

# IMPERIAL

**Faculty of Medicine**

**National Heart and Lung Institute**



**Student Handbook**  
**2024–25**

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## **1. Welcome to Imperial**

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

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

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

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

You'll have access to an innovative range of professional development courses within the Early Career Researcher Institute throughout your time here, as well as opportunities to meet students from across the university at academic and social events – see page 8 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime.

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

## Our Principles

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

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

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

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

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

### **Imperial students should:**

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

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

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

## Doctoral Proposition

### Imperial will:

#### Provide a world-class research programme

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

#### Provide innovative and effective professional development

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

#### Deliver outstanding networking opportunities

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

#### Offer life-long membership 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



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

## Mutual Expectations for the Research Degree Student Supervisor Partnership

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



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

## Cornerstone

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



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



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



## Welcome from the Early Career Researcher Institute

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

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

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

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

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

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

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

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

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

## Introduction from the President of Imperial College Union



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

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

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

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

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

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

Wishing you an incredible year ahead,

Camille Boutrolle, Imperial College Union President 2024-25



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



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

## Key dates 2024–25

### Term dates

Autumn term: 28 September 2024 – 13 December 2024

Spring term: 04 January 2025 - 21 March 2025

Summer term: 26 April 2025 – 27 June 2025

### Closure dates

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

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

Early May Bank Holiday: 05 May 2025

Spring Bank Holiday: 26 May 2025

Summer Bank Holiday: 25 August 2025

**NHLI PGR Induction** 07 October 2024, 08 October 2024

**PGR Away Day** TBC, summer 2025

## My Imperial Campus

An app for students - designed by students!

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

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

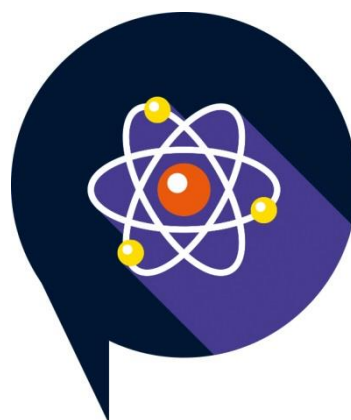
Current feature highlights:

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

## Imperial Success Guide

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

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



## Student Shapers

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

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

## Imperial Award

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

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

## 2. Location and facilities

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

### Your main locations of study will be:



#### [St Mary's Campus](#)

Norfolk Place  
London W12 1PG



#### [Hammersmith Campus](#)

Du Cane Road  
London W12 0NN



#### [Royal Brompton Campus](#)

Dovehouse Street  
London SW3 6LY



#### [South Kensington Campus](#)

Exhibition Road  
London SW3 2AZ

### Facilities

The Department's postgraduate office is located in room G211 – G212 at the Guy Scadding Building, Royal Brompton Campus. Students are encouraged to make an appointment (online or in person) with the PGR team ([nhlipgr.team@imperial.ac.uk](mailto:nhlipgr.team@imperial.ac.uk)) beforehand.

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



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

### Library Services

The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building. Further study space is available on level 3 of the Sheffield Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the library workshops and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of almost 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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



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

### **Shuttle bus**

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

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

### **Maps**

Campus maps and travel directions are available at:

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

### **Accessibility**

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

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

### **Smoke-Free Policy**

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

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

### **SafeZone**

SafeZone is an Imperial app through which you can quickly and directly contact the Community Safety and Security team whenever you need 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 Community Safety and Security team and, at the touch of a button, can share your location and personal profile so that they can respond quickly and effectively to your specific needs. It also allows the entire Imperial community to stay informed in the event of a major incident in London or wherever you may be in the world. Safezone also provides information on other services, such as real-time updates on the university shuttle bus.



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

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



### 3. Introduction to the Department

#### Welcome from the Director of Postgraduate Studies (Research)



I would like to take this opportunity to welcome you to the National Heart and Lung Institute (NHLI), Imperial College London.

NHLI is an international centre of excellence for basic, respiratory, vascular and cardiac sciences and is currently one of the largest within the Faculty of Medicine, which is the largest of the 4 Faculties, with laboratories and groups on 4 campuses.

While you are here you will be interacting with world leaders in their fields and will have the opportunity to conduct your research within a highly motivated environment. This will enable you to make important contacts and friendships which will last into your future career.

Within NHLI you will have access to an excellent network of support including supervisors, mentors, postgraduate tutors and of course the NHLI Postgraduate Research Office team, with whom you will be interacting a great deal.

Enjoy your time with us, make the most of it and remember that you will always be welcome to come back.

**Professor Michael Lovett**

#### Welcome from the Postgraduate Research Student Representatives

We all know how difficult it can be to adjust to a new, foreign environment and how welcome help and advice is. The NHLI student committee has been established with this in mind. We will try to help students integrate into campus life. If you need help or advice, for example, regarding accommodation, settling in or getting to grips with what's expected of you, we hope to be able to help.

If you have any difficulties or questions, you can approach anyone from the committee, which has representatives from Respiratory and Cardiovascular Sciences, as well as representatives for all the main campuses.

We hope you enjoy your time at the NHLI and use this opportunity to not only work and learn but also socialise. We will be organising social events throughout the year and hope you will participate. We are also happy to advertise other interesting social events, if you are keen on organising any.

We represent your views to the rest of the College and therefore if there's an opinion you feel needs voicing please let us know. Moreover, you're very welcome to become involved in the committee itself. The more the merrier!

## Academic and administrative staff

### Head of Institute

Professor Barbara Casadei

[b.casadei@imperial.ac.uk](mailto:b.casadei@imperial.ac.uk)

### Respiratory Division Heads

Professor Jadwiga Wedzicha (clinical)

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

Professor Clare Lloyd (non-clinical)

[c.lloyd@imperial.ac.uk](mailto:c.lloyd@imperial.ac.uk)

### Respiratory Section Heads

- Airways Disease
- Genomic and Environmental Medicine
- Inflammation, Repair & Development
- Respiratory Infections

Professor Sebastian Johnston

[s.johnston@imperial.ac.uk](mailto:s.johnston@imperial.ac.uk)

Professor Debbie Jarvis

[d.jarvis@imperial.ac.uk](mailto:d.jarvis@imperial.ac.uk)

Professor Sejal Saglani

[s.saglani@imperial.ac.uk](mailto:s.saglani@imperial.ac.uk)

Professor Peter Openshaw

[p.openshaw@imperial.ac.uk](mailto:p.openshaw@imperial.ac.uk)

### Cardiovascular Division Heads

Professor Jane Mitchell (non-clinical)

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

### Cardiovascular Section Heads

- Cardiac Function
- Cardiac Respiratory Interface
- Cardiovascular Trials and Epidemiology
- Genetics and Imaging
- Vascular Science

Professor Kenneth MacLeod

[k.t.macleod@imperial.ac.uk](mailto:k.t.macleod@imperial.ac.uk)

Professor Vania Braga

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

Professor Darrel Francis

[d.francis@imperial.ac.uk](mailto:d.francis@imperial.ac.uk)

Professor Dudley Pennell

[d.pennell@imperial.ac.uk](mailto:d.pennell@imperial.ac.uk)

Professor Anna Randi

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

### Director of Postgraduate Studies

Professor Michael Lovett

[m.lovett@imperial.ac.uk](mailto:m.lovett@imperial.ac.uk)

### Deputy Director of Postgraduate Studies

Professor Uta Griesenbach

[u.griesenbach@imperial.ac.uk](mailto:u.griesenbach@imperial.ac.uk)

### Director of Education (Taught Programmes)

Professor Louise Donnelly

[l.donnelly@imperial.ac.uk](mailto:l.donnelly@imperial.ac.uk)

### Senior Welfare Tutor (PGT)

Dr Duncan Rogers

[duncan.rogers@imperial.ac.uk](mailto:duncan.rogers@imperial.ac.uk)

### Senior Welfare Tutor (PGR)

Dr Charlotte Dean

[c.dean@imperial.ac.uk](mailto:c.dean@imperial.ac.uk)

### **Institute Lead for Postdocs**

Professor Miriam Moffatt

[m.moffatt@imperial.ac.uk](mailto:m.moffatt@imperial.ac.uk)

### **NHLI Postgraduate Tutors**

- Royal Brompton Campus
- St Mary's Campus
- Hammersmith Campus

Professor Uta Griesenbach  
[u.griesenbach@imperial.ac.uk](mailto:u.griesenbach@imperial.ac.uk)

Dr Fiona Culley  
[f.culley@imperial.ac.uk](mailto:f.culley@imperial.ac.uk)

Professor Beata Wojciak-Stothard  
[b.wojciak-stothard@imperial.ac.uk](mailto:b.wojciak-stothard@imperial.ac.uk)

Dr Prashant Srivastava  
[prashant.srivastava@imperial.ac.uk](mailto:prashant.srivastava@imperial.ac.uk)

Dr Michela Nosedà  
[m.nosedà@imperial.ac.uk](mailto:m.nosedà@imperial.ac.uk)

## **Departmental Information**

### **Higher Degrees Research Committee (HDRC):**

- Director of Postgraduate Studies (*Chair*)
- Deputy Director of Postgraduate Studies
- NHLI PGR Tutors
- NHLI Heads of Sections
- NHLI Divisional Representatives
- Education Manager
- NHLI Postgraduate Research Student Committee Representatives
- Postgraduate Research Coordinator
- Postgraduate Research Administrator

### **Postgraduate Research Student Committee:**

Royal Brompton Campus

Lauren Headley

St Mary's Campus

Shubha Talwar

Hammersmith Campus

Salina Nicoleau (Chair)  
Eleni Vasilaki

South Kensington Campus

Esther Bankole

### **Postgraduate Research Office:**

Education Manager  
Postgraduate Research Coordinator  
Postgraduate Research Administrator

Ms Shabna Begum  
Ms Lenara Urazaeva  
Ms Shuet Kwan Tang

**Institute Administration:**

Institute Manager  
Royal Brompton Division Manager  
South Kensington Division Manager  
South Kensington Division Manager  
Research Manager  
Education Manager  
Finance Manager  
Finance Administrator

Ms Joanna O'Brien  
Mr Matthew Smith  
Ms Eleanor Tucker  
Mrs Laura Rogers  
Dr Alun Owen  
Ms Shabna Begum  
Ms Laavannya Paramanathan  
Ms Jacqui Simmonds

## 4. Department Procedures

### Departmental Induction

We offer an in-person induction event each October. Please note that there is not just one intake per year, nor is it limited to the start of each term; we accept students with different start dates throughout the year. Our online induction is available through the Blackboard module, which is generally accessible year-round. It is currently offline for updates but will be available again by 1 October 2024. New students will be granted access once they have completed their enrolment. The induction timetable, including session details, will be sent via email in September.

### Conferences

Students are encouraged to attend training sessions and conferences to present their work as part of their research programme. Where possible they can apply for funds for this through the NHLI Travel Award scheme or the [Dean's Internship Award](#) scheme.

### Processing your Expenses Claims

It is important that you familiarise yourself with Imperial's [Expenses Policy](#). After you have incurred an expense, your claim should be submitted as soon as possible to your department. Unless otherwise stated by your department, all claims should be submitted within 3 months but not later than 6 months from the date of purchase. If your claim is submitted beyond 6 months, it is likely to be rejected and you will not be reimbursed.

### Professional Skills

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

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

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

See the Early Career Researcher Institute's website for details:

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

### Research Approvals

Prior to commencement of the project, the supervisor must ensure that:

- appropriate ethical permission has been obtained and this must be confirmed on the application form
- the consultants in charge of the overall care of the patients have given their consent to the study
- a suitably senior clinician is identified with whom the student can liaise
- the requirement for ethical permission is clearly explained to the student and that the appropriate clinical contacts have been established

- appropriate patient numbers are available for the study, as described in the guidelines on research projects involving clinical trials.

## Attendance and Absence

You must inform your supervisor if you are absent from the university for more than three days. If the absence is due to illness you must produce a medical certificate after seven consecutive days. You should also contact your supervisor for support and guidance if your research is being impacted by personal circumstances. This may include making a submission deadline extension request.

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

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

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

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


 [Unsatisfactory-Engagement-Policy-and-Procedure.pdf \(imperial.ac.uk\)](#)

MD(Res) and PhD programmes of study follow the 52-week academic year and students must attend as such. Imperial College closure days can be found here: <https://www.imperial.ac.uk/human-resources/leave/college-closures/>

Annual leave is dependent on the student's status (e.g. Imperial or hospital staff and full-time students) and each student should discuss this at the start of their research degree with their supervisor.

All annual leave must be requested from and approved by the supervisor and students must provide adequate notice. You must inform your Supervisor if you are absent from the College for more than three days during term. If the absence is due to illness, you must produce a medical certificate after seven days. In a case where the supervisor is not available, the student must contact their Section Manager or the Postgraduate Research administration team.

Postgraduate Research students should contact their supervisor for support and guidance if they are being impacted by personal circumstances in their research. This may include making a request under the thesis deadline extension request process:

 <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Guidelines---Thesis-Deadline-Extension-Requests.pdf>

Postgraduate Research students undertaking taught elements of a doctoral programme of study (i.e. MRes) should also refer to the following document:

 [Mitigating-Circumstances-Policy-and-procedure-21.22.pdf \(imperial.ac.uk\)](#)

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

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

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

## Health and Safety Information

Keeping you safe is a top priority for us. Imperial still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.

The latest Imperial guidance to students can be seen at:

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

The Imperial Health and Safety Statement can be found at:

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

### Your Departmental safety contact is:

 Sue Francis

 B183 (Basement), Guy Scadding Building, Royal Brompton Hospital

 020 7594 1029 **Mobile:** 07566 950 823

 [s.francis@imperial.ac.uk](mailto:s.francis@imperial.ac.uk)

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

- A Day One Safety Induction (with your primary supervisor) <https://www.imperial.ac.uk/staff/new-staff/guidance-for-managers/safety/>
- The Laboratory Safety Training <https://www.imperial.ac.uk/staff-development/courses-and-programmes/safety-training/safety-courses/laboratory-safety---foundation-training/>

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

### Imperial Safety Department

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

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

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

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

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

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

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

### **Occupational Health requirements**

Imperial's Occupational Health Service provides services to:

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

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

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



## 5. Doctoral Milestones and Progress Reports

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

Imperial is dedicated to the wellbeing of its doctoral students, which includes supporting the development of their ability to communicate their research effectively and to manage the writing-up process independently. As part of this support, incoming doctoral students are assessed via Doctoral Academic Communication Requirement Assessment 1 within the first 3 months. This provides them with a clear understanding of their writing ability in relation to the demands of a research degree at Imperial and identifies areas for development.

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

### Full-Time Students

All full-time students follow full-time milestones, i.e. devote 80%-100% of their time to their research. The minimum registration for MPhil is 12 months and for PhD and MD(Res) it is 24 months. Full-time PhD students must submit their thesis for examination within 48 months of the date of the initial degree registration (i.e. within four years) while MD(Res) students must submit their thesis within 36 months. Full-time MPhil students must normally submit their thesis for examination within 24 months of the date of the initial degree registration.

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

Such students may include:

- Those who are self-funded
- Those who are on studentships and undertaking research on a full-time basis
- Staff of Imperial College London (e.g. Research Assistants, Clinical Research Fellows, Research Technicians, Statisticians) or NHS staff (from any NHS Trust hospital).

Full-time students have accompanying concessions such as eligibility for housing, Council Tax exemption, receipt of tax-free stipend (as applicable). These students will pay fees as Home/ (H) or Overseas (O) Students; the latter includes EU students.

### Registration with NHLI

Upon starting, full-time students will be given form NHLI01. This form should be completed and returned to the NHLI Postgraduate Research team within two weeks of their start date.

Please note that registration with NHLI **must** be completed within one month of commencement of study and before the end of the calendar year. The student must submit a Research Proposal within six weeks of their start date. This research proposal must be the student's own work (with input from the supervisor) and describe studies to cover the entire duration of the intended degree.

Full-time students must complete the minimum Graduate School training requirement and attend the NHLI Postgraduate Induction.

### Staff students with a College contract

Students with Imperial College London employment contracts who enrol on the NHLI PhD/ MD(Res) programme and will be self-funding their studies must ensure their contract covers the entirety of their research programme to remain eligible for fee remission (currently 2/3 off fees).

Students with staff contracts from Imperial College Healthcare and associated NHS Trusts who enrol on the NHLI PhD/ MD(Res) programme and will be self-funding their studies may be able eligible for a fee discount through the Department (currently 1/3 off fees). Please refer to your Section Manager for details.

## Part-Time Students

Students who are described as part-time follow **part-time milestones**, i.e. devote 50%-79% of their time to their research. The minimum registration period is 48 months for PhD and MD(Res) and 24 months for MPhil. Students enrolled on PhD and MD(Res) programmes must submit their thesis for examination within 96 months of the date of the initial degree registration. MPhil students must normally submit their thesis for examination within 36 months of the date of the initial degree registration.

As above, such students may include:

- Those who are self-funded
- Staff of Imperial College London (e.g. Research Assistants, Clinical Research Fellows, Research Technicians, Statisticians) or NHS staff (from any NHS Trust hospital).

## Funded Students

It is the student's responsibility to inform the NHLI Postgraduate Research team and their relevant Division or Section Manager about details of their funding and any extension.

All stipend and consumables payments are set up and managed by the student's Section Manager, so it is important that they know who this is for their campus. Please refer to the [Department Research and Administration](#) page on the NHLI website for contact details.

## Six Monthly Academic Report & Student Experience Report

**Each April and October**, the student and their supervisor must complete a six-monthly progress report together. The student will also submit a separate 'Student Experience' form.

- at 6 months into the degree for PhD and MD(Res)
- at 18 months for MD(Res) students
- at 30 months for PhD students

Those students who have a mentor should also meet with their mentor formally following their first and last six-monthly review.

Students are responsible for submitting the 6-monthly academic progress form. The supervisor must discuss their comments with the student prior to submitting the progress report.

The **Student Experience form** should be completed by the student without any input from the supervisor. This is the student's own assessment of their programme and is designed to provide an avenue to feed back on their wellbeing and raise any concerns confidentially. In the eventuality that there are any issues occurring between student and supervisor, the student should indicate this on their Student Experience form, and it will be followed up by the DPS. Students can submit the completed form in confidence. The aim is to identify any problems at an early stage and to find solutions.

All forms are completed online and submitted to the PGR office:

- [nhlipgr.team@imperial.ac.uk](mailto:nhlipgr.team@imperial.ac.uk)

## **Feedback Form 6-monthly Academic Progress reports**

The 6-monthly Academic Progress reports are a written summary of progress meetings between the student and the supervisor where feedback would have been provided to the student on their progress. When they are submitted, the NHLI Postgraduate Research Office checks that everything appears in order, i.e. signatures from all parties, satisfactory progress of student, meetings with supervisors, level of satisfaction with supervisors, attendance at meetings and courses, etc.

If any significant issues have been highlighted, the matter will be followed-up by the Postgraduate Research Administrator, the Postgraduate Coordinator, Education Manager or Director of Postgraduate Studies and the Postgraduate Tutors as appropriate. If no issue is raised, the report will be placed on the student's record after review.

It is in the interest of both students and supervisors to ensure that these progress meetings and reports are undertaken.

## **Clinical Academic Training Office (CATO)**

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

CATO supports CRTFs by:

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

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

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

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

## **Research Proposal Confirmation (RPC)**

The research proposal, which must be written by the candidate with the supervisor's assistance, should be 2-4 pages (single-spaced) including figures (optional) with usually no more than 10 references and should be submitted electronically.

The purpose of this proposal is to allow assessment of the intrinsic scientific merit of the project and of the student's understanding of the project. It must, therefore, contain sufficient detail to allow a decision to be reached.

The research plan should be formulated on the basis of a two-year MD(Res) or three-year PhD programme of research. It should not just describe the work that would lead up to the Confirmation Review at 9 months.

The structure of the research plan should be as follows:

### **Title of the research and name of the student and supervisors**

**Background to project:** The background should be a survey of the literature directly relevant to your work. It will involve placing your molecule or system of interest in the context of your field. It may involve work that has been carried out in the laboratory before you arrived. This section should also provide the information from which you have formulated your hypothesis. You should add a concluding paragraph which provides a clear, succinct statement of the hypothesis on which your work will be based (one or two sentences at most).

### **Hypothesis**

**Aims:** The main goals of your research stated concisely, either as short sentences or bullet points.

**Plan of Investigation:** Describe the methods that you will adopt in sufficient detail to allow both your understanding of them and their feasibility to be assessed. Detail whether these methods are currently available in the division/department/section or how they are to be established. Evidence of successful pilot work should be incorporated into this section and will be particularly noted.

### **Approval Process**

The assessors will review the Research Proposal and complete an assessment report form confirming that:

The candidate meets the required standard with reference to the following:

- appropriately qualified
- proficiency in spoken English
- abilities and background suitable to undertake the research project

The project and supervisor meet the required standards with reference to the following:

- well-defined aims
- appropriateness of the plan of investigation
- comments on successful pilot work, if appropriate
- well-identified project such that the candidate has scope to carry out their own research even though they may be working in a large team with complementary projects
- if truly part-time, the fraction of time that the candidate will be able to devote to their studies
- necessary space and facilities can be provided
- sufficient funds are available for the expected duration of the programme. Where availability of funds has been confirmed by the signature of the supervisor/s, the liability for the provision of those funds will lie with the supervisor/s and not with the Institute
- supervision can be given for the expected duration of the programme (suitability and experience of supervisor)

The assessor reports will be made available to both student and supervisors.

It is important to note that this is an **approval** process and **not a Pass/Fail** examination.

Research Proposals that are not approved at initial consideration may only require some modifications to be made for approval to be given at a later date. Sometimes, though rare, there may be a need for the project to be entirely revised (see section on Resubmission below).

## **Resubmission**

In cases where the assessors do not approve a Research Proposal, the student will have the opportunity to re-submit within a given timeline.

## **Early Stage Assessment**



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

The purpose of the Early Stage Assessment (ESA) is to confirm that the student has a clear understanding of their field of research and the direction of their project, and has the potential to pursue research. Data presented at this stage may be minimal but should be indicative of the student's ability to perform.

The Early Stage Assessment process includes the submission of a written report no later than the end of **month 8** from date of registration, the subsequent oral assessment, the English Test if required, re-submission of report or re-viva (if needed) and attendance at the Graduate School courses, all of which must be completed within 12 months from registration. The ESA date noted at 12 months from registration on your MyImperial student record indicates the latest date of completion of your ESA. It is important to note that this is the final deadline for this assessment, which is why we require the ESA documents submitted at 8 months. If any delay or an extension is required, you will be required to complete a short form outlining the reason(s) for the extension. This will be provided to Registry for data purposes.

If a student underperforms at this stage, they may be reassessed within 2 months, and no longer than 12 months from initial registration. For PhD students, the consequences of poor performance include the option to downgrade registration to MPhil.

## **Written Report**

The ESA Report should be written by the student and should contain:

Title page with word count, name and CID

Abstract

Background of the subject

Hypothesis

Methods

Results obtained to date

Discussion, including a statement on the originality of the project

Outline of future work

All students are urged to read carefully through *Informal Notes on Requirements and Common Mistakes*. These are intended to indicate what should be included in the report and they provide a guideline for figures and legends as well as common errors to be avoided.

It is appreciated that at 8 months there may be little concrete data, but a clear protocol and techniques to be used should be well established. If there are any published or submitted papers or abstracts these should be included (these are not a pre-requisite for the report).

The report will be reviewed by two assessors; these would normally be the same assessors who undertook the initial Research Proposal review.

Subsequent to the submission of the ESA report, the Programme Administrator will email your ESA Written report to the assessors with the departmental assessment form and include the student into the message with instructions to arrange an oral assessment with the assessors.

## **Oral assessment**

The oral examination should take the form of a brief presentation by the student to the assessors (of 10-20 minutes, with the option of visual aids) followed by an assessment to review:

Oral presentation skills

Capacity for critical but constructive thinking

Thorough understanding of the relevant academic discipline

Competence in the relevant techniques

Awareness of the associated literature

Understanding of the hypothesis

Research ability

Published papers and abstracts

Originality of the research

PhD/MD(Res) potential

Confirmation project is feasible within the remaining registration period (with thesis submission within 4 years)

The presentation should conclude with a slide outlining the timetable and future work for completion of the research.

If a student underperforms at this stage they may be reassessed within 2 months, and no longer than 12 months from initial registration. This should be discussed with the Director of Postgraduate Studies.

For PhD students, the consequences of poor performance include the option to downgrade registration to MPhil.

Prior to student progress being confirmed to year 2, all research students must have fulfilled their Graduate School requirement.

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

### **Submission of Documentation**

Your submission must include:

- An up-to-date curriculum vitae
- A fully referenced report of 5,000 - 6,000 words (excluding references and figures, but including an abstract of about 400 words). Word count needs to be indicated on the front page.
- A list of 20 seminars attended (this can include up to 5 sessions attended at Symposia but does not include internal lab meetings and departmental seminars i.e. work in progress seminars)
- Documentary evidence of attendance at Graduate School Professional Development workshops (available on the Graduate School pages: [www.imperial.ac.uk/graduate-school/](http://www.imperial.ac.uk/graduate-school/)). These should amount to 2 credits.

All required documents are submitted electronically via [Blackboard](#). The written report should additionally be submitted via Turnitin, the plagiarism detector software, portals for which are embedded in Blackboard.

### **Late Stage Review**

The purpose of the Late Stage Review (LSR) is to confirm that the student has comprehensive understanding of the research problem, has a critical awareness of the relevant literature on the subject and has a realistic research plan and schedule for completion within the registration period.

Within 18-21 months from their start date, each research student (MD(Res) and PhD) following full-time milestones (by 36-42 months for those following part-time milestones) is required to give an Oral Presentation to their assessors (the same assessors as for their Research Proposal and Early Stage Assessment) to ensure that good progress is being made with their research.

Students and supervisors are responsible for organising the LSR and therefore must ensure they liaise with the assessors in plenty of time to set a date for the oral presentation within the 18 to 21 months' window from the student's initial registration. The date at 24 months from registration noted on your student record on MyImperial, indicates the final completion date the LSR. This is the absolutely final deadline for completion of this assessment. Again, if a delay or an extension is required, the student must request this by completing an extension form outlining the reason(s) for the extension. This will be provided to Registry for data purposes.

Importantly, students and supervisors should liaise with NHLI's Postgraduate Research Degrees Office should they encounter any delays or difficulties in arranging the LSR, so that it can help.

Students and supervisors must inform the Postgraduate Research Office of the confirmed date of the LSR ([nhlipgr.team@imperial.ac.uk](mailto:nhlipgr.team@imperial.ac.uk)). The assessment form for the LSR will then be provided to the assessors.

If a student underperforms at this stage they may be reassessed within 3 months, and no longer than 24 months from initial registration.

### **Written Report and Slides**

The report summary must be fully referenced and no more than 4 pages in length (excluding references and figures). If there are any published or submitted papers these should be included. Minor changes to the slides may be made between submitting them to the Postgraduate Research Office and giving the Oral Presentation.

### **Oral Presentation**

The presentation (about 20-30 minutes) should start by describing the progress which has been made and conclude with a plan of future work through to submission.

The presentation should be to an open group (e.g. Section, group meeting) followed by a private meeting if requested by student or assessors. Every effort must be made to have both assessors present at the LSR meeting.

Exceptionally, if both assessors cannot attend an LSR oral assessment with an open group within the 18-21 month window, then a private assessment within the window with both assessors is possible.

### **Submission of Documentation**

- An up-to-date curriculum vitae
- A fully referenced report of no more than 4 pages (excluding references and figures).
- Any journal articles published or submitted for publication
- Documentary evidence of attendance at Graduate School Professional Development workshops (available on the Graduate School pages) 2 further credits since ESA
- Oral presentation PowerPoint slides

All required documents are submitted electronically via Blackboard

 [https://bb.imperial.ac.uk/ultra/courses/\\_43751\\_1/cl/outline](https://bb.imperial.ac.uk/ultra/courses/_43751_1/cl/outline)

The PGR Office will then email the LSR paperwork – including the feedback form – to the assessors, copied to the student. In the email will be instructions for the student on how to arrange the oral presentation meeting with the assessors.

## Interruption of Studies

It may happen that a personal emergency or other circumstance arises which requires a student to interrupt their studies. It is vital that the student inform their supervisors immediately, and they in turn inform the Postgraduate Research Office, so that the student's registration and timeline can be suspended until they return.

Interruption of Studies (IOS) should be put in place for any compassionate leave, maternity and paternity leave, personal emergency, lack of funding, etc. Tuition fees are not payable for such a period.

Please note that an interruption of studies is independent from any employment procedure carried out with Human Resources.

**Note - only in exceptional circumstances can interruptions of study be applied retrospectively.**

Upon returning to study following an IOS for health reasons, Registry will require a confirmation from a medical practitioner that the student is fit to return to their study. If a student has been off sick and has health-related concerns about their return to study, they should contact Occupational Health directly.

Information about applying for an Interruption of Studies and related guidance can be found at:

<https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/>



## 6. Academic Support

### Departmental Support and Faculty Senior Tutors

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

#### 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.

#### The Role of Postgraduate Tutors

The Postgraduate Tutors are responsible for the overall smooth running of the Institute's postgraduate affairs. Along with the Heads of Sections, they form the NHLI's Higher Degrees Research Committee, chaired by the Director of Postgraduate Studies.

Their duties and responsibilities include the following:

Pastoral and administrative responsibility on the Institutional level for all research students.

The arrangement of induction sessions for research students.

Ensuring that proper supervisory arrangements have been made for all research students.

Monitoring the initial stages of each student's research and the arrangements for subsequent degree assessments.

Acting as mediators in cases of dispute between a student and a supervisor.

In some of the larger Schools/Institutes/Departments the pastoral and administrative responsibilities of the Postgraduate Tutor are shared amongst two or more people or by the Postgraduate Tutor and the Director of Postgraduate Studies respectively. You can arrange to have a meeting with the postgraduate tutor at any time during your PhD/MD(Res).

Students are also able to refer issues of a pastoral nature to the Senior Welfare Tutor (PGR), Dr Charlotte Dean ([c.dean@imperial.ac.uk](mailto:c.dean@imperial.ac.uk)). Please note all meetings will remain completely confidential.

It is important that you contact the postgraduate tutor if:

You are having problems with your supervisor, particularly if you feel that you are not being adequately supervised.

You are in financial difficulty.

You have problems outside of work that are affecting your ability to complete your PhD/MD(Res).

You have health issues. Please remember the postgraduate tutor must be informed if you take more than a week off your studies through ill health.

The postgraduate tutor may be able to offer practical solutions to the problems you are experiencing; they can certainly offer advice and if necessary can act as a mediator between you and your supervisor.

#### Formal meetings with the postgraduate tutor

You will meet some of the postgraduate tutors with other new postgraduate students at the induction session.

After any of your 6-monthly progress reports you can meet with the postgraduate tutor to discuss this report if there is any indication that you are having problems.

## **The Role of the Director of Postgraduate Studies (Research)**

The Director of Postgraduate Studies (DPS) has the same responsibilities as the Postgraduate Tutors. In addition, the DPS has overall responsibility for the coordination and management of postgraduate research training within NHLI.

The DPS reports to the Graduate School and is the chair of NHLI's Higher Degrees Research Committee (HDRC).

## **The Role of Senior Welfare Tutor**

The Senior Welfare Tutor – Dr Charlotte Dean ([c.dean@imperial.ac.uk](mailto:c.dean@imperial.ac.uk)) – has responsibility for the pastoral care of PGR students in NHLI. While the role of the Senior Welfare Tutor supports Mentors and supervisors in fulfilling their roles, it is also to provide direct support and guidance to students in difficult and complex situations. Students can contact her in confidence to discuss any issue that they are either not able to discuss with their supervisors or which is a source of concern to the student's wellbeing.

## **The Role of the Mentor**

Each postgraduate research student within NHLI is entitled to a mentor at the start of their studies. If an MD(Res) or PhD student is interested in having a mentor, they should contact Mr Ross Goold ([r.goold@imperial.ac.uk](mailto:r.goold@imperial.ac.uk)), NHLI's Divisional Senior Administrative Assistant. If the student already has an idea of who they would like as a mentor, please mention this when contacting Ross.

The main role of the academic mentor is a pastoral one. It is not intended that the academic mentor should act in a supervisory role rather, the role of academic mentor must remain separate from the role of supervisor. The idea of the academic mentor is to provide the student with an additional person with whom to consult informally.

The academic mentor must:

- be employed by Imperial College London
- be independent from the research group and section
- have supervision experience
- have attended the supervision and mentoring workshops.

It would be helpful if the academic mentor had some knowledge of your area of research, but this is not crucial to the role.

If the mentor leaves Imperial College London during the course of the student's registration, a new mentor must be allocated as soon as possible.

It is important that the student's mentor is carefully chosen to be able to play an active and clear role during the period of research study in order that conflicts of interest might be prevented. Therefore, a research student should not have a supervisor and a mentor who are related by marriage or who are partners.

NHLI provides mentoring workshops for both mentors and mentees and students are encouraged to attend the training.

## Meetings with your Mentor

Students can contact and meet with their mentor at any point during their research degree. At a minimum, we recommend that formal meetings should be organised for a discussion of progress upon:

- Registration and/or
- before submission of the first 6-monthly report
- before submission of the last 6-monthly report (30 months for PhD and 18 months for MD(Res) students)

## The Role of the Supervisor

Supervisors of postgraduate students (PhD and MD(Res)) are obligated to comply with all aspects of Imperial College London procedure. They must ensure that the compulsory reports at 4-6 weeks and every 6 months are completed in a professional and timely manner. Supervisors must also ensure that the PhD and MD(Res) Early Stage Review (ESA) is submitted within 8 (to be completed by 9) months from registration and that thesis submission is completed within the recommended 36 months, and not later than 48 months.

Adequate supervision is difficult to define, but it is suggested that each supervisor will maintain regular contact with their students through tutorials, group meetings or at the bench and should set aside normally a minimum of one hour per week for consultation with them.

Only individuals with an academic post within Imperial College London and funding in place for the duration of the student's registration are eligible to be primary supervisors. Individuals who do not hold an academic post at Imperial College London or with less duration of funding may be eligible to be secondary supervisors in some circumstances.

Where the primary supervisor holds an Honorary contract, the secondary supervisor must be an Imperial College London employee and hold an academic post for the duration of the degree registration.

The College does not prescribe a limit but it is suggested that few academic staff would be likely to have more than six research students at any one time (i.e. perhaps two in each year of the postgraduate programme).

Primary supervisors must have supervised PhD/MD(Res) students to successful and timely completion and must have attended training available through the Graduate School. Please refer to the Cornerstone programme below:

- a. <https://www.imperial.ac.uk/students/academic-support/graduate-school/cornerstone/cornerstone/>
- b. New supervisors will be obligated to attend the training course before registration can be completed. Information about the availability of relevant training courses can be obtained from the Postgraduate Research Office.

Supervisors will need to ensure that each student has been through an official NHLI induction process before registration can be approved by the Institute. Induction days are held once a year by the NHLI Postgraduate Research Office and Tutors. If the student's registration does not coincide with these timings, the supervisor will need to arrange a meeting between themselves, the student and the NHLI Campus Postgraduate Tutor.

Where the student and the supervisor are related either through marriage or family, the nature of the relationship must be declared and discussed with the Head of Institute and the Director of Postgraduate Studies before registration can proceed.

If the student wishes to be assigned a mentor, they should contact Mr Ross Goold ([r.goold@imperial.ac.uk](mailto:r.goold@imperial.ac.uk)), NHLI's Divisional Senior Administrative Assistant. The main role of the academic mentor is a pastoral one. It is not intended that the academic mentor should act in a supervisory role and the role of academic mentor must remain separate from the role of supervisor. The idea of the academic mentor is to provide the student with an additional person with whom to consult informally. The academic mentor must be employed by Imperial College London and must be independent from the research group and section. The mentor must have supervision experience and ideally have attended the Supervisor and Mentoring workshop. It would be helpful if the academic mentor had some knowledge of the area of research, but this is not crucial to the role. If the mentor leaves Imperial College London during the course of the student's registration a new mentor must be found as soon as possible.

In cases where it is considered appropriate for a student to be co-supervised by academic staff who are married to each other or who are partners, this relationship must be declared to the Director of Postgraduate Studies. It is important that the student's mentor is carefully chosen to be able to play an active and clear role during the period of research study in order that conflicts of interest might be prevented. However, a research student should not have a supervisor and a mentor who are related by marriage or who are partners.

## **The Role of the Assessor**

In addition to your postgraduate supervisors, you will have two assessors. These will be scientists in academia with the appropriate knowledge base and expertise to judge your progress and offer you advice on your research.

These two assessors will be appointed on behalf of the NHLI Higher Degrees Research Committee; one suggested by the supervisor and the other nominated on behalf of the HDRC. At least one must be from outside your supervisors' research group.

The assessors will review your Research Proposal (RPC), Early Stage Assessment (ESA) and Late Stage Review (LSR) milestones and make a recommendation as to whether a student should progress with their degree.

The final decision will be made by the Director of Postgraduate Studies.

The assessment reports will be made available to both student and supervisors.

**Please see [Roles and responsibilities | Staff | Imperial College London](#) documents**

## 7. Examination Procedures

### My Imperial - Postgraduate Research Milestones

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

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

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

There is a step-by-step guidance to the Examination Entry form process and Thesis Submission process is available online at:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf)


### Viva

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

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

When your viva has taken place, you will be informed of the outcome.

Please read the Success Guide for postgraduate research students for more advice on preparing for your viva:

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

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

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

### E-theses: Requesting an Embargo

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

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

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

Reasons for requesting an embargo include:


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

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


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

## Plagiarism

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

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

When studying for a research degree (and as you continue in your research career) it is your responsibility to conduct and disseminate research results in an honest and ethical matter. When you prepare your Early-Stage Assessment, Late-Stage Review, or final thesis, as well as other publications and presentations throughout your studies, it is essential to avoid plagiarism.


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

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


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

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic

sources. You will be expected to run your Early-Stage Assessment through the Turnitin software – your department will be able to give you further information about this process.

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

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

 [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/](http://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/)

## **Collusion**

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

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

## **Dishonest practice**


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

## **Research Misconduct**

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

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

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

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

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

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

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

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

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



## 8. University Policies and Procedures

### Academic Regulations

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

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



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



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

### Unsatisfactory Engagement

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



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



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

### Fitness to Study


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




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

### Academic and Research Integrity

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

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

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

## Academic Appeals Procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the university, and that the decisions made at Early-Stage Assessment, Late-Stage Review or final thesis submission/viva maintain the integrity of our academic awards. Should you believe that you have grounds to appeal these decisions, we have laid out clear and consistent procedures through which appeals can be investigated and considered:

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

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

## Student Complaints

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

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

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

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

## Student Disciplinary Procedure

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

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

## Copyright

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

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

The Early Career Researcher Institute provides training on Copyright:

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

## Intellectual Property Rights Policy

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


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

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

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

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

The Early Career Researcher Institute provides training on Intellectual Property:

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

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

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

## Employment During Studies

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

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

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



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

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

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

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



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

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


## Study Leave

If you plan to carry out research away from Imperial for a period of 2 weeks or more as part of your PhD student registration, your department can approve study leave using the External Study Leave form (which is then submitted by your department to the Student Records team for recording).

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



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

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

## Ethics

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

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

## Good Research Conduct

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

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

## Leave

Taking Annual Leave

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

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

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

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

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

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



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

## 9. Wellbeing, support and advice

### Student Support Zone

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

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

### Departmental Support and Faculty Senior Tutors

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

#### Senior Welfare 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.

 The Senior Welfare Tutor for NHLI is -

Dr Charlotte Dean

 [c.dean@imperial.ac.uk](mailto:c.dean@imperial.ac.uk)

### Postgraduate Coaching and Research Degree Mediation

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

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

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

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

## Advice Services

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

### Careers Service

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

Visit the Career Service's website to:

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



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

### Student Counselling and Mental Health

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



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

### Financial support and tuition fees

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



020 7594 9014



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

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



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

For tuition fees queries, contact the Tuition Fees team:



020 7594 8011



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

### Imperial College Union Advice Service

Imperial College Union runs the Advice Service independently of the university with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing,



money and debt, employment and consumer rights, and personal safety. Contact the [ICU Advice Service](#) and complete the registration form to speak with a member of the team.


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

### **Student Hub**

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

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

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 9444


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

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

### **Accommodation**

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

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 3300

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

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

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

## **Health Services**

### **NHS Health Centre and finding a doctor**

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

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

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

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

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

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

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


## **Disability Support**

### **Disability Advisory Service**

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

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

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

 020 7594 9755

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

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

### **Departmental Disability Officers**

Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf, and will facilitate support within your Department.


 Duncan Rogers

 [duncan.rogers@imperial.ac.uk](mailto:duncan.rogers@imperial.ac.uk)

More information on Departmental Disability Officers is available at:

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

## Library and IT

### Information and Communications Technologies (ICT)

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

 020 7594 9000

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

### Software shop

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

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

### Library services

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

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your research. Also, don't forget to check out the campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of over 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

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

## Centre for Academic English (CfAE)

The goal of the Centre for Academic English is to ensure you develop both the ability and the confidence to excel as a communicator during your doctoral research and beyond. From the very beginning of your research and all the way through, we're here to help you realise your potential.

To achieve this, we've designed a flexible academic STEM communication programme for doctoral students. In the early stages of your research, you can join our sessions which provide the foundations of accurate and appropriate written communication for STEM research. Our technical speaking courses provide you with practical training in successful oral communication, helping you prepare for early-stage presentations and your viva. By using our online resources you can create your own personalised self-study learning pathway. As you build your pathway, you'll have the freedom to select the communication resources you need whenever you need them.

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

## Religious Support

The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management.

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

## Support for International Students

### International Student Support team

Students from outside the UK make up around half of our student population, so our International Student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

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

## 10. Student Administration

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

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

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

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



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

### Student Records



+44 (0)20 7594 7268



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

### Degree Certificates



+44 (0)20 7594 7267



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

## 11. Work-life balance

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

### Imperial College Union

The Union's range of 360+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

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

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

### Move Imperial

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

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

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

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

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

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

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

## 12. Student feedback and representation

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

You can submit feedback about your experience on the programme as follows: through:

- To the department through your Student Representatives (please see section below)
- To the Faculty of Medicine through the 'Meet your Reps' meetings chaired by the Deputy Director of the Graduate School
- To the College through the Postgraduate Research Experience Survey (PRES), held bi-annually.

### Student representation

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

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

<b>Chair</b>	Salina Nicoleau	Hammersmith
	Eleni Vasilaki	Hammersmith
	Shubha Talwar	St Mary's
	Esther Bankole	South Kensington, SAFB
	Lauren Headley	Royal Brompton

### 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. Imperial good practice guidelines for staff-student committees are available here:

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

The student reps attend the NHLI Higher Degrees Research Committee (HDRC) meetings in the Autumn, Spring and Summer terms.

There is also a monthly meeting with the DPS and the PGR Office staff to discuss issues and exchange relevant information.

## 13. Student Surveys

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

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

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

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



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

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




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



## 14. Professional Development Opportunities for Research Degree Students

### Graduate Teaching Assistants (GTA)

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

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

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

### Imperial Outreach

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

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

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

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

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

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

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

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

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

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

## **Professional Skills Development Programme**

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

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

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

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

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

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

## 15. And finally

### Alumni services

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

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

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



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