Institute of Clinical Sciences

including the MRC Clinical Sciences Centre and
Departments of Imaging Sciences and Molecular Sciences
Faculty of Medicine
Imperial College

Postgraduate Research Handbook

October 2011

Contents

ABBREVIATIONS USED IN THIS DOCUMENT

CSC	MRC Clinical Sciences Centre (an MRC Institute)
ICS	The Institute of Clinical Sciences (also called the Division of Clinical Sciences. Part of the Imperial College Faculty of Medicine, comprising the CSC and the Imaging Sciences and Molecular Sciences Departments)
PTAG	The ICS Postgraduate Training Advisory Group
DPS	Divisional Postgraduate Supervisor (currently Professor Anne Soutar) – also the PTAG Chair
PSA	Postgraduate Student Administrator (currently Kate Baird)

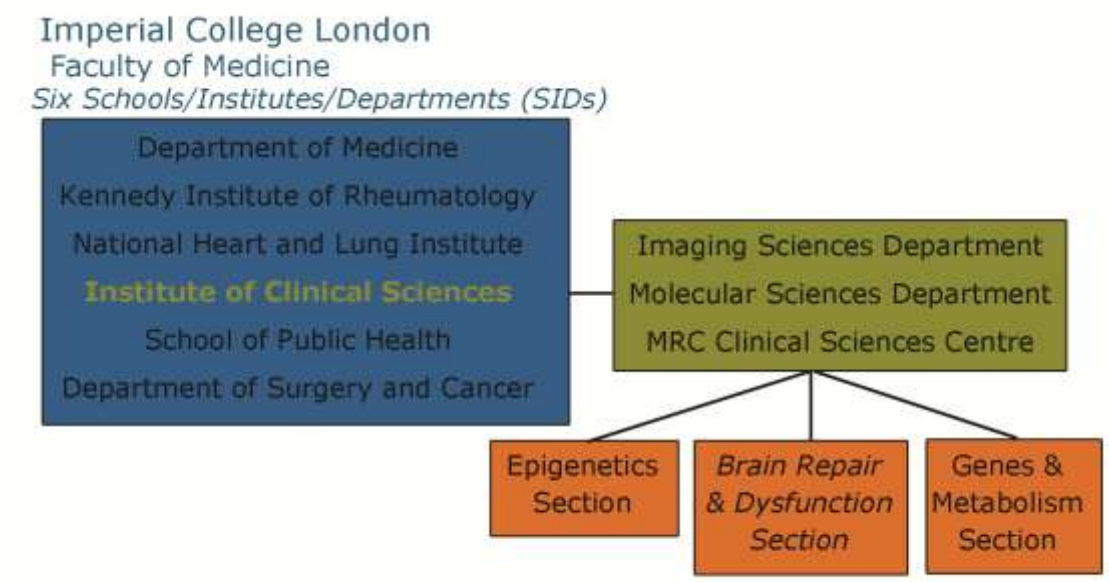
Introduction

The main aim of this document is to give students and supervisors:

- an overview of research training in the Institute of Clinical Sciences and how it is organised and managed
- detailed information about the various procedures that they will encounter during their postgraduate study
- Academic, administrative and welfare resources to help them successfully complete their studentships

The CSC, together with the Departments of Imaging Sciences and Molecular Sciences, comprises the Institute of Clinical Sciences (ICS) within the Faculty of Medicine, Imperial College London (see diagram below). At the time of publication, the Brain Repair and Dysfunction section is scheduled to close in April 2012, and will be replaced by a new third section, Integrative Biology.

The procedures set out in this handbook apply to all students working in ICS Research Groups, unless they are registered through another department or division.



About the CSC

The mission of the CSC is to undertake internationally competitive basic research which will lead ultimately to improvements in clinical practice, and to train new researchers. Imperial College is our academic partner and degree awarding body. The CSC's research programme makes use the opportunities offered by its status as a Division of Europe's largest medical school (the Faculty of Medicine, Imperial College) and its co-location with Hammersmith Hospital, the only fully research-based teaching hospital in the UK. It is also part of the UK's first AHSC (Academic Health Science Centre) together with Imperial College and the St Mary's NHS Trust.

First-class postgraduate research training is central to the mission and to the success of the CSC. All research groups are therefore strongly encouraged to train basic science students and clinicians to PhD level.

Options for postgraduate training

The ICS provides a range of options for postgraduate training:

- a three-and-a-half year full-time MRC-funded PhD programme for students with a Masters degree and/or previous laboratory experience
- a three year full-time PhD intercalated within the Faculty of Medicine MBBS undergraduate degree (MB/PhD)
- A three year MD(Res) or PhD for clinically-qualified candidates looking for a qualification in laboratory-based academic research
- a part-time PhD training programme for ICS staff with appropriate qualifications or experience

A high quality environment for students

The ICS provides a high quality environment in which students' research careers can flourish. Our aim is to ensure that each student receives the best possible training, supervision and personal support required for the successful completion of his or her studies.

The requirements are:

- research projects which are achievable within the time available, well-structured, and provide an intellectual challenge and opportunities for comprehensive postgraduate research training
- readily accessible supervisors with appropriate scientific expertise and demonstrated supervisory skills
- two academic Mentors per student available for assessment, advice and support
- exposure to high quality science in an intellectually stimulating and active research environment
- training in generic research skills (e.g. experimental design, data handling, statistics)
- access to transferable skills training (e.g. research skills, oral and written communication skills, time management)
- opportunities to mix with other students and post-doctoral researchers working on related topics both within the ICS and outside
- access to appropriate facilities, equipment and comprehensive support

These requirements are compatible with those set out by Imperial College in their guidelines on the responsibilities and duties of research students and supervisors. In addition, the ICS

complies as closely as possible with the Imperial College Graduate Schools *11 Precepts*: http://www3.imperial.ac.uk/graduateschools/qualityassurance/researchdegrees/researchdegreeprecepts

Group Heads, supervisors and students are expected to be familiar with the MRC document '*Good Research Practice*' as it applies to students, and to ensure that they fulfil their roles appropriately. The document is included in the student induction pack and copies may also be downloaded at:
http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC002415

The Imperial College handout, "Students and Supervisors: What to Expect" is reproduced in Appendix F below, for the information of both students and supervisors.

Postgraduate Training Advisory Group

Research training in the ICS is overseen by the Director of Postgraduate Studies (DPS), Professor Anne Soutar. The DPS chairs the Postgraduate Training Advisory Group (PTAG) which is advisory to the DPS and Director of the CSC.
Meetings are held as required to consider matters arising during the academic session.

Membership 2011-12

Professor Anne Soutar (Chair & DPS)
Brain Repair & Dysfunction Section Reps: Dr Oliver Howes, Dr Serena Counsell
Epigenetics Section Reps: Dr Christian Speck, Dr Enrique Martinez-Perez
Genes & Metabolism Section Reps: Dr James Leiper, Dr Louise Thomas

Students may select up to two representatives to attend meetings, however they will be required to withdraw for discussion of any confidential matters. The CSC Student Community nominates student representatives; see the CSCSC section below for contact details.

Terms of reference

- To oversee and keep under review all aspects of research training and student welfare and recruitment in the ICS and to advise the Director on research training policies and procedures

- Ensuring that the ICS's procedures are aligned with Imperial College procedures for registration, and with the MRC and College procedures for progress and submission

Imperial College Graduate School

The Graduate School is an important initiative in linking basic and clinical science and encouraging and facilitating an interdisciplinary approach to postgraduate training and research. All ICS-registered students are members of the Graduate School and are strongly encouraged to participate in and support its activities.

Transferable Skills Courses

Students are given a handout detailing the Graduate School's Transferable Skills programme and other activities at their induction. More information is available in the Transferable Skills Training Section of this Handbook.

Graduate School Events

All postgraduate students at Imperial, whether following taught or research programmes, belong to the Graduate School. Membership means they immediately become part of a wider postgraduate community, broadening and enriching their academic and social experience whilst at Imperial. The Graduate School provides a focus for opportunities to meet each other and exchange ideas across disciplines through attendance at guest lectures and other similar academic (combined with social) activities.

Attending the different activities and events gives students the opportunity to meet other postgraduates in their field and from other parts of the College, and share knowledge and experience. Receptions after events, provide an opportunity for students to meet with the speaker(s) and presenter(s) and with each other, and make rewarding contacts outside of their laboratories or departments.

There are a number of social and academic events throughout the year, including distinguished guest lectures, given by top national and international speakers. Other regular events include the extremely popular Ig Nobel Awards Tour Show in March and the exhibition chemistry show in May. The Graduate School Research Symposium in July includes a poster session presented by research students across the College, a keynote lecture and reception.

In addition to the many events which are now well established in the Graduate School calendar, students are encouraged to contact the Graduate School with suggestions for popular speakers, issues for debates and ideas for other interdisciplinary events.

See the website for the events programme www.imperial.ac.uk/graduateschool/events

Registration and induction arrangements

For students who are new to the ICS and who are commencing PhD studies in October, the start of term is **Monday, 3 October 2011**

Registration

All new students must register with Imperial College Registry at South Kensington by their first week. Usually registration is carried out **online** using instructions emailed to students by Imperial College Registry.

Part-time students or those starting out-of-season must register no later than three months after the start date of their studies. Imperial College will not normally backdate registration more than 3 months.

The ICS Postgraduate Student Administrator (PSA) is the first point of contact for anyone who experiences difficulty in registering.

Induction

Students starting in October 2010 will receive induction as a group. Postgraduate students who begin their studies at other times of year will have an induction session with the PSA during their first two weeks.

A series of induction events are planned for the month of October beginning Monday 3rd October. Some of these are organised by the ICS, others by Imperial College. A list of social events organised by the Student Union is available on the Union website:
http://www.imperialcollegeunion.org/whats-on/

The timetable for October induction will be given to students as a handout on their first day.

Occupational Health Services

The Imperial College Occupational Health Service provides health screening and support for all students and staff who work with:

- pathogens, GMOs or unfixed human tissue
- laboratory animals
- patients in a clinical environment

They also provide health clearance for travel, and emergency assessment and treatment of laboratory accidents.

IMPORTANT: All students and supervisors should read the Occupational Health handout provided on the first day of induction or available from the PSA, and ensure that students working in these areas are registered with Imperial College Occupational Health as soon as possible.

Postgraduate English Requirement

All postgraduate research students who are not native speakers of English must take an English assessment test at Imperial College when they start their research studies. This is an internal Imperial College assessment test, chiefly of writing skills, and is completely separate from the entrance requirements for English (IELTS, TOEFL, etc.).

A handout will be given to students at their Induction explaining this requirement in further detail. Students can also contact the ELSP administrator, on 020 7594 8748 or by emailing elspadministrator@imperial.ac.uk.

Staff registration for postgraduate degrees

Research Support Staff

Members of the research support staff may register for a higher degree on a full-time or part-time basis, if their registration is approved by their supervisor, the DPS or CSC Director, Imperial College and an ICS interview panel. On successful completion of a PhD, members of staff are expected to move on to new posts outside the ICS in order to further their scientific career.

The possibility of registering for a higher degree should not be offered as an incentive when recruiting or attempting to retain research support staff.

Clinical Scientific Staff

Clinical scientific staff who wish to register for a higher degree must be approved in the same way as research support staff. These students will include staff that hold Chain-Florey Clinical Training Fellowships, other clinical fellowships from MRC, the Wellcome Trust, or another external sponsor. In addition to their two academic mentors, clinical fellows will be assigned a clinical mentor to advise them on their clinical career.

Staff Panel Interviews

Staff panel interviews require submission of a research plan to the panel beforehand, and a short (15 – 20 minute) presentation on the proposed project. The panel will be 3-4 senior scientists who are knowledgeable in the candidate's field, but not directly involved in the proposed project.

Full-time vs. Part-time staff deadlines

Imperial College employees undertaking postgraduate study are formally registered part-time, because they are expected to spend part of their time studying and part of it working. If they register as spending ≥80% on their project then they will have the same deadlines as full-time students (48 months to submit a PhD thesis). If they register as spending <80% of their time on their project they will have part-time deadlines (72 months to submit a PhD thesis).

General Information

Programme Timeline

	Timescale	Activity	Month (for Oct starters)
Year 1	Week 1 or sooner	Register with IC Registry online	late September
	Month 1	Induction and Lecture Series	October
	6 weeks	Submission of **Research Plan** to mentors	November
	12 weeks	Submission of Research Plan and form to PSA	December
	1 week before presentation	Submission of Early Stage Assessment report to mentors	May
	9 months	Presentation at 1st year PG student seminar series and meeting with Mentors. **Early Stage Assessment** forms submitted to PSA directly afterward	June
Year 2	2 weeks before presentation	Submission of Late Stage Assessment report to mentors	February
	18 months	Presentation at 2nd year PG student seminar series and meeting with Mentors. **Late Stage Assessment** forms submitted to PSA directly afterward	March
Year 3	36 months	Complete experimental work, start writing up and submit thesis as soon as possible	October
	36 months	Organise and present **3rd year student symposium**	October
	37 months	**Year 3 Review** meeting with mentors and form submitted to PSA	November
Year 4	4 months before thesis submission	Submit PhD examination entry forms	
	48 months	**Absolute deadline for submission of thesis**	

Month	Annual Activities
January & July	6 monthly confidential feedback forms
September	Students' feedback meeting with DPS

MD(Res) students registered from October 2011 have the same timeline as PhD students. The timeline for MD(Res) registered before October 2011 substitutes a 1 Year assessment at 12 months for the Early and Late Stage assessments. More information is available from the PSA.

Most clinical students (including MB-PhD and Chain Florey students) will need to submit by 36 months to meet the requirements of their clinical training programmes.

Part-time student timeline

18 months after registration – Early Stage Assessment
30-36 months after registration – Late Stage Assessment
48 months after registration – normal minimum registration before submission
60 months after registration – all part-time students should aim to submit thesis
68 months after registration– deadline to enter for examinations
72 months after registration – absolute deadline to submit thesis

Mandatory activities for students

These complement the role of the supervisor to provide a full training programme and ensure that all MRC and Imperial College requirements are met.

Lecture Courses

In October and November the ICS puts on a series of lectures presented by Group Heads and senior postdocs throughout the Institute. All new students are expected to attend, to gain and understanding of the work going on at the ICS.

Seminars

CSC Seminars

All students should attend the weekly CSC seminars usually held in the CWB 2nd Floor Seminar Room on Wednesdays at 1.00 pm. These are important part of student training.

Section/group seminars and Work-in-progress meetings

Students are expected to participate fully in any relevant group or CSC Section meetings.

Student seminars

All students are required to present their work annually in the student seminar series; all students are expected to attend student seminars.

Transferable Skills Training

Students must attend a quota of Graduate School courses or workshops to pass the Late Stage Assessment. This is monitored by the ICS PSA and the Graduate School.
The Graduate School offers a comprehensive training programme to enhance students' research, professional and personal development skills. Workshops run throughout the year and are designed to support students throughout their studies.

A & B Lists

The programme is divided into "A" (core) and "B" (later-stage or specialist) courses.

- A List courses teach key transferable skills to help students in their research and beyond. They are relevant at any time, but are particularly suitable for students during the first 18-24 months of their research programmes.

- B List courses cover a range of topics, many of which are suited to later stage researchers (post-18 months) or are courses which are of a specialised nature so are not considered essential for all research students.

- There are also some general interest, not for credit, courses available, including a suite of online courses.

Course Categories

Courses are divided into skill categories. Early stage researchers are encouraged to select A list courses from the following categories as these cover the fundamental skills needed to help them become effective researchers:

- Residential Courses – including the Research Skills Development (RSD) course
- Personal Effectiveness
- Presentation Skills
- Writing Skills
- Research Effectiveness
- Information Skills
- Ethics
- Statistics
- Business, Enterprise & Commercialisation
- Completing the Research Degree
- Careers

The full programme can be viewed at
www.imperial.ac.uk/graduateschool/transferableskillsprogramme

The ICS organises its own Presentation Skills course annually, which counts as one A-list course towards the necessary quota. The ICS recommends that students attend this external course rather than the Graduate Schools A1 course, because it is very high quality, and is scheduled just prior to Early Stage presentations, for maximum benefit.

Students are advised to discuss their choice of workshops with their supervisors. The full course description on the Graduate School website will state the course content and the most appropriate time to attend the course.

Attendance requirement

The transferable skills programme is an integral part of Imperial College research degrees. It exists to ensure that students receive generic transferable skills training whilst at Imperial, enhancing their employability.

All students who register on PhD or MD(Res) programmes on or after 1 January 2011 are required to attend four A list courses OR the Research Skills Development course (above) plus one further course by the Late Stage Assessment (18 month) milestone (pro-rata for part-time students). If attending 4 A list courses, students are strongly encouraged to take at least one course from three of the different skills categories.

Once students have completed their attendance requirement they are welcome, and encouraged, to attend any further workshops that interest them.

Credit for prior learning

If students have attended a course that may be equivalent to a Graduate School workshop, or have significant work experience, they should discuss this with the PSA or DPS. They can make an application to the Graduate School on the student's behalf, to recognise this previous training.

Normally a maximum of two courses can be claimed as equivalent, to encourage all students to engage with the programme during their time at Imperial.

There are also a number of courses offered in Departments that are already recognised as equivalent to the Graduate School programme.

MRC Learning and Development Courses

Courses are also available from the MRC through the Learning and Development; a course list can be found on RCUK Oracle, under the RCUK Learning Self Service link. This courses do not count towards the Transferable Skills attendance requirement, although credit can be requested from the Graduate School.

Absence through illness

Students should keep their supervisors informed if they become unwell. Supervisors must inform the PSA or DPS within one week of any student absence through illness, or for personal reasons other than planned holidays. **Absences of more than two weeks must be reported to Imperial College Registry through the PSA.**

Interruption of Studies

Students wishing to apply for interruption of studies should inform the supervisor and obtain permission by completing an IC/B form (available from the PSA or online from the Registry website: http://www3.imperial.ac.uk/registry/researchdegrees/interruption) – this should be sent to PSA for transmission to Student Records. These are taken for maternity leave, periods of long illness, and other personal reasons.

Study Leave

Students wishing to carry out research away from the College for a period of time can apply for study leave. They should discuss this with their supervisor(s) and obtain permission in advance by completing an IC/D Form (available from PSA or online from the Registry website: http://www3.imperial.ac.uk/registry/researchdegrees/studyleave) – this should be sent to PSA for transmission to Student Records.

Studentship extensions

Students and supervisors will work together to ensure that laboratory work is completed and the thesis written up within the period for which the studentship is funded. Any foreseen problems with completion should be raised for consideration four months before the end of the studentship. Extensions may be granted, but usually only for writing up. Sequential extensions are normally not permitted. **It is an absolute requirement of both Imperial College and**

the MRC that all full-time students must submit their PhD thesis within 48 months of starting their PhD studies.

Where extensions are required, the supervisor must complete the Studentship Extension Request Form, available on the CSC Current Students webpage.. All extension requests require the formal approval of the DPS or Administrative Director of the CSC. Unless there are exceptional circumstances, research groups are expected to meet the full cost of extensions from their own resources.

Updating student details

If students change their home address, bank account or emergency contact details, they should let the PSA know immediately so that their student records can be updated, and change their details on RCUK Oracle.

If students change their campus room location or phone number, they should update this by logging into the Student Self-Service page and updating their details, and also notify the PSA. This allows members of the College to contact them, and packages to be delivered. http://www.imperial.ac.uk/studenteservice. Most students are automatically assigned to a default address and South Kensington, and their details will need to be updated when they start.

Student jobs

There are about 25 jobs available at the ICS to supplement students' stipends. These require a few hours of work per week, and generally involve maintaining general use equipment and public areas. Every effort is made to allocate the jobs fairly, however it should be noted that there are not enough jobs available for all students, and preference for some jobs is given to students who work with the equipment/area already as part of their studies.

Jobs are normally reassigned in the spring of new jobholders' first year and the outgoing jobholders' third year. More information is available from the PSA, or Ms Dipti Shah dipti.shah@imperial.ac.uk.

Plagiarism

(From the Imperial College web pages)

Students are reminded that all work submitted as part of the requirements for any Degree of Imperial College London and the University of London must be expressed in their own words and incorporate their own ideas and judgements.

Plagiarism is the presentation of another person's thoughts or words as though they were your own and must be avoided. Students are encouraged to read and criticise the work of others as much as possible, but must acknowledge and label all sources.

"Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism

just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work. The direct and unacknowledged repetition of your own work can constitute self-plagiarism.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism. The College may submit your thesis to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service."

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

http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations
see "Plagiarism and Examination Offences Policy and Procedures" section

Assessment of Postgraduate students at the ICS

All students registered with the Institute of Clinical Sciences from 1 October 2010 are subject to the following assessment procedures. Assessment for students registered earlier is different and information is available in the previous version of the Student Handbook 2009/10, or in Appendix E of this handbook. The majority of assessment is carried out by Mentors, and information on the role of Mentors in assessment is available in the Guidance for Mentors section below.

All Assessment Forms are available on the CSC Current Students webpage: http://www.csc.mrc.ac.uk/Students/CurrentStudents/CurrentStudents/

Research Plan (6 weeks)

All students will submit a Research Plan of approximately 1500 words (~4 pages) to their mentors to be assessed, along with a Research Plan Form that has been signed by their supervisor(s) and the student.

Students are responsible for submitting the Research Plan and form to their mentors within 6 weeks of their registration. The plan will then be assessed by the mentors, who will sign the form and give both to the PSA, ideally within 2 weeks. The PSA will obtain DPS approval and alert the student that the milestone has been passed.

Guidelines for writing the Research Plan are available in the Research Plan Guidelines section below.

PhD Assessments

These assessments are for PhD students only. MD(Res) Assessment procedures are below.

Early Stage Assessment (9 months)

1. Students submit a short report to their mentors of approximately 1500 words (~4 pages) based on the Research Plan, indicating progress so far and an update of future work. Reports should be submitted to mentors one week before students give their presentations. PhD Students should note that **significant results are NOT EXPECTED at this stage**.

2. The PSA organises a student seminar, where the students present their project. Their mentors, supervisors, and all ICS students attend.

3. The student and mentors schedule a viva for a time promptly after the presentation where mentors assess the student's progress. Any relevant data obtained so far may be included, but assessment focuses on ensuring that the students clearly understand the general research field, the aims of the project and what is required to achieve these aims.

Guidelines for the report, presentation and viva are available in the Report, Presentation and Viva Guidelines section below.

4. At the viva the mentors should sign the Early Stage Assessment Form and submit it to the PSA with a copy of the report immediately afterward (ideally within 10 months of registration).

Issues arising at Early Stage Assessment

If the mentors or the supervisors identify any issues prior to Early Stage assessment, they should inform the DPS who may wish to attend the viva as an observer or nominate the student's supervisor or another member of staff. If necessary, a reassessment may be offered 6 weeks later, to be decided by the DPS in consultation with the mentors and supervisor(s). Underperformance at this stage may result in downgrading of registration to MPhil or a request for the student to leave the programme.

Late Stage Assessment (18 months)

1. Within 18 months of registration, students submit a written report of about 6000 words to their mentors, comprising a comprehensive literature review, data obtained to-date, and the plan of research to complete the thesis.

2. The PSA organises a student seminar, where the students present their project. Their mentors, supervisors, and all ICS students attend. Students should present any results obtained to date and a clear plan of what is required to complete the work needed for a successful thesis.

3. The student and mentors schedule a viva promptly after the presentation, in which the work can be discussed in more detail. The aim of this procedure is to determine whether the student has made sufficient progress and reached a sufficient level of knowledge to complete a PhD.

Guidelines for the report, presentation and viva are available in the Report, Presentation and Viva Guidelines section below.

4. At the viva the mentors should sign the Late Stage AssessmentForm and submit it to the PSA immediately afterward (ideally within 19 months of registration).

Transferable skills courses

PhD students are also responsible for completing a quota of Graduate School transferable skills courses before their Late Stage Assessment. Students registered after 1 January 2011 must complete 4 A-list courses or the RSD course plus 1 other course. See the Transferable Skills Training Section above, or the Graduate School induction handout (available from the PSA) for further details. Students will not be approved by the DPS and Imperial College at Late Stage unless these courses have been completed.

Issues arising at Late Stage Assessment

If the mentors or the supervisors identify any issues prior to Late Stage Assessment, they should inform the DPS who may wish to attend the viva as an observer or nominate the student's supervisor or another member of staff. Re-assessment may be offered 2 months later, to be decided by the DPS in consultation with the assessors and supervisor(s). Underperformance at this stage may result in the student being requested to submit an MPhil rather than a PhD thesis.

MD(Res) Assessments

These assessments are for MD(Res) students only. PhD Assessment procedures are below.

Early Stage Assessment (9 months)

1. Students submit a written report of about 4000 words to their mentors, comprising a comprehensive literature review, data obtained to-date, and the plan of research to complete the thesis. Reports should be submitted to mentors two weeks before students give their presentations.

2. The PSA organises a student seminar, where the students present their project. Their mentors, supervisors, and all ICS students attend.

3. The student and mentors schedule a viva for a time promptly after the presentation where mentors assess the student's progress. Any relevant data obtained so far may be included, but assessment focuses on ensuring that the students clearly understand the general research field, the aims of the project and what is required to achieve these aims.

Guidelines for the report, presentation and viva are available in the Report, Presentation and Viva Guidelines section below.

4. At the viva the mentors should sign the Early Stage Assessment Form and submit it to the PSA with a copy of the report immediately afterward (ideally within 10 months of registration).

Issues arising at Early Stage Assessment

If the mentors or the supervisors identify any issues prior to Early Stage assessment, they should inform the DPS who may wish to attend the viva as an observer or nominate the student's supervisor or another member of staff. If necessary, a reassessment may be offered 6 weeks later, to be decided by the DPS in consultation with the mentors and supervisor(s). Underperformance at this stage may result in a request for the student to leave the programme.

Late Stage Assessment (18 months)

1. The PSA organises a student seminar, where the students present their project. Their mentors, supervisors, and all ICS students attend. Students should present any results obtained to date and a clear plan of what is required to complete the work needed for a successful thesis.

2. The student and mentors schedule a viva promptly after the presentation, in which the work can be discussed in more detail. The aim of this procedure is to determine whether the student has made sufficient progress and reached a sufficient level of knowledge to complete an MD(Res).

Guidelines for the presentation and viva are available in the Report, Presentation and Viva Guidelines section below.

3. At the viva the mentors should sign the Late Stage Assessment Form and submit it to the PSA immediately afterward (ideally within 19 months of registration).

Transferable skills courses

MD(Res) students are also responsible for completing a quota of Graduate School transferable skills courses before their Late Stage Assessment. Students registered after 1 January 2011 must complete 4 A-list courses or the RSD course plus 1 other course. See the Transferable Skills Training Section above, or the Graduate School induction handout (available from the PSA) for further details. Students will not be approved by the DPS and Imperial College at Late Stage unless these courses have been completed.

Issues arising at Late Stage Assessment

If the mentors or the supervisors identify any issues prior to Late Stage Assessment, they should inform the DPS who may wish to attend the viva as an observer or nominate the student's supervisor or another member of staff. Re-assessment may be offered 2 months later, to be decided by the DPS in consultation with the assessors and supervisor(s). Underperformance at this stage may result in a request for the student to leave the programme.

Year 3 (36 months)

This review is for all PhD and MD(Res) students who are registered more than 36 months. It will consist of a formal meeting with the mentors, and submission of the Year 3 form signed by the student, supervisor(s) and mentors, to the PSA by 36 months. Part-time students will be reviewed annually after this, if they continue for more than 4 years. The purpose of this procedure is to ensure students are on course to complete their degree, and to meet MRC requirements for annual assessment.

Unsatisfactory Progress

If it is decided by the DPS, in agreement with supervisors, and after consultation with PTAG and the Director, that a postgraduate student is unsuited to pursue PhD or MD(Res) studies, the student may be encouraged to enter for an MPhil or to leave the programme.

In the case of a student withdrawing from postgraduate study, the ICS will follow the Student Withdrawals and Appeals Procedure taken from General Regulations - Appendix 1 of the Imperial College Academic Regulations 2010/11. These can be found at:
http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations

Report, Presentation and Viva Guidelines

Research Plan Guidelines

The report should outline the research the student intends to undertake for their degree. This is to ensure that there is a clearly defined project in place that will lead to a successful PhD or MD(Res), although it is accepted that the project may evolve as the student and/or the scientific field progresses.

The Research Plan, which must be written by the student, should be approximately 1500 words (~4 pages). There should be an additional unnumbered **title page** containing: the full name of the student; the name of the student's research group; the name of the student's supervisor(s); the project title; the date of the report.

The Research Plan should demonstrate an understanding of the research to be undertaken. Emphasis should be placed on the **plan of investigation**, including details of the **methods** to be used, and whether they are currently available or how they are to be provided. The **aims or purpose** of the proposed work should be clearly stated. If the project involves human subjects (patients or volunteers) and/or the use of human tissue and/or animals, clear statements must be included as to how and when the necessary regulatory approvals and licenses will be obtained.

The student and the supervisor must address the feasibility of the project within the available timescale, so students are encouraged to include a **timeline** in their Research Plan. This may include suggested alternate avenues for study if the study is high-risk and/or subject to factors over which the student has limited control, e.g. patient recruitment or obtaining research materials from collaborators.

References should be given in the format of the journal 'Cell'. Citations in the text should be in the form (Author et al., 1999) and references listed at the end of the report with full titles. These are not included in the 4 page limit.

PhD Early Stage Report (9 months)

This should be a brief document presented as an addendum to the research plan, and submitted together with the original research plan. Progress made towards obtaining experimental data for the thesis should be described, as well an update on planned work. The document should provide sufficient information to allow the mentors to confirm that the student has the potential to produce a good PhD thesis. The document should be approximately 1500 words (~4 pages).

MD(Res) Early Stage Report/PhD Late Stage Report

The report must be written by the student in the format of a research paper, using accepted conventions e.g. for gene or biochemical names. Abbreviations should be written in full the first time they are used.

The report should normally be structured as follows, but may be varied to suit the project:

- **Title page** – containing the following information:

the full name of the student
the name of the research group
the name(s) of supervisor(s)
the project title
the date of the report
the word count

- **Abstract** – summarising the report in no more than 250 words

- **Introduction & Literature Review** – providing the background to the subject, and putting the project in its wider context (including its relationship to any other on-going student projects in the group).

- **Hypothesis** – what is the overall hypothesis being tested?

- **Objectives** – what are the specific objectives of the project?

- **Materials and methods** – describing the materials and explaining the methods used.

- **Results** - original data obtained by the student to-date. Data from other sources should be acknowledged e.g. from other members of the research group.

- **Discussion** - including an explanation of how the project will fulfil the requirement for either a PhD or MD(Res) thesis i.e. "will form a distinct contribution to the knowledge of the subject and afford evidence of originality shown by the discovery of new facts and/or the exercise of independent critical power"

- **An outline of planned future work** - required to complete the PhD or MD(Res) programme. This should explain any alternative approaches if the studies are high risk and/or subject to external influences outside the control of the student, such as patient recruitment

- **References** – these must include primary references as well as references to review articles. Reference lists should cover the background and work presented. References should appear in the text as (Author *et al*., 1999), and be listed in alphabetical order at the end of the report with full titles

- **Tables and Figures** – these should be gathered at the end in order to conform to the usual style of journal submission. Legends to tables and figures must contain enough information to make them comprehensible without reference to the text. Table legends should appear above each table. Figure legends should be listed in order and precede the figures. A maximum of six Figures and three Tables is suggested: however if the Figures are the results (as is the case for some imaging projects, for example) then a larger number may be inserted.

In addition, the student should pay particular attention to the following:

- the length of the text (including the Abstract, but excluding the Title Page, References, Tables and Figures) should be around 6000 words for PhDs, 4000 words for MD(Res).

- the text should be professionally presented, double-spaced on numbered pages. The title page should not be numbered.

The student's supervisor should critically review the document in detail in draft form and should also approve the document before it is submitted by the student to the Mentors. In checking and approving the document, the supervisor should confirm that all the above requirements have been met.

The Mentors should evaluate the student's report according to the criteria given in the Guidance for Mentors section and are encouraged to be constructively critical. Any written comments by the assessors should be 'open' so that they can be read by both students and supervisors.

Presentation Guidelines

Each PhD student is required to make a presentation once a year:

Early Stage Presentation (20 mins + 5 min for discussion)
Late Stage Presentation (25 mins + 5 min for discussion)
3rd Year Symposium Presentation (25 mins + 5 min for discussion)

All students, and the supervisors and Mentors of those students who are presenting are expected to attend; other research staff are also welcome.

The presentation should be suitable for a broad scientifically-literate audience, with sufficient introductory material to orient the listeners. Assessment is on the basis of clarity of presentation, appropriateness of visual aids and responses to questions.

Students are encouraged to take a course in effective presentation during their first year. There is a course organised on campus by the PSA, which is recommended, and courses are also available through the Graduate School transferable skills programme or the MRC.

Viva voce guidelines

The *viva voce* for Early Stage/Late Stage assessment should last for 30-45 minutes and be of sufficient depth to allow the Mentors to assess the student's understanding of their project in the context of current work, and to be confident that their future work is likely to yield a defensible thesis.

Examination Entry and Thesis Submission

Writing Up status

Students are placed automatically in Writing Up Status when their full registration expires. There is a £100 fee for Writing up status, which is paid by the CSC. This allows continuation of full Imperial College registration for up to six months, **but without laboratory work,** and gives students full access to Imperial College facilities plus continued exemption from Council Tax, etc.

Examination entry forms

Examination entry forms for PhD, MPhil or MD(Res) are available online from the Imperial College Registry at http://www3.imperial.ac.uk/registry/exams/examentryforms.

On completion, forms should be emailed to the PSA who will submit them to the DPS for approval and to Imperial College Research Degrees. It is not necessary to print and sign these forms, a typed signature is sufficient, and a digital version is actually preferred by Research Degrees.

Students should aim to submit exam entry forms four months before they plan to submit their thesis.

Submission of the thesis

The student is personally responsible for submission of copies of the thesis to the Registry and seeing that appropriate regulations are followed. Please see Imperial College Registry website for current regulations:
http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Important Note: Students' theses MUST be submitted before the end of the 48th month of registration (or 72nd month of registration for students with part-time deadlines). It is the responsibility of both the student and the supervisor to ensure that this target is met. This is a requirement of Imperial College, the Research Councils and the British Government.

Requests for delayed thesis submission

In exceptional circumstances, and with the written approval of the DPS, a student may apply to make a delayed thesis submission. Such applications must be made as far in advance as possible, in writing to Imperial College Research Degrees, who will put them to a panel at the Graduate School.

These applications should be made if there are unavoidable academic delays to submission, or if the student has personal issues arise after they have completed their registration, but before they submit their thesis. If students are still registered, and Interruption of Studies can be made to compensate for delays due to personal issues. See Interruption of Studies entry above.

Student Resources

Students with Disabilities

(*The following information from Imperial College Disability Advisory Service is intended for students with disabilities, specific learning difficulties or long-term health issues)*

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

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

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

Where to find help:

Your Disability Liaison Officer (DLO) Dr Michael McGarvey (m.mcgarvey@imperial.ac.uk, Variety Wing Floor D, Room 3, St Mary's Campus, Norfolk Place, London W2 1PG, Tel: 020 7594 9035) is your first point of contact and is there to help you with arranging any support within the department that you need. The DLO is also the person who will apply for Special Examination arrangements on your behalf. You need to contact him without delay if you think that you may need extra time or other adjustments for your examinations.
http://www3.imperial.ac.uk/registry/exams/specialexamarrangements

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

Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, senior tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties

- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

Disabled Students Allowance: Students who pay home fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.
http://www3.imperial.ac.uk/disabilityadvisoryservice/supportforstudents/dassupport

Resolving problems

Students who have queries or problems with their MD(Res) or PhD projects should endeavour to resolve these in the first instance with their supervisors. If this is not possible or not appropriate, the student may discuss the matter confidentially with their Mentors, or with any member of the Postgraduate Training Advisory Group (PTAG). Members of the PTAG have agreed to act as additional advisors for the student body, and individual students may choose who they approach. Mentors and advisors will help the student to solve the problem, if necessary acting as an impartial mediator in discussions with the student's supervisor.

The PSA or the staff in the Imperial College Student Registry at South Kensington can help clarify procedural detail.

On personal matters, students may approach one of the College Tutors (including Dr Mick Jones on the Hammersmith campus) or seek out the welfare facilities offered by the College.

Contact details for people and organisations concerned with students' academic and personal welfare are in Appendix A of this Handbook.

Appendix D of this Handbook gives the results of a well-being survey initiated by the College in 2009, which students may find useful if they are struggling with some aspect of their studies.

Complaints procedure

If problems cannot be resolved using the methods above, ICS will follow the Imperial College student complaints procedures:
http://www3.imperial.ac.uk/secretariat/governance/charterandstatutes/e3

Feedback Meetings

All ICS students are invited to meet the CSC Director and/or DPS as a group during the autumn of each year. This is an opportunity for the student body to make representations about general matters concerned with training.

Confidential Reports

The ICS operates an Imperial College-compliant system of six-monthly confidential reports for students to complete, which will not be seen by their supervisors. These will be requested by the PSA in January and July, and are for students to complete if they wish to.

Imperial College GSA

All postgraduate students are automatically members of the Graduate Students' Association (GSA). The GSA is a branch of Imperial College's Student Union (ICU). Both the ICU and the GSA are student run and aim to improve the education and welfare of Imperial's students.

The GSA Executive Committee, which coordinates GSA activities, is managed by the GSA President and includes an Academic Officer who represents each of the four Faculties of Imperial College London as well as a non-faculty representative. Each Academic Officer chairs a subcommittee where they meet with Departmental Representatives within their area. The GSA also has an Events Team. To find out more about the GSA see the Roles of GSA Reps & Facilitators page:
https://www.imperialcollegeunion.org/faculty-unions/gsaweb/roles-reps-facilitators,413,ICUAP.html

and the GSA Committees' page:
https://www.imperialcollegeunion.org/faculty-unions/gsaweb/gsa-committees,409,ICUAP.html

The GSA is here to help you get the most out of your time at Imperial, to make your experience enjoyable by co-ordinating social events and to support you if things go wrong, by giving you guidance, advice and a stronger voice related to any academic or welfare issues.

CSC Student Community

The CSCSC is a group of postgraduate students eager to build a stronger student community in every area of the ICS. They aim to provide an informal support network for students by organising events in the ICS, and integrating with events at South Kensington. Events range from academic, such as careers talks, workshops and lectures, to relaxed trips to the pub, quizzes or bowling.
They can also take any issues that students have and present a collective voice to the Postgraduate Training Advisory Group (PTAG).

Students can contact the President or Vice President for more information or to get involved with organising events:

President: Sophie Piper - s.piper10@imperial.ac.uk
Vice President: Duncan Bull - d.bull09@csc.mrc.ac.uk

More information about the CSC Student Community is available online at:
http://www.csc.mrc.ac.uk/Students/StudentCommunity/

Hammersmith Student Community

The Hammersmith Students' Community has a similar mission to the CSCSC, but for students all over the Hammersmith Campus. The ICS has approximately 80 students, but there are over 400 postgraduate students on Hammersmith campus, giving this community a much wider member base.

More information about the Hammersmith Student Community is available at:
http://union.ic.ac.uk/medic/hammersmithstudents/

Guidelines for Mentors

Role of Mentors

All students have two academic Mentors assigned throughout their studentship. The roles of the Mentors are as follows:

1. Meet new student informally during first month

2. Evaluate the Research Plan (completed during first 6-12 weeks)

3. Attend student's annual seminars to monitor progress

4. Conduct the Early Stage (9 months) and Late Stage assessments (18 months). Evaluate the document and seminar, and carry out a viva, as required.

6. Monitor progression to writing the thesis at the appropriate time. Complete Year 3 evaluation.

7. Be available to provide support to the student throughout their time in the ICS

Each student will have two Mentors, one lead Mentor from their own Section and one from another Section (as far as is practical), usually appointed by the DPS. These will be Group Heads or senior scientists designated by their Group Head as appropriate. The role of the Mentor is to support and assist the student, and also to be responsible for monitoring their progress.

Care must be taken at all times not to undermine the student-supervisor relationship and confidentiality must be maintained.

Research Plan

Students will submit their Research Plan and the accompanying Form to their Mentors 6-12 weeks after Registration. Both Mentors should evaluate the plan and sign the Research Plan Form before sending them to the PSA.

The proposed project should be:

- sound
- feasible in the time available
- appropriate for a student project
- likely to result in a defensible thesis

NB Mentors should meet with the student to provide constructive feedback and should resolve any minor queries with the student and/or the supervisor, but **it is not their function to peer review the science of the group** in which the student is doing their project. If mentors feel that there are serious flaws in the project, or that it is not providing adequate scientific training, then they should raise this either with the supervisor or with the DPS. Problems of this nature **should not** be discussed in the presence of the student.

PhD Early Stage Assessment

Early Stage assessment should occur 9 months after registration. The aim is to satisfy the DPS on behalf of the ICS and Imperial College that the student is capable of completing a PhD within the prescribed period of three to four years.

The procedure comprises a **report** of approximately 1500 words written by the student, **a seminar** and a **viva**.

1. **The Early Stage report** should be submitted directly by the student to the Mentors, who are responsible for assessing this and feeding back to the student and supervisor.

2. **The Early Stage seminar** will be arranged by the PSA to coincide as far as possible with submission of the report.

Mentors should consider these questions when evaluating the report:

- Is it clear and readable, and does it convince you that the student understands the subject of the project?
- Has the student undertaken experiments, providing evidence that the project is likely to be viable?
- Do you think that the supervisor has had the right amount of input?
- Is the length within the limits set and are the pages numbered?

Seminar:

- Did the student present a clear and accurate account of the work that was widely accessible?
- Were the visual aids relevant, clear and legible, and well explained?
- Did the student show that they understood the questions and were able to participate in discussion?

The Mentors should decide whether any written corrections or re-writing will be of benefit to the student's training. Any **serious concerns about the project should be discussed in private** with the supervisor and/or the ICS DPS and not with the student.

3. **The Early Stage viva** should be arranged by the Mentors as soon as is feasible after the presentation. The viva should be used as an opportunity to provide feedback to the student, discuss their future plans in some detail, and to evaluate their understanding and knowledge of the project. It should comprise constructive criticism and questioning, but also provide encouragement. The supervisor should not attend this viva.

4. Once all three steps have been completed, an **Early Stage Assessment Form** should be completed and signed by the Student, Supervisor and Mentors and returned to the PSA for review and approval by the DPS, together with a copy of the upgrade report and copies of any original Mentor's reports given to the student.

Further information is available in the Assessment Section above.

PhD Late Stage Assessment

Students' progress must be reviewed by their Mentors 18 months after registration. The aim is to satisfy the DPS on behalf of the ICS and Imperial College that the student is capable of completing a PhD within the prescribed period of three to four years.

Mentors should provide a written assessment to the student, copied to the supervisor, addressing the following questions in addition to the questions for Early Stage Review:

- Is the work needed to complete the thesis clearly stated and achievable in the timeframe allowed?
- Has the student obtained results that will be incorporated into the thesis?
- Is there evidence that the student has read the relevant background material and can set the project in its wider context?
- Is sufficient information about the project provided to show that the student is doing more than just following the instructions in kits?
- Where the student is working as part of a group, is there clear evidence that the project is the student's own work? While it is acceptable for the work of others to be mentioned where this impinges on the student's project, this must be clearly stated.
- Are accurate references in a consistent format (that of "Cell") provided?
- Do the figures have appropriately labelled axes and informative legends?

The review comprises a ***report*** written by the student, a ***seminar*** and a ***viva***. The procedure is similar to that of the Early Stage assessment, although the report is much more substantial for PhD students and the viva may be longer and focus on (a) the results that the student has obtained and (b) the plan of what is needed to complete the work.

Further information is available in the Assessment Section above.

MD(Res) Early Stage Assessment

Early Stage assessment should occur 9 months after registration. The aim is to satisfy the DPS on behalf of the ICS and Imperial College that the student is capable of completing an MD(Res) within two to four years.

The procedure comprises a **report** of approximately 4000 words written by the student, **a seminar** and a **viva**.

1. **The Early Stage report** should be submitted directly by the student to the Mentors, who are responsible for assessing this and feeding back to the student and supervisor.

2. **The Early Stage seminar** will be arranged by the PSA to coincide as far as possible with submission of the report.

Mentors should provide a written assessment to the student, copied to the supervisor, addressing the following questions:

- Is the work needed to complete the thesis clearly stated and achievable in the timeframe allowed?
- Has the student obtained results that will be incorporated into the thesis?

- Is sufficient information about the project provided to show that the student is doing more than just following the instructions in kits?
- Where the student is working as part of a group, is there clear evidence that the project is the student's own work? While it is acceptable for the work of others to be mentioned where this impinges on the student's project, this must be clearly stated.
- Are accurate references in a consistent format (that of "Cell") provided?
- Do the figures have appropriately labelled axes and informative legends?
- Is it clear and readable, and does it convince you that the student understands the subject of the project?
- Is there evidence that the student has read the relevant background material and can set the project in its wider context?
- Do you think that the supervisor has had the right amount of input?
- Is the length within the limits set and are the pages numbered?

Seminar:

- Did the student present a clear and accurate account of the work that was widely accessible?
- Were the visual aids relevant, clear and legible, and well explained?
- Did the student show that they understood the questions and were able to participate in discussion?

The Mentors should decide whether any written corrections or re-writing will be of benefit to the student's training. Any **serious concerns about the project should be discussed in private** with the supervisor and/or the ICS DPS and not with the student.

3. **The Early Stage viva** should be arranged by the Mentors as soon as is feasible after the presentation. The viva should be used as an opportunity to provide feedback to the student, discuss their future plans in some detail, and to evaluate their understanding and knowledge of the project. It should comprise constructive criticism and questioning, but also provide encouragement. The supervisor should not attend this viva.

4. Once all three steps have been completed, an **Early Stage Assessment Form** should be completed and signed by the Student, Supervisor and Mentors and returned to the PSA for review and approval by the DPS, together with a copy of the upgrade report and copies of any original Mentor's reports given to the student.

Further information is available in the Assessment Section above.

MD(Res) Late Stage Assessment

Students' progress must be reviewed by their Mentors 18 months after registration. The aim is to satisfy the DPS on behalf of the ICS and Imperial College that the student is capable of completing an MD(Res) within two to four years.

The review comprises a ***seminar*** and a ***viva***. The procedure is similar to that of the Early Stage assessment, except that MD(Res) students are not required to submit a report at this stage, because they have submitted a lengthy report for Early Stage Assessment. Further information is available in the Assessment Section above.

Year 3 Review (33-36 months)

All students will be reviewed by their mentors between 33 and 36 months. Part-time students will be reviewed annually after this, if they continue for more than 4 years. The purpose of this procedure is to ensure students are on course to complete their degree, and to meet MRC requirements for annual assessment.

This review consists of a formal meeting between the student and mentors, and submission of the Year 3 form signed by the student, supervisor(s) and mentors, to the PSA by 37 months.

Guidance for Supervisors

Who may be a postgraduate supervisor?

ICS scientific staff may become postgraduate supervisors provided they meet the following criteria:

- they have an honorary academic appointment with Imperial College at Lecturer level (at least) or be of equivalent academic standing – staff of less than Lecturer level must co-supervise with a senior member, usually their Group Head; and
- that their Group Head has agreed that they may supervise postgraduate students; and
- that they are fully-funded and/or contracted at the ICS for the expected course of the studentship and there are no pre-existing plans for them to relocate
- that they have attended a PhD supervisors training course (see below)

Training for New Supervisors

First time supervisors are required to attend a training course before or very shortly after they start to supervise PhD students for the first time. Suitable courses are offered by the MRC Learning and Development Unit ("*Supervising PhD Students*" – 1 day) which can be booked on Oracle, or by the Imperial College Educational Development Unit ('*Introduction to Supervising Research Students*' – 1 day) – details available at
http://www3.imperial.ac.uk/edudev/workshops/introductory/supervisingphdstudents

A short guidance note '*PhD Students and Supervisors: What to Expect*' derived from this course appears in Appendix F below.

Interviewing and Recruitment

In order to ensure that standards are maintained, all applicants for non-MRC core studentships must be interviewed by a recruitment panel before a firm offer is made. The panel will be 3-4 senior scientists who are knowledgeable in the candidate's field, but not directly involved in the proposed project. Exceptions may be made for students who have been awarded a competitive fellowship that involved an interview by a recognised funding body (e.g. Wellcome Trust, MRC)

Information on recruiting current staff members to PhD positions is available in the Staff registration for postgraduate degrees section above.

Good Research Practice

New supervisors should make themselves familiar with the MRC document 'Good Research Practice', available at
http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC002415

Absence through illness

Supervisors must inform the PSA or DPS within one week of any student absence through illness, or for personal reasons other than planned holidays.

Absences of more than two weeks must be reported to Imperial College Registry through the PSA.

Interruption of Studies

Interruption of studies are taken for maternity leave, periods of long illness, and other personal reasons. Supervisors should inform the DPS or PSA as soon as they become aware that an Interruption may be necessary. A course of action can then be agreed and appropriate action taken.

International students in the UK on student visas may be required to leave the country if they take an interruption of studies. Supervisors should discuss individual cases with the PSA as soon as they arise.

Studentship extensions

Students and supervisors will work together to ensure that laboratory work is completed and the thesis written up within the period for which the studentship is funded. Any foreseen problems with completion should be raised for consideration six months before the end of the studentship. Extensions may be granted, but usually only for writing up. Sequential extensions are normally not permitted.

It is an absolute requirement of both Imperial College and the MRC that all full-time students must submit their PhD thesis within 48 months of starting their PhD studies.

Where extensions are required, the supervisor must complete the Studentship Extension Request Form, available from the ICS PSA. All extension requests require the formal approval of the DPS or Administrative Director of the CSC. Unless there are exceptional circumstances, research groups are expected to meet the full cost of extensions from their own resources.

Appendix A: Useful Contacts

Within the ICS

Director of Postgraduate Studies: Professor Anne Soutar
Rm 3003b, 3rd floor Clinical Research Building
Email: anne.soutar@csc.mrc.ac.uk Extension: 32324

Postgraduate Student Administrator: Kate Baird
Rm 2N1, 2nd floor Commonwealth Building
Email: kate.baird@csc.mrc.ac.uk Extension: 38253

Members of the Postgraduate Training Advisory Group

Serena Counsell (Neonatal Imaging)
Robert Steiner MRI Unit
Email: serena.counsell@csc,mrc.ac.uk Extension: 33298

Oliver Howes (Psychiatric Imaging)
Rm 232 Cyclotron
Email: oliver.howes@csc.mrc.ac.uk Extension: 33766

James Leiper (Nitric Oxide Signalling)
Rm 7S7a, 7th floor Commonwealth Building
Email: james.leiper@csc.mrc.ac.uk Extension: 38405

Fadri Martinez-Perez (Meiosis)
Rm 5005, 5th floor Clinical Research Building
Email: enrique.martinez-perez@csc.mrc.ac.uk Extension: 34314

Christian Speck (DNA Replication)
Rm 3006, 3rd floor Clinical Research Building
Email: chris.speck@csc.mrc.ac.uk Extension: 33387

Louise Thomas (Metabolic and Molecular Imaging)
Robert Steiner MRI Unit
Email: louise.thomas@csc.mrc.ac.uk Extension: 33772

Academic and Administrative contacts

English Language Support Programme (ESLP)
elspadministrator@imperial.ac.uk, +44 (0)20 7594 8748, Sherfield Building Level 3, Room 309 South Ken
Conduct the Initial Tests for the Imperial College English Requirement, and run many English classes free for students.
http://www3.imperial.ac.uk/humanities/englishlanguagesupport

Graduate Schools
graduate.school@imperial.ac.uk, +44 (0)20 7594 1383, Registry, Level 3, Sherfield Building, South Ken
The Graduate School runs the Transferable Skills courses and several collaboration-encouraging events throughout the year.
Twitter: follow @ImperialGradSch for news, events and highlights
Facebook: Imperial College Graduate School
www.imperial.ac.uk/graduateschool

Occupational Health
occhealth@imperial.ac.uk, 020 7594 9401, Level 4, Sheffield Building, South Ken
All students working in high-risk areas must register with Occupational Health as soon as possible after registering. Please read the induction handout available from the PSA for details.
http://www3.imperial.ac.uk/OCCHEALTH

Registry
Level 3 of the Sherfield Building, South Ken
http://www3.imperial.ac.uk/registry/

Registry keeps all student records for Imperial College. They are divided into Admissions, Records, Research Degrees and Certificates teams. In most instances the ICS PSA will contact Registry on a student's behalf. If the PSA is not available for an urgent query, or if you would like to speak to Registry directly, these are the contact details.

If you wish to speak to someone in person regarding any Registry-related matter, please come to the Student Hub counter on Level 3, Sherfield building, South Kensington.

Should you wish to send documentation to the Registry, the postal address is:
Appropriate Team
Registry
Imperial College London
Level 3 Sherfield Building
South Kensington Campus
London SW7 2AZ

Medicine Postgraduate Admissions
medicine.pg.admissions@imperial.ac.uk, +44 (0)20 7594 7259
The Admissions Teams are responsible for the receipt and processing of all applications to Imperial. If you have submitted an application, have received an offer, or are waiting for a decision on an application, and you have a specific question relating to this, you can contact Medicine Postgraduate Admissions.

Student Records
records@imperial.ac.uk , +44(0)207 594 7267
The Records team handles matters concerning current Imperial College students and alumni including registration, examinations and document requests.

Research Degrees
research.degree@imperial.ac.uk, +44(0)20 7594 6087
The Research Degrees team looks after thesis submission and all other issues concerning the assessment and examination of research degrees.

Certificates

certificates@imperial.ac.uk, +44(0)20 7594 8037

The Certificates team can help you if you have not received your degree certificate, if you have misplaced you certificate, or if you require additional copies of your certificate.

Student Accommodation Centre

accommodation@imperial.ac.uk , +44(0)20 7594 9444, Level 3, Sherfield Building, South Ken

Assistance with housing arrangements. Be aware that university-run postgraduate housing is very limited at Imperial College.

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

Student Placement Office

a.hawksworth@imperial.ac.uk, +44 (0)20 7594 8044, Room 324, Sherfield Building, South Ken

General advice and information for external credit-based placements, especially those abroad. This is also the organising office for UROP. The Assistant Registrar (Placements) Adrian Hawksworth is the contact person.

http://www3.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/collaborative

Student Welfare Contacts

This is only a selection of resources. The Imperial College Union website has an excellent and comprehensive Information and Advice section.
http://www.imperialcollegeunion.org/information-and-advice/

College Tutors
In addition to ICS support, all students also have confidential access - independent of department or division - to the College Tutors regarding academic issues, and all aspects of pastoral care within the College.
http://www.imperial.ac.uk/students/collegetutors

Careers Advisory Service
careers@imperial.ac.uk, +44 (0)20 7594 8024, Level 5, Sherfield Building, South Ken
Careers and further study related information, advice, and guidance services. Check the Careers website for full details, and subscribe to the e-vacancy Alert! for an email alerting service.
http://www.imperial.ac.uk/careers

Chaplaincy Centre
chaplaincy@imperial.ac.uk, +44 (0)20 7594 9600, East Basement, Beit Quad, South Ken
A resource for people of faith on campus and home to a group of chaplains of different denominations. Contact details for each are available on the website.
http://www.chaplaincy.imperial.ac.uk/
The Imperial College Union website contains details of clubs & societies for specific faith groups.

Disabilities Advisory Service
disabilities@imperial.ac.uk, +44 (0) 20 7594 9755
Advises individual students no matter what their disability to ensure that they have the support they need. http://www3.imperial.ac.uk/disabilityadvisoryservice

International Office
international@imperial.ac.uk, +44 (0)20 7594 8040, Room 164, Level 1 Sherfield Building, South Ken
Deals with all international issues, and all students from outside the UK. The office is located opposite the Nat West branch. Normal opening hours are:
Monday- Wednesday 10:00-17:00 Thursday 10:00-13:00 Friday 10:00-17:00
http://www.imperial.ac.uk/international/

Health Centre
healthcentre@imperial.ac.uk, 40 Princes Gardens, London SW7 1LY
Reception +44 (0)20 7594 9375/6 External telephone number +44 (0)20 7584 6301
Doctors, nurses, psychotherapists, counsellors, psychiatrist, sports medicine specialist, physiotherapy, acupuncture, Alexander Technique, homeopathy, reflexology, aromatherapy.
http://www.imperial.ac.uk/healthcentre

London Nightline
listening@london-nightline.org.uk, +44 (0)20 7631 0101
A telephone helpline offering confidential listening, support and information to students in London. It is open every night of term from 18.00 to 08.00, and is run by students of affiliated higher education institutions in the London area.
http://www.nightline.org.uk/

Muslim Prayer Room
islam@imperial.ac.uk, 9 Prince's Gardens, South Ken
Organised by the Imperial College Islamic Society. As well as a place to wash yourself and pray your five daily prayers, it is a place to learn about Islam, eat a Halal lunch with friends , and find out about upcoming events.
www.theisoc.com
The Imperial College Union Student Handbookwebsite contains details of clubs & societies for specific faith groups.

Student Counselling Service
counselling@imperial.ac.uk, +44 (0)20 7594 9637, Room 2S7 Commonwealth Bldg, Hammersmith
Counselling is available to any student registered with the College, about any personal issue. Phone or email to arrange an appointment. A counsellor comes to Hammersmith on Wednesday afternoon, but students can make an appointment at any campus.
http://www.imperial.ac.uk/counselling

Student Financial Support & Scholarships
student.funding@imperial.ac.uk, +44 (0)20 7594 8130 or
scholarships@imperial.ac.uk, +44(0)20 7594 8130
Level 3, Sherfield Building, South Ken
Student funding advice and administration (Access to Learning Fund, College Hardship Fund, etc).
http://www3.imperial.ac.uk/registry/studentfinancialsupport

Imperial College Union
advice@imperial.ac.uk, +44 (0)20 7594 8067, Beit Quad, South Ken
Confidential, impartial and independent advice on welfare and academic issues. For more information or to make an appointment contact Union Advisor Nigel Cooke at the address or phone number above. The Union also represents the student body to College on academic, welfare, accommodation and student development issues.
http://www.union.imperial.ac.uk/

Student Technical Support Contacts

Campus Library
library@imperial.ac.uk , ext 33246, 1st floor Commonwealth, Hammersmith
The Imperial College Libraries can help you find a range of resources for your project, and also offer many training courses in researching publications, organising references. Full details are available on the website.
http://www3.imperial.ac.uk/library/find

CSC Biological Imaging Centre (BIC)
bic@imperial.ac.uk, ext 38591
The facility is headed by Dr Willy Gsell, and develops and implements in vivo, non-invasive imaging techniques, including magnetic resonance imaging (MRI), positron emission tomography (PET), ultrasound and bioluminescence. The BIC staff provides expertise in all the imaging modalities and training in operating the scanners and in image analysis.
http://www.csc.mrc.ac.uk/Research/Facilities/BiologicalImagingCentre/

CSC Biomolecular Mass Spectrometry and Proteomics (BMSP) Facility
bram.snijders@csc.mrc.ac.uk, ext 38411, Room 5008, Clinical Research Bldg, Hammersmith
Headed by Dr Bram Snijders, the facility is equipped with state-of-the-art mass spectrometry technology for the analysis of proteins and their post-translational modifications. Other biomolecules, such as nucleic acids and metabolites, can also be analysed. They aim to extract the maximum amount of information from your sample.
http://www.csc.mrc.ac.uk/Research/Facilities/BMSP/

CSC Computing
csc-help@csc.mrc.ac.uk, ext 33454, Room 2S1, Commonwealth Building, Hammersmith
The facility provides all MRC CSC staff with email, network, data storage and backup capabilities supporting a range of operating systems (i.e. Windows, Linux, Unix & Mac), as well as a helpdesk and technical support. Queries can be logged directly on the website.
http://www.csc.mrc.ac.uk/Research/Facilities/ComputingServices/

CSC Flow Cytometry Facility
james.elliot@csc.mrc.ac.uk, ext 38330/38291, 4th floor, Clinical Research Bldg, Hammersmith
Dr James Elliott(Facility Head) and Dr Philip Hexley provide groups with support for the sorting, phenotypic and functional analysis of cells. The facility has state-of-the-art instrumentation and is continually expanding the diverse array of laser and filter configurations available, to be capable of most current flow cytometry protocols.
http://www.csc.mrc.ac.uk/Research/Facilities/FlowCytometry

CSC Genomics Laboratory
laurence.game@csc.mrc.ac.uk, ext 33788, Room 7S7, Commonwealth Building, Hammersmith
Headed by Dr Laurence Game and Dr Mick Jones, the facility offers a range of services for high throughout sequencing, microarray, conventional sequencing, genotyping and real time PCR, and bioinformatics support.
http://microarray.csc.mrc.ac.uk/

CSC Microscopy Laboratory
dirk.dormann@csc.mrc.ac.uk, ext 38528, Room 5012, Clinical Research Bldg, Hammersmith
Headed by Dr Dirk Dormann, the facility offers a large variety of systems ranging from basic stereo microscopes to the latest confocal workstations to assist CSC staff and students in their

research. Staff provide user training and continuing support ranging from help with experimental design, image processing/visualisation and quantitative image analysis to direct collaboration on specific projects.
http://www.csc.mrc.ac.uk/microscopy/

CSC Public Engagement Media and Grants
pemg@csc.mrc.ac.uk, ext 33774 Room 3003, 3rd Floor Clinical Research Bldg, Hammersmith
Headed by Brona McVittie, the facility organises a diverse range of outreach and engagement projects to encourage public interest in science. We also support CSC researchers in print and digital media management and provide up-to-date information on research funding. Our work is tailored to the needs of multiple stakeholders and our team strives to enhance the Institute's reputation and promote CSC research to a broad audience.
http://www.csc.mrc.ac.uk/Research/Facilities/PEMG/

CSC Photography and Graphic Design
pemg@csc.mrc.ac.uk, ext 33774, Room 3003, 3rd Floor Clinical Research Bldg, Hammersmith
The facility supports CSC media and presentation requirements with photography, video, graphic design and web design with high-end printing to support the CSC with its. They have a wide range of graphic and editing software, Nikon digital SLR camera and HP printers for posters, pamphlets and thesis printing.
http://pgdf.csc.mrc.ac.uk/

CSC Transgenics and ES Cell Facility
Offers a range of professional science services and expertise in the creation, maintenance and study of transgenic mice, including a complete targeting service, pronuclear injection of DNA, injection of embryonic stem (ES) cells into blastocysts using various strains of ES cells, aggregation and laser assisted IVF. Staff also train staff and students in the relevant techniques associated with transgenic technologies.
http://www.csc.mrc.ac.uk/Research/Facilities/TransgenicsEmbryonicStemCell/

ICT Service Desk
Imperial contact for IT-related problems, installation requests and queries. It is advisable to contact CSC Computing initially, but you may need to contact ICT with some issues.

Office is open from 08.30 to 18.00, Monday to Friday (excluding College holidays). You can contact the Service Desk in the following ways:

- Telephone: 020 759 49000, Recommended for urgent requests
- Web Service Desk Online: http://www3.imperial.ac.uk/ict/servicedesk, Recommended for non-urgent requests - 24 hour logging and FAQ services
    - In Person: Room BS22 basement of Commonwealth Building, Opening times: 1pm - 2pm Monday – Friday, service.desk@imperial.ac.uk

Statistical Advisory Service
stathelp@imperial.ac.uk, 020 7594 3856, 8 Princes Gardens, 4th Floor, Rm 841 South Ken
The Statistical Advisory Service is a unit set-up to help all the staff and postgraduate students working in Imperial College with advice, support and practical help in carrying out research, writing grant applications and providing specialised research training. We also provide short courses in statistics and statistical software.
http://www3.imperial.ac.uk/stathelp

Appendix B: ICS Postgraduate Students at 3 October 2011

Students highlighted in **bold** started on 3 October 2011

First Name	Last Name	Group Name
Adam	Braithwaite	Molecular Cardiology
Alberto	Frangini	Gene Regulation and Chromatin
Aleksandra	Turp	Reprogramming & Chromatin
Alexander	Miras	Molecular Imaging
Amit	Patel	Cell Cycle
Anand	Pandit	Neonatal Imaging
Andrezj (Andy)	**Malinowski**	**Lymphocyte Development**
Angela	Downing	Neonatal Medicine
Angharad	Roberts	Molecular Cardiology
Anna	Finnemore	Neonatal Medicine
Anna	Simmonds	Cognitive Neuroimaging
Antonios	Makropoulos	Neonatal Imaging
Ash	Ederies	Neonatal Medicine
Benjamin	**Krusche**	**Cell Interactions and Cancer**
Bryony	Graham	Lymphocyte Development
Charles	Arber	Stem Cell Neurogenesis
Christin	Luft	Eukaryotic Chromatin Dynamics
Cihangir	Yandim	Gene Control Mechanisms and Disease
Duncan	Bull	Cellular Stress
Eliza	**Kalk**	**Nitric Oxide Signalling**
Ellen	Thomas	Physiological Genomics & Medicine
Emer	Hughes	MRI Unit/Neurobiology
Eve	Limbrick-Oldfield	Neurophysiology/Cognitive Neuroimaging
Federico	Grillo	Neuroplasticity & Disease
Francesco	Padormo	Imaging Sciences
Francesco	Piccolo	Lymphocyte Development
Gareth	Ball	Neonatal Medicine
Georgia	Lockwood Estrin	Perinatal Imaging
Gillian	Matthews	Neurophysiology
Hakan	Bagci	Lymphocyte Development
I-Chun	Liu	Cell Cycle
Ines	De Castro	Genome Function
Ines	de Santiago	Genome Function
Ines	Jaeger	Stem Cell Neurogenesis
James	Tomlinson	Nitric Oxide Signalling
James	Ware	Molecular Cardiology
Jess	Zhao	Cellular Stress
Joana	Santos	Cell Proliferation
Joanna	**Dawes**	**Cancer Genomics**
Joanne	**Leonard**	**Cell Cycle**
Joao	Dias	Genome Function
Jonathan	Bond	Gene Regulation and Chromatin

Jonathan	Casey	Ultrasound (in Jo Hajnal's group)
Kathryn	Broadhouse	Imaging Sciences
Kedar	Natarajan	Genome Function
Kelly	Morris	Genome Function
Kyrylo (Kirill)	**Shkura**	**Integrative Genomics Medicine**
Laura	Dowsett	Nitric Oxide Signalling
Lee	**Cooper**	**Lymphocyte Development**
Leticia	Labrador Gonzalez	Meiosis
Liron-Mark	Lavitas	Genome Function
Marie-Therese	Rached	Metabolic Signalling
Mark	Tuthill	Lymphocyte Development
Matteo	Martufi	Gene Regulation and Chromatin
Michael	Bloomfield	Psychiatric Medicine
Miguel	Esteras	Cell Cycle
Nadia	**Tyler-Rubenstein**	**Metabolic Signalling**
Nancy	George	Molecular Embryology
Nicholas	Sen	Cell Cycle
Nora	Tusor	Neonatal Medicine
Oliver	Crawley	Meiosis
Patrizia	Beolchi	Cell Proliferation
Peter	**Bloomfield**	**Neuroplasticity and Disease**
Peter	**Hill**	**Reprogramming & Chromatin**
Phil	Webster	Cancer Genomics
Preksha	Gupta	Lymphocyte Development
Pumza	Nongena	Neonatal Medicine
Rajeshwari	Iyer	Neurophysiology
Richard	Browning	Ultrasound
Richard	Hull	Physiological Genomics & Medicine
Rizwan	Ahmed	Molecular Cardiology
Robert	**Beagrie**	**Genome Function**
Rodrigo	Braga	Cognitive Neuroimaging
Rory	Blevins	Lymphocyte Development
Sadaf	Khan	Cell Proliferation
Samantha	Scholtz	Metabolic & Molecular Imaging
Santosh	Atanur	Physiological Genomics & Medicine
Sarah	Langley	Physiological Genomics & Medicine
Sarah	Schofield	Metabolic & Mol Imaging
Sarah	Testori	Meiosis
Shuai (Huza)	Zhang	Cellular Stress
Silvia	Tognetti	DNA Replication
Sophie	Piper	Nitric Oxide Signalling
Thais	Lavagnolli	Lymphocyte Development
Tom	Oates	Integrative Genomics Medicine
Tomoki	Arichi	Neonatal Medicine
Valerie	Bonnelle	Cognitive Neuroimaging
Vanessa	Kyriakopoulou	Perinatal Imaging
Zena	**Hira**	**Integrative Genomics Medicine**
Ziwei (Jessie)	Liang	Lymphocyte Development

Appendix C: Further reading and useful links

Copies of all the documents listed in the table below are available from the ICS PSA or on the web.

ICS Postgraduate Student Handbook (this document)	Available online at http://www.csc.mrc.ac.uk/d/file/Student Handbook 2011.pdf
CSC web site	www.csc.mrc.ac.uk Provides outline information on CSC Research Groups and their programmes, as well as other useful information about the CSC
Good Research Practice	Booklet published by the MRC and providing general guidance on the proper conduct of research. Also on the MRC web site at http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC002415
MRC Postgraduate Studentships Handbook June 2010	MRC guidance on postgraduate studentships http://www.mrc.ac.uk/consumption/groups/public/documents/content/mrc002630.pdf
Imperial College Postgraduate Prospectus	Provides general information about postgraduate studies at IC. The Prospectus is also available on the IC web site at http://www3.imperial.ac.uk/pgprospectus
Imperial College Registry Research Degrees webpages	Information regarding Research Degree registration, enrolment, and examination http://www3.imperial.ac.uk/registry/researchdegrees
Imperial College Student Handbook	Online as New Student webpages http://www3.imperial.ac.uk/students/newstudents/
Imperial College Guide for International Students	Online at http://www.imperial.ac.uk/international/
Imperial College Examination Entry Pack	Forms necessary for PhD examination and thesis submission are available at http://www3.imperial.ac.uk/registry/exams/examentryforms
Imperial College Learning to Research Study Guide	Gives the responsibilities and duties of research students and their supervisors, and practical information on PhD structure and processes http://www3.imperial.ac.uk/students/studyguide
Imperial College Regulations for the Degrees of MPhil and PhD	Imperial College Academic Regulations available at: http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations
Imperial College Student Union	student union website: http://www.imperialcollegeunion.org/

Appendix D: PhD Well-being Assessment Results

In early 2009, an on-line well-being assessment was developed specifically for Imperial's PhD population. The assessment was based on a clinically approved methodology and drew upon consultations with over 60 students and staff. After piloting, students were invited to complete the questionnaire during May 2009.

1202 students completed the assessment, giving a response rate of over 45%. In addition to quantitative data, 229 free text comments were received. Statistical analysis has allowed researchers to rank the issues that have the greatest negative impact on researchers' well-being. The top ten are reported here, along with some questions that students might like to consider.

The well-being top ten most troublesome items:

1. Feeling frustrated / demotivated by your results and apparent lack of progress.
2. Experiencing high levels of stress because of your research.
3. Being unclear about the next stage of your career after your PhD.
4. Lacking confidence in your ability to conduct research to the necessary standard.
5. Being frustrated with the college's administration systems.
6. Having a high workload that impacts on your private life.
7. Making unreasonably high demands of yourself in the name of research.
8. Experiencing a persistent low mood because of your research.
9. Feeling constantly tired and run-down because of your workload.
10. Feeling disappointed in your own abilities as an academic researcher.

Questions to consider

About doing research

- Are your expectations for your rate of progress realistic? Are you aware that for most researchers progress is non-linear and there may be periods when you feel like you are getting nowhere?
- Are you receiving sufficient and useful feedback and guidance about your work? If not, let your supervisor(s) know.
- Is/are your relationship(s) with supervisor(s) sufficiently open to allow you to raise difficulties and doubts? It is usually better to address problems quickly, before they grow.
- Do you have sufficiently strong relationships with others in your group / department so that problems may be discussed?
- Are you taking up appropriate opportunities to speak about your work at seminars or conferences?

- Is your workload appropriate? Do you need to discuss it with your supervisor(s)?
- Do your research group activities include a social element? If not, consider starting something up – probably everyone else would appreciate it?

About stress and your health

- Are you aware of the support available within the department (postgraduate tutors) and beyond (College tutors), the counselling service and stress management workshops run by the graduate schools?
- Are you being proactive to manage your stress levels? Don't ignore the signs of stress or wait for problems to become serious.
- Are you taking suitable breaks, doing any physical exercise, eating well, etc?
- Is your work-life balance acceptable and healthy?
- Are you working late evenings and at weekends too often?
- Do you find some time for recreational activities?
- Are you aware of your holiday entitlements? Are you actually taking any holiday?

About your future plans

- Are you aware of the career management courses offered by the Graduate Schools and that you may freely consult the Careers Advisory Service (who offer services and events specifically for PhD students)?
- Have you talked to your supervisor and others in your department/division about your career plans?
- Are you starting to think about your next steps early on in your PhD? Career planning takes time, so don't leave it too late!

About other matters

- Do you regularly get together with other researchers for social as well as research related reasons?
- Is there clear guidance within your department/division about administration processes? If not, ask for it.

Further work

The graduate schools plan to carry out further analysis of the well-being data and may issue further reports from time to time. If you would like to comment upon this work, please email elaine.walsh@imperial.ac.uk

Appendix E: Pre 1 October 2010 Assessment Procedures

These procedures apply to students registered before 1 October 2010.

Please note: procedures for MD(Res) students have not changed since 1 October 2010, and the guidelines in the main body of this handbook apply to all MD(Res) students.

MPhil/PhD registration

PhD students will register initially with Imperial College for the MPhil degree.

Students should submit their MPhil registration document (the Research Plan) to their two Mentors for assessment within 3 months of their registration date. Preparation of the Research Plan is the same as in the Research Plan Guidelines in the main body of this handbook.

MPhil registration documents must be approved by the student's Mentors. They will assess the suitability of the proposed project as a PhD project, including factors such as whether the work can be completed within the available time, and whether the project allows a sufficiently independent contribution by the student. The steps in this process are:

1. Within three months of the start of studies, student and supervisor complete Section A of the ICS MPhil Registration form and the student gives it to their lead Mentor, then one copy of their Research Plan and current CV to both Mentors.

2. The student and supervisor must complete Form IC/A give this to the PSA after handing over the Registration Form

3. Mentors should independently assess the Research Plan, and then consult to complete Section B of the ICS MPhil Registration form. The Lead Mentor returns the form to the PSA with any additional written comments, plus one copy of the student's Research Plan and CV.

4. The DPS will countersign completed Registration form and IC/A which are then sent to Student Records by the PSA.

5. The Imperial College Registry will write to the student to confirm that MPhil/MD(Res)/DIC registration has been approved, usually backdated to the arrival date of the student. This notification may take several weeks.

6. International students should, by the time of the MPhil/MD(Res)/DIC registration, have already taken the initial English test via the Imperial College Humanities ELSP programme, or submitted an exemption form endorsed by their supervisor and the DPS.

Transfer (Upgrade) of Registration from MPhil to PhD

MPhil/PhD: For both full-time and part-time MPhil/PhD students, the application to transfer (upgrade) will normally be made approximately 16 months after the date of backdated MPhil registration, and in no case later than 18 months after registration. Students who have not applied for transfer by the due date will need to justify to ICS and Imperial College the reasons for the delay.

PhD Transfer (Upgrade) Report will be in the same format as in the Early Stage Report section in the main body of this document, but it should be around 6000 words.

The submission procedure should run thus:

1. PSA organises schedule of upgrade seminars to occur 15-16 months after student start date, checking availabilities of student, supervisor and Mentors.

2. At 15-16 months, student and supervisor complete Section A of Transfer Form and give it to lead Mentor, plus copy of their Report and CV to each Mentor.

3. Mentors assess student's Report, attend student's seminar, and each send an independent written assessment to student (copied to supervisor) if thought useful.

4. Mentors and student arrange and carry out viva voce ASAP after this.

5. Mentors complete Section B of Transfer form and return it to PSA with one copy of student's Report and CV, and copies of any written assessments.

6. DPS reviews and countersigns completed forms which are then sent to Student Records by PSA.

7. PSA confirms approval to student, supervisor and Mentors.

Appendix F: Students and Supervisors: What to Expect

(originally taken from the Imperial College supervisor training course)

Supervisors expect you to:

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

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

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

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

5. *Be self-critical* of your own work and results, in terms of statistical significance, and use these skills in being sceptical of results in the literature.

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

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

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

9. *Be aware of safety* in the laboratory at all times and follow safety procedures when starting to use new chemicals, e.g. filling in COSSH forms.

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

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

1. *Be supportive* of you, both intellectually and personally.

2. *Be available* to talk about research problems at relatively short notice although, at certain times of the year, you may need to give a few days' notice.

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

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

5. *Help enable you to attend at least one conference* to present a paper.

6. *Provide adequate funds* for your research.

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

Together, students and supervisors are expected to:

1. Plan the project to a timetable which ensures that research can be completed, and the thesis written and submitted within 3 years of starting.

2. Stick strictly to the College timeframe which allows a maximum of 4 years between registration and submission of the PhD thesis.