PhD in Controlled Quantum Dynamics

Handbook

Summer 2011
1. **Introduction**

1.1 **ABOUT THIS HANDBOOK**

The purpose of this handbook is to provide current students and staff with a detailed description of the PhD in Controlled Quantum Dynamics (CQD) programme within the Centre for Doctoral Training (CDT) in CQD, including assessment and feedback mechanisms (where appropriate). This edition of the handbook applies to academic year 2011-12 and is available for download from the CQD DTC website. Any significant changes to its content will be communicated to you as the year progresses.

The most important component of the PhD programme is research. There are not any assessed lecture courses involved but all the students are strongly encouraged to attend occasional specialised lecture courses. Students have extensive access to the academic and support staff of the CDT in CQD. During the PhD, the first port of call for the students should be their supervisors. However, if the supervisors cannot solve their problems, they should contact their CDT cohort mentor if the issue is not resolved. Help is also available in the CDT administration office. Welfare issues can be discussed with the cohort mentor or the CDT directors. Other points of contact are e.g. the QOLS group academic mentor (Dr. Mike Tarbutt) or the Physics Department PG Welfare Advisor (Dr. Arnaud Czaja).

This handbook describes the framework of the programme but the CDT Director and/or CDT Board may make changes to detailed procedures if the circumstances indicate this is desirable. Students will be notified of any changes prior to their introduction.

1.2 **SCOPE OF THE RESEARCH IN CONTROLLED QUANTUM DYNAMICS**

The scope of the PhD research in Controlled Quantum Dynamics is:

“The research interest of the Centre is the control and manipulation of physical systems to exhibit manifestly quantum mechanical effects such as quantum correlations and quantum interference. The emphasis is on using these effects to perform novel protocols in e.g. quantum computing or communication or to uncover the subtle role quantum mechanics may play in natural phenomena such as photosynthesis. This will often involve theoretical and experimental approaches that allow us to work directly with individual quantum systems. In other cases the quantum dynamics of the systems may be under exquisite experimental control but an ensemble of systems may be used for enhanced read-out. The quantum simulation of many-body quantum systems is one aspect of our focus - it is a topic of crucial importance in fields ranging from quantum chemistry and biochemistry to the study of exotic materials such as graphene, high-temperature superconductors and carbon nanostructures. Another key area is the enhancement of metrology (high precision measurement) using entanglement as a resource. Our general approaches can also be used, for instance, to elucidate the role of fundamental symmetries in nature. Finally, the study of controlled quantum dynamics may lead us to new insights in the foundations of quantum mechanics itself.”

The key elements of the programme are:

- A project performed in a research group forms the most important part of the programme and is assessed by written thesis and an oral exam. In addition to the final assessment there are regular monitoring stages described in detail below.
- The College requires a PhD student to do a certain number of Graduate School Transferable Skills courses. A CDT student is expected to do somewhat more than the College minimum.
- The PhD funding of CDT students ends after 36 months and they should aim to have completed their thesis by this time.
1.3 THE DOCTORAL TRAINING CENTRE IN CONTROLLED QUANTUM DYNAMICS

The Engineering and Physical Sciences Research Council (EPSRC) established the CDT in CQD in 2009, with the intention of training a cadre with a thorough understanding of the controlled quantum dynamics of small numbers of quantum systems, their multi-particle coherence and entanglement properties, and of methods for their preparation, control and read-out. The CDT in CQD also works closely with the other CDTs in the Whiteley Centre (in Plastic Electronics and the Theory and Simulation of Materials), with the QOLS group in the Department of Physics and other academic departments and institutions working in the field.

1.4 SUPERVISORS

The primary responsibility for organising student's research work lies with the student. However it is the supervisor's responsibility to guide the student's research, monitor the student's progress and generally provide technical and moral support. Supervisors differ in their methods but the student should normally expect to see their supervisor at least once a fortnight. The student should feel free to contact their supervisor at any time if they have a problem or are unsure how to proceed.

The student can obtain the most benefit from meetings with their supervisor if they prepare some material for him/her to read or formulate some specific questions they would like to discuss. Early on in the PhD programme, the supervisor may wish to appoint a second supervisor, particularly if they travel frequently or have other major administrative responsibilities. The role of the second supervisor is to give help when the principal supervisor is unavailable and generally to keep in touch with their progress. Many students will have a larger supervisory team from the outset, particularly if they are involved in collaborative projects with researchers external to Imperial College.

Students should work hard to build up a good relationship with their supervisor(s) but it may happen that the student finds it impossible to work with him/her (them). Alternatively, their research may lead them into avenues that are outside their supervisor's areas of interest. In such circumstances a change of supervisor may be appropriate and can be arranged. This should be discussed first with their supervisor if possible, and then with the cohort mentor and/or the directors.

1.5 RESEARCH GROUP AND CDT

CDT students join various research groups and sub-groups during their second year, after completion of the MRes. However, it is important to remember that a student remains a CQD CDT student and should bear this in mind while completing the assessment review forms or any other official forms.

While in the research group, the students can normally contact the respective group administrator for issues to do with their labs, office space or stationery (if provided by the research group). All other administrative issues to do with finance and progress reviews will be handled by the CDT office and queries of that nature should be directed there.

The student should do their best to participate as fully as possible in the academic life of the research group and department. The student will find that informal discussions with their colleagues play a large part in their education.

It is also important for students to keep up communication with their CDT colleagues through the monthly lunches and journal club activities. This will provide an opportunity to widen and deepen their knowledge within the research area.
1.6 LINES OF COMMUNICATION

The following table lists those with administrative responsibility.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Person</th>
<th>Room No</th>
<th>Tel Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of the CDT in CQD</td>
<td>Prof. Myungshik</td>
<td>1202 Electrical</td>
<td>47754</td>
</tr>
<tr>
<td></td>
<td>Kim</td>
<td>Engineering Bldg</td>
<td></td>
</tr>
<tr>
<td>Co-Director of the CDT in CQD</td>
<td>Prof. Danny Segal</td>
<td>207 Blackett</td>
<td>47779</td>
</tr>
<tr>
<td>Co-Director of the CDT in CQD</td>
<td>Dr. Terry Rudolph</td>
<td>1202 Electrical</td>
<td>47863</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineering Bldg</td>
<td></td>
</tr>
<tr>
<td>CDT Centre Senior Administrator</td>
<td>Ms. Lilian Wanjohi</td>
<td>115 Whiteley Suite</td>
<td>45609</td>
</tr>
<tr>
<td>Admissions</td>
<td>Prof. Danny Segal</td>
<td>207 Blackett</td>
<td>47779</td>
</tr>
<tr>
<td>Cohort Mentor – Cohort 2</td>
<td>Dr Ben Sauer</td>
<td>212 Blackett</td>
<td>47686</td>
</tr>
<tr>
<td>Department Postgraduate Student</td>
<td>Mr. Michael Bloom</td>
<td>734</td>
<td>47644</td>
</tr>
<tr>
<td>Representatives</td>
<td></td>
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<tr>
<td>Department Careers Advisor</td>
<td>Prof. Mark Neil</td>
<td>608</td>
<td>46611</td>
</tr>
<tr>
<td>Department Director of Post-</td>
<td>Prof. Lesley Cohen</td>
<td>912B</td>
<td>47598</td>
</tr>
<tr>
<td>graduate Studies</td>
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<tr>
<td>Physics Department PG Welfare</td>
<td>Dr. Arnaud Czaja</td>
<td>726 Huxley</td>
<td>41789</td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
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<tr>
<td>QOLS group Academic Mentor</td>
<td>Dr. Mike Tarbutt</td>
<td>211 Blackett</td>
<td>47741</td>
</tr>
</tbody>
</table>

The Directors and the administration office of the CDT on CQD will provide information mainly through email and the CDT website. Students are advised to check their email accounts regularly and respond to or act on emails expeditiously.

1.7 STUDENT REPRESENTATION

There is one elected student representative per cohort on the CDT Management Board and students are encouraged to raise general or specific matters through this channel. Any concerns of a more urgent or personal nature should be discussed with the CDT Directors or notified to the CDT administration office.

1.8 YEARLY CALENDAR

**Year 1**

October  | Annual registration  
          | Meeting with Director  
December | Hand in 3-month initial research plan  
Spring   | Residential Transferrable Skills Course  
May      | 1\textsuperscript{st} year research presentation day  
June     | Hand in 9-month progress report  
          | Early Stage Assessment by oral exams  

**Year 2**

October  | Annual registration  
March    | Hand in 18-month Late Stage Review report  
June     | 2\textsuperscript{nd} year research presentation day  

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Year 3

October  Annual registration
Spring  PhD exam entry: forms must be submitted at least 4 months before the thesis is submitted
July  3rd year research presentation day
September  PhD thesis submission

3-month review: 1 page of text discussed with supervisor(s). Identify any safety courses plus be aware that RAFT (Risk Assessment Foundation Training online course) needs to be completed by 9 months.

9-month review:

Presentation Day: Each student gives a 20-minute presentation followed by 10-minute Q&A.

Following this there is a formal progress assessment with the principal supervisor and at least one independent academic. The student may wish to give a brief presentation of their work. The supervisor and independent academic will then ask a range of questions regarding their work and its context. This is a decision making point, students can be switched onto the MPhil or it can be an exit point. If the assessment is failed, students have an opportunity to complete a second attempt within 3 months (though the guidelines advise completion within 6 weeks). The 9-month report should be no more than 20 pages and can be viewed as an extended literature report.

Safety courses identified earlier should have been completed. RAFT should have been completed. Any relevant transferable skills courses offered by Graduate School, in addition to those organised through the CDT, should have been identified and preferably some should have been taken. The requirement for transferable skills is that 4 A list courses OR the Research Skills Development (RSD) residential course plus one further course should be completed by the 18-24 month milestone. Students are encouraged to take additional courses from the graduate school list.

18-month review: Formal progress assessment with at least one independent academic and at least the principal supervisor. The format is similar to that of the 9-month review. This is a decision making point, students can be switched onto the MPhil (or it can be an exit point). Any student who fails the assessment has an opportunity to complete a second attempt within 3 months. The 18-month report should be of the order of 20 pages. It should detail the research topic, the motivation for study and preliminary results. It should also include an outline of planned work.

If the 36-month assessment point (format similar to 18 month review) identifies a delay in progress due to previously unforeseen circumstances, this has to be communicated to the Director of the CDT as soon as possible so that a case for formal extension of thesis submission date can be made by the Director of Postgraduate Studies in Physics. If a thesis is submitted after 48 months without a case being made in advance for formal extension and accepted by Registry the thesis will not be accepted by Registry.

Forms and guidelines can be found at http://www3.imperial.ac.uk/physics/students/pg/postforms
2 General Information

2.1 ADMINISTRATION

While students are doing their PhDs, they remain members of the CQD CDT. The CQD CDT is administered by the CDT Management Board which oversees the affairs the Centre. Issues raised by the students can normally be presented to the board, which meets fortnightly by the cohort student representative. The board comprises of the following members:

- Prof. Myungshik Kim (Chair)
- Prof. Danny Segal
- Dr. Terry Rudolph
- Dr Nic Harrigan (Outreach Officer)
- Ms. Lilian Wanjohi (Secretary)
- Ms. Miranda Smith
- Dr. Ben Sauer (Cohort mentor, cohort 2)
- Student Representatives

2.2 ANNUAL LEAVE

The College guideline is that students may take up to 8 weeks annual leave including College closures and Bank Holidays (~ 5 weeks excluding College closures and Bank Holidays). This is in line with Research Council studentship conditions. Before taking any leave, students must agree the dates with their supervisors.

2.3 ABSENCE / ILLNESS / STUDY LEAVE

The College monitors the attendance of all its students. Students are required to inform their supervisor and the CDT if they are absent from College, for whatever reason, for more than one week. It is recommended that the student should inform at least his/her principal supervisor and the CDT administrator. If the absence is due to illness a certificate must be produced. Students are required to provide a medical certificate if they are absent for 3 days or more.

Prolonged periods of absence from the College due to illness or for other reasons must be reported immediately. An application will be made to the Registry for approval of interruption of studies, with a case for a corresponding extension to the length of any scholarship or other supporting award. Any periods of study away from the College must also be recorded officially and in advance.

Periods of interruption of studies officially authorised through the Registry at the correct time will be taken into consideration in determining the deadline for submission of the thesis and dates for reviews.

All relevant forms can be found at [http://www3.imperial.ac.uk/registry/researchdegrees](http://www3.imperial.ac.uk/registry/researchdegrees)
2.3 SAFETY

Safety is of paramount importance. All students are issued with the current version of the Blackett Laboratory Safety Booklet at the start of the MRes course, and all students will have been required to attend both the introductory safety briefing and the laboratory safety briefing, which are held in the first two weeks of their MRes course.

Projects may be taken in research group laboratories where high-power laser beams or other potentially dangerous equipment such as high-voltage power supplies are routinely in use. Students must read, sign and follow the safety guidelines agreed for each laboratory covering electrical, cryogenic, chemical and laser safety as appropriate. All students who will be working in designated laser areas will need to be registered as laser users and will need to attend the college laser safety briefing. In most cases experimental students will be continuing projects begun during their MRes course and so all the necessary safety induction procedures will already have been followed. During the course of the PhD new pieces of equipment may be purchased and new activities may be undertaken. Whenever this happens an appropriate risk assessment must be undertaken and notes added to the safety guidelines associated with the laboratory in question. It is the responsibility of the student using new equipment or procedures to perform the initial risk assessment but a final form of words should be agreed with other group members and the supervisor in charge of the laboratory.

Students working in laboratories external to Imperial College should familiarise themselves with all the safety regulations of the host research institute and adhere to any local rules and safety protocols. Whether working at Imperial College or elsewhere, students should be fully aware of the fire evacuation procedures of the building where they work.

2.4 CONFERENCES / WORKSHOPS / RESEARCH VISITS

Conferences, research schools and workshops are important sources of information for students to learn the research subject and to widen their research interests. The CDT sets aside a certain amount of funds which are paid into a G-account associated with each student, managed by their supervisor. Students should consult with their supervisors to maximise the benefit of these funds.

2.5 JOURNAL CLUB / MONTHLY LUNCH

The CDT continues to support lunches for students in each cohort to meet at least once a month. This occasion can be used to share their research interest through journal club activities or can simply be a social get together to help to maintain the connections between the members of the cohort.

3 Cohort Mentor/Outreach/Publications/Conferences

The cohort mentors are responsible for the welfare of CDT students throughout the course of their studies. He/she is the first port of call for the students when they face personal or academic difficulties which they would like to confide in another person other than their supervisors. Mainly the cohort mentor meets the students during the cohort lunches but students can arrange for a meeting whenever it is necessary. If the cohort mentor happens to be your supervisor, the director or one of the co-directors becomes your mentor.

Outreach

The outreach programme continues through PhD and students will be called upon from time to time to participate in various outreach activities, organised by the Centre. The activities provide the students with opportunities for networking and public engagement.
Publications/Conferences
Students should notify the CDT office of any articles published and talks they have given in conferences or update their personal web pages on the CDT website.

Research Travel Funds
Funds which can be used for research related travel are paid into a G-account allocated to the student's principle supervisor (as described above). All expenditure against the account must be approved by the supervisor and expense claims forwarded to the CDT office. Students can normally raise purchase orders against the account for their supervisors to approve the expenditure. If there is more than one student being supervised by the same person, they all share a G account but each has their own funds allocated. Students are expected to keep track of their expenditure on a spreadsheet for budgeting purposes.

4 Thesis and Viva

Students must submit the Exam Entry Form at least four months before the thesis submission as they will not be able to submit a thesis without a valid exam entry.

Forms can be found at http://www3.imperial.ac.uk/registry/exams/examentryforms

Once the exam entry forms are submitted, students will be told when their entry has been processed and they are able to submit their thesis. Students must read the relevant submission requirements carefully to ensure they submit in the correct format, which is available at http://www3.imperial.ac.uk/registry/exams/thesisandvivas

When submitting their thesis, students should make sure that they also provide a copy of the Abstract and the Declaration of number of words. For the details of these, please read the following webpage: http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Once a thesis is submitted, Registry will ensure that copies are provided to examiners, in advance of their viva examination. The student's supervisor, or another member of staff in their department/division, will be responsible for organising the viva and making all the necessary arrangements.

When their viva has taken place the student may be informed of the outcome by the examiners. The student will possibly be asked to make some minor corrections to their thesis before submitting the final copies and being awarded their degree.

Once the student submitted the final copies of their thesis and their examiners have agreed that they are satisfied the Registry will write to them confirming the award of their degree. Their PhD certificate will be issued after this date.

4.1 IMPERIAL COLLEGE STATEMENT REGARDING PLAGIARISM

Students should be aware of the need to give proper credit for the work of others when writing papers, reports, theses, etc. This is particularly important when the work is in collaboration with other persons. The College definition and policy regarding plagiarism can be found at http://www3.imperial.ac.uk/studenthandbook/advice/plagiarism, which for convenience is repeated here:

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College and the University of London must be expressed in your own words and incorporate your own ideas and judgements.
Plagiarism, that is, the presentation of another person’s thoughts or words as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you 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 which has already been submitted for assessment can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your tutor or the CDT director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

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

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

5. General Information about Life in the Doctoral Training Centre

This section is intended to supply all new students with some essential information about the CDT in CQD and Imperial College.

5.1. MAIL

When students join research groups, they are advised to update their contact details on outlook to reflect their current College Address. This is the address where all your post will come and thus it is very important to have it on Outlook.

5.2. TELEPHONES

The students will normally be provided with a telephone in their research offices which they can use to make business calls. If that is not the case, they can use the telephones in the Whiteley Suite administration office to make national and international calls.

5.7. SECURITY AND EMERGENCIES

Emergencies of all types may be reported to Ext.4444. There are First Aid boxes around the Department and in the laboratories, and your safety induction and literature should give you details on First Aid procedures.
Petty theft happens from time to time. Don't leave valuables lying around and always close and lock the door, even if you go out for just a short time.

More seriously, there have recently been a number of cases of large-scale computer theft from Imperial College. Make sure that the doors to any rooms containing computers are properly locked if you are one of the last to leave in the evenings or at weekends. Unfortunately, some thefts have been from locked offices, so if you have a laptop, either take it home each night or lock it in a secure place. If you see anyone at all suspicious, call security at the above number.

Building access hours are 7a.m. to 11 p.m. seven days a week but is important to check the specific regulation for your building.

5.3. LIBRARY FACILITIES

The Central Library is next to the Sherfield Building. This is an amalgam of the Imperial College and Science Museum Libraries. The catalogue may be accessed from terminals in the Central Library and over the web (starting from the College home page). The Central Library also houses the Haldane Library, with a good general collection (fiction and non-fiction) and a music library.

Electronic journals are available via the library website:

http://www3.imperial.ac.uk/library/digitallibrary

5. 4 PHOTOCOPYING, PRINTING, SCANNING, OFFICE SUPPLIES

The research groups will normally provide the students with printing/scanning /photocopying equipment but the ones in Whiteley remain open for use by the CDT students.

5.5. HEALTH

The College Health Service may be found at 40 Princes Gardens SW7 1LY (on Southside). Their telephone numbers are Ext.49375/49376 or 020 7584 6301. Students, local residents and those visitors from overseas who are entitled to NHS care may all use the Health Service free of charge. The Health Service is open from 8:00am to 6pm during term time, 8:00am to 5pm out of term. Appointments may be made by calling the above numbers or on line, if you have registered to do so. If you need to be seen before the next available appointment, there is a triage clinic between 8:30am and 10am, Monday to Friday. The clinic operates on a queuing system and may involve a wait. You will be asked to complete a brief questionnaire and a doctor will use the information you provide to decide who it is most appropriate for you to see. In addition to general practitioners and nurses, an extensive range of other services are offered, including free condoms, contraceptive advice, physiotherapy, psychotherapy, exam stress workshops, vaccinations and treatment for sports injuries. Complementary therapies are also available at the Health Centre. These are not part of the NHS service, but some free slots are available.

If travelling elsewhere in the European Union, you would be advised to obtain an EHIC card https://www.ehic.org.uk/Internet/home.do prior to your travel, as this will enable you to receive medical treatment at reduced cost. The EHIC is available to all persons resident in the United Kingdom, but non European Union students will need longer to apply.

Emergency assistance (Medical, Security and Fire, Police, Ambulance) 4444 (internal)

The Health Centre 020 7584 6301/49375
(http://www.imperialcollegehealthcentre.co.uk)

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5.6. SPORTS FACILITIES

The College Sports Centre can be found at 7 Prince's Gardens. Details of facilities, opening time, etc can be found at http://www3.imperial.ac.uk/sports/ethos.

5.7. BANKING

Students are recommended to open a bank account in London. The four largest banks in the UK are National Westminster, Barclays, Lloyds and HSBC. Many banks are attentive to the special needs of students. There is a branch of Santander bank, located on the Walkway of the South Kensington Campus, open Monday – Friday from 10am-6pm (Wednesday 10am-5pm).

5.8. PARKING

Parking is extremely limited in the College. Permits for short visits (a day or so) can sometimes be obtained. If you require such a permit approach the CDT administrator in the first instance.

5.9. TRAVEL

All staff and students travelling on College business are automatically covered by the College's insurance policy. It is worth taking with you a copy of the cover note, obtainable from the accounts office on level 9 of the Blackett Lab. If you do plan to go away during term time, even if only for a few days, please speak to your supervisor and the CDT Administrator beforehand and leave details indicating where you can be contacted.

5.10. LIFE IN LONDON

Time Out, published weekly, has extensive listings of much that is going in London. It can bought at a discount at the student shop on the walkway outside the Sherfield Building.

The Student Union organises many events, details of which can be found at http://www.imperialcollegeunion.org/ or from posters on the notice-boards.

5.11. MOVING ON FROM IMPERIAL

People who, for whatever reason, leave the programme early, possibly by submitting an MPhil thesis may wish to approach the Co-Directors in the first instance for some informal careers advice. On a more formal level the Careers Advisory Service http://www3.imperial.ac.uk/careers/aboutthecareersservice provides training on important skills like CV writing and interview techniques as well as careers advice and information from potential employers.
5.12. AND WHEN YOU LEAVE

Make sure you return all keys, copy cards, ID card, books and other College material. Please provide details of how you can be contacted as we may need to contact you afterwards.

6. Academic Support

General: The academic support for PhD students comes primarily from their supervisors and other academic staff in the research group who may be appointed by the supervisor, mainly the post doctoral research assistants within the research group. Students experiencing problems should contact their CDT cohort mentor in the first instance.

6.1 HOW TO COMPLAIN

Imperial College aims to give the highest specialised instruction and service to all its students, however, in some cases it recognises that students may not always be satisfied with the service that they have received. If you wish to raise a concern, you should first seek advice from your student representatives and raise the matter with the individual concerned. If you are not satisfied with the outcome, you should consult the College’s Registry website which provides clear and consistent procedures that indicate how you can take your comments further: http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/complaintsappeals

6.2 STUDENTS WITH DISABILITIES, SPECIFIC LEARNING DIFFICULTIES OR LONG-TERM HEALTH ISSUES

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

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

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

Where to find help:

1. Your Disability Liaison Officer (Andrew Williamson, andrew.williamson@imperial.ac.uk) Andrew Williamson is your first point of contact within your department and is there to help you with arranging any support within the department that you need. Andrew 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

2. Disability Advisory Service: http://www3.imperial.ac.uk/disabilityadvisoryservice

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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 things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer senior tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

3. **Disabled Students Allowance:**

   [http://www3.imperial.ac.uk/disabilityadvisoryservice/supportforstudents/dassupport](http://www3.imperial.ac.uk/disabilityadvisoryservice/supportforstudents/dassupport)

Students who are home for fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.
Appendix 1 PhD. 9 Month Review – Oral Presentation appraisal sheet

—for CQD internally assessed talks for students to know each other’s research area and develop presentation skills

Please fill the boxes for any talks you attend. Hand competed forms to the CDT Office. You should consider *Scientific Content, Scientific Context, Structure of the Presentation and Delivery of the Presentation.*

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<th><strong>Scientific Content</strong></th>
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*Name of Assessor*

Appendix 2 Forms