IMPERIAL COLLEGE LONDON

**DEPARTMENT OF
MECHANICAL ENGINEERING**

**INFORMATION FOR
POSTGRADUATE STUDENTS
2013-2014**

INDEX TO INFORMATION   **PAGE**

Safety

You are responsible for your own safety and for that of your colleagues.

Take all necessary precautions and note that there are regulations about working alone in laboratories. You should attend the Safety Lecture at the beginning of the Autumn Term and any others which may be arranged throughout the year – watch the noticeboards. If you are concerned about a safety matter please speak to one of the Department Safety Officers.

All students should access the Mechanical Engineering Department Safety Page on:

http://www3.imperial.ac.uk/mechanicalengineering/safety

Please make sure that you read the Departmental Safety Code of Practice 2012 at the above website in your first week. You must also read any other topics that are relevant to your field of research.

PLEASE READ FOLLOWING PAGE FOR EMERGENCY TELEPHONE NUMBERS

General Forms, Procedures and Regulations for Students

The website below covers a range of topics, including General Academic and Administrative Issues.

http://www3.imperial.ac.uk/registry/information/formsproceduresandregulations

PLEASE READ THE IMPERIAL COLLEGE LONDON 'REGULATIONS FOR STUDENTS' PAGES AT THE BACK OF THIS BOOKLET

RAs (staff registered for a degree)

You must ensure that Registry has a copy of your current contract in order to ensure continuity of registration.

Imperial Principles

http://www3.imperial.ac.uk/students/ourprinciples

FIRST AIDERS

Level	Name	☎	🚪
0	Suresh Viswanathan Chettiar	50380	002
1	Suresh Viswanathan Chettiar	50380	114
1	Amit Choda	42490	115
1	Asanka Munasinghe*	47162	106B
1	Guljar Singh	42490	115
3	Michael Kaye*	49032	393
3	Yatish Patel	40932	393
4	Sam McKenney*	47003	460C
5	Daniel Balint*	47084	513
5	Catrin Davies*	47035	592
5	Paul Jobson*	41183	585
5	Maria Parkes*	47236	585
5	Judith Thei*	57046	581
6	Serena Dalrymple	47029	609
7	Kostas Bergeles*	57052	762
7	Bluck, Mike*	47055	747
7	Leroy Grey*	57117	772

- These staff are trained in Emergency First Aid at Work (formerly: First Aid Lifesavers)

**FOR EMERGENCY MEDICAL ASSISTANCE
DURING WORKING HOURS, MONDAY TO FRIDAY,
PLEASE CONTACT ONE OF THE FIRST AIDERS LISTED ABOVE**

**OUTSIDE WORKING HOURS AND AT WEEKENDS,
PLEASE 'PHONE Ext 4444 or 0207 589 1000
AND STATE CLEARLY THE DETAILS OF THE EMERGENCY, YOUR EXACT
LOCATION, YOUR NAME AND EXTENSION NUMBER**

Room No :609   Mechanical Engineering Dept. : Ext No : 47029   01 September 13

Level 7   -   Common Rooms
Lecture/Seminar/Tutorial Rooms
Computer Rooms
Careers Advisor

Level 6   -   Lecture/Seminar/Tutorial Rooms
Director of Research
Staff Offices
AME-MSc Course Room

Level 5   -   Postgraduate Office
General - Undergraduate Office
Senior Tutor
Director of Courses
AME-MSc Course Director
Staff Offices
Estates Building Manager
Staff/RAs Mail Racks

Level 4 -   Head of Department
Departmental Operations Manager,
Academic Administrator
Finance/Accounts/Bursaries
Staff Offices

Level 3   -   Lecture/Seminar rooms
Lecture Theatre
Research Student Rooms

Level 2   -   Main Entrance
Main Lecture Theatre
Student mail racks (UG and PG)
Public Telephones
Vending Machines

Level 1 & 0 -   Heavy Testing labs
PG Workshops

POSTGRADUATE STUDENTS

2013-2014

**Welcome to the Mechanical Engineering Department, we hope your
stay here will be enjoyable and valuable.**

THE MECHANICAL ENGINEERING DEPARTMENT

In addition to 180 Postgraduate Research Students, there are about 40 students on one/two-year Masters degree courses and approximately 680 undergraduate students. The formal teaching is carried out by academic staff from the Department, with assistance from the staff of other departments, such as Electrical Engineering, Mathematics and the Management School.

Research is carried out by the academic staff together with research staff and postgraduate students working for their PhD degrees.

Postgraduate Administration

Head of Department:	Professor Peter Cawley, Room 460b
Director of Research:	Professor Andrew Amis, Room 638 (Deputy - Dr Daniele Dini, Room 696)
Postgraduate Tutor:	Professor John Dear, Room 516, (Deputy - Dr F Rodriguez y Baena, Room 708)
Adviser to Female Students:	Dr. Fusun Nadiri, Room 791
Careers Adviser:	Dr Mike Ristic, Room 743
Postgraduate Administrator:	Kate Lewis, Room 547

Registry (located 3rd floor, Sherfield Building)

The College registers all students on line whether you are a new student or a continuing student. Registration takes place prior to the start of session and you will receive an email asking you to log-on to Student e-Service and register. If you are a continuing student you will already have your log-on and password for this, if you are a new student you will be sent an email with the information once all the conditions of your offer have been met.

Student Self-Service can be accessed at www.imperial.ac.uk/studenteservice. (As well as using this system to register online, students can also log in to update their contact details throughout the year).

Mechanical Engineering Building

The building has nine floors and these are numbered from 0 to 8; the room numbers begin with the number of the level on which they are situated, commencing at the south end of the building, i.e. room 500 is at the south end of Level 5 and room 791 is at the north end of Level 7 (the top floor). The main entrance from Exhibition Road is on Level 2. The lifts operate between Levels 0 and 7. There is currently limited access to Levels 0 and 8 due to refurbishment. The Mechanical Engineering building is normally open between 07.00 and 23.00 hours Monday to Friday and 08.00 to 23.00 hours Saturday and Sunday. Access is via swipecard between 18.00 hrs and 23.00 hrs during term and at all times out of term. Anyone working outside normal hours must sign in and must leave the building by 23.00 hrs (or when requested by security staff).

Working accommodation within the Department

Research students may be allocated spaces in Group rooms by Group secretaries. Shared spaces in Department rooms are allocated by Kate Lewis, Room 547. Keys are issued from the central office on level 4. ***All keys should be returned and all goods removed from your desk before you leave the College.***

Computing Facilities (Please consult 'Information for Research Students and Assistants' from page 16)
Computers are usually provided in research student rooms by either the Section or the Department.

Academic Assessments

The work of each research student will be guided by his/her supervisor, a member of the academic staff. The final assessment of a research student is based on the thesis submitted and the subsequent oral examination, but you should be aware that intermediate assessments are made and the results used in deciding whether the student should continue and, if so, whether for the MPhil or PhD degree..The preparation of a thesis is a very important part of the research training. You will have to do it yourself but you should consult your supervisor for guidance when you are approaching that stage. All students should maintain conscientiously a log-book for all their practical work.

Special Lectures and Courses

The cohort-based start of session induction timetables are provided separately and you are strongly encouraged to participate in either the October or the February events.

It is essential that you attend the **Safety Lecture** which is given at the beginning of the session. There is also a **Workshop Course** which it may be necessary for you to attend, depending on the type of project you are doing.

English Classes for Overseas Students

Fluency in English is vital if you are to be successful in your course of study. English classes are arranged in the College by the Humanities Department. All postgraduate research students who are not native speakers of English must take an English assessment test at Imperial College London when they start their research studies and, possibly, a second test at their 9 month review.

Difficulties

If you run into academic difficulties, and this is not unusual, you should turn to your supervisor or course organiser. If you have a personal problem you might also consider a discussion with the Postgraduate Tutor, your supervisor/Course Organiser, or the Head of your Group.

Some problems may even be resolved by speaking to other postgraduate students, such as the postgraduate student representatives, but do note that the College also has a large back-up of Health and Welfare services http://www3.imperial.ac.uk/students/welfareandadvice .

Please remember, however, that the Postgraduate Tutor, Professor John Dear, is here to try to help and advise you on any matter. Please feel free to see him or the Deputy Postgraduate Tutor, Dr Ferdinando Rodriguez y Baena. Should you prefer to discuss a problem with somebody outside the Department then you could consider approaching one of the College Tutors http://www3.imperial.ac.uk/students/collegetutors.

Mentoring

Mentoring has become recognised worldwide as a highly effective learning and development process. Many people can remember being helped and guided by someone who took an interest, shared their own experience and knowledge, and enabled them to develop. These relationships can often play a crucial part in both personal and professional development.

Mentors for PhD Students and Research Assistants
The mentors for PhD students are the Heads of the Research Divisions. Prof. Jianguo Lin (jianguo.lin@imperial.ac.uk) will act as mentor for the Mechanics of Materials Division, Prof. Ricardo Martinez-Botas (r.botas@imperial.ac.uk) for the Thermofluids Division and Prof. Mike Lowe (m.lowe@imperial.ac.uk) for the Applied Mechanics Division. If your supervisor is a Division Head, then Prof. Andrew Amis (a.amis@imperial.ac.uk) will act as your mentor.

Mentors for Research Associates and Research Fellows
The mentors for Post Doctoral Research Staff will be Heads of the Research Divisions not in the area of your current research as it is expected that a wider view would be of particular value. Hence, Prof. Jianguo Lin will act as mentor for the Applied Mechanics Division, Prof. Ricardo Martinez-Botas for the Mechanics of Materials Division and Prof. Mike Lowe for the Thermofluids Division. Email contacts as above.

Furthermore, Dr Catrin Davies (catrin.davies@imperial.ac.uk) who recently made the transition from a Research Assistant to become a holder of an EPSRC Career Acceleration Fellowship has agreed to offer further advice.

Our department mentors are there to support you during your Research, so do not hesitate to arrange to meet them if you feel you would benefit from doing so.

Postgraduate Student/Staff Committee

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

Richard van Arkel (ME Departmental Rep) - r.van-arkel11@imperial.ac.uk
Omer El Fakir (Mechanics of Materials) - omar.al-fakir07@imperial.ac.uk
Jenny Lenz (Mechanics of Materials) - jennifer.lenz08@imperial.ac.uk
Johan Guegan (Tribology) - j.guegan11@imperial.ac.uk
Richard Keller (Biomechanics) - richard.keller09@imperial.ac.uk
Kiron Athwal (Biomechanics) - k.athwal12@imperial.ac.uk
Trevor Hawke (Mechatronics in Medicine) - t.hawke12@imperial.ac.uk
Sina Stapelfeldt (Dynamics) - sina.stapelfeldt05@imperial.ac.uk
Joseph Corcoran (NDE) - joseph.corcoran07@imperial.ac.uk
Valentina Ruffini (Dynamics) - valentina.ruffini@imperial.ac.uk
David Trevelyan (Thermofluids) - david.trevelyan06@imperial.ac.uk
Daniel Benstock (2012/13 Cohort Rep) - daniel.benstock08@imperial.ac.uk
Akshat Agarwal (ME Library Rep) - akshat.agarwal08@imperial.ac.uk

The department tries to encourage the student reps to organise mini-conferences/seminars to showcase the current research projects being undertaken and see where divisions may overlap with their research and where inter-divisional support can be given. We hope to organise a mini-conference for both the October 2013 cohort and the February 2014 cohort.

From October 2011 we introduced a cohort student representative. The main responsibility for this representative will be to organise social events for their respective cohort of students so that relationships can be built between divisions and some fun can be had. This could be ice-skating in the winter at one of London's ice rink venues or arranging a summer picnic in Hyde Park. There will be a budget given by the department. This cohort rep will also be invited to the Student/Staff committee.

New students who are interested in becoming a cohort rep should express their interest by email to Kate Lewis.

Mechanical Engineering Library Store

The library store is located in room 396 on the 3rd floor. Keys for the store may be obtained from the library assistant, Akshat Agarwal, e-mail: akshat.agarwal08@imperial.ac.uk. A supply of forms will be found in a tray just inside the library store and a form should be completed each time an item is withdrawn. The key should then be returned with the form. Items to be returned may be placed in the "library store returns tray" on the table just inside Room 567, 5th floor.

There is no set limit to the length of the borrowing period at present but students are expected to use their discretion and only retain an item for a reasonable amount of time. Anyone wishing to borrow an item for a lengthy period should email Akshat. Please note that most theses are now in electronic format in the college central library.

Holidays

Research Students may take six weeks holiday a year by arrangement with their supervisor. These weeks are **not** in addition to the College closure weeks at Christmas and Easter.

College closure days can be found on the following webpage:
http://www3.imperial.ac.uk/hr/workingatimperial/collegeclosures

Security

Imperial College Identity Cards are issued to all staff and **registered** students **(if your card is**

lost or stolen you must inform the security office immediately).

Some thefts do occur from time to time in College - take great care of your own and of College property; do not leave valuables in College if possible; lock your room/desk/locker and do not leave wallets in jackets in unattended areas etc.

Accounts

For project and general accounts please see Sam McKenney (s.mckenney@imperial.ac.uk) or Rebecca Rahman (r.rahman@imperial.ac.uk) in room 460d.

Pigeon Holes
The letter rack for internal and external mail for PG Course and research students is on Level 2 near the refreshment dispensing machines. There is a two tier system in operation, check both upper and lower letter racks (the lower racks are for larger items of post). **Please remember to check these regularly and do not rely solely on e-mail communication.**

Noticeboards
General PG and Research Students noticeboards are by the lifts on level 5. Please check the noticeboards frequently.

Careers
Any course student who is in need of careers advice or assistance in finding employment should see Dr Mike Ristic (room 743) as soon as possible. Research students are also invited to seek assistance in their final year.

Refectories are located in the Sherfield Building.

Breakfast is usually available in the Main Dining Hall, from 8.30 a.m. to 10.00 a.m. and lunch from 12.00 to 2.30 p.m. The Main Dining Hall serves fast food - including vegetarian food.

Postgraduate students may use the Senior Common Room, level 2, which serves a range of hot dishes and salads. On level 2 (opposite the IC shop) is the Q.T. shop which sells a wide variety of salads, sandwiches, snacks and confectionery.

There is a cafe on level 7 (room 702) of the Mechanical Engineering Building which sells hot drinks, sandwiches and snacks and there are vending machines on the concourse.

Social

There are many clubs and societies organised by the IC Students Union http://www.imperialcollegeunion.org/, and the Guilds Union Office. We hope you will join in some of these activities as it helps you to meet people from outside the Department, but be selective - there is work to be done too!

Sports

The College Sports Centre is called ETHOS and is situated on the north side of Princes Gardens. The facilities are extensive and include a large gym, a studio for fitness classes, a 25m swimming pool, a sports hall, squash courts and climbing wall. Most facilities are free for students; students wishing to use exercise equipment must attend an orientation session.

For further information please access www.imperial.ac.uk/sports

Union Shop and Stationers is on level 2, Sherfield Building approach.

Bank - a branch of Santander is on the walkway, Sherfield Building approach. There are also cash machines on level 1 of the Sherfield Building.

Finally . . . . .
May we say again how pleased we are that you are joining us in the Department and look forward to meeting you on various occasions during the year.

Professor John Dear
Postgraduate Tutor,
Mechanical Engineering Department

Imperial College London
Department of Mechanical Engineering

_____

INFORMATION FOR NEW RESEARCH STUDENTS AND
NEW RESEARCH ASSISTANTS (2013/14)

1. Academic Staff Responsible for Postgraduate Research Studies

Professor A Amis   Director of Research
                                    (Room 638, ext 47039)

Dr D Dini   Deputy-Director of Research
                                    (Room 696, ext 47242)

Professor J P Dear   Postgraduate Tutor
                                    (Room 516, ext 47086)

Dr F M Rodriguez y Baena   Deputy Postgraduate Tutor
                                    (Room 708, ext 47046)

Dr F Nadiri   Advisor to Women Students
                                    (Room 791, ext 47021)

Kate Lewis   Postgraduate Administrator
                                    (Room 547, ext 47022)

2. General information

> http://www3.imperial.ac.uk/students/newstudents

The college student web pages provides a wealth of information for PhD research students and details of website links to Registry, the College libraries and also provides full details of the relevant procedures and regulations.
(***To access websites listed in this document, right click on the link and select Open Hyperlink***)

3. Registration / Assessment / Progression / Thesis submission information

3.1 Registration

- All students, new and continuing, <u>must</u> register online at their Student e-service account for each academic session by the end of the first week of the session. See the Registry information for further instruction at
  http://www3.imperial.ac.uk/registry/currentstudents/howtoregister

- Research Assistants (staff), for whom PhD registration is sought, should also submit the higher degree registration form (IC/A) to Registry, together with a copy of their contract and a transcript of their first degree.

3.2 Induction

- All October 2013 cohort students will be expected to attend the compulsory timetabled lectures during the first week of term. Those who join us after this first week will be expected to attend the second induction lecture held in February 2014.

- All students are also expected to have a safety induction with their division and complete any necessary forms. Please speak to your Supervisor regarding this induction or your divisional representative:

Divisional Rep (Applied Mechanics)	Dr U Hansen	ext 47061
Divisional Rep (Mechanics of Materials)	Dr Ambrose Taylor	ext 47149
Divisional Rep (Thermofluids)	Dr F Beyrau	ext 47157

- If you require the use of the manufacturing workshop (Skempton building, Room 150) during your research then you will be required to attend a two day safety workshop induction before you are allowed access to the workshop. Kate Lewis can inform you when the next workshop is available.

3.3 Research Plan

- It is a college requirement that we receive an independently assessed Research Plan at 9 weeks. Should be no more than 2 pages of A4 and can also include a Gantt chart.

- You will discuss and agree the plan with your Supervisor who will then email the PG Administrator and an agreed independent assessor (another academic), who will then sign off the plan; a copy of the plan is kept in your personal file in the PG Office.

3.4 Twice Yearly research assessment forms

- It is a college requirement that research assessment forms are completed twice a year. These forms are sent out for completion in January and June each year.

- Your supervisor should complete section one, discuss the assessment with you, and then you both should sign. The student is responsible for completing section two. Both sections of the form are to be returned, as hard copies, to the PG Office, room 547.

3.5 PhD Progression

- PhD Progression reviews will occur twice following initial registration. PhD Early Stage Review will be at 9 months and PhD Progression Late Stage Review will be between 18-24 months

Early Stage Assessment 1 (9 months)

- The supervisor(s) will recommend another member of staff to act as an independent assessor. The independent assessor should normally be a member of academic staff in the department. The assessor should be approved by the Director of Research prior to the submission of the report.

- A report should be prepared and submitted to the supervisor(s) and to the independent assessor. The page limit for this report is 20 pages. Reports exceeding this limit will not be accepted. The report should be structured with the following sections:
  - (i) The scope of the project
  - (ii) A summary of the relevant literature
  - (iii) Work which has already been carried out
  - (iv) A clear programme for the pursuance and completion of the thesis.

- There will follow an oral interview/examination with the supervisor(s) and the independent assessor.

- Any outstanding English Language test requirement must also be completed before this PhD progression review (see section 5 of this document)

- You should have completed the required four transferable skills courses **OR** the Research Skills Development (RSD) residential course plus one further course in the 'Underpinning Skills' category by this Early Stage Assessment milestone (see section 8.2).

- If we are not happy with the standard of your work then we may transfer you on to the MPhil.

Late Stage Review (18-24 months)

- This review will consist of two elements: (i) Written evidence of progress and (ii) an oral presentation. We will be flexible on how this is achieved and you will have 3 options for the assessment:

  1. The oral presentation of a peer reviewed archival paper at a conference will be viewed as a sufficient fulfilment provided the student is the major contributor.

  2. The oral presentation of a paper at a conference. Should the paper not be peer reviewed then the written work will be independently assessed (see below).

  3. A internal report of the quality and length consistent with an archival journal publication coupled with an oral seminar presentation. Both elements will be independently assessed (see below).

- Assessment in (2) and (3) above: The supervisor(s) will recommend another member of academic staff in the department to act as an independent assessor where required. The independent assessor should be approved by the Director of Research if not an academic member of staff in the department.

- You are encouraged to continue your professional development throughout your studies and to have attended two 'Consolidating Phase' transferable skills workshops by this Late Stage Review milestone (see section 8.2).

3.6 Interruption of Studies

- The supervisor(s) must be informed of any absence from the College. For any lengthy absence an "Interruption of Studies" form should be completed and given to the supervisor(s).

- This should be requested when a personal emergency or other circumstance arises which necessitates a break in the student's course. No fees are payable for such a period, during which a student's research registration is effectively suspended. This is not the same as study leave. You can apply for Interruption of Studies using the IC/B form, available from Registry. Student bursaries are normally suspended during an official 'interruption of studies' period.

3.7 Writing-up status

- When you are approaching 3 years' registration you will be asked by the PG Administrator to confirm your intentions. You must discuss with your supervisor whether to extend your registration or to enter 'writing-up' status.

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

- If you enter writing-up status, you are permitted to write up your thesis in College for six months immediately following the end of your registration and all experimental work. This allows you to have access to all College facilities for a registration fee of £100, payable either by you, the department or your sponsor.

- Students are expected to submit an Exam Entry Form within two months of entering writing up. The writing-up period cannot be extended beyond six months, but students may continue to write up away from College for the life of the Examination Entry.

- Students with writing-up status will have the same privileges as all full time students, e.g. library privileges, during the writing-up registration period and **will be eligible to be issued with Council Tax exemption certificates**.

3.8 Thesis Submission

- It should be noted that the College requires the submission of the PhD thesis to occur within 4 years of initial registration.

- The instructions and notes on submission, format and binding of theses submitted for the degrees of MPhil, PhD, MD(Res) and EngD can be obtained from the Registry website:

  http://www3.imperial.ac.uk/registry/exams/thesisandvivas

- The student is personally responsible for the submission of the thesis to the College. (Note that the College has a word limit on the acceptable length for the thesis; please see the Registry website for current regulations. At the time of writing, this limit is 100,000 words for a PhD thesis. For more information on what is required for thesis submission, see Section 9 of this document.

- If you cannot submit within 4 years due to mitigating circumstances then you and your supervisor will normally need to make a special case to the Director of Research for an extension. You will need to complete a 'Late submission' form which can be obtained from Kate Lewis

4. Health and Safety

4.1 General Safety, Workshop and Laboratory Registration

- All new students and Research Assistants will be given copies of the College and Departmental Safety Policy Statements by the Technician Head of Division or by the supervisor(s).   This must be read before starting any experimental work.

- All new students and lab-active RAs are required to attend the Department's Safety Lecture which is usually held in October (for students starting after this date, please see the website for more information).

- All new students who are required to use the Manufacturing Workshop need to attend a 2 day training workshop before they are allowed to use the facility. Please contact Kate Lewis if you are required to use the manufacturing workshop.

- Lab-active students and RAs will be inducted into the relevant division laboratories prior to the commencement of experimental work. Advice on these arrangements is provided by your supervisor(s) or the Technician Head of Division.

- All lab users must be authorised by the Head of Division or Technician Head of Division to do experimental work. All lab users are required to complete a "Registration of Lab-active Workers Form" and if required, a risk assessment for any activity involving the use of hazardous chemicals (COSHH form). These are available from the Technician Head of Division.

4.2 Registration of Lasers and Users.   College policy requires every laser user to be registered with the Departmental laser safety representative (Professor A M K P Taylor). Please remember to notify him, with the approval of your supervisor(s), should you have to use lasers of any power output.

4.3 **Chemical and Radiological Safety.** There are strict rules governing the ordering and possession of chemical and radiological substances.

- All substance, including free samples, must be ordered through the Technician Head of Division who will require the associated COSHH safety form.

- Under no circumstances should any substance enter the Department without this form, which will also assist in the ultimate disposal of the substance.

- The total number of radiological sources which are allowed in a given building at any one time are strictly limited and the Technician Head of Division will advise prospective users on the correct procedures to be followed for the approval, ordering, "housekeeping" and disposal.

5. English Language Support Programme (ELSP)

5.1 The Requirement

All postgraduate research students who are **not native speakers of English** must undergo an English assessment at Imperial College when they start their research studies (the Requirement). This is an internal College assessment test, chiefly of writing skills, and is completely separate from the English requirements for entrance (IELTS, TOEFL, etc). A second assessment at your PhD Early Stage Review may be required depending on the result of the earlier internal assessment.

The purpose of the procedure is to ensure that students who need language support receive this as early as possible and that they can complete their PhD on time.

5.2 Exemption from the Requirement

Students who are not native English speakers, but whose level of English is near that of a native-speaker, can be exempt from the requirement with the agreement of their supervisor(s) and the Director of Research. The exemption categories are:

- Native-speakers

- Students who are bi-lingual (by birth or domicile)

- Students with a first degree in the medium of English (3 years minimum) or students with extensive education or work experience (4 years minimum) in the medium of English

If you wish to apply for Exemption, you must contact Kate Lewis within two weeks of initial registration and request an exemption form. You must state on the form which exemption category from above you believe applies and it must be signed by your supervisor. The signed form should then be returned to Kate Lewis.

Before applying for exemption, please note the following:

- Completion of a one year MSc course in the medium of English (even from Imperial) does not qualify you for exemption.

- The written language skills needed to produce a PhD thesis are significantly more demanding than those needed to produce an UG or MSc project report.

- The English language requirement is a benchmark assessment designed to advise the student and the supervisor(s) whether additional language training is needed for the completion of a PhD.

- If in doubt, students are strongly advised not to apply for exemption, but to take the test.

- If exemption from the requirement is applied for and granted, the ELSP **will not** provide English tuition at a later date, i.e. if the exemption was shown to be unwise.

Further information about the requirement, test dates and exemption from it can be found at http://www3.imperial.ac.uk/humanities/englishlanguagesupport/postgraduateenglishrequirement

5.3 English Language Support Programme (ELSP)

Immediately after registration, students who are not native speakers of English must either attend the ELSP for the initial assessment or apply for exemption through the PG Administrator and receive, in writing, exemption from the requirement by the Director of Research (see 5.2 above for the exemption categories). If an application for exemption is rejected by the Department/Division, students must undertake an ELSP assessment.

Students should access the Humanities website at
http://www3.imperial.ac.uk/humanities/englishlanguagesupport **for further information.**

The initial assessment

- Block tests are available frequently in the Autumn term, then monthly - or as required thereafter (test dates are available on the above website)

- Based on the test results, the ELSP will advise students about appropriate classes and place them if they wish to attend.

- The test for PhD students will take approximately two hours.

- Students should e-mail elsp@ic.ac.uk to arrange an assessment session place.

- You will be notified of the result of the initial assessment by the Department.

- All non native speakers of English should fall into one of the three categories:
        (i) Exempt from requirement (see notes below)
        (ii) Exempt from Test at Early Stage Review
        (iii) Test at Early Stage Review required

Assessment at PhD Early Stage Review:

- Students who are required to take a second test of English at the Early Stage Review stage will be contacted by the ELSP and the PG Administrator (ideally at least 1 months in advance) with details of their expected review date.

- The ELSP will contact the supervisor for titles for the long essay (main section) in the test. These tests cannot be provided on demand and will be available on given dates, with information on this available from the ELSP website. Hence, early notice of the review is essential to ensure that the English assessment and reporting process is completed before the review itself..

- You will be notified of the result of the initial assessment by the Department.

- The result should be entered onto the Early Stage Review form with respect to the English language requirement accordingly, as follows:

S	Satisfactory; no major problems are expected from a language point of view when writing up the PhD thesis.
NS1	Not yet satisfactory. Student has attended classes and/or clearly made progress since the initial test but the level of English writing skills still needs considerable improvement. Minimum of 4-6 months further active language development **recommended** before reassessment.
NS2	Not yet satisfactory. Current level is worryingly low. Insufficient evidence of progress and/or no or infrequent attendance of English classes. Minimum of 6-9 months further active language development **essential** before retest.

Where a student has not performed satisfactorily in the second English test they will be required to have another test at the Late Stage Review. If they are still unsatisfactory then a special case will need to be made by the Director of Research. Under these circumstances continued help will be provided to the student by the ELSP to improve their English. Such students may be subject to ongoing review and reporting to the Graduate Schools. If the student does not fulfil the English Language requirements by the Late Stage Review (18-24 months) then they may be required to transfer to the MPhil course.

6. Postgraduate Student-Staff Committee

Representatives from each research division are elected to the Postgraduate Student-Staff Committee, in addition to a representative of those students occupying the offices on level 8. The committee has been formed in order to enable you (through your representative) to voice your opinions, complaints and so on. It is in your interests to take an active part.

7. Information and Communication Technologies (ICT)

An introduction to ICT services is held during the start of session induction week.

Prior to using College ICT facilities, all students and RAs need to 'activate' their computer accounts. You would have completed this process during the online application process. At this time you were required to read, understand and comply with the college Conditions of Use of IT Facilities.

Full information may be found on the ICT web pages at http://www3.imperial.ac.uk/ict . It is your responsibility to ensure that you are not in breach of these conditions.

7.1 College ICT services

Details of all College ICT services can be found at http://www3.imperial.ac.uk/ict . Alternatively, visit the ICT Service Desk, level 4, Sherfield Building (ext 49000, e-mail service.desk@imperial.ac.uk). These webpages also include details of the ICT Print Service where you can view a list of your pending print jobs, manage your print jobs, and check on the status of your prepaid credit on your account.

For any computing problems you can go to the Drop-in-Centre, room 786, and see a member of the ICT support team any weekday between 12 noon and 1pm.

The Departmental IT Manager is Dr Fusun Nadiri, she is located in room 791, ext 47021, e-mail f.nadiri@imperial.ac.uk).

7.2 Departmental PC Cluster (for UGs and MSc students only)

It should be noted that the Departmental facilities provided in rooms 130B, 135, 759 and 782-5 are for UG and MSc students only and these should not be used by PhD students and RAs, who should use facilities provided by their Research Divisions (see below).

7.3 Divisional facilities (for PhD students and RAs)

PhD students and RAs have their IT requirements provided by their research divisions. New research students not supported from project funds may be eligible for a new PC purchase funded by the Department. Research divisions maintain computer and printing facilities available for the exclusive use of members of the division. This typically includes a PC for individual use, standard software, printing facilities and dedicated workstations with specialist software for your research. You will be given details of the facilities available to you during your induction with your supervisor.

8. The Graduate School

8.1 About The Graduate School

As soon as you begin your postgraduate studies at Imperial College you automatically become a member of the Graduate School. Membership means you become part of a wider community, broadening and enriching your academic experience.

The Graduate school:
- provides a programme of transferable skills training
- organises a number of special events throughout the year

Further information can be found at http://www3.imperial.ac.uk/graduateschool

8.2 The Graduate School Transferable Skills Course Requirements

All research students are expected to complete a number of Transferable Skills courses as part of their PhD registration.

The Graduate School's transferable skills requirement exists in order to ensure that all students receive some generic transferable skills training while at Imperial and have the opportunity to engage with the programme, alongside their laboratory and other work.

You will be required to meet your attendance requirement by the 9 month (Early Stage Assessment or ESA) milestone. You should therefore attend:

- a minimum of 4 courses, each from a different domain in the Underpinning Skills phase
OR

- the Research Skills & Development (RSD) course plus one other course which can be from any domain in the Underpinning Skills phase

Please also see information at
http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsresearch/professionalskillsrequirement

9. Forms, Reports and Courses

The Registry web page for Research Student information is available on the college website. It describes the regulations made by the college and provides advice on good practice for research students and supervisors.

http://www3.imperial.ac.uk/registry/researchdegrees/engd

A Summary of the forms and reports to be submitted over a three year PhD degree is now listed. Note that all forms must be submitted to Kate Lewis (Postgraduate Administrator, room 547).

YEAR 1

Week 1: **College Registration.** All Research Students and First Year Research Assistants must register on-line with the College.

Week 2: If you are not a native speaker of English, you should either attend the **ELSP** for the initial assessment or apply for **exemption** through the Departmental/Divisional Administrator and receive, in writing, exemption from the Requirement by the Director of Research.

Month 1: You should attend the Departmental Safety Lecture.

Month 1: You should receive a copy of the "College Safety Policy Statement and Departmental Safety Policy" from your Technician Head of Division or from your supervisor(s).

Month 1: If your project involves experimental work, the **Registration of Lab Active Workers form** and the **COSHH/Safety form** must be completed and agreed with your supervisor(s), the relevant laboratory managers and the Technician Head of Division.

Month 1: **English Assessment for Non-Native Speakers of English.** Postgraduate students are required to take an English Language test or seek exemption according to the procedure laid out by registry (form available from Kate Lewis). Students who score less than 60% in the test will have to take a subsequent test as part of their Early Stage Review.

Week 9: Draw-up and agree with your supervisor(s) a formal three year research plan. This should be independently assessed and a copy should be emailed to Kate Lewis.

Month 9: PhD Early Stage Review via oral interview/examination with the supervisor(s) and an independent assessor.

Prior to the interview/examination, the following document should be submitted to the supervisor.

A report should be produced by the student in advance of the meeting which describes:
    (i) The scope of the project
    (ii) A summary of the relevant literature
    (iii) Work which has already been carried out
    (iv) A clear programme for the pursuance and completion of the thesis.

There is a 20 page limit on the length of this report which should be adhered to strictly. After the interview/examination, the following should be submitted to the PG Office:

(1) **Early Stage Review Form:** . Successful review of PhD progress. This form should be signed by ALL the supervisor(s) and the independent assessor.

(2) **Early Stage Review Report**: as prepared above, with any corrections/amendments requested by the independent assessor.

If a repeat of the **English language** assessment test was deemed necessary at the initial assessment in month 1, then the second test should be taken as part of the PhD Early Stage Review procedure. Progression will not take place until the second test is passed and you may be placed on an MPhil.

Month 12: Write a short progress report for your supervisor(s) to read and discuss with you. Send Kate Lewis a copy of the title page only.

****

YEAR 2

Month 1: **College Registration.** All Research Students must register on-line with the College.

Month 6: Write a short progress report for your supervisor(s) to read and discuss with you. Send Kate Lewis a copy of the title page only.

Month 6-12 Students will have a PhD Late Stage Review between 18-24 months after initial registration. This will consist of two elements: (i) Written evidence of progress and (ii) an oral presentation. (see section 3.3 for full details).
The results of the Late Stage Review will be recorded on a Late Stage Review Form and submitted to the PG Office.

****

YEAR 3

Month 1: **College Registration.** All Research Students must register on-line with the College.

Month 4-6: **Appointment of Examiners Form / Exam Entry Form**. This form, together with a description of the thesis and the reproduction of thesis form, must be submitted electronically at least four months before the submission of the thesis to Kate Lewis. The form should be downloaded from http://www3.imperial.ac.uk/registry/researchdegrees Students should complete section A of this form and then send it on to your supervisor for completion and onward forwarding to Kate Lewis.

The thesis title must be approved by the College, and the examiners will be appointed. Note that the abstract entered on this form need not be identical to that in the PhD thesis (but the thesis title must be). This form and the latest College

regulations concerning the submission of theses are available on the registry website as above.

Month 6: Write a short progress report for your supervisor(s) to read and discuss with you. Send Kate Lewis e a copy of the title page only.

Month 9-12: **Writing-up** Research students may apply to register as writing up (continuation) students for a maximum period of 6 months upon payment of a writing up (continuation) registration fee of £100.

The writing up (continuation) registration status cannot exceed six months and should usually follow immediately after the end of the student's normal registration period.

Students will have the same privileges as all full-time students during the writing up (continuation) registration period and particularly will be eligible to be issued with Council Tax exemption certificates.

Month 9-12: **Thesis Submission**. The student is personally responsible for the submission of the thesis to the College. (See section 3.8 of this document for more details). For the requirements of a thesis including procedure, any length limitations and forms to be completed the current regulations should be consulted. http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Regulations for Students

1. All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, and such other Regulations and Instructions for Students as the College may from time to time approve.

2. Any student whose sessional fees or whose residence charges (including charges made by the Du Cane Housing Association) have not been paid in full will not be allowed to proceed to the next year of the course and will be required to withdraw from the College. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.

3. Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

4. Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.

5. Student disciplinary offences of a non academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College, or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.

6. Candidates for the PhD or MPhil degrees are required by the College regulations to give conditional authority for their thesis or dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

7. Undergraduates must inform their Senior Tutor and postgraduates their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

8. A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

9. The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student's state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to him/herself or others. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue his/her programme of study the Head of Department shall consult the College Tutors and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies or require the student to withdraw from the College. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study.

   A student who is required to withdraw has the right to appeal against the withdrawal decision but not against the results of the medical assessment on which the decision is based. The student may, however, request that a second medical assessment be obtained from a medical practitioner approved by the College Health Service. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeal Committees, whose decisions are final.

   A student who is suspended will be regarded as having taken an interruption of studies, and will be required to provide medical evidence as to fitness to return to study in accordance with the conditions attached to the granting of interruption of studies.

10. No work involving ionising radiation may be carried out in any part of the College except in accordance with the current edition of the Imperial College *Local Rules for Safe Working Practices with Ionising Radiation (Second Edition Spring 1991).*

11. Students who make use of College Computing facilities are required to familiarise themselves with and to abide by the current edition of the Imperial College Information Systems Security Policy and Codes of Practice and Guidelines.

12. Computer misuse will be regarded as a serious offence and will be dealt with under the College Disciplinary Procedure or, where appropriate, under the provisions of the Computer Misuse Act 1990.

13. Students who are authorised, as part of their studies, to make use of 'data' and 'personal data' as defined under the Data Protection Act 1998 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.

14. All students must familiarise themselves and comply with the College's Student Intellectual Property Policy.

15. Students must ensure that their personal data on student e-service is kept up to date at all times including any change in their home or term time address or their emergency contact details.

16. Where a student has a pre-existing relationship, or develops a relationship during the course of study, with a member of staff such that there is a potential conflict of interest, especially with regard to the student's assessment, the student and member of staff must declare this in confidence to the Head of Department at the start of the course of study or at the point at which the relationship has started if this is during the course.

Council, July 2012