Master's Level Programme Handbooks
Check List for 2016-7

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.


1. College/Departmental Introduction

☐ 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)

☐ Health and safety information (OH requirements, vaccinations, use of equipment, training etc.): [http://www.imperial.ac.uk/safety/](http://www.imperial.ac.uk/safety/)

☐ The Imperial Success Guide (Currently aimed at UG students but a version for Master's students is expected soon): [http://www.imperial.ac.uk/students/success-guide/](http://www.imperial.ac.uk/students/success-guide/)

☐ 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/](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/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)]

☐ Link to ‘Our Principles’ (the College’s Student Charter) – **under review so please exclude for 2016-7**

☐ Student Feedback and Student Survey information including summary of departmental action taken to enhance programmes as a result of student feedback (example text for surveys can be found at: [http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/student-surveys/](http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/student-surveys/)

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

☐ 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)

(External Examiner reports are published internally at https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff/)

☐ 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]

☐ How to apply for field trips (name of contact person)

☐ Opportunities for study abroad, work-based learning, placements, etc. [See section below on “Placements” for further detail]

☐ Supervision arrangements

☐ List of suggested projects and how they are allocated/chosen

☐ Information on thesis/project/dissertation

☐ Link to the Policy on employment during studies:

☐ The importance of students providing feedback to the College – e.g. PG SOLE & PTES

☐ Departmental survey results
3. **Assessment**

- How will students be assessed, including how group projects are assessed, if applicable
- Key dates 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/)

- 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
- Penalties for late submission
- 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

- A description of what constitutes plagiarism


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-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/

☐ The College’s 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/


☐ Cheating offences policy and procedures: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/


☐ If applicable, information regarding use of animals in research http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-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**


- 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:
  - College Tutors and departmental support
  - Director of Student Support
  - Student Counselling and Mental Health Advice Service
  - Finding a Doctor
  - NHS Health Centre
  - NHS Dentist
  - Student Hub
  - Chaplaincy
  - 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) [https://union.ic.ac.uk/presidents/gsu/](https://union.ic.ac.uk/presidents/gsu/)


- 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 |
| ☐ 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/postgraduate-open-day/ |

### 7. Graduate School

| ☐ Information about the Graduate School:  
| http://www.imperial.ac.uk/study/pg/graduate-school/ |
| ☐ Welcome from the Director of the Graduate School and Head of Postgraduate Development  
| ☐ 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:  

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