Below is a list of items to be included in research degree 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 and to be accessible to research degree students following several different attendance modes.

For collaborative programmes, the handbook must make clear to students which procedures they must follow and when.

### 1. College Introduction
- ☐ Introduction to the College section
- ☐ Doctoral Proposition insert: [http://www.imperial.ac.uk/study/pg/graduate-school/about-us/doctoral-proposition/](http://www.imperial.ac.uk/study/pg/graduate-school/about-us/doctoral-proposition/)
- ☐ Welcome inserts from the Graduate School
- ☐ Graduate School Mission Statement
- ☐ Welcome inserts from the Imperial College Union and the Graduate Students’ Union

### 2. Introduction to the Department
- ☐ Welcome from Head of Department and/or Programme Director
- ☐ Welcome from PG Student Representative
- ☐ Information on academic and administrative staff; faculty structure; department structure
- ☐ Departmental Information – this should include a link to the departmental webpage, info on departmental facilities, department events/seminars, key College dates, action taken in response to student feedback etc.

### 3. Departmental Procedures - General
- ☐ Information on Departmental Induction
- ☐ Information on English Language Requirements - [http://www.imperial.ac.uk/study/pg/apply/requirements/english/](http://www.imperial.ac.uk/study/pg/apply/requirements/english/)
- ☐ Policies and procedures regarding funding for conferences

- Information about the College Safety department, Occupational Health requirements, NHS clearance (if applicable)

- Professional Skills Attendance Requirement - [http://www.imperial.ac.uk/study/pg/graduate-school-professional-skills/](http://www.imperial.ac.uk/study/pg/graduate-school-professional-skills/)

- Research Approvals

- UKVI requirements for overseas students

### 4. Doctoral Milestones & Departmental Requirements

- Include information on Doctoral Milestones e.g. Research Plan confirmation, Early Stage Assessment, Late Stage Report, Completing Research Status, Examination Entry, Thesis submission

- Information on preparing for the viva - [http://www.imperial.ac.uk/study/pg/graduate-school-professional-skills/online-video-resources/](http://www.imperial.ac.uk/study/pg/graduate-school-professional-skills/online-video-resources/)

- Information on Progress Reports (where applicable)

### 5. Academic Support


- Information on support from relevant role holders e.g. supervisor, assessors, academic mentor, cohort leader, departmental postgraduate tutor, departmental Director of Postgraduate Studies, departmental Safety Office, Head of Department, departmental student representative, faculty student representative

### 6. Academic Regulations

- Academic and Examination Regulations - [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

- Regulations for Students - [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

### 7. Examination Procedures

- Examination Entry


- Viva
- “Passing Your Viva” video - [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/online-video-resources/passing-your-viva/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/online-video-resources/passing-your-viva/)

- E-theses: requesting an embargo

### 8. Academic Matters – Policies and Procedures

- Academic Integrity

- Code of Practice for Research Students


- Complaints, Appeals and Disciplinary 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/)

- Copyright - [http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/)

- Employment during studies - [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)

- Study Leave - [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/)

- Ethics - [http://www.imperial.ac.uk/research-ethics-committee](http://www.imperial.ac.uk/research-ethics-committee)

- Good Research Conduct – including Investigation of Allegations of Scientific Misconduct; Research Misconduct


- Leave – including departmental/College policies on Annual Leave; Sick Leave; Interruption of Studies; Religious Observance

### 9. Plagiarism

- General information section on Plagiarism - [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)


- Plagiarism Awareness Online Course - [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/)

### 10. Animal Research (if applicable)

- Section on Animal Research (if applicable) - [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/)
### 11. Wellbeing and Support

- **Student Support** - [http://www.imperial.ac.uk/student-space/](http://www.imperial.ac.uk/student-space/)
- **Director of Student Support** - [http://www.imperial.ac.uk/people/d.wright](http://www.imperial.ac.uk/people/d.wright)
- **Postgraduate Tutors**
- **Imperial College Union (ICU) Advice Centre** - [https://www.imperialcollegeunion.org/welfare-and-advice](https://www.imperialcollegeunion.org/welfare-and-advice)
- **Student Counselling and Mental Health Advice Service** - [http://www.imperial.ac.uk/counselling/](http://www.imperial.ac.uk/counselling/)
- **Disability Advisory Service** - [http://www.imperial.ac.uk/disability-advisory-service/](http://www.imperial.ac.uk/disability-advisory-service/)
- **Departmental Disability Officers** - [http://www.imperial.ac.uk/disability-advisory-service/support/ddos/](http://www.imperial.ac.uk/disability-advisory-service/support/ddos/)
- **NHS Health Centre and Finding a Doctor** - [http://www.imperialcollegehealthcentre.co.uk/](http://www.imperialcollegehealthcentre.co.uk/)
- **NHS Dentist** - [http://www.imperial.ac.uk/student-space/here-for-you/dentist/](http://www.imperial.ac.uk/student-space/here-for-you/dentist/)
- **New Students** - [http://www.imperial.ac.uk/students/new-students/](http://www.imperial.ac.uk/students/new-students/)
- **Religious and Faith Support** - [http://www.imperial.ac.uk/chaplaincy/](http://www.imperial.ac.uk/chaplaincy/)

### 12. Student Support

- **Careers Service** - [http://www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)
- **Centre for Academic English** - [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)
- **The Graduate School** - [http://www.imperial.ac.uk/study/pg/graduate-school/](http://www.imperial.ac.uk/study/pg/graduate-school/)
- **Information and Communications Technologies (ICT)** - [www.imperial.ac.uk/ict](http://www.imperial.ac.uk/ict)
- **International Student Support** - [http://www.imperial.ac.uk/study/international-students/](http://www.imperial.ac.uk/study/international-students/)
- **Library Services** - [http://www.imperial.ac.uk/admin-services/library/](http://www.imperial.ac.uk/admin-services/library/)
- **Registry** - [http://www.imperial.ac.uk/admin-services/registry/](http://www.imperial.ac.uk/admin-services/registry/)
  - Student Records and Data
  - Student Financial Support - [http://www.imperial.ac.uk/students/fees-and-funding/](http://www.imperial.ac.uk/students/fees-and-funding/)
  - Student Hub - [http://www.imperial.ac.uk/student-hub/](http://www.imperial.ac.uk/student-hub/)
- **Accommodation** - [http://www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/)
- **Sport Imperial** - [http://www.imperial.ac.uk/sport/](http://www.imperial.ac.uk/sport/)
13. **Student Feedback and Representation**

☐ Feedback from students

☐ Imperial College Union - [https://www.imperialcollegeunion.org/about-us](https://www.imperialcollegeunion.org/about-us)
  - Graduate Students’ Union - [https://union.ic.ac.uk/presidents/gsu/](https://union.ic.ac.uk/presidents/gsu/)

☐ Student Representation - [https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

☐ Staff-Student Committee - [http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/)

14. **Student Surveys**

☐ Information on Student Surveys e.g. Student Experience Survey

15. **Personal Development Opportunities for Research Degree Students**


☐ Imperial Outreach - [http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/](http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/)


☐ Professional Skills Development Programme - [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/)

☐ Writing, Presentation & Careers Helpsheets - [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/)

☐ Online Resources: Web Streamed Videos - [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/online-video-resources/passing-your-viva/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/online-video-resources/passing-your-viva/)

16. **And finally**

☐ Alumni Services - [http://www.imperial.ac.uk/alumni/](http://www.imperial.ac.uk/alumni/)

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Approved by QAEC November 2012

Updated annually

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