IMPERIAL

Faculty of Medicine

National Heart and Lung Institute

PhD and MD(Res)
Student Handbook
2025-26

Contents

1.   Welcome to Imperial

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

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

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

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

You'll have access to an innovative range of professional development courses by the Early Career Researcher Institute, the Careers Service, Library Services and other support services teams throughout your time here, as well as opportunities to meet students from across the university at academic and social events.

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

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

Our Principles

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

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

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

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

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

Doctoral Proposition

Imperial will:

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

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

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

Offer life-long membership of the Imperial community
- supporting you as a student and afterwards as an alumna/us
- enabling you to share your professional advice and experience with future students

www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/doctoral-proposition/

Mutual Expectations for the Research Degree Student Supervisor Partnership

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

//bb.imperial.ac.uk/bbcswebdav/xid-11805857_1

Cornerstone

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

ecri@imperial.ac.uk

www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/cornerstone/

Welcome from the Early Career Researcher Institute

Welcome to Imperial and to the Early Career Researcher Institute!

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

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

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

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

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

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

www.imperial.ac.uk/early-career-researcher-institute/

Introduction from the President of Imperial College Union

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

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

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

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

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

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

Wishing you an incredible year ahead,

Nico Henry, Imperial College Union President 2025-26

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

Key dates 2025–26

In-person Induction	1 October 2025
PGR Day 2026	To be confirmed

Term dates

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

Closure dates

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

My Imperial Campus

An app for students - designed by students!

My Imperial Campus is the beginning of a new mobile experience for the Imperial community.

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

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

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

What we've built so far:

🔍 Search & AI Chatbot

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

🗺 Maps

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

🎉 Events

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

📠 Timetable & Check-In

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

🚀 Your Career

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

Imperial Success Guide

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

💻 www.imperial.ac.uk/students/success-guide/pgr/
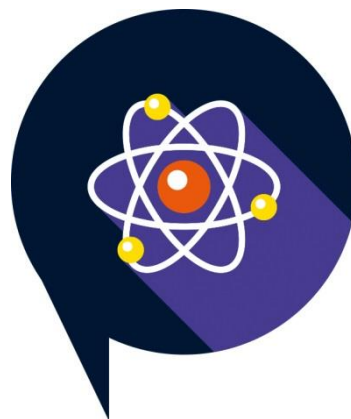
Student Shapers

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

💻 www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/

Imperial Award

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

💻 www.imperial.ac.uk/students/imperial-award/

2. Location and facilities

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

Your main locations of study will be:

📍 [Hammersmith campus](#)
ICTEM, The Hammersmith Hospital, Du Cane Road, London W12 0NN

📍 [Royal Brompton campus](#)
Guy Scadding building, Cale Street, London SW3 6LY

Facilities

Hammersmith Hospital Campus, East Acton is one of our medical teaching and research campuses. Based around [Hammersmith Hospital](#) facilities on site for staff and students include a [campus library](#), several [catering outlets](#), and [sports facilities](#).
Information about accessibility at Hammersmith Hospital Campus is available online at [AccessAble accessibility guides](#).

Royal Brompton Hospital Campus, Chelsea is one of our medical teaching and research campuses. Based around the [Royal Brompton Hospital](#), facilities for staff and students include a [campus library](#). Information about accessibility at Royal Brompton Hospital Campus is available online at [AccessAble accessibility guides](#).

Computer access and printing is available at [Hammersmith Campus Library](#) and [Royal Brompton Campus](#) Library.

The Department's Education team, Postgraduate Research team (PGR Team) office is located in Room 2N2 in the Commonwealth/Wolfson building at the Hammersmith campus.

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

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

Library Services

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

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the library's skills support and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of over 637,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

💻 [www.imperial.ac.uk/library](#)

Shuttle bus

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

💻 www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

Maps

Campus maps and travel directions are available at:

💻 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

💻 www.imperial.ac.uk/smoke-free

Security and Community Safety team

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

How our team can help you:
- Assist in an emergency
- Deliver first aid
- Offer advice on personal safety
- Provide high-quality D-locks
- Issue ID cards
- Lost and found
- Signpost to mental health support

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

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

- Chemistry Building, Level 1, Room 171A (Use Chemistry 2 Main Entrance)
- Open Monday–Friday, 8am–4pm. Visit Wells Way Cabin (Located behind the Abdus Salam Library and Sherfield) for out-of-hours enquiries.

Our ID Card Services Office is located at:

- Sir Alexander Fleming Building G53

SafeZone

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

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

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

3.   Introduction to the Department

Welcome from the Director of Postgraduate Studies

I would like to take this opportunity to welcome you to the National Heart and Lung Institute (NHLI), Imperial College London. The NHLI is internationally recognised as one of the foremost academic departments engaged in heart, lung, and vascular research.

While at NHLI, you will have the opportunity to collaborate with world-leading researchers and conduct your work within a highly motivated and intellectually stimulating environment. This experience will enable you to build lasting professional connections and friendships that will support your future career.

This Research Degree Handbook provides comprehensive information on the support available throughout your programme. It outlines key policies, procedures, and milestone requirements; introduces the Early Career Researcher Institute; details available courses and workshops; and explains the roles of Student Representatives and the Higher Degrees Research Committee. Guidance is also provided on how to seek assistance should any issues arise during your studies. The Handbook will answer many of your questions, but do not hesitate to contact the NHLI Postgraduate Research Office team - they are here to support you throughout your degree.

Be sure to explore Imperial's Doctoral Students' Success Guide—a free online resource designed to support you throughout your PhD journey at Imperial. Far more than a study guide, it offers practical, tailored advice on conducting research, writing reports and presentations, and enhancing your professional development. It is a valuable tool to help you make the most of your time here.

Embarking on a research degree is a distinct and rewarding experience, quite different from taught study. It is a creative and often unpredictable journey, where learning comes not only from success but also from setbacks. Research involves critical thinking, meaningful dialogue, and continuous exploration. Unlike the structured environment of undergraduate study, you will take the lead in shaping your own learning—designing experiments, managing tasks, presenting your work, and writing academically. This growing independence is central to your development as a researcher.

A strong, transparent partnership between you and your supervisor is essential to your development as an independent researcher. Imperial's Mutual Expectations for Research Degree Partnerships document supports this relationship by setting out the professional standards expected of both parties. It also serves as a useful guide for certain aspects to discuss from your first meeting, and revisit at important milestones such as your ESA and LSR.

Most importantly, enjoy your time with us - make the most of every opportunity, and remember that you will always be welcome back. We are excited to see where your journey takes you!

Professor Miriam F. Moffatt

Welcome from PGR Student Representative

Dear new PhD students at NHLI,

On behalf of the NHLI PGR committee, we're thrilled to welcome you to this exciting new chapter in your careers. You are now part of a vibrant and diverse community where your voice matters.

As a committee, our role is to represent you, make sure your feedback is heard, and work with staff to improve the student experience for everyone. We have an exciting year ahead, with a mix of social events to help you connect with fellow researchers, as well as a careers fair tailored for those in the later stages of their PhD.

We encourage you to join our socials—it's one of the best ways to meet peers who understand the highs and challenges of the PhD journey. Keep an eye on our Instagram page (@nhli.pgr.students) for updates on upcoming events and opportunities.

Welcome aboard!

Warm regards,

NHLI PGR committee.

About Minerva Garcia Martin:

I'm a third-year PhD student at the Lloyd lab. Our research explores the interactions between resident lung cells and infiltrating inflammatory cells during the development and resolution of various pulmonary diseases.

My journey with NHLI began a few years ago when I joined for my MSc research project, and I've been part of this community ever since. I decided to join the NHLI PGR Committee to play an active role in shaping the student experience and to contribute to the decision-making that helps guide our postgraduate community.

Director of Postgraduate Studies (Research) and Deputy Director of Postgraduate Studies (Research)

👤 Prof. Miriam Moffatt

Director of Postgraduate Studies (Research)

📍 400, Guy Scadding Building, Royal Brompton Campus

✉ [Email](mailto:)

👤 Prof. Uta Griesenbach

Deputy Director of Postgraduate Studies (Research)

📍 Emmanuel Kaye Building, Royal Brompton Campus

✉ [Email](mailto:)

Education Team

👤 Shabna Begum

Education Manager

📍 G210, Guy Scadding Building Royal Brompton Campus and Room 2N2, Commonwealth Education Centre, Hammersmith Campus

✉ [Email](mailto:)

👤 Lenara Urazaeva

Postgraduate Research Coordinator

📍 Room 2N2, Commonwealth Education Centre building, Hammersmith Campus

✉ [Email](mailto:)

👤 Shuet Kwan Tang

Postgraduate Research Administrator

📍 Room 2N2, Commonwealth Education Centre building, Hammersmith Campus

✉ [Email](mailto:)

Senior Tutor (PGR Tutors)

The Department's Senior Tutor (PGR Tutors) can offer pastoral support and advice. You can arrange to have a meeting with them at any time – what you discuss will be completely confidential. If necessary, they will direct you to an appropriate source of support.

Dr Charlotte Dean

Senior Welfare Tutor

110, Sir Alexander Fleming Building, South Kensington Campus

[Email](#)
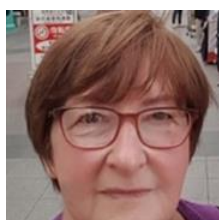
Prof. Beata Wojciak-Stothard

PGR Tutor

535, ICTEM building, Hammersmith Campus
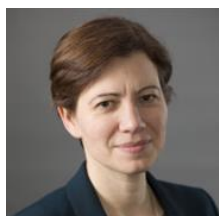
[Email](#)

Dr Fiona Culley

PGR Tutor

319, 3rd floor of VPD Building, Hammersmith Campus

[Email](#)

Dr Michela Noseda

PGR Tutor

431, ICTEM building, Hammersmith Campus
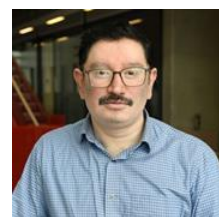
[Email](#)

Dr Prashant Srivastava

PGR Tutor

337, ICTEM building, Hammersmith Campus

[Email](#)

Prof. Thomas Brand

PGR Tutor

433, ICTEM building, Hammersmith Campus

[Email](#)

Higher Degree Research Committee

Chair   Professor Miriam Moffatt

Members   Prof. Uta Griesenbach
Dr Charlotte Dean
Prof. Beata Wojciak-Stothard
Dr Fiona Culley
Dr Michela Noseda
Dr Prashant Srivastava
Prof. Thomas Brand
Prof. Julia Gorelik
Dr Duncan Rogers
Dr Graeme Birdsey
Prof. James Pease
Prof. Jane Mitchell
Shabna Begum
Lenara Urazaeva
Shuet Kwan Tang

Student Reps   Minerva Garcia Martin, Elina Tanskanen, Iyobel Kibreab, and Mike Yao

Departmental Information

National Heart and Lung Institute – Postgraduate Research

The National Heart and Lung Institute (NHLI) is one of the largest departments in the world undertaking heart, lung and vascular research. We continue to retain our position as a highly respected research centre carrying out research, development and education in cardiovascular and respiratory science. We achieve this through a powerful blend of world-leading clinical and non-clinical (basic) academics, great facilities, highly-rated teaching and an extensive network of international collaborations. The National Heart and Lung Institute was the highest ranked of Imperial's medical departments in the last survey of research quality (REF 2014).

Heart failure, breathlessness and respiratory infections are amongst the most common conditions that can affect everybody and anybody. We are working towards combatting some of the most prevalent diseases by developing both better treatments, and a better understanding of these conditions. These include asthma, chronic obstructive pulmonary disease (COPD), respiratory infections, atherosclerosis, heart failure and heart-rhythm disorders. In addition, due to our co-location with the Royal Brompton and Harefield, and Hammersmith Hospitals, the NHLI is in the privileged position to be able to undertake vital research on rare and often neglected diseases, such as cystic fibrosis (CF), paediatric lung diseases, congenital heart disease and pulmonary hypertension that have a major impact on many people's lives.
Find out more about the research centres, networks and other initiatives NHLI is involved with.

4.   Department Procedures

Departmental Induction

Please access Induction material via Blackboard module.

We have an in-person induction at the start of each academic year. For 2025 start, our induction will be held on 1 October 2025. Please contact the Postgraduate Research Team for details.

Conferences

We encourage our students to attend conferences and there is financial support available to you:

Dean's PhD Professional Development Awards

Conference Funding

Processing your Expenses Claims

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

Professional Skills

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

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

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

Research Approvals

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

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

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

In addition to supervisors, the student will have two independent assessors. These will be academics that have the appropriate knowledge base and expertise to judge your progress and offer you advice on your postgraduate project.

One assessor will be appointed on behalf of the NHLI Higher Degrees Committee, the second is suggested by the primary supervisor. At least one nominated assessor must be from outside the broad research group.

The assessor will read, assess and comment on the Research Proposal. In addition, the assessors may provide an external input on the project, with suggestions for specific experiments, methodologies or potential new directions for your research project. In this way, the assessors may provide a positive input into your project.

It is important to note that this process is one of **approval** and not a pass/fail examination.

Attendance and Absence

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

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

🖥 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

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

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

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

Engagement Data Monitoring for Visa Compliance Team

Imperial Visa Compliance Team will ask the NHLI Postgraduate Research (PGR) Team to monitor the engagement between our supervisors and our students.

All students who hold visa sponsored by Imperial should be in the UK and studying in-person (unless approved for external study leave or writing up away from University). Therefore, the majority of contact points or supervisory meetings should be in-person. If there are any concerns about their engagement/lack of contact, the PGR Team are to inform the Visa Compliance team.

Departments should ask supervisors to confirm that they have been in contact with their students on a regular basis and add the details of the contact points that students have met accordingly. Supervisors should aim for 10 contacts over the academic year with the student. This is a reminder that as the "writing up away" status no longer exists and students will remain enrolled regardless of being here in the UK or overseas, we do not withdraw sponsorship of their Tier 4 visa/Student visa (unless the student does not want to be sponsored/will not be returning to the UK for viva etc). Therefore, the student must still have supervisory contact during their "writing up" year.

Departments are asked to pay attention to students who have had no in-person contact and have had "remote" contacts consecutively. Students should be on campus and should have regular in-person meetings with their supervisor.

Health and Safety Information

Keeping you safe is a top priority for us.

The Imperial Health and Safety Statement can be found at:

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

Your Departmental safety contact is:

👤 Henry Wood – Laboratory Manager

📍 504, Level 5 ICTEM Hammersmith campus and 901W1, Level 9 UREN White City Campus

📞 +44 7594 2724

✉ henry.wood@imperial.ac.uk

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

- First day – Day One Induction form
- Month One Safety Training – online course
- Laboratory Safety – Foundation Training

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

Imperial Safety Department

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

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

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

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

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

🖥️ www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/

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

Occupational Health requirements

Imperial's Occupational Health Service provides services to:
- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

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

🖥️ www.imperial.ac.uk/occupational-health

5.   Doctoral Milestones and Progress Reports

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

Information on Doctoral Milestones:

Initial Research Plan confirmation

We require you to submit an Initial Research Plan (sometimes called an Initial Research Proposal, both abbreviated to IRP) at 6 weeks from the start of your research degree programme.

Within the first three months of starting your PhD, you should have also discussed Imperial's [Mutual Expectations for Research Degree Partnerships](#) document with your supervisor. This document is important because it helps to facilitate a conversation about how your partnership will work.

This initial research plan is part of the degree registration formalisation, but it's also an opportunity for you to spend time reading and searching the literature around your research topic.

It will allow you to ensure your proposed research study has a planned programme of action.

The IRP allows your supervisor to assess the scientific merit of the project and enables you to show your understanding of your project.

The Postgraduate Research team at the NHLI will send you a welcome email at the start of your course with details of your IRP's submission date and provide the link to your Blackboard module where the submission portal is located for your IRP document. The IRP must be written by the candidate with the supervisors' assistance, should be 2-4 pages (single-spaced) including figures (optional) and usually no more than 10 references.

During your application stage, the PGR Team would approach your primary supervisor to nominate independent assessors for your project. You will have two independent assessors review your IRP: one nominated by your supervisor, the second is nominated by the Higher Research Degree Committee at NHLI.

You will keep the same two assessors throughout your course, they will review and provide feedback on your initial research proposal, your Early Stage Assessment, and on your Late Stage Review.

We will collect your assessors' feedback on your IRP and provide these to you.

The assessor will read, assess and comment on the initial research proposal. In addition, the assessors may provide an external input on the project, with suggestions for specific experiments, methodologies or potential new directions for your research project. In this way, the assessors may provide a positive input into your project.

It is important to note that this process is one of **approval** and not a pass/fail examination.

PGR Milestones

You can view your individual PGR milestones on [My Imperial](#).
These include:
- Early Stage Assessment Milestone   (12 months)
- Late Stage Review Milestone   (24 months)
- Progress Review Milestone   (36 months)

- Thesis Submission date   (48 months)

Early-Stage Assessment

The Early Stage Assessment or ESA is a university-wide Milestone, that all doctoral students must pass to continue their registration.

The ESA aims to give you an early chance to measure your progress, and to step back and assess the focus of your efforts for the next stage of your research degree. It also gives your supervisor an opportunity to obtain a clearer picture of your abilities and aptitude for research. Please read Guidance for Early Stage Assessment for further details. In your discussions, it is a good opportunity to revisit and discuss with your supervisor how your partnership is working. You can use the Mutual Expectations document to help with this conversation.

Please note that:

- All doctoral students are required to submit their ESA through Turnitin. Please see Imperial's guidance here: www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/turnitin-guidance-for-students/

- Your ESA needs to be completed 12 months after your start date (or 24 months for Part Time students), which may include an opportunity for re-assessment.

In order to meet the 12 months deadline, we ask you to submit your ESA written report, updated CV and course list via the submission portals on your Blackboard module at 8th month (FTE) from the start of your student registration. This will allow time for your assessors to read your report, agree on a suitable time to meet with you for your ESA presentation, collect and respond to the assessors' feedback. Any requests by the assessors for you to resubmit your ESA report or to re-present your presentation (or both), needs to take place within the 12 months milestone.

For your ESA, we ask you to submit a written report (min. 5,000 words - max. 6,000 words) in a reasonable format that is acceptable to the supervisor.

The report must include the following:

- Title page with word count, name and CID
- Abstract
- Background of the subject
- Hypothesis
- Methods
- Results obtained to date
- Discussion, including a statement on the originality of the project
- Outline of future work

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

The Postgraduate Research team will collect your submission from the Blackboard module and contact your assessors on your behalf, providing the ESA assessment form to them and you will also be included in the message. You will arrange the ESA oral presentation time and location with your assessors then inform the PGR Team by email the scheduled date for your presentation.

The ESA oral presentation by the student to the assessors is 10-20 minutes, with the option of visual aids - maximum 20 slides, followed by Assessors' questions and feedback.

The PGR Team will collect the assessors' feedback and provide it to the student, the supervisors, and to the Director of Postgraduate Studies to review. There may be meetings organised to discuss the student's progress.

In addition, to successfully complete the ESA you will need to have:

- Completed the Plagiarism Awareness course, which is mandatory for all doctoral students.
- Accumulated 2 ECRI professional skills credits.
- Fulfilled the Doctoral Academic Communication Requirement (DACR), which is mandatory for all doctoral students.

A student has one opportunity to repeat the Early Stage Assessment if required to do so by the department; the ESA must still be completed within 12 months (24 months for part-time students) of the date of the initial PhD registration.

The Director of Postgraduate Studies (DPS) will review your progress at your ESA milestone and discuss any matters of concerns with you, your supervisors, and/or assessors where necessary. Revisions or any second presentations are meant to take place before your milestone due dates. However, if you and your supervisors anticipate more time is needed, you must inform the Postgraduate Research Team in advance before your milestone due date to request a possible extension and provide us with your reasons. Please note that extending your ESA milestone will not change your LSR milestone or final thesis submission due dates (which will both remain unchanged).

If the assessors, supervisors, and DPS determines that the student's progress at their ESA milestone is such that they cannot continue, the student may be required to withdraw from the course at this stage; alternatively, the Department may ask the Registry department to transfer student's registration to the degree of MPhil. The date of MPhil registration will, in this case, be backdated to the date of the initial PhD registration.

Please note that the MPhil is an exit award only and is not a course that students can apply for initial student registration at NHLI.

MPhil students must submit their thesis for examination within 24 months (full time) and 48 months (part time) of the date of the initial degree registration. Where a student has had their registration transferred from PhD to MPhil following an Early Stage Assessment, they should normally complete the MPhil within 12 months (full time) or 24 months (part time) of the date of that Early Stage Assessment.

At the ESA milestone, students registered on the MD(Res) course may transfer their student registration to the PhD course if agreed by student and approved by their assessors, supervisors, and the DPS.

The Imperial Doctoral Academic Communication Requirement (DACR)

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

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

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

Late-Stage Review

The Late Stage Review or LSR is another significant university-wide milestone that all doctoral students should pass. It is also a further opportunity for you and your supervisor to discuss how your partnership is working – you can re-visit the Research Degree Student and Main Supervisor [Mutual Expectations](#) document for your conversation.

By your LSR milestone, you will be able to measure your progress in your research degree and decide how to focus your efforts for your final period of research. This is a golden opportunity for you and your supervisor to agree a clear picture of how you are progressing towards your final thesis. Your LSR involves a written assignment and an oral assessment.

Please read the Guidance for [Guidance for Late Stage Review](#) for further details.

Please note that:

- The LSR must be completed by the 24 months into your programme registration (48 months for PT students), which may include one opportunity for re-assessment.

In order to meet this timeframe, we ask students to submit their LSR written report and LSR presentation slides to Blackboard between 18-21 months of their student registration (FTE). This will allow time for the assessors to read the materials, meet with student at a suitable time and location for the LSR presentation, for the assessors to provide their feedback to student, and for the student to respond to the assessors' feedback and any requests for revisions to the written report or to present again. This all must take place by the 24 months period (FTE).

LSR Written report:

Please prepare a report - no longer than 4 pages long (excluding references or figures) - in a reasonable format which is acceptable by your supervisor(s). The report should demonstrate the following:

- adequate understanding of the research problem
- critical awareness of the relevant literature on the subject
- a realistic plan and schedule for completion within the registration period

LSR Oral presentation:

Please prepare a presentation in the form of PowerPoint slides that is approximately 20-30 minutes in length. The aim of your presentation is to:

- present progress made so far on your research
- provide a clear plan of future work through to completion of your thesis

The LSR presentation should be to an open group (e.g. Section, group meeting) followed by a private meeting if requested by the student or assessors. Every effort must be made to have both assessors present but can be undertaken with just one of the assessors if the other cannot attend the meeting. Exceptionally, if both assessors cannot attend an LSR Oral presentation with an open group within

the 18-21 month window, then the alternative would be a private assessment within the window with both assessors only.

You are to submit your LSR written report and presentation slides to your Blackboard module and the PGR Team will collect your submissions from Blackboard and send them to your assessors on your behalf. We will include you in our communication so that you can start discussing a suitable time to meet with your assessors for your LSR presentation. Your assessors remain the same throughout your course and will have reviewed your initial research proposal and Early Stage Assessment.

Once you have scheduled your LSR meeting with your assessors, please email the date to the PGR Team.

To successfully complete the Late Stage Review you will also need to have:

- Accumulated 2 further credits towards your attendance requirement attending professional development activities offered by the Early Career Researcher Institute (ECRI).

A student has one opportunity to repeat the LSR if required to do so by the department; the LSR must still be completed within 24 months (48 months for part-time students) of the date of the initial PhD registration.

The Director of Postgraduate Studies (DPS) will review your progress at your LSR milestone and discuss any matters of concern with you, your supervisors, and/or assessors where necessary. Revisions and second presentations are meant to take place before your milestone due dates. However, if you and your supervisors anticipate that more time is needed, you must inform the Postgraduate Research Team in advance before your milestone due date to request a possible extension. Any extension to the LSR milestone due date will not change your Progress Review milestone due date (36 months FTE) or final thesis submission date (which will remain the same).

If the assessors, supervisors, and DPS determines that the student's progress is such that they cannot continue, the student may be required to withdraw from university at this stage; alternatively the department may transfer their student registration to the degree of MPhil and require the student to write up for the MPhil degree. The date of MPhil registration will, in this case, be backdated to the date of the initial PhD registration. Where a student has had their registration transferred from PhD to MPhil following a LSR they should normally complete the MPhil within six months (full-time students) and 12 months (part-time students) of the date of that LSR.

Writing Up status

At 36 months (FTE), a formal monitoring point must be completed to ensure that your research is progressing and can be completed within the expected timescales. At this point, you will be expected to demonstrate that you are on track to complete all your experimental work, and you should have a timetable of your remaining work to be completed to meet the expected thesis submission deadline. You should have also completed a minimum period of registration at the university – this is normally 36 months from the initial date of your registration (FTE).

We call this milestone your Progress Review. You meet with your primary supervisor or all of your supervisors to discuss your progress to date and whether you are ready to move into Writing Up period of your PhD programme and you will be expected to submit your thesis for examination by your submission deadline.

Please complete the Application for entry to Writing Up Status (doc) with your supervisors and return the form to the Postgraduate Research Team for processing.

If student is not ready to go into writing up at 36 months, student and supervisors can ask the [Postgraduate Research Team](#) to extend student's active research period and by how much.

Note that:

- The maximum Writing Up period is 12 months for full time students or 24 months for part time students, since they enter their writing-up status.
- If you extend your active research period, your writing up period will be reduced by that amount of time and your thesis submission date remains the same.
- Students in this position will have their active research period extended and will be liable for full fees for the additional period. An extension to the active research period will not result in an extension to the thesis submission deadline.
- Students in the Writing Up period retain access to College facilities, but are not able to use laboratory facilities for primary research or experimental work.
- Students in the Writing Up period are not normally liable to pay student tuition fees.
- Find out all necessary details about the Progress Review milestone on the [Writing Up Procedure (PDF)](#).

Examination Entry

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

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

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

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

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

Thesis submission

Your thesis deadline is displayed via [My Imperial](#). Candidates must submit their thesis electronically via the 'Postgraduate Research Milestones' tile in [My Imperial](#).

Please refer to the College's Thesis Submission Checklist for further information on thesis submission procedures and requirements: [Submission checklist for Imperial College degrees](#)

There is no set thesis file submission limit, however, additional illustrative material to be provided to the examiners may be submitted to the Registry Assessment Records Team (assessment.records@imperial.ac.uk) directly.

If you want advice on preparing your thesis, your supervisor will be able to suggest support and resources for you; below you can find some key resources and workshops that you may find helpful.

The Library have abundant information in their Preparing your Thesis for Submission webpages offering help and support on every step of the process.

The Library also have further details on:

- o Copyright Guidance
- o Requesting embargoes
- o Reproducing published extracts, images, figures, etc.
- o Your rights to publishing material from your thesis

The Early Career Researcher Institute (ECRI) offers:

- o Preparing for Thesis Submission, Examination and Open Access Q&A session - in collaboration with the Library.
- o Thesis workshop
- o Thesis writing retreat
- o Intellectual Property - online course
- o Publishing Open Access: Your research and thesis workshop

Plagiarism in Theses Guidance is also a helpful document for students:

🖥 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf

After the examination is successfully completed and the subsequent approval of any minor corrections required by the examiners, the final version of your thesis must be submitted to Spiral, Imperial's digital repository. Bound copies of the thesis and copies on CD are no longer required.

Please note that this is a requirement of the degree, and no award will be conferred until the final submission has been received and processed by the university.

Imperial College London has an Open Access policy in relation to its students' theses. This means that when you finish your thesis, it will be made publicly available through the Imperial's open access repository, Spiral. Since the thesis will be openly accessible it is important that copyright laws are not infringed through use of material copyrighted by journals.

In some cases, it may be necessary to delay the release of a thesis to the public - this is referred to as an embargo. This can apply when the thesis involves specific intellectual property (IP). Intellectual property is the term used to describe creative outputs from scientific, engineering, literary and artistic endeavours that can be legally protected - such as the results arising from research.

Viva information is available under the Examination Procedures section of this handbook.

6-Monthly Progress Reports

NHLI Postgraduate Research Team invites MD(Res) and PhD students to submit a 6-monthly progress report every April and October of their student registration. The progress report should be brief but, with enough detail to evaluate your progress so far. You meet with your supervisor in April and in October to discuss your progress to date and complete the form together for the NHLI PGR Team. You and your supervisor will have the opportunity to tell us whether you are satisfied with your progress, mention any areas of difficulty or challenges you've overcome.

The 6-Monthly progress reports are not part of your PGR milestones and is not a pass or fail assessment. The information you share is for the NHLI Postgraduate Research Team, the PGR Tutors, and with the Director of Postgraduate Studies (DPS) to inform us of students' progress.

Students who are on Interruption of Study, close to thesis submission date or newly registered students are not required to submit their 6-Monthly reports to the Postgraduate Research Team.

For all other enrolled students, the PGR Team will send you two forms every April and October to complete:

The Academic progress report – you meet with your primary supervisor to complete this form together having discussed your progress to date during the last 6 months.

The Student Experience form – you have a private space to share your honest student experience with the PGR Team, the PGR Tutors, and with the Director of Postgraduate Studies (DPS). This form is confidential and is not shared with your supervisors. The form does not require your supervisors' participation.

If the supervisor and student cannot agree on the progress report, please indicate this on the form for office follow up. In such an instance, the student and supervisor will be referred to the Director of Postgraduate Studies and/or the appropriate Postgraduate Tutor.

If this report will be your first or last of your degree registration (PhD or MD(Res)), then we recommend that you meet with your mentor (if you have chosen to have one) to discuss your progress. Please contact your mentor in advance to arrange a meeting as they may not be as readily available as your supervisor(s) with whom you would be having regular meetings.

If, for any reason, a meeting with your supervisor to discuss your progress is not possible, the student must inform the PGR Team and ensure that they still submit their Student Experience form regardless of the progress report not being completed.

6-Monthly progress reports should be submitted to the Postgraduate Research Office by 30th April and 31st October every year until the student has submitted their thesis.

6.   Examination Procedures

My Imperial - Postgraduate Research Milestones

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

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

🖥 www.my.imperial.ac.uk/

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

🖥 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf

Viva

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

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

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

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

🖥 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/

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

🖥 www.imperial.ac.uk/students/success-guide/pgr/progressing-through-your-phd-/main-stages-of-the-phd/the-viva/

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

🖥 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/

E-theses: Requesting an Embargo

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

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

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

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

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

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

Plagiarism

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

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

💻   www.imperial.ac.uk/students/success-guide/pgr/developing-your-skills/practicing-open-research/plagiarism-/

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

💻   www.imperial.ac.uk/library/research-support/plagiarism-awareness-for-researchers

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. You will be expected to run your Early-Stage Assessment through the Turnitin software – your department will be able to give you further information about this process.

🖥 www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/turnitin-guidance-for-students/

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

🖥 www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/plagiarism-awareness-doctoral-students/

Collusion

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

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

Dishonest practice

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

Research Misconduct

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

Regardless of discipline and institution, the fundamental factor in ensuring the quality of research and research practices has to be the honesty of the individual investigator. Investigators should be honest with respect to their own work, which means subscribing to proper scientific practices such as acknowledging the contributions of colleagues or collaborators, ensuring veracity of data, and

acting with integrity in the depiction of results and conclusions. However, investigators are also expected to be honest in relation to the work of their colleagues and peers. Colluding in, or concealing, the misconduct of others is not compatible with an environment which encourages intellectual honesty and is, therefore, in itself misconduct.

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

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

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

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

✉️ Jonathan.hancock@imperial.ac.uk

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

🖥️ www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

Academic Regulations

All registered postgraduate research students of Imperial are subject to the university Terms and Conditions as well as the Academic Regulations that apply to your degree.

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

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

🖥 www.imperial.ac.uk/students/terms-and-conditions

Unsatisfactory Engagement

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

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

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

Fitness to Study

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

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

Academic and Research Integrity

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

📖 www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/

📖 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf

Academic Appeals Procedures

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

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

The ICU Advice service can help you with understanding this policy and supporting you through the process.

Student Complaints

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

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

✉ student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Protecting our students from incidents of harassment and sexual misconduct

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

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

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

Visit www.imperial.ac.uk/students/preventing-harassment-and-sexual-misconduct/ for more information.

Copyright

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

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

The Early Career Researcher Institute provides training on Copyright:

💻 www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/copyright-for-researchers-online-course/

Intellectual Property Rights Policy

Imperial's Intellectual Property (IP) policy governs the ownership and management of universities Intellectual Property and Imperial's discretionary Reward to Inventors Scheme.
Further guidance on the Imperial Intellectual Property Rights Policy is available on the university website:

💻 www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/

Confidentiality is critical in research, especially when collaborating in shared laboratory spaces. Research students must protect sensitive information diligently to preserve trust, collaboration, and academic integrity. Your funding arrangements may also require that confidentiality is maintained.

You should strictly protect sensitive, personal or research-related information. Confidential information must only be shared with authorised individuals. Breaching confidentiality is considered as misconduct with disciplinary consequences.

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

🖥 www.imperial.ac.uk/students/enterprising-students

The Early Career Researcher Institute provides training on Intellectual Property:

🖥 www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-impact-and-knowledge-exchange/intellectual-property-online-course/

Use of IT Facilities

View the Conditions of Use of IT Facilities:

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

Employment During Studies

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

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

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

🖥 www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/?

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

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

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

📔 www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/working-as-a-gta/

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

Study Leave

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

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

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

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

Ethics

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

📔 www.imperial.ac.uk/research-ethics-committee

Good Research Conduct

Imperial is committed to undertaking research of the highest international quality within an intellectually challenging and inspiring environment, to extending the frontiers of research within and beyond existing research disciplines, and to bringing together research expertise within and beyond the university to address the science challenges of today and the future. Imperial's achievements in

research are underpinned by the quality and expertise of the individuals within it, and the pages in the link below define the standards of research governance and integrity essential to the university's reputation and success.

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

Leave

Taking Annual Leave and your leave entitlement.

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

🖥️ www.imperial.ac.uk/media/imperial-college/administration-and-support-services/ecri/public/research-degree-students/PGR-student-leave-policy.pdf

This policy does not apply to research degree students who are employed by the university. These students are subject to the staff terms and conditions for annual leave entitlement.
If you are funded, you should check the terms and conditions of your studentship which will set out your annual leave entitlement. Unless otherwise stated in your terms and conditions, the university's position is that all research degree students, including international students with a Student Visa, are entitled to a minimum of 30 days to a maximum of 40 days per year (including public holidays and College closure days) of annual leave (pro rata for part-time students). This annual leave entitlement aligns with the UKRI's terms and conditions for training grants, student annual leave.

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

Interruption of Studies
An interruption of studies means taking a temporary break from your studies for health-related, financial, personal, or work-related reasons:
- **Health reasons** - you may be required to provide medical evidence, such as a medical certificate or letter from your doctor, hospital admission note or letter from your counsellor.
- **Financial reasons** - you may need to provide evidence that you have financial difficulties.
- **Other personal or employment-related reasons** – you may need to provide evidence about your personal circumstances to support your application to pause your studies. The information required will vary according to your situation.

If you decide to pause your studies your student status will change (you will still be registered but not enrolled). This may affect things like your funding, your right to remain in the UK, or services that depend on being a current student.
Before you apply to take a break from your studies, you must discuss your circumstances and intention to take a break from your studies with your primary supervisor, your project funder, and if you are sponsored by Imperial for a student visa for your course, please contact the International Student Support team to discuss your options.

You can submit a request to interrupt your studies via My Imperial by following the steps below:

1. Log into [My Imperial](#) using your username and password
2. Click on the "*My Interruption of Studies*" tile
3. Select your current programme of study and click on the "*Submit a request to interrupt your studies*" button
4. Fill in the application form and upload your supporting documents, if you have any
5. Submit and track the progress of your application

If you have requested IOS for health reasons, you may be required to provide supporting evidence that you are fit to resume your studies.

General Data Protection Regulation (GDPR)

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

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

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

8.   Animal research

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

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

For more information please see:
🖥 [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity-investigations/animal-research/](#)

9.   Wellbeing, support and advice

Your Union

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

Imperial College Union Advice Service

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

🖥 www.imperialcollegeunion.org/advice

Student representatives

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

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

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

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

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

Student Support Zone

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

💻 www.imperial.ac.uk/student-support-zone

Coaching and Research Degree Mediation

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

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

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

💻 www.imperial.ac.uk/early-career-researcher-institute/individual-support-and-wellbeing/mediation/

Advice Services

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

Careers Service

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

Visit the Career Service's website to:
- Find resources and advice on successful career planning
- Book on to workshops and events
- Book a careers appointment

💻 www.imperial.ac.uk/careers

Student Counselling and Mental Health

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

💻 www.imperial.ac.uk/counselling

Financial support and tuition fees

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

☎ 020 7594 9014

✉ student.funding@imperial.ac.uk

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

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

For tuition fees queries, contact the Tuition Fees team:

☎ 020 7594 8011

✉ tuition.fees@imperial.ac.uk

Imperial College Union Advice Service

Imperial College Union runs the Advice Service independently of the university with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety. Contact the ICU Advice Service and complete the registration form to speak with a member of the team.

💻 www.imperialcollegeunion.org/advice

Student Hub

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

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

📍 Level 3, Sherfield Building, South Kensington Campus

☎ 020 7594 9444

✉ student.hub@imperial.ac.uk

💻 www.imperial.ac.uk/student-hub

Accommodation

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

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 3300

✉️ accommodation@imperial.ac.uk

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

💻 www.imperial.ac.uk/students/accommodation/private-accommodation/

Health Services

NHS Health Centre and finding a doctor

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

💻 www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/

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

💻 www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial Health Centre)

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

💻 www.imperialcollegedental.co.uk/

Disability Support

Disability Advisory Service

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

If you hold an offer or are a current student, you are invited to visit the Disability Advisory Service pages for further guidance.

Once you begin your studies, there is a lot of support available to you, for example, if you think you may have a specific learning difficulty (such as dyslexia) or autism, but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

📞 020 7594 9755

disability@imperial.ac.uk

www.imperial.ac.uk/disability-advisory-service

Departmental Disability Officers

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

Our DDO for our department is:

Shabna Begum

Education Manager

G210, Guy Scadding Building
Royal Brompton Campus; and, Room 2N2, Commonwealth Education Centre, Hammersmith Campus

Email

More information on Departmental Disability Officers is available at:

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

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

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

Library and IT

Information and Communications Technologies (ICT)

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

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

Software shop

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

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

Library Services

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

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your research. Also, don't forget to check out the library's skills support and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of over 637,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

www.imperial.ac.uk/library

Centre for Academic English (CfAE)

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

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

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

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

Level 3, Sherfield Building, South Kensington Campus

english@imperial.ac.uk

Religious Support

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

www.imperial.ac.uk/chaplaincy

Support for International Students

International Student Support team

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

www.imperial.ac.uk/students/international-students/

Mentor

The Mentoring Scheme is open to all PhD and MD(Res) students within NHLI. We strongly recommend that you have a mentor to support you during your time on the course. Mentoring is a useful resource for specific issues you wish to discuss with someone. Examples of topics that could be covered in mentoring include but are not limited to:

- relationship with your supervisor(s)
- balancing work and personal life
- going on or returning from parental leave
- career progression (e.g. progression from a postdoc to an independent researcher, or changing your career direction)

You can choose to have a mentor to support you from the start of your research degree or ask to have one later on.

Please find available information on Mentoring at NHLI.

Activate mentoring programme is targeted to support students from minority ethnic heritage groups.

FoM (PG) Student Wellbeing Advice Service

The FoM (PG) Student Wellbeing team can help provide you with general support on managing your wellbeing and can talk through any wellbeing-related concerns that you might have in relation to your studies. Given the nature of your studies, it's completely understandable and even somewhat expected that issues will arise at some point during your programme so please don't hesitate to get in touch for support if you're feeling stressed, anxious, overwhelmed or just want to talk- you don't have to deal with it alone or be in crisis in order to seek support.

What can you expect from an appointment with an adviser?

The Student Wellbeing Advisers can offer confidential one-to-one meetings (online or in person) to discuss your situation. We will meet with you to talk through your initial concerns and agree next steps. These meetings are a time to reflect on your wellbeing. They are also an opportunity to:

- Receive relevant information to assist with your query
- Access support with setting wellbeing-related goals
- Be introduced to wellbeing self-help resources
- Discuss where to go for further support

Your dedicated **Student Wellbeing Adviser** is **Becky Zamora** and you can get in touch for an appointment by completing the registration form or emailing: **fomwellbeingpg@imperial.ac.uk** We're here to support you during your time at Imperial so please don't hesitate to get in touch whether it's something big or small- we'd love to hear from you.

10. Student Administration

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

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

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

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

🖥 www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/

Student Records
📞 +44 (0)20 7594 7268
✉ student.records@imperial.ac.uk

Degree Certificates
📞 +44 (0)20 7594 7267
✉ certificates@imperial.ac.uk

11.   Work-life balance

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

Imperial College Union

The Union's range of 370+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

🖥️   www.imperialcollegeunion.org/about-us

🖥️   www.imperialcollegeunion.org/activities/a-to-z

Move Imperial

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

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

🖥️   www.imperial.ac.uk/ethos/memberships/students/

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

🖥️   www.imperial.ac.uk/sport

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

🖥️   www.imperial.ac.uk/sport/get-active/move-more/

12.   Student feedback and representation

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

Our Student Committee have initiated, designed, and circulated their own student experience survey to welcome feedback from our PGR student community. The Higher Degree Research Committee supported our Student Committee's decision to create their own survey. We encourage students to participate and share their views and experiences.

Student representation

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

     💻   www.imperialcollegeunion.org/representation/a-to-z

Please also contact the [Postgraduate Research (PGR) Team](#) for more information.

Staff-Student Committee

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. Imperial good practice guidelines for staff-student committees are available here:

     💻   www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

The NHLI Director of Postgraduate Studies have regular meetings with our Student representatives from the PGR Student Committee to discuss issues and matters together. The Postgraduate Research team are also in attendance at these meetings to support our students and the DPS.

Our Student reps are invited to attend our Higher Degree Research Committee meetings to take part in wider and formal discussions on matters relating to Postgraduate Research at NHLI.

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

Postgraduate Research Experience Survey (PRES)

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

You can read about the action Imperial has taken in response to the PRES here:
www.imperial.ac.uk/early-career-researcher-institute/networks-events-and-funds/pres/

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:
www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

NHLI Research Degree Exit Survey

The Postgraduate Research Team invites our students who have recently completed their course to share their feedback through our NHLI Research Degree Exit Survey. The survey is quick to complete and vital in collecting your feedback, helping us to improve and grow.

The PGR Team will email the form to recently completed students inviting you to share your experience on the degree and your future plans. We hope to stay in contact with our alumni, to continue to build our PGR community at NHLI and we hope to hear from you!

14. Professional Development Opportunities for Research Degree Students

Graduate Teaching Assistants (GTA)

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

📔 www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/

📔 https://www.imperial.ac.uk/human-resources/operational-services/recruitment-and-promotions/recruitment/temporary-worker-appointments/graduate-teaching-assistants/

Imperial Outreach

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

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

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

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

📔 www.imperial.ac.uk/be-inspired/schools-outreach/

Recruitment and Outreach student ambassadors / Outreach STEM Leaders
Our ambassador and leader schemes provide you with an opportunity to work with young people to help inspire them to consider studying science, technology, engineering, mathematics and medicine.

Some activities will draw on your subject expertise, giving you the chance to communicate your research in a way that is suitable for a school age audience. Other opportunities may be more

generally focused on your experience of higher education through talks about student life for sixth form students or mock interview sessions for potential applicants.

💻 www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/

💻 www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/

Professional Skills Development Programme

The Early Career Researcher Institute at Imperial provides an internationally renowned and award-winning Professional Development Programme.

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (UKRI, 2024), and developing generic research, personal and professional development is an important part of your postgraduate training.

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

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

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

15.   And finally

Alumni services and benefits

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

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

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

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

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

www.imperial.ac.uk/alumni/benefits/recent-graduates/