

IMPERIAL

Centre for Higher Education Research and Scholarship



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 6 for more information.

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

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/

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.



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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



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/

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.

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



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

Key event dates

Festival of Learning and Teaching	24-26 March 2025 (provisional dates)
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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.

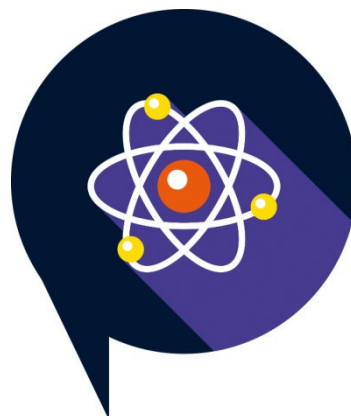
Current feature highlights:

- '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/



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/

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/

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 location of study will be:

 South Kensington Campus
Level 5, Sherfield Building, Imperial College London, South Kensington Campus, SW7 2AZ

Facilities

The department has a PhD hotdesking space located on Level 5, Sherfield Building. This space is inclusive of computers that are reserved for CHERS PGR students to use.

The Department's office is located at S508, Level 5, Sherfield Building, South Kensington Campus and open Monday – Friday from 09.00 – 17.00.

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/

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 Sherfield 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

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

Maps

Campus maps and travel directions are available at:



www.imperial.ac.uk/visit/campuses

Accessibility

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



www.accessable.co.uk/organisations/imperial-college-london

Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking 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

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/ 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 Head of Department, Professor Martyn Kingsbury



I would like to add my welcome to the Centre for Higher Education Research and Scholarship. The centre provides a locus for pedagogic scholarship and research at Imperial. It hosts our MEd programme for staff who support learning across the university who are learning more about the scholarship underlying the practice of university learning and teaching. CHERS is also a home to PhD students undertaking research in STEMMB pedagogy and supports others doing similar research based in other departments. As postgraduate students studying and researching pedagogy you are a vital part of the centre and its mission and support Imperial's evidence-based approach to teaching innovation and excellence.

There are pockets of ongoing educational research and research interests linked to STEMMB pedagogy distributed across the university; our mission is to facilitate this by providing an 'actual' or a 'virtual' home for all those researching pedagogy across Imperial's disciplinary context. Imperial provides a rich and challenging research-intensive environment in which to study and offers a platform and opportunities that few can match. This is a fascinating place and a great time to be engaged in pedagogic research and study, with cross-institutional curriculum innovation, evaluation and development and the wider Higher Education sector ever more focussed on pedagogy and the challenges it presents.

I wish you every success in your research and look forward to sharing in the insights into STEMMB-focused pedagogy that I am sure will result. Enjoy your studies and all Imperial has to offer, but aim for a healthy work-life balance and try and make the most of all aspects of your time with us as postgraduate student.

Postgraduate Research Programme Director, Dr Iro Ntonia



A very warm welcome to all new and returning research students at CHERS. I am Director of the Research Programme in the Department, and am here to support you in any and all matters related to your doctoral studies and your educational journey throughout your PhD. I will be working closely with your student representative in continuously developing the PGR student experience in the Department, and will be providing you with regular updates on any CHERS-related matters as well as training and development opportunities that may be relevant to you. I would like to take this opportunity to extend an open invitation to

you to feel free to get in touch with me if there are any aspect of your studies that you would like to discuss, or if you have any questions that I may be able to help with. I look forward to working with you over the course of your studies, and wish you every success in your research and development.

Welcome from PGR Student Representative, Roisin Gwyon



Hello everyone! I'm Roisin and I am the current Student Rep for PGR students in CHERS. This means I am someone to talk to who is not a member of staff for anything relating to your studies. I can help communicate any issues with the department or just be someone to chat to who is outside your immediate circle. I may send you important updates from the Students' Union and send feedback forms for you to complete on your academic experiences here. I will be part of the Student-Staff Liaison Committee, and I can assist staff if they would like to know

anything about the PGR experience in CHERS. Outside my role as Student Rep, I am a second-year PhD student at CHERS researching assessment feedback and disciplinary cultures, and I also have a part-time role as a Graduate Teaching Assistant with the Imperial Award. Prior to the PhD, I was involved in English as a Foreign Language and Academic Skills teaching for a number of years.

If you need anything at all, do feel free to reach out via [email](#).

Academic and administrative staff



Professor Martyn
Kingsbury
Director of Centre for
Higher Education Research
and Scholarship

Level 5, Sherfield Building, South Kensington
Campus
+44 (0)20 7594 1745
m.kingsbury@imperial.ac.uk



Vilma Rupeikaite
Centre Manager (maternity
cover)

Level 5, Sherfield Building, South Kensington
Campus
+44(0)20 7594 8781
v.rupeikaite@imperial.ac.uk



Dr Mark Anderson
Senior Teaching Fellow in
Educational Development

Level 5, Sherfield Building, South Kensington
Campus
+44 (0)20 7594 8781
m.anderson@imperial.ac.uk



Dr Richard Bale
Senior Teaching Fellow in
Educational Development

Level 5, Sherfield Building, South Kensington
Campus
+44 20 7594 8732
r.bale@imperial.ac.uk



Su Beasley
Workshops Coordinator

Level 5, Sherfield Building, South Kensington
Campus
+44 (0)20 7594 8691
s.beasley@imperial.ac.uk



Nikki Boyd
Senior Teaching Fellow
Medical Education

Level 5, Sherfield Building, South Kensington
Campus
+44 (0)20 7594 9956
n.boyd@imperial.ac.uk



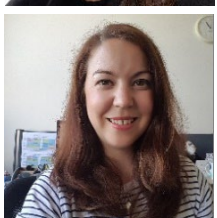
Dr Tiffany Chiu
Principal Teaching Fellow in
Educational Development

Level 5, Sherfield Building, South Kensington Campus
+44 (0)20 7594 8711
t.chiu@imperial.ac.uk



Sheri Djafer
Communications and
Research Coordinator

Level 5, Sherfield Building, South Kensington Campus
+44 (0)20 7594 8787
sherif.djafer@imperial.ac.uk



Dr Jo Horsburgh
Principal Lecturer in Medical
Education

Level 5, Sherfield Building, South Kensington Campus
+44 (0)20 7594 8848
j.horsburgh@imperial.ac.uk



Dr Camille Kandiko
Howson
Professor of Education

Level 5, Sherfield Building, South Kensington Campus
c.howson@imperial.ac.uk



Kate Ippolito
Principal Lecturer in
Educational
Development

Level 5, Sherfield Building, South Kensington Campus
+44 (0)20 7594 8789
k.ippolito@imperial.ac.uk



Dr Luke McCrone
Research Associate

Level 5, Sherfield Building, South Kensington Campus
luke.mccrone12@imperial.ac.uk



Dr Iro Ntonia
Principal Teaching
Fellow in Educational
Development

Level 5, Sherfield Building, South Kensington Campus
+44 (0)20 7594 5891
i.ntonio@imperial.ac.uk



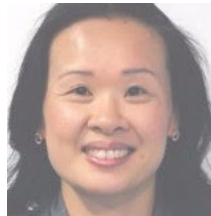
Dr Monika Pazio
Rossiter
Principal Teaching
Fellow in Educational
Development

Level 5, Sherfield Building, South Kensington Campus
+44 (0)20 7594 8780
m.pazio@imperial.ac.uk



Thomas Ross
Programme
Coordinator

Level 5, Sherfield Building, South Kensington Campus
thomas.ross@imperial.ac.uk



Dr Sue Sing
Research Assistant

Level 5, Sherfield Building, South Kensington Campus
s.sing@imperial.ac.uk



Dr Julianne Viola
Research Associate

Level 5, Sherfield Building, South Kensington Campus
j.viola@imperial.ac.uk

Departmental Information

The Centre for Higher Education Research and Scholarship is the home of research into education, learning and teaching at Imperial College London. It is comprised of academic staff and PhD students active in research in this field.

The Educational Development Unit falls under the Centre for Higher Education Research and Scholarship and offers academic programmes in learning and teaching including an MEd in University Learning and Teaching, as well as workshops and events for Imperial College's educational community.



[Educational Development Unit | Staff | Imperial College London](#)



[Centre for Higher Education Research and Scholarship | Research and Innovation | Imperial College London](#)

4. Department Procedures

Departmental Induction

We look forward to welcoming new students during the departmental induction. On your official start date, you will be invited to campus, where you will have an introductory meeting with your supervisor(s) and the Director of Postgraduate Studies. Following this, you will meet with the PGR administrator to complete the mandatory Day 1 Health and Safety Induction, as required by Imperial College. Once the induction is complete, you will be able to collect your ID card from the ID card office. If desired, you may also request a campus tour from the PGR administrator, during which we will introduce you to the PhD hotdesking office and other key facilities to support your work.

Conferences

We encourage students to attend and present their work at relevant conferences, this should be discussed with students' supervisor(s) in the first instance. To book conferences please contact Sheri Djafer (sherif.djafer@imperial.ac.uk) who will be able to assist with the booking. Please note that conference fees will be charged from your allocated PhD funding. We ask that all students manage their finances and keep track of their allocated funding and spending.

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. 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/

Research Approvals

The Centre for Higher Education Research and Scholarship does not have a research approval process. However, your proposed project will require ethical approval which can be obtained via the Educational Ethics Review Process (EERP). Your application should be discussed with your supervisor prior to submitting.

 [Education Ethics | Research and Innovation | Imperial College London](#)

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/

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.

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

Health and Safety Information

Keeping you safe is a top priority for us. 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/

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/

Your Departmental safety contact is:

 Martyn Kingsbury
 S508, Level 5, Sherfield Building, Imperial College London, South Kensington Campus
 m.kingsbury@imperial.ac.uk

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](#), [cryogenes](#), [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/

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

5. Doctoral Milestones and Progress Reports

Summary of department timeline for full-time PhD students

Month 1: Registration; Enrolment.

Month 9: Early stage assessment (ESA).

Month 18: Late stage Review (LSR).

Month 18: Earliest date for submission of Entry to Examination form.

Month 44: Latest date for submission of Entry to Examination form.

Month 48: Latest date for submission of thesis.

Summary of department timeline for full-time PhD students

Month 1: Registration; Enrolment.

Month 18: Early stage assessment (ESA).

Month 36: Late stage assessment (LSR).

Month 42: Earliest date for submission of Entry to Examination form.

Month 68: Latest date for submission of Entry to Examination form.

Month 72: Latest date for submission of thesis.



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

Imperial College London requires that all early stage assessments (ESA) are submitted via Turnitin. Student guidance on submitting through Turnitin can be found here:



[Submitting-the-ESA-through-Turnitin---a-Process-Map-\(2\).pdf \(imperial.ac.uk\)](#)



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



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

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/

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.

All students have access to a Faculty Senior Tutor regarding academic issues and all aspects of pastoral care and discipline within the university. In the case of CHERS students this is Faculty of Natural Sciences senior tutor, Professor Ingo Mueller-Wodarg (i.mueller-wodarg@imperial.ac.uk)

Director of postgraduate studies (DPS)

The director of postgraduate studies has overall responsibility for research students. You will normally meet the director of postgraduate studies during the induction session at the start of your first year and may make an appointment to see her during the course of your studies if you have any concerns or queries about your progress, or the quality of your supervision. In the case of CHERS students this is Kate Ippolito (k.ippolito@imperial.ac.uk).

Postgraduate tutor

The postgraduate tutor for CHERS is Professor Camille Kandiko Howson (c.howson@imperial.ac.uk). She will be able to advise you about the university procedures, give general advice about studying for a PhD, and provide pastoral support in addition to your supervisor(s). Most students are happy with the supervision they receive. However, if you have any concerns about the quality of your supervision or your relationship with your supervisors, you should raise these with your postgraduate tutor or the director of postgraduate studies.

Assessor(s)

An independent assessor or assessors will review key stages of your studies. The assessors are selected by the postgraduate tutor and approved by the Postgraduate Studies Committee. The assessor will be an academic who has the appropriate expertise to judge progress and offer advice on your project. The assessor(s) will assess your written submissions and oral presentation for your early stage and late stage assessments. In addition to the above points, the assessor will look at:

- Whether you have demonstrated the capability to conduct the research.
- Whether you have made sufficient progress.
- Whether you have an in depth understanding of your field of research and the associated literature.
- Whether you have a clear and realistic plan of future work.
- Given the plan of future work and your current rate of progress, whether you are likely to be able to submit a thesis for a PhD within the remaining time available.

Taking all the above into account, the assessor will make a recommendation as to whether you may progress. The assessor may also be able to provide additional input into your project, with suggestions for specific methodologies or potential new directions for your research project.

Administrative support

Administrative support is provided by the CHERS support team.

Your main point of contact is Sheri Djafer (sherif.djafer@imperial.ac.uk), Communication and Research Co-ordinator. Sheri can help with matters relating to registration, milestones, conference registration and travel bookings.

Vilma Rupeikaite, Centre Manager (v.rupeikaite@imperial.ac.uk), can help with issues relating to tuition fees, bursary payments and expenses.

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/

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

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/

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/

E-theses: Requesting an Embargo

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

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

 www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf

Reasons for requesting an embargo include:

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

For further information please contact the Assessment Records team at assessment.records@imperial.ac.uk

 www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/

Plagiarism

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

When studying for a research degree (and as you continue in your research career) it is your responsibility to conduct and disseminate research results in an honest and ethical matter. When you prepare your Early-Stage 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-/

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

Turnitin UK 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/

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/

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

 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

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/

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



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



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 students' 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

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/

 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

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

 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/

Copyright

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

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

The 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/

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/

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

 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/

Use of IT Facilities

View the Conditions of Use of IT Facilities:

 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/

Employment During Studies

If you are studying full time, 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/?

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/

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/ (note: if you are considering/planning a placement outside the UK you should also refer to the Placement Abroad Handbook available on this page)

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

Ethics

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

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/

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

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

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

Departmental Support and Faculty Senior Tutors

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

Senior Tutor (PGR)

The Department's Senior Tutor (PGR) can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential.

If necessary, they will direct you to an appropriate source of support.

 Professor Camille Kandiko Howson
 S508, Level 5, Sherfield Building, Imperial College London, South Kensington Campus
 c.howson@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/

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/

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

Student Counselling and Mental Health

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



www.imperial.ac.uk/counselling

Financial support and tuition fees

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



020 7594 9014



student.funding@imperial.ac.uk

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



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

For tuition fees queries, contact the Tuition Fees team:



020 7594 8011



tuition.fees@imperial.ac.uk

Imperial College Union Advice Service

Imperial College Union runs the Advice Service independently of the 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

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

 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

 www.imperial.ac.uk/students/accommodation/prospective/pg/

 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/

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

 www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial Health Centre)

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

 www.imperialcollegedental.co.uk/

Disability Support

Disability Advisory Service

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

If you think you may have 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

 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.

 Kate Ippolito

 S508, Level 5, Sherfield Building, Imperial College London, South Kensington Campus

 k.ippolito@imperial.ac.uk

More information on Departmental Disability Officers is available at:

 www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departamental-disability-officers/

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



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

Library and IT

Information and Communications Technologies (ICT)

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



020 7594 9000



www.imperial.ac.uk/ict/service-desk

Software shop

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



www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/

Library services

The 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

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/

Religious Support

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

 www.imperial.ac.uk/chaplaincy

Support for International Students

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/

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/

Student Records



+44 (0)20 7594 7268



student.records@imperial.ac.uk

Degree Certificates



+44 (0)20 7594 7267



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

 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/

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

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/

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.

The Centre for Higher Education Research and Scholarship values your feedback. We have created an anonymous online survey which allows students to submit feedback and suggestions to improve their student experience.



[Student feedback form](#)

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

The student representative for the Centre for Higher Education Research and Scholarship is:



Roisin Gwyon



Level 5, Sherfield Building, Imperial College London, South Kensington Campus



r.gwyon23@imperial.ac.uk

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

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/

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

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/



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/

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/

 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/

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