Below is a list of items to be included in student/programme handbooks. The list is not intended to be prescriptive and departments should decide how best to convey this information to students in a clear and transparent manner. Student/programme handbooks must be made publically available on departmental webpages. This is a HEFCE requirement – see Wider Information Sets (WIS). Items highlighted in yellow should be made available internally only.

For further guidance and suggested text see the Master’s Level Programme Handbook Template available from June 2017 at: http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/

### 1. College/Departmental Introduction

- Welcome from College and Department.
- Welcome from the Director of the Graduate School and Head of Postgraduate Development http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/
- Welcomes from the GSU President can be found at: http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/
- List of key academic/administrative staff and their responsibilities (departments may wish to include contact information and refer to the Roles and Responsibilities webpage)
- Link to departmental programme webpage(s)
- Link to ‘Our Principles’: http://www.imperial.ac.uk/students/our-principles/
- Health and safety information (OH requirements, vaccinations, use of equipment, training etc.): http://www.imperial.ac.uk/safety/
- The Imperial Mobile App: www.imperial.ac.uk/imperialmobile
- The Imperial Success Guide- Master’s Students: http://www.imperial.ac.uk/students/success-guide/pgt/
- Key Dates (Graduate Ceremony, social events, terms, etc.) [Many of these can be found at: http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/ and http://www.imperial.ac.uk/admin-services/registry/term-dates/]
- Location and Facilities of campus, including maps and accessibility: https://www.imperial.ac.uk/visit/campuses/ and www.disabledgo.com/organisations/imperial-college-london-2
2. **Programme Information**

- Aims, Objectives and Learning Outcomes
- Overview of programme and module content (or link to module handbook/descriptors)
- Full-time/part-time programme structure (if applicable)
- Link to programme specification (if not part of the programme handbook)
- Link to competency statements
- Employability statement and details of links with employers
- Details of accreditation (if applicable)
- External Examiners – names and affiliated institutions (*not contact details*)
- Description of how the programme will be delivered (e.g. lectures, seminars, field trips, practicals)
- Where/how professional skills development is delivered through the curriculum e.g. teamwork, presentation skills, problem solving skills, etc.
- Timetable [this can be supplied separately at a later date if not available before start of term]
- Deadlines for selecting elective modules
- **Information on practicals [detailed protocols should be available internally only]**
- Opportunities for study abroad, work-based learning, placements, etc. [See section below on “Placements” for further detail]
- How to apply for field trips (name of contact person)
- Supervision arrangements
- A reading list, where appropriate
- Information on thesis/project/dissertation
- List of suggested projects and how they are allocated/chosen
- Link to the Policy on employment during studies:
3. **Assessment**

- How will students be assessed, including how group projects are assessed, if applicable
- Deadlines for submission of work / examination dates
- How to obtain past examination papers
- Link to Academic and Examination regulations: [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)
- Links to module handbook or module descriptors
- Criteria for Pass, Merit Distinction or Fail for Master’s Level programmes including marking criteria/grade descriptors. If not included here or in programme specification, the processes for marking and moderation should be explained. There should be a clear statement about how borderline marks or grades are defined and treated, both in individual assessments and in overall results for a module and programme. Where anonymity is used, the department should specify the point at which anonymity is lifted. This should include a statement on whether the examination board is anonymous or not.
- Progression rules and re-sit/re-entry information
- Link to Late Submissions Policy and Penalties for late submission [http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf)
- Mitigating circumstances policy and procedures: [http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)
- The purpose and conduct of viva voce examinations on the programme, if used
- Feedback – timescales for providing feedback and what form feedback may be given, including which pieces of work provisional grades will be provided for (see handbook template).
- A description of what constitutes plagiarism (see the Master’s Programme Handbook template for text)
- Instruction to candidates for examinations: [http://www.imperial.ac.uk/media/imperial-college/administration-and-support-](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-)

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**Departmental survey results**
4. Placements forming part of the Programme of Study

The academic department is responsible for managing any study or work placement which forms part of a student’s degree programme. It would be expected that a student would contribute to the process of planning the placement.

- Departments and students are guided by the College’s Placement Learning Policy and associated Good Practice: [http://www.imperial.ac.uk/about/governance/academic-governance/academic-governance/academic-policy/placement-learning/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-governance/academic-policy/placement-learning/)
- Contact details of the Departmental Placement Manager [All study and work placements should have a Placement Manager appointed by the student’s department].
- Where the placement is undertaken outside the UK additional support is provided in the Placements Abroad Handbook.

5. Regulations and Procedures

5.1. Links to:

- The College’s Academic and Examination Regulations for Students: [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)
- The College’s Terms and Conditions [http://www.imperial.ac.uk/students/terms-and-conditions/](http://www.imperial.ac.uk/students/terms-and-conditions/)
- Complaints and Appeals procedures: [http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/)
- If applicable, information regarding use of animals in research [http://www.imperial.ac.uk/research-](http://www.imperial.ac.uk/research-)
5.2. For collaborative programmes, the programme handbook must make it clear to students which procedures they must follow and when

6. **Wellbeing and Support**

- Academic/Personal Postgraduate Tutor system, links to relevant Roles and Responsibilities documents:  

- Information for students with disabilities, including the Disability Advisory Service:  

- **Student Support (Student Space):** Wellbeing and pastoral care/support resources both departmental and College-wide including:
  - Departmental Support (e.g. Personal PG Tutor/Senior Personal PG Tutor)
  - Careers Service
  - Student Counselling and Mental Health Advice Service
  - Financial support and tuition fees
  - Student Hub
  - Finding a Doctor
  - Imperial College Health Centre
  - NHS Dentist
  - Disability Support
  - Religious Support
  - Hall Warden Teams
  - Support for International Students
  - Student Support Fund

- Safety Department – Safety Services:  
  [http://www.imperial.ac.uk/safety](http://www.imperial.ac.uk/safety)

- Centre for Academic English:  
  [http://www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

- Information about the Library:  
  [http://www.imperial.ac.uk/admin-services/library/](http://www.imperial.ac.uk/admin-services/library/)

- Imperial College Union (ICU):  
  [http://www.imperialcollegeunion.org/](http://www.imperialcollegeunion.org/)
Graduate Students’ Union (GSU)  
www.imperialgsu.com

ICU Advice Centre:  
https://www.imperialcollegeunion.org/advice

Student representation – how to become a student representative:  
https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

Details of departmental/College Committees, including Staff-Student Committees.  
(The College’s Staff-Student Committee Good Practice Guidelines are available at:  
http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/)

Other useful information and support services:
- Registry: http://www.imperial.ac.uk/admin-services/registry/  
- Careers Service: http://www.imperial.ac.uk/careers  
- Accommodation: http://www.imperial.ac.uk/study/campus-life/accommodation/  
- Student Finance: http://www.imperial.ac.uk/fees-and-funding/  
- ICT Service: http://www.imperial.ac.uk/students/online-services/  
- Sport Imperial: http://www.imperial.ac.uk/sport/  
- Student online services: http://www.imperial.ac.uk/student-records-and-data/for-current-students/  
- Alumni Services: http://www.imperial.ac.uk/alumni/

Opportunities for further study - If applicable, details of the PG Open Day  
http://www.imperial.ac.uk/study/pg/open-days-and-visits/

7. Graduate School

Information about the Graduate School:  
http://www.imperial.ac.uk/study/pg/graduate-school/  

Professional Skills Development: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/

8. MRes programmes only

For MRes programmes – MRes Code of Practice:  
Approved by QAEC: November 2012
Updated annually

Office use only:

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