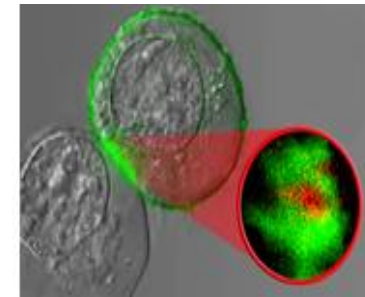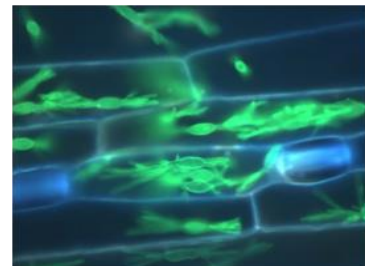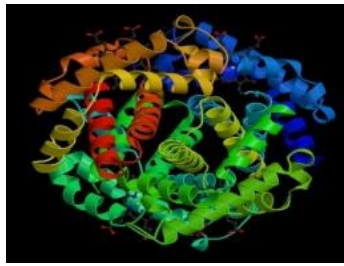**Imperial College London**

Faculty of Natural Sciences

Postgraduate Research Handbook

2021 - 2022

Department of Life Sciences

DEPARTMENT OF LIFE SCIENCES

CONTENTS

Introduction by the Director of Postgraduate Studies

Dr Kleoniki Gounaris

Welcome to the Department of Life Sciences for your Postgraduate training.

As a member of the Department you are also part of the Faculty of Natural Sciences and a member of the Graduate School. We hope that you will enjoy your period of study here and achieve success as a PhD student.

The Department follows the strategic aims of Imperial College London which, in terms of education, are:

- To identify attract and develop students of the highest ability who are most able to benefit from an education at the College
- To provide an intellectually challenging and inspiring environment
- To provide an educational experience that empowers graduates to be leaders in their chosen careers and contribute to the long-term needs of society

This handbook contains essential information concerning the organisation and requirements of your Postgraduate programme.

In addition there is useful information about the Department of Life Sciences, together with information about the Graduate School, opportunities for enhancement of your training, the Graduate Student Union (GSU), support groups and other useful details.

Research students will find additional information in the Imperial College booklet: "Success Guide - postgraduate research students". This can also be accessed electronically at
http://www.imperial.ac.uk/students/success-guide/pgr/

Regulations for Imperial College students appear on page 23 of this handbook and can be accessed at
https://www.imperial.ac.uk/about/governance/academic-governance/regulations/

Please also look at https://www.imperial.ac.uk/students/new-students/postgraduates/ and
http://www.imperial.ac.uk/students/our-principles/

The Postgraduate training in the Department of Life Sciences is managed by the Postgraduate Research Education Team the members of which are shown on page 4, and their roles outlined on page 5.

You will be asked to elect fellow students to represent you at the departmental Postgraduate Education committee. On page 5 you will also find the role of the student representatives.

A number of events have been organised for you during the first few days (please see page 9).

I have enclosed a letter detailing our response to COVID-19, please see appendix 5.

We hope you will have an enjoyable and productive time, and we look forward to working with you towards the successful completion of your Postgraduate programme.

K. Gounaris

Niki Gounaris

Departmental Postgraduate Research Education Team

The following members of staff manage and administer the Departmental Postgraduate Research training programme:

Dr Kleoniki Gounaris
Director of Postgraduate Studies
Email: k.gounaris@imperial.ac.uk
Tel: 020 7594 5209

Dr Tony Southall
Senior Postgraduate Tutor - South Kensington Campus
Email: t.southall@imperial.ac.uk
Tel: 020 7594 5247

Dr Will Pearse
Senior Postgraduate Tutor - Silwood Park Campus
Email: will.pearse@imperial.ac.uk
Tel: 020 7594 42322

Mr James Ferguson
Postgraduate Research Administrator
Email: james.ferguson@imperial.ac.uk
Tel: 020 7594 6407

Roles of the members of the Postgraduate Research Education Team

The following provides an overview of the roles of the individual members of the PG team. This is by no means exhaustive and is there to give you a general idea of the areas of responsibility of the members.

Director of Postgraduate Studies and Senior Postgraduate Tutors:

To ensure that proper Supervisory arrangements are made for all research students.

To monitor postgraduate student progress and (indirectly) Supervisor performance. To check that registration, early and late stage assessments, thesis submission and examination are carried out on a reasonable timescale.

To act as pastoral guides to postgraduate research students. To give advice and guidance if requested or if the student fails to makes suitable progress and to liaise satisfactorily with their Supervisor and/or advisors. To consult with the Faculty Tutors as appropriate.

To act as mediator in cases of dispute between student and Supervisor.

In general, the Director of Postgraduate Studies deals with all academic issues and the Senior Postgraduate Tutors deal mostly with pastoral and general support issues

The Senior Postgraduate Tutors are also the Disabilities Liaison Officers (please see page 32)

The PGR administrator:

To act as a first point of call for all issues associated with the administration of your PhD. All forms and reports should be submitted to the PGR administrator.

To deal with problems and issues arising with registration, bursary payments, interruptions of studies, changes of registration etc.

The PGR administrator should be informed if there will be a delay in submitting any reports together with reasons and doctor's notes where appropriate.

The student representatives:

The student representatives are members of the Departmental Postgraduate Student / Staff Committee. You can feedback to them any issues you are unhappy with regarding the general management of the PhD program or any other College level issues associated with the care and supervision of PhD students. The student representatives can also gather and pass on student feedback about transferable skills courses/events and about welfare or other educational issues. They act as a direct link between yourselves and the Graduate Student Union (GSU), communicating GSU-wide events and any important news or information. Another key part of the role is to organise and run social events within the department (which can involve the support of the GSU); any suggestions for social events are welcome

Introduction by the Head of the Department of Life Sciences

http://www3.imperial.ac.uk/lifesciences

Professor Anne Dell

A very warm welcome to the Department of Life Sciences at Imperial College London for your PhD studies. We are one of the largest Life Sciences groups in Europe, with world-leading research activity spanning levels of organisation from atoms to the biosphere. Academic staff are grouped into research themes which reflect our range of interests. There are 12 current research themes: Anaesthesia, sleep and pain, Bacterial Pathogenesis, Cell and Developmental Biology, Ecosystems and the Environment, Evolutionary Biology, Glycobiology, Infection & Immunity, Integrative Systems Biology, Membrane Biology, Molecular Mechanisms of Disease, Molecular Plant & Microbial Systems, and Synthetic Biology. You can find out about the research carried out in the Department at:

http://www3.imperial.ac.uk/lifesciences/research

We are committed to excellence in both research and teaching, and we aim to recruit the best staff possible to support our mission in providing high quality training for the next generation of Life Scientists. The Departmental Postgraduate Research Education team, together with your Supervisor and advisors, will support your PhD training, and I wish you happiness and success in this exciting period of your studies.

Anne Dell

The Graduate School

Welcome to Imperial College London and the Graduate School

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something completely different, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Our primary way to communicate to you will be through our monthly newsletter. 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 College 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 College and your programme has to offer.

Welcome from President of Imperial College Union (ICU)
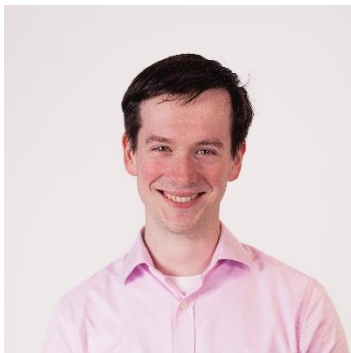
ICU is the representative body for all students at Imperial College. We advocate on behalf of students' interests, including through a network of elected student representatives across all Departments and levels of study. We also provide services to students – we operate a number of bars (including h-bar, our Postgraduate bar), shops, a nightclub, and a cinema; we run over 360 clubs and societies, and we have an Advice Centre which offers confidential, impartial advice on academic and wellbeing matters.

ICU is led by myself and a team of Deputy Presidents – students who are elected to take a sabbatical year out of, or at the end of our degrees to work full time leading the Union. I myself recently completed my PhD in Physics. As a Postgraduate student, it was clear that there were plenty of ways that the Union and the College could be better supporting Postgraduate students, which is one of my main focusses for this year.

As we emerge from the pandemic and things are becoming more normal, we are keen to help rebuild the sense of student community that has suffered over the last 18 months. We are so excited to be offering a range of in-person social events through October (including a Postgraduate mingle on October 7th), and to see our clubs and societies returning to running their activities in person.

October also sees our Autumn Elections, where we elect student representatives across the College. If you'd like to be a voice for your peers and help improve the student experience, you should definitely consider running for a role. It's great fun, and an excellent way to meet new people and give something back to the student community.

I'm excited to meet many of you in person in the coming weeks, and I hope you have a fun, and safe, start to your time at Imperial.

Kind regards,

Lloyd

Dr Lloyd T. James | **President**
Imperial College Union
Beit Quadrangle, Prince Consort Road, London, SW7 2BB
Reg. Charity No. 1151241
Tel: 020 7594 8060
imperialcollege**union.**org

Events during the Welcome Season

Due to the ongoing response to the global pandemic, some of your induction events will be online and available to view throughout the Welcome Season. For the full listing of events in the Welcome Season please visit:
https://www.imperial.ac.uk/students/new-students/welcome-season/incoming-postgraduates/your-timetable/

DATE	SUBJECT	ORGANISER	TIME	LOCATION / LINK
Mon 4 October	Vice-Provost (Education) Welcome to Postgraduates	Graduate School	10:00 -10:15	This event will be a video, the link will be live on the Welcome Season website from Monday 4th October.
Mon 4 October	Imperial College Union President Welcome Address	Imperial College Union	10:15 – 10:20	This event will be a video, the link will be live on the Welcome Season website from Monday 4th October.
Mon 4 October	Welcome Address from the Dean	Faculty of Natural Sciences	10:20 – 10:30	This event will be a video, the link will be live on the Welcome Season website from Monday 4th October.
Mon 4 October	Discover Imperial's Career Service	Careers Service	12:00 – 12:25	This event is a live Microsoft Teams session, the link will be live on the Welcome Season website from Monday 4th October.
Wed 6 October	Discover Imperial's Student Counselling and Mental Health Advice Service	The Counselling and Mental Health Advice Service	12:00 – 12:25	This event is a live Microsoft Teams session, the link will be live on the Welcome Season website from Monday 4th October.
Thu 7 October	Discover Imperial's Disability Advisory Service	Disability Advisory Service	12:00 – 12:25	This event is a live Microsoft Teams session, the link will be live on the Welcome Season website from Monday 4th October.
Tue 12 October	**Life Sciences PhD Induction (Silwood Park Students)**	**Department of Life Sciences**	**14:00 – 15:00**	**Darwin**
Wed 13 October	**Life Sciences PhD Induction (South Kensington Students)**	**Department of Life Sciences**	**13:00 – 14:00**	**Flowers Building - G47A/B**
Available within the Welcome Season online	Welcome to the Graduate School	Graduate School	Anytime	This event will be a video, the link will be live on the Graduate School website from Monday 4th October.
Available within the Welcome Season online	Welcome to the Centre for Academic English	Centre for Academic English	Anytime	YouTube link to the Centre for Academic English welcome video
Available from the 4th October	Safety Induction	FONS Safety Team	Anytime	Online safety courses are available via New Postgraduates (sharepoint.com). See page 11 for full details and deadline.

Imperial College London PhD Academic English Language Requirement

In addition to fulfilling the [English language entry requirement](#) to gain admission to their programme of study, **doctoral (PhD) students who are not native speakers of English must also fulfil the Imperial College London PhD Academic English Requirement** via an initial academic English assessment and possibly a later progress check. This requirement is administered by the Centre for Academic English (CfAE).

To fulfil this requirement, students should take the first available initial assessment (English Assessment 1) after fully registering onto their PhD programme. This is because the aim of the requirement is to identify as soon as possible those who might need or want to improve their academic English writing competence, and to ensure that they are offered appropriate support. Depending on the result of the initial assessment, students may also be required to take English Assessment 2, which is a progress check, around the time of the Early Stage Assessment (ESA).

N.B. The ICL PhD Academic English Requirement is about assessing and supporting students' progress and proficiency in academic English – it is not a pass/fail event.

Information about the writing courses and speaking courses offered by the Centre for Academic English to support students at different stages of their PhD can be found here:
https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-writing/
https://www.imperial.ac.uk/academic-english/current-students/doctoral/technical-speaking/
These courses are all **FREE** for PhD students.

FAQs about CfAE courses and the requirement can be found here:

https://www.imperial.ac.uk/academic-english/current-students/doctoral/faqs/

Contract details for the Centre for Academic English:

Tel: +44 (0)20 7594 3478
Email: english@imperial.ac.uk

Room 309, Centre for Academic English, Level 3 Sherfield Building, South Kensington Campus

Our 'Centre for Academic English Welcome' MS Team

Throughout the Induction Season you can post questions to the Centre for Academic English through MS Teams. This Team will also house information and video clips explaining how the Centre can help you throughout your PhD.
To access to the 'Centre for Academic English' MS Team click here

Centre for Academic English Welcome Video

YouTube link to the Centre for Academic English welcome video

Induction and safety training for Life Sciences Postgraduate students

There are a number of online courses that new PGR students must attend. These are outlined below.
At the start of your research you need to discuss the safety issues associated with your project with your Supervisor as there may be additional courses you need to attend.

All new postgraduate students should complete the following safety training available on <u>SharePoint</u>, by the 8th October 2021.

- Introduction to Safety at Imperial
- COVID19 arrangements
- Safe Lab Practice (for all lab based students)

In addition to the items listed above, new PhD students may also be required to complete further training and inductions, dependent upon the hazards associated with their work.

- Complete an online computer health assessment for your workstation:
  https://imperiallondon.sharepoint.com/sites/cf/HealthSafety/SitePages/Computer%20Health.aspx

- Month One Safety Training (MOST) – enrol here: http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/month-one-safety-training-most-/

- Risk Assessment Foundation Training (RAFT) – enrol here: http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/risk-assessment-foundation-training-raft/

- Fire safety training – all new staff and PhD students need to complete the e-learning fire safety course here: http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/fire-safety-and-awareness-training-e-learning-course/ .

Staff and PhD students that are doing LABORATORY BASED work need to complete the additional courses at the earliest opportunity:

- Safe Lab Practice in Faculty of Natural Sciences
  https://imperiallondon.sharepoint.com/sites/fons/faculty/safety/SitePages/Safe-Laboratory-Practice.aspx

- Fire Prevention and Fire Safety at Work (Practical) – Book your place via this webpage:
  https://imperiallondon.sharepoint.com/sites/fons/faculty/safety/SitePages/Fire-Safety-Training.aspx

- There are several courses you will need to attend based on the hazards you are going to be handling during your research. A list of these are below:

  o Safe use of Fume Cupboards: e-learning course (*all lab chemists to complete this course)*

  o Cryogenics: e-learning and practical class

  o Compressed gases: e-learning and practical class

  o Class 3B or 4 lasers: e-learning courses and Practical Laser Safety Course

  o Ionising radiation: e-learning

  o Use of Vacuum pumps: practical class

  o Fieldwork Outdoors First Aid + Mandatory e-Learning | Administration and support services | Imperial College London – e learning and practical class

Lone Working

Lone working is a risk increasing factor as you may be hindered in summoning assistance in the event of an emergency. Lone working can occur at any time of the working day so all assessments and procedures must include whether lone working is allowed and if so are any special precautions needed. Lone working for your work must be discussed with your Supervisor and appropriate arrangements put into place.

Students must be appropriately supervised and monitored when working in a laboratory area or in the field.

PhD students must obtain consent from their Supervisors to work alone in any laboratory or in the field.

The College Lone Working Policy and Code of Practice must be followed. More guidance and details are here: https://imperiallondon.sharepoint.com/sites/fons/SitePages/Home.aspx

To apply for Lone Working visit:
http://www.imperial.ac.uk/safety/safety-by-topic/lone-working/applying-for-lone-working-consent/

PhD RESEARCH

Programme Deadlines

		PhD Research Programme Outline
Year 1	**2nd October 2021 (start date for most students)**	Start of programme. Start of Academic Training Programme. [Non-native English speakers: language tests; possible recommendations for English support courses] Complete IC/A registration form
	22nd October 2021	Progress Review Panel (PRP) appointed.
	29th October 2021	Formal Research Plan agreed with Supervisor and approved by PRP. A copy needs to be uploaded to BlackBoard.
	29th October 2021 (UKRI - funded Students Only)	Research Council funded students must submit Je-S Project Details/Information to the PGR administrator.
	5th November 2021	Compulsory Plagiarism Awareness Course should be completed and certificates uploaded to BlackBoard
	4th April 2022	Progress Report 1 (6 Month Self-Assessment Questionnaire) *This will be repeated every 6 months during your PhD studies*
	2nd May 2022	ESA -7 month report submitted, followed by a meeting/assessment with PRP to discuss progress. **The meeting must take place within one month of submission of the report. All paperwork must be submitted before 9 months.**
Year 2	**3rd April 2023**	LSR- 18 Month report submitted, followed by a meeting/assessment with PRP. **The meeting must take place within one month of submission of the report.**
	Spring/Summer 2023	Postgraduate Research Day – 2nd Year Poster Presentation The exact date will be confirmed and notices will be sent out prior to the Postgraduate Research Day
	October 2023	24 Month Self-Assessment Questionnaire – at this stage a thesis outline and updated research plan is required
Year 3	**Spring 2024**	Postgraduate Research Day – 3rd Year Oral Presentations The exact date will be confirmed and notices will be sent out prior to the Postgraduate Research Day
	October 2024	**3 years completed** **Research expected to be completed.** You can either leave College, register for Writing-Up status – for a maximum of 12 months no tuition fees payable - or register for continuing your research- full tuition fees payable pro-rata.
Year 4	**1st October 2025**	College deadline for thesis submission: 48 months post registration. **This is an absolute deadline** and it is independent of the status you enter after 3 years (see above)

PhD Research Programme – Brief Outline

Year 1

Research plan - Deadline: 29th October 2021

A plan of research (maximum 500 words) to be submitted for assessment by two independent assessors, who form the student's Progress Review Panel (PRP). One of the members of the PRP should normally be from the Department of Life Sciences and the other either from outside the "broad research group" or from a different department and both must be approved by the Postgraduate Education Committee.

RCUK Studentship Details - Deadline: 29th October 2021

To comply with funder terms and conditions, Research Council funded students must supply the PGR Administrator with a brief summary of their research project and associated ethical considerations. The PGR Administrator will send students a pro-forma to be completed.
Please note information given to the UKRI is available to the general public.

Mandatory Plagiarism Awareness Course - Deadline: 5th November 2021

The course is designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College's policy concerning plagiarism is. The Department recommends all students* should complete the Plagiarism Course within the first six weeks.

Instructions on how to self-enroll will become available on the Graduate School website in October 2021.

Once you have completed the course please upload the email certificate to the relevant Dropbox on BlackBoard.

If you have completed a Master's at Imperial College London you will not be expected to take the course again. However, students are encouraged to engage with the doctoral version of the course to refresh your knowledge.

Year 1 (7 months) – Early Stage Assessment – ESA – Deadline: 2nd May 2022

A report of a maximum 4,000 words, (excluding figures, tables, legends and references) should be submitted containing an extended literature review, an overview of progress to date and the overall plan of research. Assessment will be focused at ensuring the student has a clear understanding of their field and the direction of their project, rather than any data produced. An overall plan of research, including future experiments, should also be presented. The report will be assessed by the 2 assessors (PRP) and also read/ assessed by the primary PhD Supervisor. A 10-15 minute presentation by the student to the assessors will be followed by a 30-45 minute viva. The PhD Supervisor will not be present at the viva.

If the assessors or the Supervisor identify any issues which may need to be dealt with during the viva, they should inform the Director of Postgraduate Studies (DPS) who may wish to attend the viva as an observer or nominate another member of staff. If a student underperforms at this stage a re-assessment may take place in about 4 weeks time. Whether a re-assessment will be offered will be decided by the DPS in consultation with the PRP and Supervisor(s).

Year 2 (18 months) – Late Stage Review – LSR - Deadline: 3rd April 2023

A report of about **8,000** words (excluding figures, tables, legends and references) should be submitted. The report should include a substantial literature review (updating the 9 month ESA report and setting the research in context), it should present all data that resulted from the work completed to- date *and also give a detailed outline of planned future work for timely completion of the research.*

A 15-20 minute presentation by the student to the assessors will be followed by at least a 30-45 minute viva. The PhD Supervisor will *not* be present at the viva.

The focus of this assessment will be on whether or not the student has made sufficient progress and reached a sufficient level of knowledge to continue on to a PhD or be requested to exit with an MPhil at 24 months. If a student underperforms at this stage a re-assessment may take place in 2 months time. Whether the re-assessment will be offered will be decided by the DPS in consultation with the PRP and Supervisor(s)

Year 3 (From 33 months) - Thesis submission

Please see: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/ & http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

MONITORING AND REVIEWING STUDENT PROGRESS

The Department has a vigorous monitoring system to make sure that our PhD students are able to complete their research and write their thesis on time.

This section sets out what is required of students and Supervisors at each of several well-defined stages during the PhD process, and the time scale involved. All students will progress through the stages below. The schedule is based on a 3-year project that largely involves laboratory work, and the times given are designed to ensure the project is completed and the thesis submitted in the allocated time. The minimum registration for a PhD is two years although the normal duration of a PhD is three years.

Students who expect to be away on field studies for extended periods of study should discuss their plans with their Supervisors and the Senior Postgraduate Tutor and inform the DPS.

Research Degree Registration

If you have not already done so-you must **register for your research degree**, within the first 2 weeks of October. You can do this online through the student e-service:

http://www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/

Every student must register with the College for each year of his/her studies, as soon as they join the department and thereafter every October for the duration of his/her research.

IC/A Registration Form

Within one month of your first registration you must complete the College IC/A registration form and return it to your Supervisor to sign and upload to BlackBoard.

Progress Review Panel (PRP) Appointment Form

The Supervisor is responsible for nominating the members of a student's Progress Review Panel (PRP), by email, to the DPS and the PGR administrator.

One of the members of the PRP should normally be from the Department of Life Sciences and the other either from outside the "broad research group" or a different department and both must be approved by the Director of Postgraduate Studies, after consultation with the Postgraduate Education committee.

Following approval of the nominated Advisors, you should complete and upload your PRP Appointment Form to BlackBoard by Friday 22rd October 2021 at the latest.

Role of PhD Advisors

All students have 2 Advisors appointed as members of their PRP. Advisors must be permanent members of the academic staff or Senior Research fellows and at least one must be outside the "broad research group". At least one of the Advisors must be familiar with the area of research. The review panel should be viewed as a friendly body rather than a threat - it is there to help not hinder your progress from registration to PhD submission.

The general roles for Advisors are to:

1. Keep a helpful eye on the student - in the absence of the Supervisor.
2. Provide informal advice on the progress of your research and your academic performance.
3. Be someone the student can go to discuss scientific issues, which, for whatever reason, they are not able to discuss with their Supervisor.
4. Monitor the student's progress through the PhD.

PhD PROGRAMME IN DETAIL
REGISTRATION AND START

Register for a PhD!

With the help of your Supervisor:

a) Complete the College IC/A registration Form (available from the PGR Administrator)
b) Nominate the composition of your **Progress Review Panel (PRP) to the DPS**. Following approval complete the **PRP Appointment Form** and upload it to BlackBoard by **22nd October 2021**
c) All research students who are not native speakers of English **must take an English assessment test at Imperial College** when they start their research.

For more details and dates for the Initial English Assessment Tests see:
http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement/

AFTER REGISTRATION

The student prepares a **Formal Research Plan** (approx. 500 words) in consultation with their Supervisor. It will be assessed by two independent assessors, who form the student's Progress Review Panel (PRP). The Research Plan should be submitted to the PRP for comment and discussion. The agreed outline should be signed by the student, the Supervisor and the members of the PRP and uploaded to BlackBoard by the 29th October 2021.

Please note to comply with funder terms and conditions, Research Council funded students must supply the PGR Administrator with a brief summary (maximum of 4000 characters, including spaces) of their research project and associated ethical considerations. The PGR administrator will send students a pro-forma to be completed.

6 MONTHS AFTER REGISTRATION

A progress report is required at this stage *and at every subsequent 6 month interval*. The report takes the form of a short self-assessment questionnaire (see Appendix) to be completed by the student and signed by both student and Supervisor.

Please note that you may, if you wish, submit a confidential report directly to the Director of Postgraduate Studies (DPS) without consultation with your Supervisor. This will NOT be discussed with your Supervisor at any stage and will be treated as "strictly confidential".

7 MONTHS AFTER REGISTRATION – CONFIRMATION OF PhD REGISTRATION – Early Stage Assessment (ESA)

This is a strict deadline. The deadline for this academic year is 2nd May 2022.
A report of a maximum 4,000 words, (excluding figures, tables, legends and references) should be submitted containing an extended literature review, an overview of progress to date and the overall plan of research. Assessment will be focused at ensuring the student has a clear understanding of their field and the direction of their project, rather than any data produced. An overall plan of research, including future experiments, should also be presented. The report will be assessed by the 2 assessors (PRP) and also read/ assessed by the primary PhD Supervisor. A 10-15 minute presentation

by the student to the assessors will be followed by a 30-45 minute viva. The PhD Supervisor will not be present at the viva.

If the assessors or the Supervisor identify any issues which may need to be dealt with during the viva, they should inform the DPS who may wish to attend the viva as an observer or nominate another member of staff. If a student underperforms at this stage a re-assessment may take place in about 6 weeks time. Whether a re-assessment will be offered will be decided by the DPS in consultation with the PRP and Supervisor(s).

Hard copies of the report must be submitted to the PRP and the student must upload an electronic copy to Turnitin via BlackBoard.

You will meet with members of the PRP normally within ONE MONTH of submission. It is the responsibility of the Supervisor to arrange this meeting. All paperwork must be submitted to Registry by the 30th June 2022

Students will receive a written report detailing the PRP's views on their progress and in particular highlighting areas of their work, which need improving in year two. An electronic copy of the PRP's report should be sent to the Director of Postgraduate Studies (via the PGR administrator).

It is particularly important that the Supervisor should report immediately, in writing, to the DPS any student whose progress is unsatisfactory, and in all cases when termination of study is being considered. If a student underperforms at this stage, a decision will be made by the DPS in consultation with the PRP and Supervisor(s) about whether a re-assessment may be offered in 6 weeks time.

12 MONTHS AFTER REGISTRATION.

The student must complete another self-assessment questionnaire (as at 6 months – see Appendix).

18 MONTHS AFTER REGISTRATION – Late Stage Review (LSR)

The student is required to submit 3 hard copies of the report **AND** an electronic copy to the PGR administrator. This report should contain **about 8000 words** (excluding Figures, Tables, legends and references). Additionally, no more than 20 pages for tables, illustrations, legends and references are required. The report should include a substantial literature review (updating the 7 month report and setting the research in context), should present all data that resulted from the work completed to-date and also give a detailed outline of planned future work for timely completion of the research.

The report will normally comprise:
• An Abstract
• An introduction to the literature relevant to your research
• A statement of aims and objectives
• Methods
• Results
• Discussion
• Bibliography
• **AND a detailed, timetabled research plan**
The focus of this assessment should be on whether or not the student has made sufficient progress and reached a sufficient level of knowledge to continue on with your PhD or be requested to exit with an MPhil at 24 months.

PhD Research Days / Research Presentation & Posters

The PhD Research Days are an opportunity for Second and Third Year PhD students to present their research. Because you are presenting to a wide range of people it would be advised to do a general overview for an audience with mixed or minimal scientific background.

Second Year Postgraduates Poster Presentation

Second year postgraduate students are required to prepare and present a poster for their PhD Research Day.

This is a mandatory requirement for all 2nd Year PhD students.

Posters will be assessed by academic members of staff, with prizes being awarded.

Third Year Postgraduates Research Presentation

As part of the Postgraduate Research Day all third year students will be expected to give a 20-minute presentation (15 minute talk and 5 minutes question and answer session) in addition to providing a 250 word Lay Summary of their research. Formal feedback will be provided.

This is mandatory requirement for all 3rd Year PhD students.

Prizes in Science Communication will be awarded for the best oral presentations by third year students.

PhD STUDENTS & SUPERVISORS: What to expect

Supervisors expect you to:

1) *Take responsibility* for your thesis – in the end it is your work and your Supervisors are here to help you accomplish your research objectives, but **not** to do the thinking for you!

2) *Work hard* – PhDs cannot be accomplished with only a 9-5 effort. Imperial College is a top ranked University and we expect that students will strive to accomplish good work.

3) *Display initiative* – ultimately, the person who drives the process and strives to understand the research area is you. We expect you to be curious about your work and to think about how other ideas/work have an impact on the research you are doing. In light of this, it is a requirement for you to attend **all** lab meetings, work in progress etc plus other seminars. TO BE A SCIENTIST – YOU SHOULD BE CURIOUS ABOUT SCIENCE!

4) *Write papers* (this is dependent on field of study) before you have submitted your thesis. The process of writing enables you to develop skills which are useful when writing up your thesis, and the fact that you have had papers refereed/accepted by International journals satisfies the external examiner that you have what it takes!

5) *Be self-critical* of your own work and results, and use these skills in being skeptical of results in the literature.

6) *Help colleagues* (especially less experienced ones) in the laboratory to learn through discussions and demonstrations.

7) *Keep up with the literature* in your field through searches on the computer every few months and by reading current papers.

8) *Write progress reports* every 6 months detailing your results – to this end, you should be conscientious about keeping a laboratory notebook and regularly entering all your data into tables and Excel spreadsheets.

9) *Be aware of safety* at all times and follow safety procedures, especially if you are working in a laboratory.

10) *Develop your skills and learn new ones* by attending the transferable skills courses and lectures provided by the Graduate Schools, your own and other College departments/divisions/faculties and by any other external providers.

In return, as a student you can expect your Supervisor to:

1) **Be supportive** of you both intellectually and personally;

2) Set up a viable project and **ensure that you have a clear idea of aims and objectives** and an initial work-plan;

3) **Provide** an adequate work space for you

4) **Be available** (or provide an identified substitute) to talk about research problems at relatively short notice although, at certain times of the year, you may need to give a few days notice;

5) **Help** and guide you extensively in your first year; help you in your second year; and be a sounding board in your third year. The help is tapered as you develop confidence in your own abilities and research skills, to enable you to learn to work more on your own and to make more of your own decisions;

6) Help **develop** your skills in technical writing, oral presentations, problem definition, statistical data analysis and critical literature reviews;

7) Help **enable** you to attend at least one **conference** to present your work;

8) Provide adequate **funds and/or facilities** for your research project;

9) Read your thesis thoroughly and make **constructive comments** on both style and intellectual content.

Plagiarism

You are reminded that all work submitted must be expressed in your own words and incorporate your own ideas and judgments.

Plagiarism, that is the presentation of another person's thoughts or words as though they were your own, must be avoided. Note that you are encouraged to read and criticize the work of others as much as possible. You are expected to incorporate this in your thinking but you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet or from any other source, must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarize another person's ideas, judgments, figures, diagrams or software, you must refer to that person in your text and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

The direct and unacknowledged repetition of your own work, which has already been submitted for assessment, can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your Senior Postgraduate Tutor or Course Director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe any of these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Procedure for Dealing with Examination Offences and may result in a penalty being taken against any student found guilty of plagiarism.

For information on Plagiarism awareness see:

http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

Regulations for Students

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

2. Any student whose sessional tuition fees have not been paid in full may not be allowed to proceed to the next year of the programme and may be required to withdraw from the College. If any fees are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award may not be conferred and no certificate in respect of the award will normally be issued until the debt has been paid in full.

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

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

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

6. Candidates for the research degrees are required by the College regulations to give conditional authority for their thesis or dissertation to be made available for public consultation. Candidates who wish to seek a delay to making the thesis available for public consultation may seek an embargo for a limited period of normally no longer than 24 months. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

7. Students absent from College for more than three days during term must follow their Departmental Policy and inform the relevant parties. If the absence relates to a period of or immediately preceding assessment, students should review the information about mitigating circumstances. Details on the policy and procedure can be found at: https://www.imperial.ac.uk/about/governance/academicgovernance/academic-policy/exams-and-assessment/ If there are concerns raised about a student's absence, the College will, where no contact is made by the student, follow the Missing Student Policy1 in accordance with its duty of care.

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

9. The College may require a student to be assessed by the Imperial College Health Centre, or other appropriate medical practitioner approved by the Imperial College Health Centre, if there is reason to believe that the student's state of health makes them unable to pursue their studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to themselves or others. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue

their programme of study the Head of Department shall consult the Senior Faculty Tutors and, taking into account their advice, may suspend the student until they are fit to continue their studies or require the student to withdraw from the College. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study.

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

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

10. No work may be carried out in any part of the College except in accordance with the current College Safety Policies. This includes, but is not limited to; Ionising radiation, biological agents, compressed gases and hazardous substances. Details of these policies can be found on the safety website: www3.imperial.ac.uk/safety/policies/individualpolicies

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

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

13. Students who are authorised, as part of their studies, to make use of 'data' and 'personal data' as defined under the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.

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

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

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

17. The College may on occasion record lectures and other learning and teaching activities. Student contributions to these activities may also be recorded.

18. The covert or concealed audio or video recording of staff or students by individual students is not permitted and will be treated as a disciplinary offence.

IMPORTANT ADDITIONAL INFORMATION

Annual Leave

Students should always report their holiday arrangements to their Supervisor in advance (also please note student regulations above).

Remember that working without a break for seven days a week is likely to be less effective than hard work interspersed with some periods for rest and recreation. Always consult with your Supervisor **before** you make any arrangements for your holidays.

International students must additionally notify the PGR administrator if they plan to go on leave or leave the country before arranging to do so.

Working while studying

If you are studying full time, the College recommends that you do not work part-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 College working hours. Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4 visa you can work no more than 20 hours a week. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work you are strongly advised to discuss this issue with your Supervisor or Senior Postgraduate Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

Working as a Graduate Teaching Assistant (GTA) at College

The Department of Life Sciences welcomes and encourages doctoral students to get involved in teaching undergraduate and master's students. Working as a Graduate Teaching Assistant provides you with an opportunity to broaden your experience at Imperial College and develop further skills. GTAs are highly respected in the Department and provide invaluable support for students and staff both in person and online. The Department requires GTAs to seek permission from their Supervisors prior to starting their teaching. Furthermore, GTAs will need attend a **compulsory** GTA training session **before** carrying out GTA work in the Department.

The next training sessions will take place on MS Teams at the start of the Autumn Term.

Date and time to be confirmed by the PGR Administrator.

The training programme for new Graduate Teaching Assistants (GTAs) covers the basics of teaching and learning, small-group teaching (e.g. tutorials, problem classes, labs and online teaching), health and safety esp. Covid-safety, and assessment and feedback. The Graduate School also offers three courses for GTAs, all of which count towards the College's professional skills minimum attendance requirement.
More information is available here:
https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/gta-programme/

Academic 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 the College's approach to plagiarism is available on the Student Records and Data website:

www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences

Cheating offences policy and procedures

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College's Cheating Offences Policy and Procedures – see Appendix 3 of the Examination Regulations which can be found here:

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

Intellectual property rights policy

For further guidance on the College's Intellectual Property Rights Policy, please contact the Research Office: https://www.imperial.ac.uk/research-and-innovation/research-office/ip/

Alcohol and Substance Misuse Policy

The College wishes to ensure that the health, safety and welfare of its students are not jeopardised through misuse of alcohol or substances in College.

Please refer to the College's policy: http://www.imperial.ac.uk/media/imperial-college/current-students/public/Student-Alcohol-and-Substance-misuse-policy.pdf

Research Integrity

Research integrity is about your research practices, how you present the findings of your research and how your research impacts on society and the wider world. At Imperial College London, you will work with internationally renowned academic staff who will guide you to design rigorous, robust, and reproducible research methods. This will ensure that your research is lawful and that any adverse impact your research may have on society, natural environment, or animals is justified and minimised. Research integrity is also about presenting the findings of your research in a responsible manner.

The College has adopted the Council for Science and Technology's Universal Ethical Code for Scientists and upholds its three principles, which are:

- Rigour, Honesty and Integrity
- Respect for Life, the Law and the Public Good
- Responsible Communications: Listening and Informing

The primary way to ensure research integrity is to promote and maintain a culture of honesty, openness and responsibility. To this end, the Graduate School has the following professional development opportunities available to postgraduate students:

- Plagiarism Awareness, **mandatory** for both Master's and Doctoral students

This online course was developed by the Graduate School, in conjunction with the Library. It aims to equip you with a working knowledge of the concept of plagiarism and how to avoid it. It also aims to provide you with information to enable you to use and share information ethically, with academic integrity and in accordance with Imperial College's Examination & Assessment: Academic Integrity Policy.

- Copyright for Researchers (Doctoral)

This course aims to equip you with a working knowledge of copyright and licencing so that in your career you can use and share information in a copyright safe way. The course has activities and discussions to give you the opportunity to practice the knowledge and skills acquired through context-based scenarios and examples. You are recommended to share your reflections on the digital canvases throughout the course. This will give you a chance to elaborate what you have learnt in the readings, share examples and challenge your understanding by interacting with your peers.

- Intellectual Property (Doctoral)

    This course aims to equip you with a working knowledge of the concept of Intellectual Property (IP), and an awareness and understanding of the basic principles surrounding IP rights, such as patents, copyright, design rights and other forms of IP. An understanding of IP and its application is important for all students; for those intending to continue in academia as well as those intending to enter the commercial world after graduation.

- Introduction to Making your Thesis Open Access (Doctoral)

    This workshop will provide a general introduction to open access, with specific reference to the PhD thesis, and related research outputs that may arise from PhD study. You will be introduced to: open access repositories, open access publishing and online support tools such as the Directory of Open Access Journals and Open access button. You will also be provided with the opportunity to discuss Creative Commons licences, the re-use of third-party copyright materials in your thesis and why your thesis is made open access.

- Data Management (Doctoral)

Data is a key research asset, underpinning almost all published research conclusions. In recent years, new technology has enabled us to:

1. Generate and record far more data than ever before; and
2. Share, reuse and combine that data in new ways to generate new insights.

Research data is increasingly a first-class research output, and a little bit of planning will enable you to take advantage of this shift. This course will highlight key considerations and help you to assess when it is appropriate to share your data and how to write a data management plan.

This workshop is supported by a webinar on Research Data Management Plans which covers some of the more practical elements of research data management and will help students to create their own data management plans.

- Science, Research and Integrity (Doctoral)

This workshop is designed to give you a chance to explore and critically analyse the ethics of scientific research in a constructive way. We will critically discuss the structure and implications of specific cases of scientific fraud and will also look at different moral theories and how they might apply not only to specific moral dilemmas, but also to science in general. The session will aim to forearm you by providing a safe environment within which to formulate and articulate your own views on how you might deal with the sorts of dilemmas you are likely to face during your career.

The San Francisco Declaration on Research Assessment (DORA)
The College has signed the San Francisco Declaration on Research Assessment (DORA). The ethos behind DORA is to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties. The outputs from scientific research are many and varied, including: research articles reporting new knowledge, data, reagents, and software; intellectual property; and highly trained young scientists. Funding agencies, institutions that employ scientists, and scientists themselves, all have a desire, and need, to assess the quality and impact of scientific outputs. It is thus imperative that scientific output is measured accurately and evaluated wisely.
As such the College has signalled that it will assess research based on quality rather than where it is published, for example journal impact factor. The Graduate School promotes the ethos behind DORA at the following professional development workshops:
- Writing for publication
- How to be an effective researcher
- Global Research Impact and Influence retreat
- Finish Up Move On
- Impact in academia webinars
- Understanding the reviewer

References:
The San Francisco Declaration on Research Assessment DORA [accessed 26.06.20]
The UK Concordat to Support Research Integrity – Universities UK [accessed 26.06.20]
The Universal Ethical Code for Scientists [accessed 26.06.20]
The European Code of Conduct for Research Integrity – ALLEA (All European Academies) [accessed 20.06.20]

Academic Training Programme

Background

The Department has been concerned that postgraduate students have often focused too narrowly on their immediate research topics without developing either a broad knowledge of their subject or the broad range of skills needed to master their own subject efficiently. Individual students and Supervisors have learned and taught what was needed, often in isolation. Many of the skills needed for effective life sciences research require multi-disciplinary input and group efforts. Therefore, an academic training programme has been put in place to address these concerns and to improve the quality of the training that the Department, in conjunction with the Graduate School, offers to its students.

Below are the aims and objectives of the Academic Training Programme.

Aims

To provide training in research methodologies aimed at equipping students to undertake their research projects efficiently.

To provide training which leads to the acquisition of personal transferable skills.

To provide guidance to students in planning their future careers.

Objectives

Through participation in the training programme students should be able to:
- use information technology to search for, process and present information
- use statistics to design experiments and interpret results
- organise time and information effectively
- plan and conduct research efficiently
- define research problems
- be able to communicate effectively with your Supervisor and peers, and utilise appropriate negotiation skills
- understand basic laboratory safety issues
- understand the career opportunities/structure for post doctoral scientists and the skills needed at the various stages of seeking employment
- present written, graphical and oral summaries of your research to different interest groups
- successfully present a thesis for examination
- understand the approaches to protecting the intellectual property rights of your work

Seminars

In addition to the above skills, it is a major aim of the Departmental Academic Training programme, that PhD students are exposed to a broad range of research areas. To this aim, it is mandatory for all PhD students to attend most, if not all, Departmental seminars.

Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst, there are a variety of means to give your feedback on your Imperial experience, don't miss your opportunity to express your views via the Union's **Student Experience Survey (SES)** which will be run at the end of the Autumn Term 2021.   This is the only College-wide survey in which research students will be asked to participate in 2021-22.   The survey will cover your induction, welfare, pastoral and support services experience.

This is an annual survey and results from the previous surveys can be found at: https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/postgraduate-research-experience-survey-pres/

Imperial also participates in the national, biennial, **Postgraduate Research Experience Survey (PRES)** run by the Higher Education Academy (HEA).   This survey is important as it allows the College to benchmark itself against other UK higher education institutions. **PRES** covers topics such as supervision, research community, progress and assessment, opportunities and research skills. It also includes a few extra questions about issues that are particularly important to us at Imperial such as graduate teaching activities and professional development.

Imperial took part in PRES in 2008. 2011, 2013, 2017, 2017,2019 & 2021. The surveys showed an increase in positive results across all the main categories of Supervision, Resource, Research Culture, Progress & Assessment and Student Voice.

For further information on PRES see:
https://www.heacademy.ac.uk/institutions/surveys/postgraduate-research-experience-survey

For further information on surveys please contact the Registry's Surveys Team on
surveys.registrysupport@imperial.ac.uk

The Life of a PhD Student: General Advice

Both the Department and the Graduate School wish to offer appropriate support to you throughout your PhD studies and respond to any concerns you may have that affect your wellbeing. We hope to:

- Encourage open communication of difficulties.

- Encourage formation of good working and social relationships.

How to stay motivated

Most PhD students experience days where they feel frustrated with the apparent lack of progress of their research. Research is difficult. Students sometimes confuse lack of progress with lack of ability. The fact that you are here at Imperial means that you are an able and gifted student. It is important to keep motivated by good time management, ensuring that you make time to rest and relax and have a private life outside of your PhD. Avoid perfectionism – clarify with your Supervisor his/her expectations about standards of work. Remember that even the most famous Professor has been a novice researcher at one time!

How to stay confident

The Graduate School offers training courses to help ensure that you gain confidence to develop technical research skills needed to conduct research to a high standard. Try not to make unfavourable comparisons with your peers but to rather focus on your own personal development. Many excellent students have times when they feel they are just not good enough to complete their PhDs.

How to deal with stress

Don't make unreasonably high demands on yourself in the name of your research. Reflect on how you are feeling and if you have a persistent low mood, speak to the Senior Postgraduate Tutor or a Counsellor. Stress and unnecessary worries can cause students to lose their effectiveness. Be proactive about spotting and managing stress.
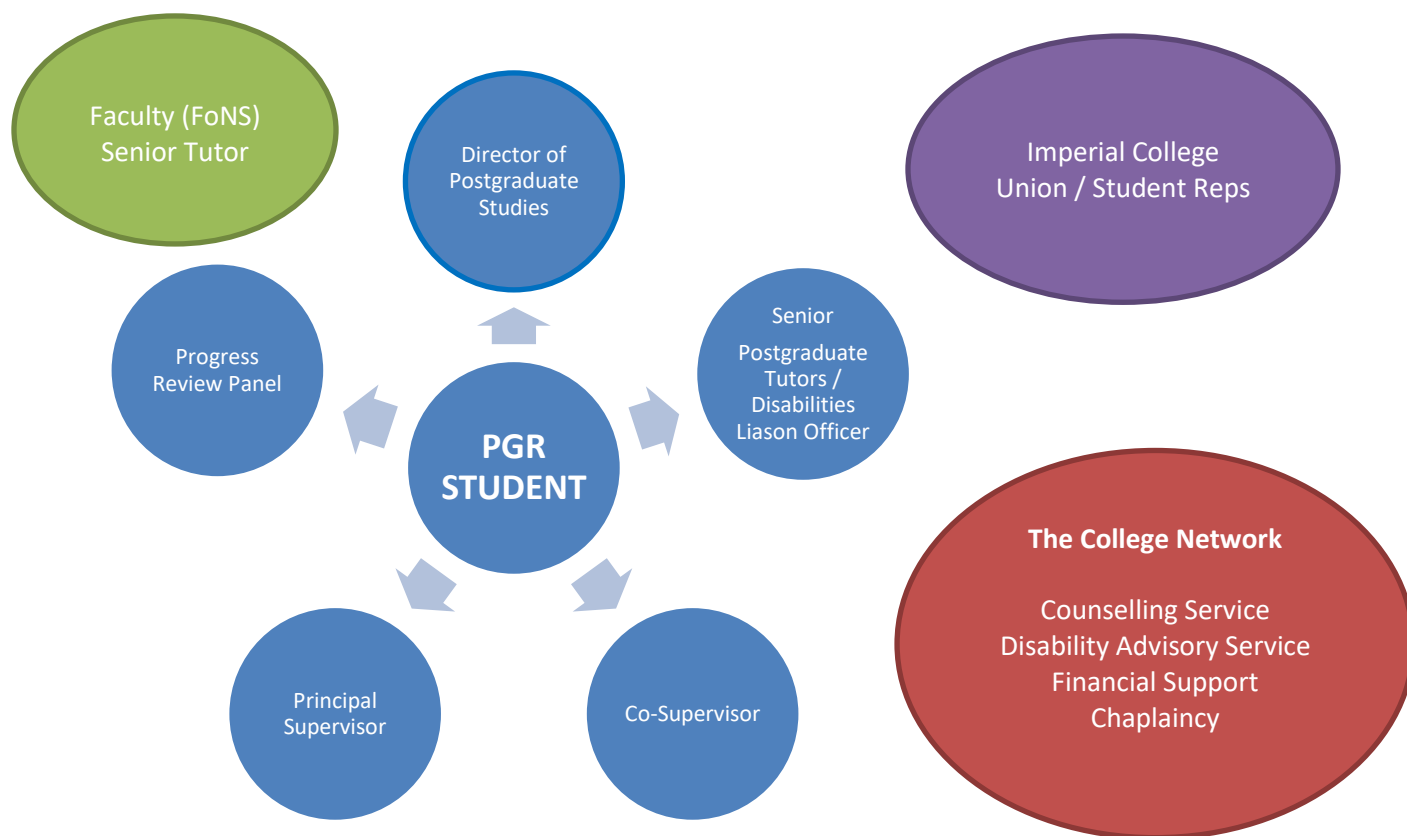
How to prepare for life after a PhD

You may know exactly what you would like to do after your PhD or you may be unclear about the next stage of your career. The Graduate School offers courses in career planning that you may find helpful and you may consult the Careers Advisory Service at any time.

Pastoral Help and Advice for Postgraduate Students

The primary source of help and support for all students is, of course, their research Supervisor(s). However, occasionally, issues may arise which students would prefer to discuss with someone other than their Supervisor. The Senior Postgraduate Tutors and Director of Postgraduate Studies (DPS) are more than happy to see postgraduates in the Department to discuss any matters of concern. You should certainly come and discuss with either of them any problems or concerns, which you feel unable to raise with your Supervisor or advisors.

The Senior PG Tutors are available to deal with any problems you feel unable to discuss with your Supervisor. They can help you get further help if required and can liaise with your Supervisor directly to help resolve any issues. If problems arise you would normally contact the Senior PG tutors in the first instance. However, you can also contact the DPS if the Senior PG Tutors are unavailable.

Any discussions you may have with any of us will be treated in strict confidence.

Faculty (FoNS) Senior Tutor

Director of Postgraduate Studies

Imperial College Union / Student Reps

Progress Review Panel

Senior Postgraduate Tutors / Disabilities Liason Officer

PGR STUDENT

The College Network

Counselling Service
Disability Advisory Service
Financial Support
Chaplaincy

Principal Supervisor

Co-Supervisor

Information for Students with disabilities, specific learning difficulties or long-term health issues

At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger's)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn's disease)
- Physical disabilities or mobility impairments
- Visual difficulties

Where to find help:

1. **Your Disability Liaison Officers are** your Senior Postgraduate Tutors: Dr Tony Southall (South Kensington Campus) or Dr Will Pearse (Silwood Park Campus).

   Your Senior Postgraduate Tutors are your first point of contact within the department and are there to help you with arranging any support within the department that you need. They are also the persons who will apply for Special Examination arrangements on your behalf, if required.

2. **Disability Advisory Service**: http://www3.imperial.ac.uk/disabilityadvisoryservice
   The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. The service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

   Some of the sorts of things we can help with are:
   - Being an advocate on your behalf with others in the College such as your Departmental Liaison Officer, Senior Tutor or Exams Officer, the accommodation office or the estates department
   - Checking that your evidence of disability is appropriate and up-to-date
   - Arranging a diagnostic assessment for specific learning difficulties
   - Help with applying to the College for the cost of an assessment
   - Help with your application for the Disabled Students Allowance (DSA) see below

- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

3. **Disabled Students Allowance**:

http://www3.imperial.ac.uk/disabilityadvisoryservice/supportatimperial/funding

Students who are home for fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.

General support and advice

If you feel the need to seek help, advice or guidance, there are a number of people you can talk to:

Student Counselling Service
Level 4, Sherfield Building, Tel:+44 (0) 20 759 49637 (Email: **counselling@imperial.ac.uk)**
Web: **www.imperial.ac.uk/counselling**

Counselling is available to any student registered with the College, about any personal issue. Appointments are available at the South Kensington, Hammersmith and Silwood Campuses. To arrange an appointment, please complete visit the Counselling Service website.

Disability Advisory Service

9.00-16.30 – Monday to Friday

Level 5, room 566 Sherfield Building, Tel: +44 (0) 20 759 49755

Web: www.imperial.ac.uk/disabilityadvisoryservice

Email: disabilities@imperial.ac.uk

Confidential advice to students with disabilities, specific learning difficulties or health related difficulties in relation to accessing academic studies, the campus, accommodation or disability related benefits. To make an appointment please complete the online form available here.

Chaplaincy Multi-Faith Centre
East Basement, Beit Quad
Email: Chaplaincy@imperial.ac.uk
Web: www.imperial.ac.uk/chaplaincy

Andrew Wilson, Coordinating Chaplain (Anglican) a.willson@imperial.ac.uk

Pastoral care, hospitality and support to all members of the College. The Chaplaincy has a quiet room available during the day. For a programme of services and events, as well as finding places of worship and student faith societies, please take a look at the website above. The Chaplaincy can give contact details for many other London chaplains of a variety of faiths.

The ICU website contains further details of societies for specific faith groups.

Graduate School Union
Research students are members of the College Students' Union and are encouraged to participate in its activities; the Union has an active postgraduate group, which holds regular social events and discussions. Web: https://www.imperialcollegeunion.org/abhijay-union-president

Union Support
The Advice Centre, Imperial College Union
Mezzanine Level, Beit Quad, South Kensington Campus
Web: www.imperialcollegeunion.org/advice Email: advice@imperial.ac.uk

Confidential, impartial and independent advice on welfare issues including housing, money and debt advice, sexual, mental and general health awareness, drugs and alcohol, employment and

consumer rights, and personal safety. Also deals with academic issues, such as assisting students in appealing against a decision or making a complaint. The Advice Centre is currently operating remotely. We offer face-to-face appointments via Teams or Skype.

Student Representation Network
Each course has elected departmental representatives with whom you can raise any issues regarding your course. Alternatively, for advice or assistance on academic issues, contact the Deputy President (Education).
Email:dpeducation@imperial.ac.uk
Web: https://www.imperialcollegeunion.org/your-union/your-representatives/representation-networks

Health Care
It is important that you register with a GP close to where you live. If you live near College (SK Campus) you should register with a GP at the College Health Centre.

Health Centre
40 Prince's Gardens.
Reception and appointments Tel:+44 (0) 020 7584 6301
Email: imperialcollege.hc@nhs.net
Web: www.imperialcollegehealthcentre.co.uk
The Health Centre has on staff doctors, nurses, psychotherapists, counsellors, psychiatrist, sports medicine specialist, physiotherapy, acupuncture, they also offer the Alexander Technique, homeopathy, osteopathy, reflexology, aromatherapy.

NHS Dentist (based in the Imperial College Health Centre)
Imperial College Dental Centre offers a full range of NHS and private treatment options.

Web: www.imperial.ac.uk/student-space/here-for-you/dentist

Careers Advisory Service
10am-5.15pm – Monday to Friday, Victoria Sood, Careers Consultant
Level 5, Sherfield building, Tel: +44 (0)20 7594 8027
Email: v.sood@imperial.ac.uk
Web: www.imperial.ac.uk/careers
Careers and further study related information, advice and guidance services.

Student Financial Support
Level 3, Sherfield Building, Tel:, +44 (0)20 7594 9014
Web: http://www.imperial.ac.uk/students/fees-and-funding/contact-us/
Student funding advice and administration (Access to Learning Fund, College Hardship Fund, emergency loans, study support bursaries and scholarships.)

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

Student Hub
Level 3, Sherfield Building South Kensington Campus
Email: student.hub@imperial.ac.uk
Web: www.imperial.ac.uk/studenthub
The Student Hub is a one-stop shop for enquiries bringing together many key support departments, such as Registry, Accommodation and Finance, in one location.

Immigration advice and student visa extension service
International Office, Room 163, Level 1, Sherfield Building (opposite Nat West Bank),
Tel:+44 (0) 20 759 48040
Email: international@imperial.ac.uk
Web: www.imperial.ac.uk/international

Support and advice for all Imperial students from outside the UK, including immigration advice and student visa extension service.

Sources of Advice and Support outside Imperial

London Nightline
Tel: 020 7631 0101
Email: listening@london.nightline.org.uk
Web: www.nightline.org.uk
Nightline offers confidential listening and practical information, every night of term at any hour of the night to talk about anything under the sun.

Samaritans
Tel: 116 123
Email: jo@samaritans.org
Web: http://www.samaritans.org/
The Samaritans offer a 24 hour confidential emotional support to anyone in emotional distress - you can drop into your local branch to meet with a Samaritans volunteer face to face. Please visit the website to find your local branch.

APPENDIX I

Good Laboratory Practice

1. Always ensure that an appropriate risk assessment has been completed and you are familiar with the identified risks and emergency procedures before starting lab work.

2. Ensure you get a local lab induction and are aware of general safety issues and procedures in the lab.

3. Do not eat, drink, smoke or apply make-up.

4. Wear a laboratory coat and fasten it correctly.

5. Do not pipette anything by mouth.

6. When necessary wear gloves of an appropriate type and do not wear gloves in corridors.

7. Always use the correct route for waste disposal.

8. Wear correct eye protection when appropriate.

9. Keep benches tidy and floor areas and corridors unobstructed.

10. Know the drill for emergency evacuation.

11. All Accidents and Dangerous Occurrences must be reported.

12. Report all defects to your Supervisor or your Area Safety Representative.

13. Permit to work forms must be completed before visiting "contractors" begin work.

14. All protocols and procedures must have a risk assessment. If you are unsure about risk assessments for your work contact your Supervisor.

APPENDIX II

Safety information for Students within the
Department of Life Sciences

All students at the College have specific health and safety responsibilities. These are listed below:

Students responsibilities (taken from College Health and Safety Policy)

Each student is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities. To this end, each student must:

- Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.

- Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.

- Attend appropriate induction and training.

- Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.

- Not interfere with any equipment provided for Health and Safety.

- Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, inform his or her Supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

The College's Health and Safety Statement can be found at:

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

Useful websites for safety information, guidance, and training:
FoNS Safety Home (sharepoint.com)
https://www.imperial.ac.uk/safety
https://www.imperial.ac.uk/occupational-health/
https://www.imperial.ac.uk/estates-facilities/security/safe-and-secure/

Department of Life Sciences Safety Contacts and Advice

The Dept of Life Sciences receives professional safety advice from Faculty Safety Team. The Safety Team are assisted in their role by trained personnel within the buildings and environs that the Dept of Life Sciences operates. The Dept has a Health and Safety committee that meets each term at South Kensington and Silwood campuses. The committee has a Postgraduate (PG) representative who attends the meetings and ensures that PG views and concerns are discussed and where appropriate action taken..

A list of contacts for safety advice within the Dept is shown below:

Dept of Life Sciences Safety Webpages:
Health and safety | Faculty of Natural Sciences | Imperial College London

Head of Health and Safety in the Faculty of Natural Sciences
Mr Stefan Hoyle   (s.hoyle@imperial.ac.uk)   Mobile: 07872 850 018

Silwood Park campus
Martin Selby   (m.selby@imperial.ac.uk)   020 7594 2226 Mobile:07561 451702

Laboratory Manager Flowers building
Shajna Begum   (shajna.begum@imperial.ac.uk)   020 7594 3070

Senior Laboratory Technicians South Kensington
Mrs Emma Edwards   (e.white@imperial.ac.uk)   07590250555
Mrs Louise Alexander-Hardiman (l.alexander-hardiman@imperial.ac.uk) 07566950905

Technical Operations Manager
Ms Allison Hunter   (a.hunter@imperial.ac.uk)   020 7594 5352

Plant growth rooms, insect culture (SAF building) and Grodome (Roderick Hill building)
Dr J. Iqbal   (j.iqbal@imperial.ac.uk)   020 7595 0503 Mobile: 07590 250503

Cross Faculty NMR suite:
Dr Yinqi Xu   (yinqi.xu@imperial.ac.uk)   020 7594 5336

Protein Crystallography & X-ray Facility Manager
Marc Morgan   (rhodri.morgan@imperial.ac.uk)   020 7594 3202

Electron Microscopy centre:
Dr Paul Simpson   (paul.simpson@imperial.ac.uk)   020 7594 5279

Flow Cytometry Facility:
Jessica Rowley   (j.rowley@imperial.ac.uk)   020 7594 5423

Diamond Light Source, Harwell Science and Innovation Campus
Dr Konstantinos Beis   (konstantinos.beis@imperial.ac.uk)   01235 567 809

Mass spectrometry:
Dr Paul Hitchen   (p.hitchen@imperial.ac.uk)   020 7594 5423

Cell Disruptor
James Mansfield   (james.mansfield@imperial.ac.uk)   020 7589 5111 Ext: 55197

Facility of Imaging by Light Microscopy
            (film-service@imperial.ac.uk)   020 7594 2023

Information, guidance and other contacts on health and safety can be found here

APPENDIX III

Department of Life Sciences

Progress Review Panel Appointment Form

Student Name _____

Project Title
_____

Lab/Level/Room/Building: _____

Lab Tel No: _____

Email address: _____

Home address and Tel: _____

Composition of Progress Review Panel (PRP)

Supervisor(s):
Name(s)_____

Signature(s)_____

Advisor 1:
Name _____

Signature   _____

Advisor 2:   _____

Name _____

Signature   _____

Start date: _____

Expected completion date: _____

Student's signature_____

Please note all information contained in this form is treated as _CONFIDENTIAL_

Please upload this form to BlackBoard

6 month Progress Report

Guidelines

All research students are required to submit, annually, two progress reports on their work. The Director of Postgraduate Studies (DPS) is responsible for ensuring that these reports are produced.

In the Department of Life Sciences this Progress Report consists primarily of a self-assessment exercise, which takes the form of a questionnaire to be completed by the student and then discussed with your Supervisor. This questionnaire is similar to those used in other departments here at Imperial. It is hoped that the exercise will:

1) help you to reflect on your performance as a research student
2) help you to identify your strengths and weaknesses
3) provide a formal structure to aid discussions with your Supervisor

On completion of the questionnaire and the ensuing discussion you have with your Supervisor about it, the pro-forma should be completed and signed by you and your Supervisor and uploaded to BlackBoard

Please note:

*You have the option to submit a confidential report to the Director of Postgraduate Studies (DPS). This confidential report will be for the information of the DPS and **will not** be seen by your Supervisor*

<u>The 6 monthly Progress Report</u>

Name of student:
Supervisor:
Advisors:

Your Research Topic (in a couple of sentences):

Briefly summarize what you have been doing over the last six months:

State any difficulties you may have encountered:

We have discussed the self-assessment questionnaire:

Signed: (PG student) Date:

Signed: (Supervisor) Date:

Comments from Supervisor:

6 Month Self-assessment Questionnaire

Student Name: Date:

The objective of this assessment is to enable you to identify your strengths and weaknesses in order to help you to become more effective. There are no correct answers. Simply indicate how you assess yourself **at this time** in response to each of the seventeen questions below on a scale of 1 to 10 where 1 is low and 10 is high.

1) How excited are you by your research?

          1   2   3   4   5   6   7   8   9   10

2) How well do you understand your research topic and what is expected of you?

          1   2   3   4   5   6   7   8   9   10

3) How much background material have you read and understood?

          1   2   3   4   5   6   7   8   9   10

4) How satisfied are you with the progress you have made over the last six months?

          1   2   3   4   5   6   7   8   9   10

5) How effectively do you think you are using your work time?

          1   2   3   4   5   6   7   8   9   10

6) Are you happy with the balance you achieve between your research and your life outside IC?

          1   2   3   4   5   6   7   8   9   10

7) How well do you work with other members of your research group?

          1   2   3   4   5   6   7   8   9   10

8) How effectively do you interact with your Supervisor?

          1   2   3   4   5   6   7   8   9   10

9) How do you feel you communicate your work during presentations or lab meetings?

          1   2   3   4   5   6   7   8   9   10

10) How useful is your contribution to group discussions?

          1   2   3   4   5   6   7   8   9   10

11) How do you rate your written work?

    1   2   3   4   5   6   7   8   9   10

12) How do your rate your technical competence in the laboratory?

    1   2   3   4   5   6   7   8   9   10

13) How do you rate your awareness of the safety issues associated with your work?

    1   2   3   4   5   6   7   8   9   10

14) How do you rate your ability to work without close supervision?

    1   2   3   4   5   6   7   8   9   10

15) How quickly would you seek help with your work?
    (where 1 is as soon as you identify a problem and 10 is only as a last resort)

    1   2   3   4   5   6   7   8   9   10

16) How confident are you of your ability to deliver what is expected of you?

    1   2   3   4   5   6   7   8   9   10

17) Generally, how happy are you at present?

    1   2   3   4   5   6   7   8   9   10

APPENDIX V

To PhD offer holders in the Department of Life Sciences

Letter to Life Sciences PhD offer holders

Dear PhD Offer Holder,

We look forward to welcoming you to the Department of Life Sciences and Imperial College London.

As a result of the COVID-19 pandemic, and to ensure that your research degree can be delivered safely, we are writing to provide you with information about how we intend to deliver your programme of research.

Undertaking a research degree is always a challenging endeavour. We want to reassure you that we have taken measures to both ensure your safety and enhance your motivation and productivity and that Imperial is a safe place to carry out research, both in laboratories and in research offices. Our priority is for you to experience everything our campuses and London has to offer. However, all on campus provision will be subject to the requirements of the Public Health Advice from the UK Government and College guidelines on any additional health and safety measures in place at the time over the course of the academic year. You will be expected to adhere to the safety measures in place for the College, as set out below.

We are expecting to be able to deliver the majority of your programme on-campus and in person, including activities to support the delivery of your research and cohort-building activities to help you establish connections and become part of the Imperial College community. These activities are described in more detail under the Programme Delivery section of this letter which also provides further information on which activities may be delivered remotely.

We expect that you will be able to attend College in-person, on campus, to begin your research programme. Over the 2021-22 academic year, we plan to provide a combination of both on-campus and some remote (i.e. multi-mode) activities for research degrees. Undertaking your research programme through multi-mode activities, together with flexible research plans, carefully designed in collaboration with your supervisor(s), will minimise any disruption to your learning and research experience.

It is important to recognise that, depending on official Government public-health guidance for the foreseeable future, the balance between our in-person and remote offering may be subject to change. However, we will maximise your on-campus training and research activities as we progress through the forthcoming year. The College has been working at the forefront of research and patient care from the start of the pandemic and has world-leading experience and expertise to ensure your safety while on campus.

If you are unable to travel to London for the start of your programme, you should discuss this with your prospective supervisor(s) to ascertain whether your programme can start on a fully-remote basis, or whether your start date can be delayed. And you must inform the department.
It is critical that you keep in close contact with your supervisor(s), the department and the Graduate School, for the latest updates, including access to campus. For the latest College advice, please check the following webpage: https://www.imperial.ac.uk/study/covid-19/

Institutional guarantees

College-wide induction and enrolment activities will operate in a remote format at the start of the academic year, supplemented by additional departmental induction activities that will be provided when you start working in your laboratory or office, regardless of when you start in the academic year. All on-campus provision will be subject to the requirements of the current public health advice from the UK Government and strict adherence to College safety guidelines and protocols on Covid-safe working, including any social distancing measures. We will closely monitor and implement any additional health and safety guidance that may result from the developing scientific evidence. In the event of another disease outbreak or further restrictions during your programme, we may have to suspend on-campus activities in line with Government requirements.

Your supervisor(s) will work closely with you to agree a suitable research plan. Access to laboratories and/or other research facilities and offices required for your research project will be determined by the Department of Life Sciences in the context of official Government guidance.
The College is also developing community building activities to support the multi-mode experience for all students. This will include College-wide events for research degree students, organised by the Graduate School, which, depending on current restrictions at the time, will be delivered either remotely or on-campus during 2021-22. In addition, the Graduate School will deliver its programme of professional skills development training, which forms a key part of your educational development and is a requirement for your research degree milestone assessments, through multi-mode delivery, with some workshops available on-campus and some remotely.

In the event that there is an escalation of the current outbreak, or a new outbreak of COVID-19 during your programme, then, in line with Public Health Advice from the UK Government, we may be required to suspend all on-campus activity. In the event of suspension of on-campus activity, you should work with your supervisor to determine a remote research plan.

Safety

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your research degree programme and to offer you a full student experience. There will be requirements and expectations placed on you and other members of the College community to follow the safety measures put in place by the UK government and national and local public health authority. These may vary over the academic year but are likely to include a requirement to undertake regular testing and reporting the results of this testing to the College, and an expectation of ensuring that you have been vaccinated against COVID-19. You can view our current guidance for our community on our website. Failure to follow the safety measures, and reporting requirements, may result in restrictions being imposed on the delivery of your research degree programme and on your access to the wider student experience. Weblinks:
https://www.imperial.ac.uk/about/covid-19/students/arriving-in-the-uk/vaccination/
https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/biological-safety/covid-19-guidance/

Departmental induction

The departmental induction activities for your programme may take place on-campus, and some may take place remotely. Some activities may take place in real time and some may be pre-recorded.
The department will advise you closer to the time. As part of your induction, we will direct you to the Graduate School's online induction programme.

Supervision
When you first start at the College, whether that is on campus, or remotely, it is important to meet with your supervisor(s) to discuss how your partnership will work. The College's mutual expectations for the research degree student supervisor partnership should be used to facilitate this conversation. It is possible that at least some of your supervision sessions will run remotely and the Graduate School has developed guidance for students and staff to help these run effectively.

Programme delivery
Your research programme will be delivered through a mixture of in-person and remote activities. The following activities will be delivered in person where possible: lab access and lab training, most supervisor meetings, most research group meetings and seminars, small group training sessions related to your research project.

The following activities may be delivered remotely: Departmental level seminars, Safety training Where possible and appropriate, your supervisor(s) will arrange for you to engage with in-person UK-based activities to support your research programme, such as placements, field trips and conferences. As soon as restrictions allow, international engagement opportunities may also be supported.
In the event of suspension of on-campus activity, all in-person activities will be adapted for remote delivery.

Support for remote access to College activities
To access contents of the programme remotely, you will be expected to have access to a computer, webcam, reliable internet connection and you will need to cover any costs associated with this requirement. You will be expected to use Microsoft Teams, which is part of the Office365 suite of tools, to which you will be provided with free access via your Imperial College IT account. Further information about how to use Microsoft Teams is available at:
https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/apps/microsoft-teams/ . Training and support for how to use other systems and software will be provided during the programme induction and through specific online training modules.

Assessments (Early Stage Assessment, Late Stage Review and PhD *viva voce*)
We plan that all PhD assessments [Early Stage Assessment (ESA), Late Stage Review (LSR) and final PhD *viva*] will take place in person and on campus. However, this may change depending upon Government regulations in which case these assessments may take place remotely. We have developed and tested protocols to ensure that these assessments can take place remotely without detriment to you and guidance is available to you to ensure that you can prepare yourself for these remote assessments.

Work at facilities not based at Imperial
If your research involves work at a remote facility, your supervisor(s) will work with you to agree a suitable schedule of work in accordance with local or national advice in place at the time.

Length of research programme
We anticipate that you will be able to complete your research degree programme within the timescale previously advertised. However, if we are required to close the College and are therefore unable to deliver part of your research programme, the length of the research active period of your programme will be extended, with no additional tuition fees being levied for that period of extension. Note that you will be responsible for any additional living/maintenance costs during this extension and, if you are living in College accommodation, we are unable to guarantee that your accommodation can be extended beyond your original completion date.

Visas and Immigration
If you require a visa to study in the UK, it is important that you have read the guidance provided by the International Student Support Team at the College at http://www.imperial.ac.uk/study/international-students/visas-and-immigration/covid-19-and-your-immigration-status/
Imperial has a team of specialist immigration advisers who can provide specific advice on your immigration situation and on the best options for you. They can be reached by email on international@imperial.ac.uk
It is your responsibility to ensure that you have the correct immigration permission for your studies in the UK.

Looking forward to meeting you

With best wishes

Dr Kleoniki Gounaris
Director of Postgraduate Studies
Department of Life Sciences