director of Postgraduate Studies and the Postgraduate Tutor and it meets once a Term. Issues that have been discussed at previous meetings include postgraduate training, introduction of new college regulations, provision of a postgraduate common room and social opportunities.

It is very important that the administration of the Department understands the views of its postgraduate community so please try to take an active part in this process.

2. Departmental Procedures

Departmental Induction
Timetable:
🖥 http://www.imperial.ac.uk/electrical-engineering/study/new-students/

Department Resources (e.g.: funding for conferences)

Publications and Conferences
During your research work you will probably be asked to contribute to the research group's research publications. These are the written record of your research and the work of the Research Group as a whole. Publications are also how you and the research output of the Department is judged on the world stage. Sometimes this is by presenting your research paper at a Conference (often in a sunny and/or exotic location) in front of an international audience or alternatively, your paper may be submitted for publication to a specialist journal. Your supervisor will normally be able to fund your attendance at important conferences - particularly those at which you will be presenting a paper. Your paper may be co-authored by your supervisor and other research colleagues, but it is a requirement that all co-authors should have made a significant intellectual or practical contribution to the published work.

PhD Student Travel
The Department is very keen to encourage you in your research and particularly to disseminate your results widely. Attending a conference is an ideal way in which to gain a broad understanding of research activity in your area and to both learn from and contribute to the body of scientific knowledge.
Accordingly, the Department offers a **travel allowance of £700** for you to attend a suitable conference, preferably during the first year of your PhD programme. You should discuss with your supervisor which conference would be appropriate for you to attend and at which you may be able to present some of your own work. Payment of the allowance will be by reimbursement of expenses (expense claim form) which must be fully supported by receipts up to the stated amount and submitted to your Research Group Administrator (SRGA) for approval.
Before going to a conference or meeting outside the College, please ensure you have sought agreement from your supervisor and informed your Senior Research Group Administrator (SRGA) of your travel plans. Your SRGA will be able to advise you of any action you may need to take regarding emergency contact information, health advice and clearance, travel insurance registration (with the College), security issues and any need for a risk assessment.
🖥 Further information can be found at
http://www3.imperial.ac.uk/safety/subjects/offsiteworking1

Graduate Teaching Assistants (GTAs)
As a valued member of the Department, and in addition to your research activities, you are encouraged to broaden your experience and develop further skills by acting as a Graduate Teaching Assistant (GTA).
There are various roles offered within the department such as demonstrating, mathematics tutoring, assistant teaching and marking. Initially, you will be required to participate in a training programme which will lead to the award of a Faculty of Engineering endorsed certificate.
GTAs can claim payment for undertaking teaching support duties.

Information on working as a GTA in the Department is available here:

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

Computers
As a registered student, you will have access to all necessary experimental apparatus and facilities located within the research group.
You will need to cover any costs associated with the requirement for access to a computer, webcam and to a reliable internet connection as you carry out your PhD research remotely.

💻 ICT print service: http://www.imperial.ac.uk/ict/printservice

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/

Research Approvals

Ethical approval is needed for any research that involves human participants; their tissue and /or data to ensure that the dignity, rights, safety and well-being of all participants are the primary consideration of the research project.

💻 https://www.imperial.ac.uk/research-ethics-committee/what-is-ethics-/do-i-need-to-apply-for-ethical-approval-for-my-research-proposal/

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

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/

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.

Attendance app

Your attendance will be monitored via meetings with your supervisor - you log your attendance or absence in the attendance app. This is reviewed and verified by your PhD supervisor. You should have at least one meeting/catch-up a month with your supervisor.

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

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/

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/

Your Departmental safety contact is:

👤 Zia Rahman

📍 Room 302, Level 3, Department of Electrical and Electronic Engineering

📞 +44(0)7872 850 186

✉️ z.rahman@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

- Risk Assessment Foundation Training (RAFT): All students are required to complete this mandatory online training, accessed through staff development website.
- Any other safety induction will be done with the Laboratory staff as and when you join a research group.

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, cryogens, 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/

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.

👤 Zia Rahman

📍 Room 302, Level 3, Department of Electrical and Electronic Engineering

📞 +44(0)7872 850 186

✉ z.rahman@imperial.ac.uk

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

RAFT online course

Risk Assessment Foundation Training (RAFT): All students are required to complete this mandatory online training, accessed through staff development website.

🖥️ https://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/risk-assessment-foundation-training-raft/

3. Doctoral Milestones and Progress Reports

🖥️ www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/

Assessment (ESA), Late Stage Review (LSR) and final viva will take place in person and on campus.

PhD Milestones Flowchart

The flowchart below is a snapshot of PhD student progression. You will find it on the EEE Current Student A-Z page. Digitalization of Postgraduate milestones has started in Aug 2020 and gradually the process outlined below will move to MyImperial. Departmental webpages will be updated with guidance accordingly and you will be informed of this via email.

EEE PhD Progression Milestones

Full-time

Part-time

Initial Research Plan (IRP)
- Recommended length <6 pages
- Complete plagiarism awareness online course
- RAFT Course on RAFT
- Non-native speakers take Imperial College London Doctoral Academic Communication Requirement (DACR1)

3 months — **6 months**

Early Stage Assessment (ESA)
Full-timers submission around month 9 - assessment by month 10 to allow 1 opportunity for re-assessment by month 12
Part-timers submission around month 19 – assessment by month 20 to allow 1 opportunity for re-assessment by month 24

- Recommended length <20 pages
- Must have completed Plagiarism Awareness course + at least 2 out of 4 Graduate School Professional Development courses
- Non-native speakers who scored below 45% in DACR1 must take DACR2

12 months — **24 months**

Late Stage Review (LSR)
Full-timers submission around month 21 - assessment by month 22 to allow 1 opportunity for re-assessment by 24 months
Part-timers submission around month 42 – assessment by month 44 to allow 1 opportunity for re-assessment by month 48

- No recommended length
- Must have completed any missing Graduate School Professional Development courses (altogether 4: normally 2 by ESA + 2 by LSR)

24 months — **48 months**

Progress Review -> move to writing up or continue with active registration
- Planning your final year
- Student completes Progress Review form with Supervisor
- Many funding schemes end at 3 or 3.5 years. If not sure, speak with the PG Manager. Extending active registration leads to tuition fees payments for the duration of registration

36 months — **72 months**

Exam Entry Form (EEF)
- Completed online at least 4 months before thesis submission date

44 months — **92 months**

Submit thesis

48 months — **96 months**

0-3 months (full-timers) / 0-6 months (part-timers)

- **PhD academic English assessments**
  In addition to fulfilling the English language entry requirement to gain admission to their programme of study, doctoral (PhD) students who are not native speakers of English must also fulfil the Imperial College London PhD Academic English Requirement via an initial academic English assessment and possibly a later progress check.
  The Centre for Academic English can grant exemption in some cases; please contact them directly if your think you might be eligible for exemption.
  💻 http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-english-assessments/

- **Further English language support**

  The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.
  💻 www.imperial.ac.uk/academic-english

- **RAFT online course**

  Risk Assessment Foundation Training (RAFT): All students are required to complete this mandatory online training, accessed through staff development website.

  💻 https://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/risk-assessment-foundation-training-raft/
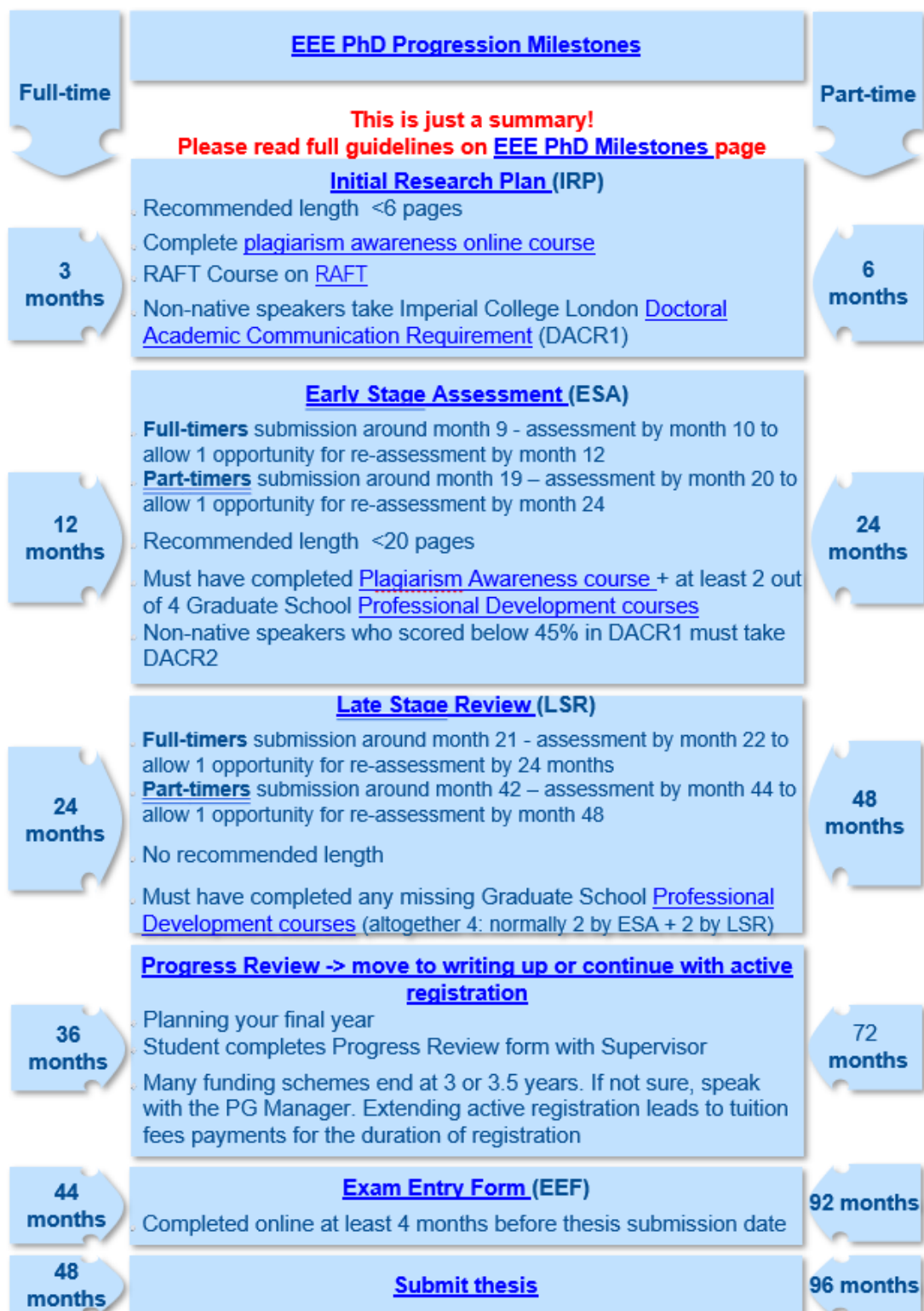
- **Professional Development by the Graduate School**
  All doctoral students are expected to complete at least four Professional Development courses as part of their doctoral degree registration.
  The Graduate School's Professional Development attendance requirement exists in order to ensure that all students receive some professional development training while at Imperial and have the opportunity to engage with the programme, alongside their research work.
  See the Graduate School website for details:
  💻 http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/

- **Ensuring Integrity: Plagiarism Awareness (Mandatory Online Course)**
  This online course was developed by the Graduate School, in conjunction with the Library. It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity and in accordance with Imperial College's Examination & Assessment: Academic Integrity Policy.
  Master's students who complete the course during their master's registration at Imperial College London will not be expected to take the course again should they progress to a doctorate award with the College. However, students are encouraged to engage with the doctoral version of the course 6 months prior to submission of their thesis so that they can refresh their knowledge.
  You will find self-enrolment instruction on the Graduate School webpage below:

- **Recommended taught courses**
  Students are normally required to take relevant lecture courses during their first year, as determined by their supervisor, and to pass the courses' examinations where appropriate. If you are undertaking any taught modules and examinations please inform Kate Farrar – k.farrar@imperial.ac.uk - Education Support Officer, as soon as possible.
  You will find the full list of Programme and Modules on webpage below:
  http://intranet.ee.ic.ac.uk/electricalengineering/eecourses_t4/index.asp

Early Stage Assessment (ESA) 10 months (full-timers) / 20 months (part-timers)

The College requires that a student's PhD research potential be assessed by an examination held by the end of the 12th month (24th months for part-time students) after the date of initial registration. However, the 12(FT)/24(PT) month deadline also includes 1 re-assessment opportunity which should be done within 2 months if first ESA was failed. Therefore, suggested 1st assessment deadlines are at 10(FT) & 20(PT) months. You can find final ESA date on My.Imperial.ac.uk under Postgraduate Research milestones tab.

Postgraduate Research Milestones

Access postgraduate research milestones dashboard
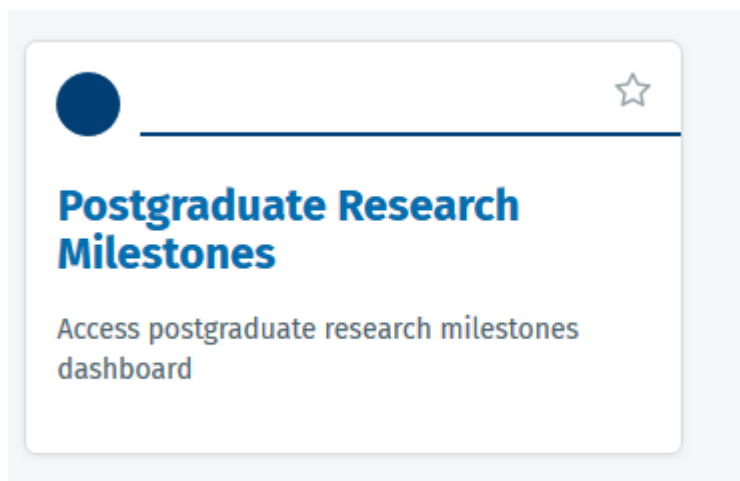
Purpose of the Report

This report aims to provide new research students with an early and significant milestone by which they can measure their progress in the PhD and towards which their efforts can be focused.
The report also gives the supervisor the opportunity to obtain a clear picture of the student's abilities – in terms of intellectual level, analytical and practical skills, and technical writing – and the student's aptitude for research.
Based on the assessment of the report, a student's suitability to continue on the programme will be determined and, if needed, action will be taken to address any skills that need improvement or refocusing.
Last, but not least, the report provides a mechanism to document the first period of research and provide practice for technical report writing in a way which helps to prepare students for writing their thesis later in the programme.

Format of the Report
The report must **not exceed 20 pages** in length and may be prepared in any reasonable format that is acceptable to the supervisor. Many students find LaTeX or LyX to be well

suited to their task of technical writing and these tools are especially helpful for managing references and mathematics.

Content of the Report
The report should be helpful to the student in crystallising their thoughts and targeting their efforts in one or more direction of high potential value for a PhD thesis. The content of the report will vary according to the topic and the nature of the research to factor in, for example, a balance between theoretical and practical content appropriate to the student's particular research project. All reports will be assessed against the following criteria:
The Early Stage Assessment report should

- set out the main research aims
- include a literature survey
- demonstrate an understanding of the research topic(s)
- demonstrate broad awareness of activity in the research field by setting the research in context
- demonstrate technical aptitude appropriate to the PhD programme by presenting technical concepts and preliminary research work
- include a research plan in the form of a list of expected original contributions, research tasks, milestones and a realistic schedule

Expected Level of Detail and Depth
The level of technical detail and depth is expected to be at or exceeding the level of a masters (MSc) dissertation. The report needs to be concise with an appropriate balance of breadth, which is often achieved in the parts of the report associated with review of the literature, and depth, which is often achieved in the parts of the report associated with the student's own research activity.

Expected Level of Originality
There is no requirement for original contribution in the Early Stage Assessment report. However, students should highlight and justify the topic area(s) in which they expect to contribute original scientific and engineering research outcomes, and these should be listed explicitly in the research plan.

A Note on Plagiarism
All written work must adhere to proper scientific practice and, in particular, the College's rules on plagiarism that are published separately.

College now requires you to submit a copy of your ESA report to Turnitin (via Blackboard), for an originality check before your ESA assessment. The ESA assessors will check your report on Turnitin before the ESA assessment takes place.

You will need to:

1. Login to Blackboard through the course name 'ESA Assignment Submission - Dept. of Electrical and Electronic Engineering'

2. Submit your ESA report on Blackboard via the 'ESA Assignment Submission area'.

Please see the 'Student Guidance' tab on the left hand panel of the Blackboard page, for step by step instructions to submit your ESA report on Blackboard via Turnitin.

Once you have submitted your ESA report on Blackboard via Turnitin, **you will need to save your ESA report (with your originality report) as a pdf file, and then email it to your ESA supervisor and assessors.** Please see the below instructions on how to do this.

- Downloading ESA report from Blackboard

Submission Procedure

The submission is done by email as per instructed in the ESA form (found on the [EEE PhD Milestones Guidelines](#) page).

Please note that the milestone can only be marked as completed once you have passed the assessment.

To give your supervisor enough time to arrange an assessment date within the recommended timeline, aim at submitting it no later than the end of the 9th month for full-timers (19th month for part-timers).

> From time to time, special circumstances arise which justify an extension to the deadlines for the programme. Students are encouraged to inform the PG Manager at the earliest possible moment if their work has been affected by any such circumstances.

Assessment Procedure

The student will be examined orally on the contents of their report.

The assessment panel will include two assessors – at least one independent member of academic staff in addition to/other than the supervisor(s); the supervisor can be the second assessor. The assessors will be chosen appropriately to judge the technical aspects of the research as well as the student's research methodology impartially.

The student may also be required to pass appropriate written examinations as specified at the start of their programme by their supervisor (e.g.: a module from a taught course offered to master's students).

Students must have completed at least two Graduate School [professional development courses](#) and the [plagiarism awareness course](#) to pass the Early Stage Assessment.

The outcome of the assessment will be one of:

a) Confirmation of the student's continuing registration for PhD

b) Transfer of the student's registration to MPhil

c) The student is required to withdraw from the College and will not be permitted to continue their registration on the programme

In cases b) or c), the student may, at the discretion of the assessment panel, resit the examination once provided that any such resit is completed by 2 months (full-timers) after the first assessment (4 months for part-timers).

> You will find regulatory ESA guidance on the College governance webpage below:

🖥 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/

College's requirement for all ESAs to be submitted to Turnitin:

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

Late Stage Review (LSR) 22 months (full-timers) / 44 months (part-timers)

The College requires that a review of a student's PhD research ability must be undertaken no later than 24 months (48 months for part-time) after the date of initial registration, which may include one opportunity for re-assessment. Therefore, it is advised that the first assessment attempt takes place by 22nd months (44th for part-time students). You can find the final assessment date on My.Imperial.ac.uk. page under Postgraduate Research milestones tab.

Postgraduate Research Milestones

Access postgraduate research milestones dashboard
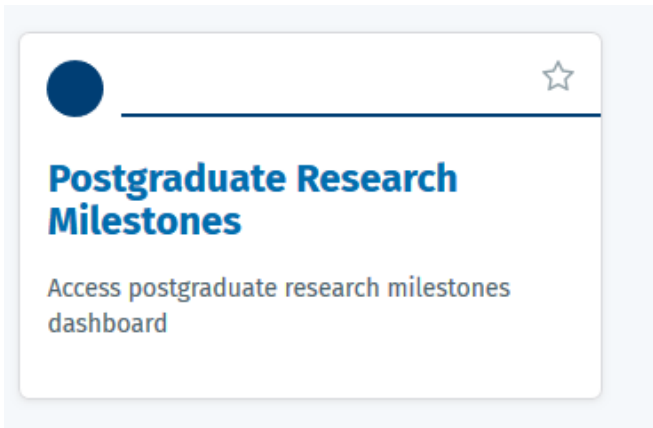
Purpose of the Report

This report and presentation aim to provide research students with a significant milestone by which they can measure their progress in the PhD and towards which their efforts can be focused.

The report also gives the supervisor the opportunity to obtain a clear picture of the student's progress towards the final PhD thesis, both in terms of the original research achieved to date and in terms of the quality of technical writing.

Based on the assessment of the report, a student's suitability to continue on the programme will be determined and, if needed, action will be taken to address any skills that need improvement or refocusing.

Format of the Report

There is no prescription as to the length of your LSR report. The report may be prepared in any reasonable format that is acceptable to the supervisor. Many students find LaTeX (or LyX) to be well suited to their task of technical writing and these tools are especially helpful for managing references and mathematics.

Content of the Report

The report should contain:

- a contents page for the complete thesis
- a statement of expected original contributions,
- an assessment of the research achievements so far and
- a work plan and schedule for completion of the thesis.

Expected Level of Detail and Depth

The level of technical detail and depth is expected to be at or close to the level of the PhD thesis in at least some areas. In many cases, this report can contain drafts of the thesis Introduction and Literature Review chapters.

Expected Level of Originality

The expected original contribution of the thesis should be described with sufficient level of detail and supporting work to put forward a convincing thesis proposal.

A Note on Plagiarism

All written work must adhere to proper scientific practice and, in particular, the College's rules on plagiarism that are published separately. Reports submitted are routinely checked for plagiarism.

Submission Procedure

The submission is done by email as per instructed in the LSR form (found on the EEE PhD Milestones Guidelines page).

Please note that the milestone can only be marked as completed once you have passed the assessment.

To give your supervisor enough time to arrange an assessment date within the recommended timeline, aim at submitting it no later than the end of the 21st month for full-timers (42nd month for part-timers).

From time to time, special circumstances arise which justify an extension to the deadlines for the programme. Students are encouraged to inform the PG Manager at the earliest possible moment if their work has been affected by any such circumstances.

Assessment Procedure

The student will be examined orally on the contents of their report.

The assessment panel will include an independent assessors from the academic staff of the College. The assessor will be chosen appropriately to judge the technical aspects of the research as well as the student's research methodology impartially.

Additional requirements of this assessment are:
- satisfactory completion of any recommended English language training, from the Centre for Academic English
- completion of an additional two Graduate Skills professional development courses (a total of four courses must be completed by LSR, this includes any other courses already taken at the ESA)

Format of the Presentation

The presentation is typically of 30 mins duration, but this may be varied by agreement with the supervisor and will normally be attended by colleagues and co-workers. It should present the new research undertaken so far – as if at a conference – and the research plan to complete the thesis. The presentation is organised by the supervisor.

The outcome of the examination will be one of the below:
a) confirmation of the student's continuing registration for PhD or
b) transfer of the student's registration to MPhil or
c) student is required to withdraw from the College

In cases b) or c), the student may, at the discretion of the assessment panel, resit the examination one time provided that any such resit is completed within 2 months of the first attempt.

You will find further LSR guidance on the College governance webpage below:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/

Completing Research Status (CRS)

The Initial registration period for PhDs is three years (36 months) for full-time students and six years (72 months) for part-timers. By that point, students must review their progress witht their supervisor and plan their final year.

- o Progress review will be conducted with your supervisor, and, providing all experimental work and collection of material relating to your thesis is complete, you will be able to **enter the writing up period**. Students in the writing up stage will no longer be required to pay tuition fees.
- o You must have completed both **ESA** and **LSR** in order to enter the writting up period
- o Writing up period is capped at a maximum of twelve months in duration for full-time students, and twenty-four months for part-time students. At the end of the writing up stage, you are required to submit your thesis. If you go over the maximum duration, you will be required to submit a **Thesis Extension Request**.
- o 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; in such cases, the writing up allowance will be reduced.
- o [Progress review form (word)](#)
- o You can read the full writing-up policy by downloading the PDF available [Governance webapges](#)
- o Many funding schemes end at 3 or 3.5 years. If not sure, please speak with the PG Manager (Lina Brazinskaite).

A useful free-service for you to explore:

- [Center for Academic English](#) - they offer academic writing support for researchers; native speakers might also benefit from their courses on advanced academic writing, writing a research paper and global postgraduate retreat for thesis writing.

Plagiarism Issues in Theses

💻 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

4. 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.

Personal Tutor

You will also be assigned a personal tutor, who is an academic outside your research group. You are advised to meet them at least once a year, more if necessary. The aim of these meetings should be to exchange experiences and challenges in an enabling and supportive environment, other than to talk about a specific research topic itself.

- Personal Tutors are enablers, who have been where you are now, and may provide advice on how to improve your PhD experience.

- It is important for the students to trust their Personal Tutor and for students to feel confident to share issues they might be facing. The tutor might be able to advise and prevent issues from becoming problems.

- Conversations are strictly confidential.

- Personal Tutors will only take actions with the student's consent, and students can rest assured that safeguarding measures will be put in place.

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. Information about the role of academic representatives, and instructions on how to become one, are available on the Imperial College Union website.

🖥 www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

5. 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/

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

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/

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

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/
- 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/

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/

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/

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

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

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

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

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/

6. College Policies and Procedures

Student Academic Regulations

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

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

💻 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 engage with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:

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

💻 www.imperial.ac.uk/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/

💻 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

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

💻 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/

Copyright

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

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

The Graduate School provides training on Copyright:

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

Intellectual Property Rights Policy

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

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

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

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

The Graduate School provides training on Intellectual Property:

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

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/

Employment During Studies

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

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

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

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

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

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

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

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/ (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/

Ethics

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

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

Good Research Conduct

Imperial College London is committed to undertaking research of the highest international quality within an intellectually challenging and inspiring environment, to extending the frontiers of research within and beyond existing research disciplines, and to bringing together research expertise within and beyond the College to address the science

challenges of today and the future. The College's achievements in research are underpinned by the quality and expertise of the individuals within it, and the pages in the link below define the standards of research governance and integrity essential to the College's reputation and success.

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

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.

Students should always agree their holiday arrangements with their supervisor in advance, taking operational considerations into account. No more than 8 weeks, including public holidays, may be taken in each year. The Postgraduate Manager and the Senior Research Group Administrator should be notified.

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: 13343973 (blackboardcdn.com)

General Data Protection Regulation (GDPR)

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

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

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

7. 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

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.
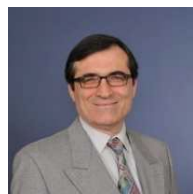
Dr Imad Jaimoukha

📍 Room 617, Level 6, Department of Electrical and Electronic Engineering

📞 020 7594 6190 (Ext. 46190)

✉ i.jaimouka@imperial.ac.uk

Postgraduate Coaching and Research Degree Mediation

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

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

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

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

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

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

Financial support and tuition fees

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

📞 020 7594 9014

✉ student.funding@imperial.ac.uk

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

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

For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011

✉ tuition.fees@imperial.ac.uk

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

Student Hub

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

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

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 9444

✉️ student.hub@imperial.ac.uk

💻 www.imperial.ac.uk/student-hub

Accommodation

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

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

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 9444

✉️ student.hub@imperial.ac.uk

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

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/

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

💻 www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)

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

🖥 www.imperialcollegedental.co.uk/

Disability Support

Disability Advisory Service

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

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

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

📞 020 7594 9755

✉ disabilities@imperial.ac.uk

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

Departmental Disability Officers

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.

Emma Rainbow

✉ e.rainbow@imperial.ac.uk

📞 +44 (0)20 7594 6198

📍 Office 607 – level 6 EEE Building.

More information on Departmental Disability Officers is available at:

🖥 www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-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

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

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/

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

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

Support for International Students

English language support

The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

📖 www.imperial.ac.uk/academic-english

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/

8. Student Administration

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

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

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

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

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

Student records and examinations

📞 +44 (0)20 7594 7268

✉ student.records@imperial.ac.uk

Degree certificates

📞 +44 (0) 20 7594 7267

✉ certificates@imperial.ac.uk

9. Work-life Balance

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

Imperial College Union

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

💻 www.imperialcollegeunion.org/about-us

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

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

💻 www.imperial.ac.uk/sport

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

💻 www.imperial.ac.uk/sport/move-more/

10. Student feedback and representation

Feedback from Students

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

Student Representation

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

💻 www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

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

The EEE Department Staff-Student Committee Meeting minutes and the committee membership can be found on this page:

💻 http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/postgraduate-staff-and-student-committee/

This is an opportunity to make your feelings and views heard. The Committee consists of representatives from each research group and each MSc course, the Director of Postgraduate Studies and the Postgraduate Tutor and it meets once a Term. Issues that have been discussed at previous meetings include postgraduate training, introduction of new college regulations, provision of a postgraduate common room and social opportunities.

It is very important that the administration of the Department understands the views of its postgraduate community so please try to take an active part in this process.

Research Groups:

PhD representatives are elected by their fellow research students for each of the following research groups:

- Circuits and Systems

- Circuits and Systems (Centre for Bio-inspired Technology)

- Communications and Signal Processing

- Control and Power

- Intelligent Systems and Networks

- Optical and Semiconductor Devices

MSc Courses:

MSc student reps are elected for each MSc programme:

- Analogue and Digital IC Design
- Communications and Signal Processing
- Control Systems
- Future Power Networks
- Applied Machine Learning

11. Student Surveys

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

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

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

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

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

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

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

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

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

12. Personal Development Opportunities for Research Degree Students

Graduate Teaching Assistants (GTA)

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

💻 www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/

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

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/

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/

📖 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/

13. And finally

Alumni Services

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

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

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

💻 www.imperial.ac.uk/alumni