**Undergraduate Programme Handbooks**  
**Check List for 2016-7**

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.


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](http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/) 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: [http://www.imperial.ac.uk/students/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/](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)
☐ Year by Year programme structure

☐ 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 also published internally at [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/)

☐ 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]

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

☐ Information on thesis/project/dissertation

☐ Supervision arrangements

☐ Link to the Policy on 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)


☐ Departmental survey results
☐ A reading list, where appropriate

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/

☐ 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

☐ Penalties for late submission

☐ 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

☐ A description of what constitutes plagiarism


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/
☐ 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. 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/


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

☐ Personal and Academic Tutor system, links to relevant Roles and Responsibilities documents: http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/good-practice/

☐ Information for students with disabilities, including the 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

Centre for Academic English:
http://www.imperial.ac.uk/academic-english

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

Imperial College Union (ICU):
http://www.imperialcollegeunion.org/

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-
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. Horizons

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

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