Below is a list of items to be included in 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 Undergraduate 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, President of ICU and Department.
- 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: http://www.imperial.ac.uk/students/success-guide/
- Key Dates (Graduation 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
- Student Feedback and Student Survey information including summary of departmental action taken to enhance programmes as a result of student feedback (example text can be found in the Undergraduate Programme Handbook template: http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/)

### 2. Programme Information

- Aims, Objectives and Learning Outcomes
<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of programme and module content (or link to module handbook/descriptors)</td>
<td></td>
</tr>
<tr>
<td>Year by Year programme structure</td>
<td></td>
</tr>
<tr>
<td>Link to programme specification (if not part of handbook)</td>
<td></td>
</tr>
<tr>
<td>Link to competency statements</td>
<td></td>
</tr>
<tr>
<td>Employability statement and details of links with employers</td>
<td></td>
</tr>
<tr>
<td>Details of accreditation (if applicable)</td>
<td></td>
</tr>
<tr>
<td>External Examiners – names and affiliated institutions (not contact details)</td>
<td>(External Examiner reports are also published internally at <a href="https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff/">https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff/</a>)</td>
</tr>
<tr>
<td>Description of how the programme will be delivered (e.g. lectures, seminars, field trips, practicals)</td>
<td></td>
</tr>
<tr>
<td>Where/how professional skills development is delivered through the curriculum e.g. teamwork, presentation skills, problem solving skills, etc.</td>
<td></td>
</tr>
<tr>
<td>Timetable [this can be supplied separately at a later date if not available before start of term]</td>
<td></td>
</tr>
<tr>
<td>Link to module handbook or module descriptions</td>
<td></td>
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<tr>
<td>Deadlines for selecting elective modules</td>
<td></td>
</tr>
<tr>
<td>Information on practicals [detailed protocols should be available internally only]</td>
<td></td>
</tr>
<tr>
<td>Opportunities for study abroad, work-based learning, placements, etc. [See section below on “Placements” for further detail]</td>
<td></td>
</tr>
<tr>
<td>How to apply for field trips (name of contact person)</td>
<td></td>
</tr>
<tr>
<td>Information on thesis/project/dissertation</td>
<td></td>
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<tr>
<td>List of suggested projects and how they are allocated/chosen</td>
<td></td>
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<tr>
<td>Supervision arrangements</td>
<td></td>
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<tr>
<td>A reading list (where appropriate).</td>
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</tr>
<tr>
<td>Link to the Policy on employment during studies:</td>
<td></td>
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<td><a href="https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf">https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf</a></td>
<td></td>
</tr>
<tr>
<td>Departmental survey results</td>
<td></td>
</tr>
</tbody>
</table>
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/
- Scheme for the Award of Honours 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.
- Progression rules and re-sit/re-entry information
- Mitigating circumstances policy and procedures: 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
- A description of what constitutes plagiarism (see the Undergraduate Programme Handbook template for text)

4. **Placements forming part of the Student’s Degree**

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-policy/placement-learning/](http://www.imperial.ac.uk/about/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](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/).

### 5. 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-and-innovation/about-imperial-research/research-integrity/animal-research/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/)
- Use of IT Facilities
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


- Information for students with disabilities, including the Disability Advisory Service: [http://www.imperial.ac.uk/disability-advisory-service/](http://www.imperial.ac.uk/disability-advisory-service/)

- **Student Support (Student Space):** Wellbeing and pastoral care/support resources both departmental and College-wide including:
  - [Departmental Support (e.g. Personal Tutor/Senior Personal 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/)

- ICU Advice Centre: [https://www.imperialcollegeunion.org/advice](https://www.imperialcollegeunion.org/advice)

- Student representation – how to become a student representative: [https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](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. Horizons and Business for Professional Engineers and Scientists (BPES)

Information on Imperial Horizons and link to Imperial Horizons webpage:
http://www.imperial.ac.uk/horizons

Information BPES and link to the BPES webpage:
https://www.imperial.ac.uk/business-school/programmes/undergraduate-study/bpes-programme/

Approved by QAEC November 2012
Updated annually

Office use only:

<table>
<thead>
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<th>Undergraduate Programme Handbooks: Check List</th>
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<tr>
<td>Version:</td>
<td>4</td>
</tr>
<tr>
<td>Date:</td>
<td>June 2017</td>
</tr>
<tr>
<td>Approved:</td>
<td>QAEC November 2012 \ QAEC June 2015 \ updated annually</td>
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<tr>
<td>Effective from:</td>
<td>2012-3 and updated annually</td>
</tr>
<tr>
<td>Originator:</td>
<td>Registry Quality Assurance &amp; Enhancement Team</td>
</tr>
<tr>
<td>Contact for queries:</td>
<td>Senior Assistant Registrar (Quality Assurance &amp; Enhancement)</td>
</tr>
<tr>
<td>Notes and latest changes:</td>
<td>Updated May 2013 Updated May 2014 Updated September 2014 Approved by QAEC June 2015 (web links updated July 2015 – version 2) Updated May 2016 Updated 14 July 2016 (Check list format added and web links updated) Updated 26 June 2017 (Web links updated)</td>
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