Imperial College London

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

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

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

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

Purpose of the Report

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

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

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

Format of the Report

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

Content of the Report

The report should contain:

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

Expected Level of Detail and Depth

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

Expected Level of Originality

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

A Note on Plagiarism

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

Submission Procedure

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

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

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

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

Assessment Procedure

The assessment must be based upon an examination, which involves the submission by the student of a written report and an oral examination on the report.

The assessment panel will include two academic members of staff, including at least one independent academic assessor (independent from the research "group", i.e. from the project and the supervisor).

The independent academic assessor will be chosen appropriately to judge the technical aspects of the research as well as the student's research methodology impartially.

Additional requirements of this assessment are:

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

Format of the Presentation

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

The outcome of the examination will be one of the below:

a) confirmation of the student's continuing registration for PhD or
b) transfer of the student's registration to MPhil or
c) student is required to withdraw from the College

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