

**Imperial College
London**

**Requirements for the award of the Diploma of the Imperial
College**

October 2004

Requirements for the Award of the Diploma of the Imperial College

1. The Diploma of the Imperial College of Science and Technology (DIC) will be awarded to students of the College who have satisfactorily completed a minimum of one year's postgraduate work consisting of research and/or advanced study, and have complied with the requirements of the College, including payment of required College fees. (1)
2. Candidates seeking registration for the DIC must hold at least a second class Honours degree of a UK University, or equivalent qualification, or their educational background should be of comparable standard by virtue of professional experience and other compensatory factors, as determined by the College authorities. (2)
3. Candidates for the DIC should apply for registration on the appropriate form within three months of entering upon the course. (3) Candidates who are simultaneously applying for registration for a higher degree of the University of London will, if that registration is approved, be automatically registered for the DIC: such candidates are not, therefore, required to complete a DIC registration form.
4. Students registered at another institution attending an advanced course at Imperial College as part of their degree programme at their home institution are not permitted to register for the DIC.
5. All courses of study or research must be properly supervised. With the agreement of the departments concerned a student may work in more than one department of the College.
6. The work should be carried out at the Imperial College except:
 - (a) in cases where a student is registered also with the University of London for a higher degree under the special regulations permitting research to be carried out wholly or in part at a public research institution or at an industrial laboratory; (4)
 - (b) in cases specially approved by the College authorities.
7. With the consent of the Supervisor and of the College authorities a student may be granted study leave from College to collect material or to study elsewhere; the student should normally spend a minimum period of six months in attendance at College, including the initial period and the final period for writing-up.
8. The assessment for the DIC may be by thesis or dissertation in the case of research or by a combination of examination methods in the case of an advanced course, in accordance with the appropriate course regulations or as decided by the Supervisor, after consultation, if appropriate, with the Head(s) of Department(s) concerned and the College authorities. Where the assessment is by examination this may consist of any or all of the following: written papers, with or without an essay or project report; practical; coursework; design drawings and calculations; any other method deemed appropriate to the candidate's course. A candidate may also be examined orally, at the discretion of the Examiners. Where an advanced course also leads to the award of the MSc, the examination for the DIC will be that prescribed for the MSc.
9. Assessment for a Diploma awarded on the basis of a course of advanced study shall be by a Committee of Examiners, which shall include one member external to the course. Assessment of a thesis or dissertation for a Diploma awarded for research shall be by two persons, other than the Supervisor, at least one of whom shall be external to the section, (5) approved by the College authorities who must also give approval to the title of the thesis or dissertation. A thesis or dissertation for a DIC must be the candidate's own work and any quotation from the published or unpublished

works of other persons must be duly acknowledged. It shall be either a record of original work or an ordered and critical exposition of knowledge in an existing field.

10. Recommendations for the award (or otherwise) of the DIC shall be made on the appropriate form. A recommendation in respect of work on an advanced course shall be signed by the Chairman of the Committee of Examiners and by the Head of Department; for a student qualifying by research the form shall be signed by the Assessors and the Head of Department. The recommendation shall be forwarded to the Academic Registrar for submission to the Senate.
11. Except in cases approved by the College authorities no award shall be made to a candidate who has not presented the thesis, dissertation, or any other work required, within a period of two years after completing the course of research and/or advanced study.
12. A candidate on an advanced course who fails the DIC shall with the agreement of the course organiser be permitted to re-enter the examination on payment of the appropriate fee; re-entry shall normally be at the corresponding examination a year later. (6)
13. A candidate for the DIC by research may be required by the examiners to resubmit the thesis/dissertation in a revised form within a specified period for further examination, on payment of the appropriate fee. A candidate for the DIC by research who fails the examination outright will not be permitted to re-enter but may apply to register *de novo* for a further course of study leading to the submission of a fresh thesis/dissertation.
14. A candidate submitting a thesis or dissertation must deliver two copies to the Academic Registrar. Both copies must be bound in the approved style (see paragraph 17). One copy will be deposited in the College Library and the second copy in the appropriate Departmental library. (When the DIC thesis or dissertation is identical with that submitted for the PhD or MPhil degree of the University of London, only one copy is required to be delivered to the Academic Registrar; this copy will be deposited in the appropriate Departmental library.)
15. Candidates whose examination includes the submission of an essay or project report (as opposed to a thesis or dissertation) must deliver to the Supervisor at least one copy of the essay or report at such time as is notified to them.
16. Students are required to authorise the College to permit any thesis, dissertation, essay or project report arising from their work at the College to be consulted, borrowed or copied for private study or research. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of the Supervisor and the approval of the appropriate College authorities. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of place as a student at the College is deemed to imply acceptance of these conditions.
17. Binding of thesis or dissertation: Size of paper: international size A4 except for drawings and maps on which no restriction is placed. A margin of 4cm to be left on the left-hand side. Bound in a standardised form as follows: medium blue quarter art vellum or cloth; overcast; edges uncut; lettered boldly up back in gold (0.5cm to 1.0cm letters): DATE, NAME DEPARTMENT; short title written or printed neatly and legibly on the front cover.

Illustrations, etc.

Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purpose. Subsidiary contributions and other loose material should be bound in whenever possible. Any material which cannot be bound in with the text must be placed either in a pocket inside the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page. Accompanying data may be submitted in microfiche form. The reduction ratio should be no higher than 24x and the microfiche must be placed in a pocket inside the back cover of the bound thesis.

Illustrative materials may be submitted in the following forms:

- (a) Audio recording Open reel tape recorded at 7 ips or 3 ips Compact cassette tape C60 or C90
- (b) Photographic slides 35mm in 2" x 2" frame

Each copy of the thesis submitted must be accompanied by a full set of this material.

NOTES

1. Members of College and NHS Staff working at the College, other than those conducting full-time research work on the topic of the DIC dissertation, and others working part-time for the DIC must attend for a minimum period of two years.
2. In all cases, the College authorities mean at present the appropriate Graduate School Committee.
3. Applications for retrospective registration will only be considered in exceptional circumstances and if fully supported by the Head of Department.
4. Students working for the DIC under the terms of paragraph 6(a) should note that no restriction may be placed on the presentation for examination of a thesis or dissertation by the public research institution or industrial laboratory concerned.
5. In the case of a student who is also entering for a higher degree of the University of London, the external examiner appointed by the University will act as the assessor for the DIC.
6. A candidate registered for the MSc/DIC may with the agreement of the course organiser transfer to a parallel course leading to a DIC only, providing the transfer is notified to the Academic Registrar before any MSc examinations are taken. Failure at the MSc examination will also constitute failure at the DIC examination and a candidate may apply to re-enter subject to the provision of paragraph 12 and the appropriate College Regulations and Requirements. Alternatively a candidate may apply to register for a new course of study leading to the award of a DIC only.
7. Failure at the MPhil/PhD examination will also constitute failure at the DIC examination.
8. The name and address of a firm of book-binders in London who will bind theses or dissertations to the specification may be obtained from the Registry.

