IMPERIAL

Faculty of Engineering
Department of Bioengineering

Postgraduate Research

PhD Student Handbook 2025–26

Contents

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 by the Early Career Researcher Institute, the Careers Service, Library Services and other support services teams throughout your time here, as well as opportunities to meet students from across the university at academic and social events.

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

🖥 http://www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/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

Cornerstone

In April 2022 the Early Career Researcher Institute (ECRI) 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 ECRI directly if you have any suggestions.

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 e-newsletter and our 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.

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

Introduction from the President of Imperial College Union
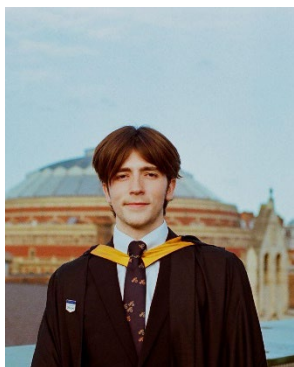
Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial– this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling 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 three 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,

Nico Henry, Imperial College Union President 2025-26

union.president@imperial.ac.uk   imperialcollegeunion.org

Key dates 2025–26

Term dates

Autumn term:	27 September 2025 – 12 December 2025
Spring term:	03 January 2026 - 20 March 2026
Summer term:	25 April 2026 – 26 June 2026

Closure dates

Christmas/New Year:	23 December 2025 - 02 January 2026 (Imperial reopens on 05January 2026)
Easter Holiday:	02 April 2026 – 07 April 2026 (Imperial reopens on 08 April 2026)
Early May Bank Holiday:	04 May 2026
Spring Bank Holiday:	25 May 2026
Summer Bank Holiday:	31 August 2026

My Imperial Campus

An app for students - designed by students!

My Imperial Campus is the beginning of a new mobile experience for the Imperial community. Built by students and alumni, the ambition is for the app to reflects the real needs and ideas of the people who use it every day. We're developing it iteratively, constantly learning from our community and evolving the features that help all of us succeed at Imperial.

This is just the beginning. The app is still growing, and we're adding new functionality all the time—so download it, explore what's already there, and keep an eye out for updates and chances to get involved.

Available now on the **App Store** and **Google Play**.

What we've built so far:

🔍 Search & AI Chatbot

Chat with an in-app assistant that pulls information from within the app, across the university's website and resources—delivering quick answers when you need them.

🗺 Maps

Explore 2D maps of all campuses, plus immersive 3D maps of South Kensington and White City. See services, navigate buildings, and find your way around campus with ease.

🎉 Events

Discover what's on across Imperial—from public lectures to Union events and society meetups. Set your preferences in Settings to tailor your feed, or use the *Welcome Week* filter to see what's lined up for new students.

📅 Timetable & Check-In

If your department requires check-in, just use the app to register your attendance when you're on site. You'll also find a quick link to your full timetable in the browser.

🚀 Your Career

Browse the latest internships and job opportunities from the Careers Service—updated regularly to keep you connected with what's new.

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/
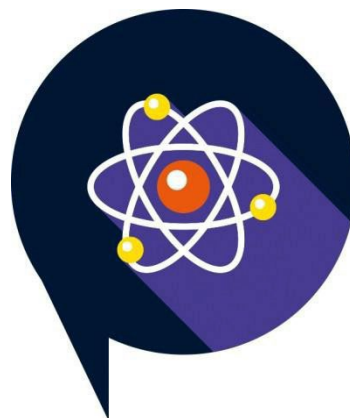
Student Shapers

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(s) of study will be:

📍 Royal School of Mines,
South Kensington Campus
SW7 2AZ

📍 Sir Michael Uren Building,
White City Campus
W12 0BZ

Facilities

Computer access is available in RSM G.08 and RSM 3.06 which can be used if you have permission to be on site.Instructions for accessing the College's wireless networks can be found at: https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/wifi-and-networks/.

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/

Postgraduate Research Student Office

The Department's postgraduate office is located at Bessemer 3.14 and open Monday–Friday, 09.00 –

11.00 and 12:30 -15:00. If the office is closed, please send an email to: bg-pgr@imperial.ac.uk

Desk Allocations

The Department aims to allocate desks to its current PhD students with at least 50% FTE of their registration based within Bioengineering. Due to space constraints, this may not always be possible. The standard desk provision is one desk, an under-desk set of drawers and another personal storage space (such as a locker). The full desk policy can be found at:

www.imperial.ac.uk/bioengineering/admin/info/policies/

If you are allocated a desk, you will need to collect your keys giving a £5 deposit for each key (typically two). You will get the deposit back upon returning the keys.

Printing

In the Royal School of Mines, the Department has ID swipe-accessible photocopiers in the utility areas of Levels 3 and 4 as well as in room 3.06. These can also be used as printers and scanners via the ICT print service. Visit for the information on using this service.
https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printingphotocopying-and-scanning/

An additional colour (ICT) copier/printer is available in RSM 3.38. An additional colour (ICT) copier/printer is available in RSM 3.38. There are printers on Bessemer level 3 breakout and on Bessemer level 1 opposite to B107.

In the Uren Building there is printer on each floor at the south breakout area.

If you have problems with these machines or your ID card, please contact ICT. *Do not try to correct problems yourself.* All students will receive an initial print credit on their account. Please try to use Departmental printers for your printing where possible, as opposed to those in other areas of the College.

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 assignments. Also, don't forget to check out the library's skills support 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 637,000 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

You can contact the Bioengineering librarian for referencing advice and reference management software, plagiarism workshops, finding books, using e-journals and more information:

Bioengineering Librarian:

Eleni Zazani

Email address: e.zazani@imperial.ac.uk

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

Security and Community Safety team

The Security and Community Safety team are here to help and support you 24/7. Our priority is protecting our students, staff and visitors from harm and making sure that the campus is a safe, welcoming and inclusive space.

How our team can help you:

- Assist in an emergency

- Deliver first aid

- Offer advice on personal safety

- Provide high-quality D-locks

- Issue ID cards

- Lost and found

- Signpost to mental health support

How can you contact us?

In case of an emergency, contact us through the SafeZone app (more below)

If you need to speak with us in-person, our Security and Community Safety Hub for all enquiries, parking requirements, and services including lost property and bike security is located at:

- Chemistry Building, Level 1, Room 171A (Use Chemistry 2 Main Entrance)

- Open Monday–Friday, 8am–4pm. Visit Wells Way Cabin (Located behind the Abdus Salam Library and Sherfield) for out-of-hours enquiries.

Our ID Card Services Office is located at:

- Sir Alexander Fleming Building G53

SafeZone

SafeZone is an Imperial app through which you can quickly and directly contact the Security and Safety team whenever you need them. Whether you're in an emergency situation, in need of First Aid or want to report an incident on campus, SafeZone allows you to be immediately put in touch with a member of our Security and Community Safety 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 n also provides information on other services, such as real-time updates

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 Secuirty and Community Safety team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone.

Welcome from the Department

...from the Head of Department

Welcome to the Department of Bioengineering at Imperial College London! I'd like to congratulate you on gaining admission to the masters program at Imperial, where we have world class research supported by excellent facilities to support your studies. In particular bioengineering is an exciting field at the intersection of engineering, medicine, and the life sciences.

We, in the Department of Bioengineering have a wide variety of research themes with programs that focus on making sure people are fit and healthy, designing therapeutic solutions and addressing wider environmental challenges that impact on our daily life. As society emerges from the shadow of a global pandemic, bioengineering is well-positioned to not only address the problems that currently exist, but also ensure that we are prepared for future. Leading researchers and alumni from our department have already played their part in combating the pandemic through influencing policy, practice, and technology for patient benefit and we are truly proud of their achievements. Through your own studies you will be exploring the cutting edge of future developments with the potential to have wide reaching and perpetual impact on the human race.

So, although the Department of Bioengineering has a history that goes back to the 1960s, we are very focussed on the future of this growing and exciting field of engineering. I hope that you will be inspired by the enthusiasm within the Department and create long lasting relationships, both as colleagues and friends, that will persist long after you have left Imperial. On behalf of the Department, I wish you all the best during your studies here.

Professor Rylie Green
Head of Department
October 2025

…from the Director of Postgraduate Studies

Hi friends and welcome to the Department of Bioengineering. Congratulations on your achievements that have brought you here, we're very happy you've joined us. I am the Director of Postgraduate Studies (Research) and I work with the Student Office Team, the Postgraduate Tutor, the Deputy Directors of Postgraduate Studies, your supervisor, and your mentor to guide you through your experience as a research student in the Department. Together we will provide a holistic foundation of support that will help you towards success in your studies. Research can be incredibly challenging with a lot of ups and downs. You will need to be independent and take responsibility for your own learning and welfare, but we have the people and resources to help you with this. Our framework will help you turn those challenges into rewards.

Our Bioengineering department is young, dynamic, and extremely interdisciplinary, full of exciting, world-class, cutting-edge research. I am confident that you will find it to be a lively and inspiring place. I urge you to take advantage of the many opportunities to engage with colleagues who have different perspectives, backgrounds, and research interests. You can do this by attending our seminar series, networking events, and reaching out to teachers and colleagues that inspire you. Imperial has numerous clubs, societies, and teams that will further enrich your experience and expand your networks.

As a postgraduate research student, you will be actively encouraged, empowered, and challenged to develop your own unique outlook, as you become a world expert in your research. Your research project is likely to be the largest and hardest venture you have ever taken so far. Take ownership of your project and the challenges, be active in taking initiatives and forging networks and be resilient in the face of failure (this is pars for the course in research). You are embarking on some of the most fascinating, impactful and seminal years of your life and I wish you the best.

Dr Parastoo Hashemi
Director of Postgraduate Studies (Research)
October 2025

…from the PhD Student Representatives

| Alba | | Maria | | Anna |

| Elizabeth | | Aliya |

Dear PhD student,

Congratulations on starting your PhD studies within the Department of Bioengineering at Imperial College London! We are your PhD student representatives, and our mission is to make sure that your time here is outstanding in both academic and personal ways.

What we do –
- We are your first point of contact between PhD researchers and the department.
- We serve as your voice to **share any ideas, requests, or concerns** you may have with the department.
- Your feedback is key to **improving the PhD experience** for all students, so don't hesitate to get in touch!

What you say matters –
- We send surveys regarding your experience in the department in which you can express and suggest improvements
- We then transfer these suggestions and comments and try to establish systems to protect you and value you as a PhD researcher in this department as well as GTA and supervisor of undergrad and master students
- We communicate these proposals in the following committees that gathers teaching and admin staff: Student & Staff Research Committee, Sustainability Committee, Equality, Diversity and Culture Committee

Beyond feedback -
We also organise **networking events** for PhD researchers, postdocs, staff, and master's students.

▪ These events help you **connect with fellow researchers while enjoying a social atmosphere.**

▪ Please reach out to student office **if you are not receiving our emails** so they add you to our mailing list

Regular events include:

▪ **Science Fridays: Pizzas&drinks** (3rd Friday of every month)

▪ **BioEngBytes: Post-lunch coffee&pastries** (1st Wednesday of every month)

PS. Do not forget to follow our X (formerly Twitter) account @ICLBioengPhD for updates!

…from the Student Wellbeing Adviser and Disability Officer

A warm welcome to the Department of Bioengineering.

My name is Geethma, and I am the department's Student Wellbeing Adviser and Disability Officer. I am here to support you throughout your PhD journey, including your mental health, emotional wellbeing, and accessibility needs. I offer support with a wide range of concerns, such as managing your mood, accessing mental health services, applying for interruptions of study, navigating interpersonal challenges within the Imperial community and seeking financial assistance. As the Department's Disability Officer, I also help implement reasonable adjustments. This includes providing support with requests for accommodations during your VIVA or assisting with extension applications.

In addition, I run wellbeing initiatives across the department. If you have any suggestions or would like to help organise events that promote student wellbeing or a sense of belonging, I would be very happy to work with you to make those ideas happen.

Whether you're navigating academic pressures, managing personal challenges, or looking into reasonable adjustments for a disability or long-term condition, I'm available to offer confidential guidance, listen without judgment, and help you access the right support services. Please don't hesitate to get in touch- my door is always open.

Geethma Aponsu
Student Wellbeing Adviser and Disability Officer

Key Postgraduate Research Student Contacts

Dr Parry Hashemi
p.hashemi04@imperial.ac.uk
Director of Postgraduate Studies (Research)

Dr. Mengxing Tang
mengxing.tang@imperial.ac.uk
Deputy Director of Postgraduate Studies

Dr Amanda Foust
a.foust@imperial.ac.uk
Director of Postgraduate Studies (MRes)

Dr Claire Higgins
c.higgins@imperial.ac.uk
Senior Postgraduate Tutor

Dr. Pete Lally
p.lally@imperial.ac.uk
GTA Coordinator

Nicola Guirguis
nicola.guirguis@imperial.ac.uk
Head of Student Programmes

Raleigh Mangsat
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Postgraduate Research Student Programmes Manager

Kelly Condra
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Senior Postgraduate Administrator

Keith Keating
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Departmental Safety Officer

Ms Edit Toth
e.toth@imperial.ac.uk
Office Manager and IT Coordinator

Ana-Maria Safta
bioeng-orders@imperial.ac.uk
Finance Assistant

Mr Robert Ferguson
robert.ferguson@imperial.ac.uk
Industrial Liaison Manager

Ms Geethma Aponsu
g.aponsu@imperial.ac.uk
Student Wellbeing Advisor

- Full list of Academic Staff and Research Fellows and Professional Services Staff.
- Roles and Responsibilities Guidance
- Facilities
- Working with our students
- Events

4. Department Procedures
Departmental Induction

Safety Induction
Laboratories and workshops
You are required to undertake a safety induction as soon as possible upon joining the Department. Your initial Day One Safety Induction will be a combination of online and in person. That will walk you through the basic safety considerations of on-campus work.
Day One Safety Induction
After completing this online form, you will receive an email to confirm its completion that can then be used to obtain your college ID card.
Once a date has been agreed with your supervisor for you to begin on-campus work, a member of your research group will go over the main points of the Day One Safety Induction again with you in the building, so that you are familiar with the building-specific points.

Procedure for new starters who require use of laboratories – October 2025

Complete the online Day 1 Safety Induction to enable the new ID card to become active. (This includes short induction video on Health and Safety for new postgraduates)

Discuss expectations and needs for lab and any essential office use with supervisor, focusing on any specific health and safety matters including any pre-existing medical condition to note, significant allergies and any requirements for a Personal Emergency Evacuation Plan. Then complete the Department's Safety Registration form.

All new PhD students must complete the following safety related courses within one month of starting:

Complete an online computer health assessment for your workstation
Month One Safety Training (MOST)
Risk Assessment Foundation Training (RAFT) –
The Risk Assessment Foundation Training Course (RAFT) is strongly recommended for anyone with line management, area, equipment or process management responsibilities as they will be required to undertake a risk assessment.

Fire Safety and Awareness Training e-learning course

All new starters should:
Be familiar with college and departmental safety policies, including sickness absence procedures
Arrange a date and time to meet the group member who will oversee the in- person lab induction. This will guide you in the specific hazards of your work environment.

On date of induction, new starter to meet the group member as agreed and for the day 1 on site induction.

PhD and MRes students can collect their ID cards from the Student Office
Staff (inc. postdocs) need to get ID cards from the Sherfield Building ID card office
Group member to give a general building tour and introduction to the new starter (Day 1 Safety form information as guide).

Some may choose to where face coverings when indoors. Masks, face shields and hand sanitiser is available around the building should you require.

Group member to give in person Lab Induction(s) to the new starter, describing the local rules of lab work and other related considerations. Noting that any work within hazardous areas (labs/workshops etc.) must not be undertaken until all risk assessments and standard operating procedures, including risk mitigation, emergency and waste procedures, are read and acknowledged by the new starter.

Card access requests for high hazardous restricted areas, including labs and workshops, are to be done online as usual after the room-specific inductions are done. The new starter must be aware of the need of further training for specific work and equipment. The link for these is given below: https://www.imperial.ac.uk/bioengineering/admin/info/swipe/

Working out of standard hours (as listed on the website) will require an out-of-hours and or lone working request to be approved prior to work commencing.

The Department is available to PGR students from Monday through Friday between 08:00 and 17:30.

Accidents and Near Misses
All accidents, dangerous occurrences or near misses must be reported via a SALUS report. The Department fosters a strict no-blame culture and feels that reporting all occurrences will ensure the safety of every researcher, staff member and student.
To report concerns or to ask for advice you should contact your supervisor, one of the technical team or the Departmental Safety Manager (Ken Keating, k.keating@imperial.ac.uk) in the first instance. You may also contact the Safety Department directly.
Full information on reporting accidents and incidents can be found at https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/

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.

Purchases from a single supplier of up to a **total value** of £250 can be reimbursed by completing an E1 form. If you are unsure of whether an item is allowable please contact our finance manager, Chris Sanders.

Please note that the £250 limit is per supplier not per item i.e. you cannot purchase 10 items of £249 from a single supplier and expect to be reimbursed. For orders above this limit, they should be placed through iProc or VCC as above, or you should seek explicit permission from me prior to incurring the expenses.
Expenses should ideally be claimed within 3 months but not later than 6 months.

Ordering goods and services

Using the online order form Equipment and Lab supplies (iProc)
Orders to our bioengineering orders facility can be requested by using the online order form, which can be found here.

You can use this to order:
- Equipment
  - Chemical
  - Consumables (lab supplies, elec components, lab equipment<1k)
  - Biological Product
  - Lab equipment (1-10k)
  - Compressed Gas
- IT Equipment

A list of our already existing lab suppliers can be found here. Orders typically take up to 2 days to be actioned. If a supplier is not on our system they can be added or a virtual credit card can be requested.

Ordering via email (iProc)

Otherwise by email bioeng-orders@imperial.ac.uk with the following information:

- Approver
- Delivery Location
- Contact Number
- Type of good/ service
- Supplier
- Item description
- Amount
- Quotations from supplier (where applicable)
- Account code to charge
- Whether the item is going to be used for medical research

New Supplier

If you want to work with a supplier who is not on iProc already you can request they be added for either a single use or for multiple uses. It can take some time to get them set up, but the VCC option is available where the order is urgent.

Should you wish to place orders yourself please contact Bioeng orders team at Bioeng-orders@imperial.ac.uk and they will arrange for you to receive the relevant approvals and training to do so. If you are already set up as a requestor on iProcurement but would like a refresher session please contact Bioeng orders as we are arranging regular training.

● **Travel and Accomodation**

The College has put in place a preferred travel agreement with Egencia for airline, hotel and car hire bookings.
Booking on Egencia requires a purchase order which can be requested through bioeng-orders@imperial.ac.uk

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.

Course for the Professional Graduate courses can be found here - Learning and development | Administration and support services | 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/complaints-appeals-and-discipline 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.

You should provide a clear statement of your Department's attendance requirements and how attendance at all exams, lectures, tutorials and laboratory classes will be recorded and monitored.

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

Health and Safety Information

Keeping you safe is a top priority for us.

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

👤 Ken Keating

📍 B211, 2nd Floor, Bessemer Building, South Ken. Campus

📞 +44 (0)20 7590 250 478

✉️ k.keating@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, 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/

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

Deadline	Activity	Description	Possible Outcome
12 noon **1st December 2025** *(within 8 weeks)*	Submission of Research Proposal Confirmation (RPC)	Assess project potential, ensure student-supervisor communication	• Progress • Re-submit
5th January 2026 *(within 3 months)*	Imperial's Doctoral Academic Communication Requirement (DACR) training (compulsory)	Short online training to be completed within the first 3 months.	• Benefit from follow on resources and recommendations • All students whose doctoral programme starts from 01 September 2025. There will be no exemptions from 2025-26 onwards.
by 3rd June 2026 at the latest *(before ESA)*	Compulsory Graduate School Requirements (Part 1)	Provide Student Office with evidence of completing: • Plagiarism awareness course • min 2 professional skills courses • academic communication requirement (if applicable)	• Transfer to MPhil if registration not completed
12 noon, 3rd June 2026	Submission of Early Stage ssessment (ESA) Report	The Early Stage Assessment is a key milestone that assesses through a report and a presentation:	• Progress • Re-submit by 11 months • Transferral to MPhil • Withdraw
10th June 2026	ESA Presentation at Early Stage Assessment (ESA) Day	• Your understanding of your research field • Critical awareness of literature • Understanding of project direction • Detailed research plan • Potential to pursue research *NB: at this stage data may be minimal and more indicative of ability to conduct research*	
by mid March 2027 at the latest *(before LSR)*	Graduate School Requirements (part 2)	Provide Student Office with evidence of completing of professional skills course	• If not completed, transferral to MPhil
mid March 2027	Late Stage Review (LSR)	The LSR milestone assesses: • Your capacity to pursue research • Understanding of the problem • Reasonable plan for completing within the registration period • Scope for future work *MD(Res): Exam Entry at 18 – 24 months can allow exemption from LSR.* *Graduate School Course requirement must be complete.*	• Progress • Re-submit within 3 months • Transferral to MPhil (must be complete within 3 months of LSR) • Withdraw
By October 2028	36 Month review and Writing up Stage (WUS)	Following 36 months of full-time study or 72 months of part-time study, all research students must complete a	• Continue with Research

** For January, April, and July starters, please refer to blackboard for the milestone dates, but note that they will be held at similar time gaps from the start date.

Research Proposal Confirmation (RPC)

The Department requires all new research students to submit a plan of their proposed research 8 weeks after starting. The research plan is the basis against which your future progress will be measured. It should be completed in conjunction with your supervisor and should include a methodological approach, potential difficulties and back-up strategies as well as a timeline.

To submit your research plan, please upload your report within the Research Plan Confirmation submission folder in Blackboard. You will also need to complete Section A of an online PhD form with each of your milestones via the PhD forms system (log in via Student View).

🖥 [PhD forms](#)

(Please note this link is only accesible with VPN from off campus. For more information: https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-access/)

Early-Stage Assessment (ESA)

All students must pass an assessment of their research potential no later than 12 months (full- time) after their start date in order to determine whether registration for the PhD can continue. This is done through the Early Stage Assessment (ESA), which is typically held 9 months after their start date. The ESA confirms that you understand your field of research and the direction of your project, and that you have the potential to pursue independent research. Data presented at this stage may be minimal but should be indicative of your ability to perform. Where appropriate, the assessment will also consider whether you need support for academic communication, i.e. writing and/or presenting.

For the ESA, you must submit a written report and give a seminar-style presentation.

Students are notified of the deadlines associated with their ESA at the start of their programme. As such, extension requests and seminar date changes are highly unlikely to be accommodated.

Your report should be **no more than 9000 words in length** excluding captions, appendices, references/bibliography, and the title page. Please ensure you keep to this limit as **reports over the word limit will not be accepted; you will be asked to revise the report to meet the requirement**. You should include the word count on the front of your report.

Use spellchecking, and make sure that you are consistently using one version of English spellchecker i.e. do not swap between US and British spelling conventions. All symbols must be defined and equations should be dimensionally correct. All symbols must be defined, figure axes must be correctly labelled, and equations should be dimensionally correct.

Get feedback on your writing style from a colleague or friend. Any scientists (and many non-scientists) can give constructive feedback on writing, so impose on friends, family and officemates to look at your report with a critical eye. Ensure that you allow sufficient time to send a draft of the report to your supervisor(s), so that you can get critical feedback from them as well.

The structure of the report is as follows, unless your supervisor specifically asks to use another:

- Cover page (available in the Blackboard folder)
- Abstract
- Background/literature review
- Research strategies/methods
- Progress to date
- Plan to completion (including a Gant chart)
- References

Reports must be submitted in PDF format via Blackboard.

🖥️ https://bb.imperial.ac.uk/webapps/blackboard/execute/courseMain?course_id=_24764_1

The file name should adhere to the naming convention of SURNAME INITIALS CID - ESAReport, e.g. SMITH J 01234567-ESAReport.

ESA form completion

Before your scheduled seminar, you must complete Section A of the ESA form via the PhD forms system (log in via Student View):

🖥️ Teaching systems (ic.ac.uk)

(Please note this link is only accesible with VPN from off campus. For more information:

https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-

access/)

Click Student View and then the ESA tab to complete your section of the form. You will be able to view feedback from your assessors and supervisor as soon as they upload it to their respective sections, which they must complete by two weeks after the seminar.

Assessment

Your report will be read by your primary supervisor and by two independent academic staff (assessors). The assessors have been selected by the Director of Postgraduate Studies, with input from your supervisor and considering the involvement of other departments in the project.

Seminars will be 20 minutes duration plus 15 minutes questions. Your supervisor(s) and assessors will be present at the seminar and question session, along with other members of the Department's academic staff, potentially including members of the Postgraduate Committee, to ensure consistency. Assessors and the Postgraduate Committee meet directly after the seminars to discuss the reports and presentations and decide upon results. Final decisions will be made by the two assessors, sometimes in agreement with academic staff present during the ESA presentation and question session.

Outcomes

There are four possible outcomes of the ESA:
1) Pass (continuation of PhD registration),
2) Resubmission/re-assessment within 2 months,
3) Transfer of registration to MPhil status,
4) Failure (withdrawal from College).

An interview or viva voce examination will be required *only* if the two assessors are dissatisfied by the report, talk, or handling of questions at the talk, or if the supervisor requests this. Interviews will be conducted by the two assessors.

If a student is asked to resubmit, this must be done within 2 months. Only one resubmission will be allowed. Resubmitting students will be provided with a clear written statement on which areas of the report were below standard and why.

In the event of failure, the student may be required to withdraw from College or transferred to MPhil status, in which case they will be given guidance on how to write up for MPhil within the 24 month deadline. Failure decisions require consultation with the supervisor and Director of Postgraduate Studies.

Results will normally be communicated to the student within a week of the seminar. Once students have been informed of their result, they should arrange to meet with their assessors to obtain more detailed feedback on their report, presentation, and their proposed work.

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

For reference, please visit the College's requirement for all ESAs to be submitted to Turnitin:

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

Plagiarism in Theses Guidance for PGR 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)

As a doctoral student, you will be contributing to the formation of knowledge in a fast-moving field by communicating new, complex content to diverse, anonymous, often interdisciplinary audiences. You might be transitioning from your Master's into research communication, or you may have been in industry or out of academia for many years. Even if you have been actively communicating your research, you may need to develop higher-order communicative and linguistic competence to meet Imperial doctoral expectations and fulfil your ambitions as a researcher.

To support this, the university has set up the Doctoral Academic Communication Requirement (DACR) so that all new doctoral students receive communication training and feedback as early as possible in their doctoral programme.

www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/

Students must complete two credits of the Graduate School's professional skills development courses before their ESA and a further two credits before their LSR. Find out more about the requirement from the Graduate School's website. Students must also complete the online Plagiarism Awareness course before the ESA. Please send completion confirmation to the Bioengineering PGR Team at least one week before your ESA.

Professional Development activity	To be completed by
Mandatory online Plagiarism Awareness course	Ideally during Welcome Week and by ESA report submission at the very latest
Minimum 2 credits worth of courses from Graduate School Professional Development Programme	by ESA milestone
Total of at least 4 credits worth of courses completed Graduate School Professional Development Programme	by LSR milestone

Please note: these are compulsory elements of your doctoral research degree programme. Failure to complete the required activities by the milestones specified may result in transferring your status from PhD to MPhil. See the full range of free professional skills courses on offer at the Graduate School website:

🖥 https://www.imperial.ac.uk/students/academic-support/graduate-school/professional- development/doctoral- students/attendance-requirement/

Late-Stage Review (LSR)

The Department requires a second review of doctoral research ability that must be completed within 24 months for full time students. This includes any potential re-submissions, and as such, this assessment is thus typically done at 18 months from the start date, to allow time for re-submission if required. MD(Res) students who submit an exam entry within 24 months may be exempt from this requirement. Part time milestones are double that of full-time students.

At the Late-Stage Review (LSR), you must present a poster detailing your achievements and your plan for completion. The purpose of the LSR is to confirm that you have:

- A realistic research plan and schedule for completion within the registration period
- An in-depth understanding of the research topic
- The ability to communicate their research
- The capacity to make contributions to their research field
- A critical awareness of the relevant literature on the subject

You will be assessed by two academic staff members not involved in your supervision.
Abstract deadline one week prior to your LSR date @ 12noon

A short abstract (approximately 200 words) is required. This is to provide a short summary of the context of your project and your progress for your assessors.

Please submit this via Turnitin using the Late Stage Review submission link on Blackboard no later than **one week prior to your LSR date @12noon** for the PGR Team to distribute to your assessors. LSR poster days are held on the last Wednesdays of March and September each year.

As is the case for your ESA, you will need to complete Section A of the online PhD form via the PhD forms system.

Log in to the Milestone system:

Teaching systems (ic.ac.uk)

(Please note this link is only accesible with VPN from off campus. For more information: https://www.imperial.ac.uk/admin-services/ict/self-service/connect- communicate/remote-access/)

Registry LSR information:

Late Stage Review | Current students | Imperial College London

Progress Review and Entering Writing Up

Following 36 months of full-time study, all research students must complete a formal progress report. This is required regardless of whether a student is in Writing Up Status. The aim of this review is to help students successfully complete their PhD on time.

Students must submit the progress report form and a one-page report documenting work remaining and the timeline for completion of the research and thesis. Reports and forms should be submitted via the link on Blackboard, where more complete guidance on the milestone can be found.

Following the equivalent of 24 months of full-time study, students are permitted to enter 'Writing Up Status'. In order to be eligible, a student must be able to demonstrate that they will be in a position to submit their thesis within 12 months. The WUS form must be completed online.

Please note that writing up or extending registration status does not affect your thesis submission deadline, which will always be 4 years from your initial registration, plus any approved extensions and Interruption of Studies taken.

Should you require additional advice then it is advised to contact the Postgraduate Research Student support team at bg-pgr@imperial.ac.uk or speak with the Director of Postgraduate Studies

Writing Up and End of Initial Registration

Once you have finished all your experimental work and/or data collection, and you have completed your minimum registration period, you can enter a different student status which is often called "Writing up Status".

You must complete our online form to confirm you have entered WUS.

If you have not completed all your experimental/data collection work, then you must remain a registered student. Fees will be charged on a pro-rata basis for the period you wish to extend your status by. If you are sponsored by a 3rd party, we will need to see evidence that the funder is willing to pay for the extra fees.

You can enter "Writing Up Status" (WUS). You will only maintain access to your email and VPN connection.

If you do not advise us of what you intend to do at the end of your minimum registration period, your student registration lapse completely. You may lose access to ICT, facilities and/or VPN and online library access. It can be a very time consuming, length process to get your student record back in order once your registration has lapsed. Therefore, it is strongly recommended to avoid this option at all costs.

Please note no experimental work or data collection can be completed once you enter Writing Up status (WUS). Your supervisor must agree to you entering either status by completing the writing up form. Please note, once you enter writing up status you will no longer be charged tuition fees. For further information please see the Registry pages on writing up.

Complete the Writing Up form with your supervisor.

Examination Entry

All candidates must enter for examination at least **four months** prior to thesis submission.

To enter for examination, candidates should refer to the Examination Entry milestone visible in the **Postgraduate Research Milestones** tile in My Imperial, where you will be asked to provide details relating to your research topic, thesis title and expected date of submission.

Your main supervisor will be asked to nominate examiners for your thesis, in accordance with the College's Procedure for Appointment of Examiners for Research Degrees.

The examination entry details and the examiner nominations will then be considered by the Director of Postgraduate Studies. Upon their approval, the examination entry will be processed by the Registry Assessment Records Team and you will receive written notification via email once your entry to examination is confirmed.

Please note that candidates must submit their thesis by the given deadline displayed via My Imperial, regardless of the status of the examination entry paperwork.

Step-by-step guidance for using My Imperial Postgraduate Research Milestones is available from the PGR Milestones Manual - Students. There is a Step-by-step guidance to the Examination Entry form process and Thesis Submission process is available online at:

Examination Entry Forms | Administration and support services | Imperial College London

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. See Roles and Responsibilities documents for more information.

Our Senior Departmental Tutor is:

Dr Claire Higgins

Senior Postgraduate Tutor

Email address: c.higgins@imperial.ac.uk

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/

Please find linked here under the *Examiner Reports for Research Programmes* section the thesis examiners' form so that you are aware of what is expected of the thesis:

💻 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

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/early-career-researcher-institute/who-we-support/research-degree-students/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.

http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/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:

http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/new-library-may-24/Annexes-to-Appendix-to-Ordinances-(Staff)(13-December-2023).pdf

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

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

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

🖥 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

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/

Protecting our students from incidents of harassment and sexual misconduct

Imperial is committed to supporting students and preventing incidents of harassment and sexual misconduct.

Our dedicated website page outlines a range of information and resources, including:

- Information about what harassment and sexual misconduct is
- How to make a report
- What happens when you make a report
- Disciplinary procedures for staff and students
- Resources for advice and support

Visit www.https://www.imperial.ac.uk/human-resources/procedures/sexual-misconduct/for more information.

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 Imperial'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/

Confidentiality is critical in research, especially when collaborating in shared laboratory spaces. Research students must protect sensitive information diligently to preserve trust, collaboration, and academic integrity. Your funding arrangements may also require that confidentiality is maintained. You should strictly protect sensitive, personal or research-related information. Confidential information must only be shared with authorised individuals. Breaching confidentiality is considered as misconduct with disciplinary consequences.

Further information about the Imperial Enterprise Lab, a dedicated support service for students who want to develop their entrepreneurial mindset, kills and networks 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:

💻 http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/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)

💻 https://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/phd-study-leave/

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.

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

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

UKRI-funded students are entitled to four categories of leave: Family Leave, Medical Leave, Additional Leave and Annual Leave. You are not expected to study during leave absences. Full details on leave entitlements, including eligibility and possible studentship extensions, can be found in the UKRI Standard Terms and Conditions of Training Grants.

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.

🖥🖥 Data protection guidance | Administration and support services | Imperial College London

9.   Animal research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.
Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the university's care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:

💻   https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity-investigations/animal-research/

10.   Wellbeing, support and advice

Your Union

All Imperial students automatically become members of Imperial College Union when they register at the university. The Union provides a range of independent support.

Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, University accommodation, and internal and external signposting. Contact the ICU Advice Service and complete the registration form to speak with a member of the team.

💻   www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of 500+ elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation & Community Officers also work to make sure that the views of under-represented and interest groups are heard at Imperial. The student representatives are elected in one of ICUs election cycles that take place throughout the year so keep an eye out for your chance to get involved.

If you have any feedback about issues in your department relating to academic or wellbeing issues, you can speak to one of your student representatives.

💻   www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial. They work full time at the Union and either take up their role after their studies have concluded or take a year out of their studies to represent the voices of students in the Union, the university and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare and Activities. These elected students are here to represent your views as a student body - do make sure you get in touch with them if there's something you would like to discuss or change.

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.

Departmental mentor

The Department's doctoral student mentorship scheme is designed to provide you with another avenue for pastoral care. Your mentor is not intended to act as a supervisor; instead, they are an additional person in the Department with whom you can consult informally.

You will be emailed by the Student Office with details of who your mentor is shortly after your arrival. They will be your mentor for the duration of your PhD programme, you can contact them at any time to get advice, support or just have a chat.

DPS(R)	Deputy DPS (MRes)	Senior Tutor for Postgraduate Research	Supervisor
Parastoo Hashemi p.hashemi04@imperial.ac.uk Oversight of the Department's research programmes, including: ➢ Providing academic advice in cases where a student's supervisor cannot help ➢ Providing general and pastoral student support	Amanda Foust a.foust@imperial.ac.uk	Claire Higgins c..higgins@imperial.ac.uk ➢ Responsibility for the welfare of the Department's postgraduate students ➢ Advice on matters that you would rather not discuss with your supervisor or mentor	➢ Oversight of your research progress from start to finish ➢ Advice on academic issues ➢ Support for personal matters ➢ Guidance on training and development Find out more about the role of your supervisor at: Working with your supervisor | Current students | Imperial College London
Mentor Every PhD student is allocated a mentor; if you are not sure of who your mentor is, please contact bg- pgr@imperial.ac.uk. ➢ Can provide additional independent and confidential academic or personal advice and support ➢ Termly lunches **Student Wellbeing Advisers** Geethma Aponsu g.aponsu@imperial.ac.uk ➢ Wellbeing advice and mentoring To book an appointment with Geethma, please follow this link: Bioengineering Student Wellbeing Appointments (office365.com)	**Student Office postgraduate research contacts** bg-pgr@imperial.ac.uk Bessemer 3.14 Kelly Condra- Student Administrator Raleigh Mangsat Postgraduate Research Student Programmes Manager All aspects of postgraduate research student administration, including: ➢ General welfare and pastoral support ➢ Advice on regulations, policies and procedures ➢ Supporting student progress and registration changes	**Doctoral Student Representatives** Maria Nikolaidi m.nikolaidi21@imperial.ac.uk Anna Rhodes anna.rhodes18@imperial.ac.uk Alba Martinez Basalo alba.martinez-basalo19@imperial.ac.uk Elizabeth Amelia amelia.elizabeth17@imperial.ac.uk Aliya Pachmann aliya.pachmann20@imperial.ac.uk --- **College and Faculty Support Services** www.imperial.ac.uk/health-and- wellbeing/ **Faculty Senior Tutor** Lorraine Craig l.craig@imperial.ac.uk 020 7594 6436 ➢ Academic and personal student support.	

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 **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.

https://www.imperial.ac.uk/early-career-researcher-institute/individual-support-and-wellbeing/coaching/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.

https://www.imperial.ac.uk/early-career-researcher-institute/individual-support-and-wellbeing/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

Departmental Hardship Fund

The Department is aware of the impact that high inflation in the UK has on all students and understands that those already affected by personal circumstances may be suffering the most from the current cost of living crisis. To directly assist postgraduate research students demonstrating a financial need, we have set up the Department of Bioengineering Hardship Fund.

You may be eligible for financial assistance from the Department's support fund if you have ongoing financial difficulties or recently experienced a change in circumstances that made it difficult for you to continue your studies.

The Department's support fund is intended for students in need who have already submitted an application to the College's Student Support Fund (information for which is here) but who have unfortunately been unsuccessful. You will be required to include a copy of your unsuccessful application to the College's Student Fund when applying to the Department's support fund.

To submit an application, please follow this link:

https://imperial.eu.qualtrics.com/jfe/form/SV_cwgRC8YLq15mSfY

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 enrolment and your student records (statement 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 hold an offer or are a current student, you are invited to visit the Disability Advisory Service pages for further guidance.

Once you begin your studies, there is a lot of support available to you, for example,

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.

📞 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.

More information on Departmental Disability Officers is available at:

🖥 https://www.imperial.ac.uk/disability-advisory-service/support-available/departmental-disability-officers/

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

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

Library and IT

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

📞 020 7594 9000
🖥 www.imperial.ac.uk/ict/service-desk

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

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

Library Services
The 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 library's skills support 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 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. 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 STEMM 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 STEMM 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 STEMM communication resources you need whenever you need them.

To find out more about what is available for you, visit the CfAE website.

www.imperial.ac.uk/academic-english/

Level 3, Sherfield Building, South Kensington Campus

english@imperial.ac.uk

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/

11. 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:

🖥️ [Request an official document | Administration and support services | Imperial College London](#)

Student Records

📞 +44 (0)20 7594 7268

✉️ student.records@imperial.ac.uk

Degree Certificates

📞 +44 (0)20 7594 7267

✉️ certificates@imperial.ac.uk

12.   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 370+ 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/

13.   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.

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

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

Postgraduate Research Student Optional Confidential Report

If you have any matters that you wish to raise regarding your supervisor, other departmental staff, the Department or the PhD programme in general, you may do so by completing the form here:

Confidential Report Form

Alternatively, you may speak directly to your mentor, the Postgraduate Tutor or the Director of Postgraduate Studies in confidence. The PhD student representatives also welcome your comments. Current post holders of these roles can be found on the Staff Research Student Committee webpage.

14.   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. At Imperial, PRES is run every other year, in odd-numbered calendar years. 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/early-career-researcher-institute/networks-events-and-funds/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

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.

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (UKRI, 2024), 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.

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

16. And finally

Alumni services and benefits

When you graduate, you'll become a member of a lifelong global network of more than 262,000 incredible people. You'll have access to an exclusive range of services and benefits, designed to support you in your next steps, wherever you are in the world, including:

Lifelong learning: from discounts on further study to mentoring, career support, online resources and events, we're here for you throughout your career to support your professional development.

Connections: Imperial's alumni community can be a source of friendship and professional contacts. Whether you're looking for top tips for a new city, to find a business partner or mentor, or get to know your local community, we've got you covered.

Perks: discounts, access to the library, Imperial College Union, and a dedicated co-working and lounge space in the heart of London – there are plenty of perks on offer for Imperial alumni whether you're based near campus or further afield.

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/benefits/recent-graduates