## Master’s Level Programme Handbooks - Check List for 2018-19

Items highlighted in yellow should be made available internally only.


### 1. College/Departmental Introduction

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Welcome from College and Department.</td>
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<td>Welcome from the GSU President can be found at: <a href="http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/">http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/</a></td>
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<td>List of key academic/administrative staff and their responsibilities (departments may wish to include contact information and refer to the <a href="http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/">Roles and Responsibilities</a> webpage)</td>
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<td></td>
<td>Link to departmental programme webpage(s)</td>
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<td>Link to ‘Our Principles’: <a href="http://www.imperial.ac.uk/students/our-principles/">http://www.imperial.ac.uk/students/our-principles/</a></td>
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<td>Health and safety information (OH requirements, vaccinations, use of equipment, training etc.): <a href="http://www.imperial.ac.uk/safety/">http://www.imperial.ac.uk/safety/</a></td>
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<td>The Imperial Mobile App: <a href="http://www.imperial.ac.uk/imperialmobile">www.imperial.ac.uk/imperialmobile</a></td>
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<td>The Imperial Success Guide- Master’s Students: <a href="http://www.imperial.ac.uk/students/success-guide/pgt/">http://www.imperial.ac.uk/students/success-guide/pgt/</a></td>
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<td>Key Dates (Graduate Ceremony, social events, terms, etc.) [Many of these can be found at: <a href="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/</a> and <a href="http://www.imperial.ac.uk/admin-services/registry/term-dates/">http://www.imperial.ac.uk/admin-services/registry/term-dates/</a> ]</td>
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<td></td>
<td>Location and Facilities of campus, including maps and accessibility: <a href="https://www.imperial.ac.uk/visit/campuses/">https://www.imperial.ac.uk/visit/campuses/</a> and <a href="http://www.disabledgo.com/organisations/imperial-college-london-2">www.disabledgo.com/organisations/imperial-college-london-2</a></td>
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<td>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 Master’s Programme Handbook template: <a href="http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/">http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/</a> ]</td>
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</tbody>
</table>
## 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)  
  (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]
- 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:  
- Departmental survey results
### 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)

### 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/](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/](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

http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-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

- **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](http://www.imperialgsu.com)

- 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/](http://www.imperial.ac.uk/admin-services/registry/)
- Careers Service: [http://www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)
- Accommodation: [http://www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/)
- Student Finance: [http://www.imperial.ac.uk/fees-and-funding/](http://www.imperial.ac.uk/fees-and-funding/)
- ICT Service: [http://www.imperial.ac.uk/students/online-services/](http://www.imperial.ac.uk/students/online-services/)
- Sport Imperial: [http://www.imperial.ac.uk/sport/](http://www.imperial.ac.uk/sport/)
- Student online services: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/)
- Alumni Services: [http://www.imperial.ac.uk/alumni/](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/](http://www.imperial.ac.uk/study/pg/graduate-school/)
- Professional Skills Development: [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/](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:

<table>
<thead>
<tr>
<th>Document title:</th>
<th>Master’s Level Programme Handbooks: Check List</th>
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<td>Version:</td>
<td>4</td>
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<tr>
<td>Date:</td>
<td>June 2017</td>
</tr>
<tr>
<td>Approved:</td>
<td>QAEC November 2012 / QAEC June 2015 /</td>
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<tr>
<td>Effective from:</td>
<td>2012-3 / updated annually</td>
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<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>
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<tr>
<td>Notes and latest changes:</td>
<td>Updated May 2013</td>
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<td>Updated May 2014</td>
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<td>Updated September 2014</td>
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<td>Approved by QAEC June 2015 (web links updated July 2015 – version 2)</td>
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<td>Updated 14 July 2016 (Check list format added and web links updated)</td>
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<td>Updated 26 June 2017 (Web links updated)</td>
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