Timeline for Research Students

**Summary:**

**Milestone 1)** 3 Months: Research Plan Confirmation (RPC)

**Milestone 2)** 9 Months: Early Stage Assessment (ESA)

**Milestone 3)** 18-24 Months: Late Stage Review (LSR)

**Milestone 4)** 35 Months: Submission of Writing-up Form

**Milestone 5)** 44 Months: Submission of Exam Entry Form

**Milestone 6)** 48 Months: Submission of thesis.

The table below shows the progression of a normal PhD by Research registration from beginning to end.

**YEAR 1**

**Week 1:**

- **College Registration:** All Research Students and First Year Research Assistants must register on-line via the Student e-Service ([www.imperial.ac.uk/studenteservice](http://www.imperial.ac.uk/studenteservice))

- **Induction:** Attend the Departmental Induction including the Safety Lecture.

- **Collect ID card** from PhD Administrator (for October start students only).

- **Complete and return plagiarism and emergency contact details form** to PhD Administrator.

**Month 1**

- **Initial English assessment:** If you are a non-native speaker of English, you will need to fulfil the [English Language Requirement](#) and take an initial English test as soon as possible and begin courses (if required) or submit exemption form to the PhD Administrator. Students who score less than 60% in the test will have to take a subsequent test as part of their Early Stage Assessment.

**Month 2 - 3**

- **Research Proposal Confirmation** – draw up and agree with your supervisor(s) a formal three year research plan. The plan must be signed by the student, supervisor(s) and independent assessor, and emailed to the PhD Administrator (Lisa Kelly) [l.kelly@imperial.ac.uk](mailto:l.kelly@imperial.ac.uk) for the Director of Postgraduate Research's
approval.

Research Proposal Confirmation

Month 6  
6 monthly progress report – Submit via email, a Mid First Year Assessment Form to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk.  
Mid-First Year Report Form

Month 8  
Early Stage Assessment via report and presentation/closed-session viva with the supervisor(s) and an independent assessor. Prior to review viva, submit the Early Stage Assessment report to assessor (via supervisor).

Month 9  
Early Stage Assessment – Submit, ESA form, via email, to Lisa Kelly l.kelly@imperial.ac.uk.  
Early Stage Assessment Form

Complete required Graduate School courses – students must complete a minimum of 4 courses, each from a different domain in the ‘Underpinning Skills Phase’ OR the Research Skills Development course plus one other course which can be from any domain un the Underpinning Skills Phase - before the Early Stage Assessment.

Students who require a 2nd English test ("English test at transfer") should arrange to take this BEFORE the Early Stage Assessment.

Month 12  
6 Monthly Progress Report – Submit an End of First Year Assessment Form, via email, to the PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk  
End of First Year Report Form

YEAR 2

Month 13  
College Registration: continuing research students must register on-line via the Student e-Service (www.imperial.ac.uk/studentservice)

Month 18  
6 Monthly Progress Report – Submit, via email, Mid Second Year Assessment Report to the PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk.  
Mid Second Year Report Form

Month 18  
Late Stage Review report to be submitted to supervisor and an oral presentation completed.

Month 24  
6 Monthly Progress Report – Submit, via email, End of Second Year Assessment Report to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk.  
End of Second Year Report

Late Stage Review form must be submitted via email to Lisa Kelly
Month 24  
I.kelly@imperial.ac.uk by 24 months – **FINAL DEADLINE**  
Late Stage Review Form

**YEAR 3**

Month 25  
**College Registration:** continuing research students must register on-line via the Student e-Service (www.imperial.ac.uk/studentservice)

Month 30  
**6 Monthly Progress Report** – Submit, via email, a Mid Third Year Assessment Report to the PhD Administrator Lisa Kelly I.kelly@imperial.ac.uk  
Mid Third Year Report

Month 35  
**Extend Registration or move to Writing-up** - after year 3, students must extend registration (and pay tuition fees), or move to writing-up status which allows 6 to 12 months further access to College facilities. Students must inform the PhD Administrator whether they wish to extend registration or move to writing up before the end of year 3.  
Writing-up form

Month 36  
- **Extend Registration or transfer to Writing Up**
- **6 Monthly Progress Report** – Submit, via email, an End of Third Year Assessment Report via email to the PhD Administrator, Lisa Kelly I.kelly@imperial.ac.uk  
End of Third Year Report

**YEAR 4**

Month 37  
**Exam Entry Forms** – exam entry forms must be submitted electronically at least four months before the submission of thesis to PhD Administrator, Lisa Kelly I.kelly@imperial.ac.uk  
Exam Entry Form

Month 42  
**Thesis Submission**  
http://www3.imperial.ac.uk/registry/exams/thesisandvivas