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 how best to make it 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/)
- Mutual Expectations for the Research Degree Student Supervisor Partnership: [https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree--Student-Supervisor-Partnership.pdf](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree--Student-Supervisor-Partnership.pdf)
- Welcome inserts from the Graduate School Union
- Welcome inserts from the Director of the Graduate School and Head of Postgraduate Professional Development
- Welcome inserts from the Imperial College Union
- Link to ‘Our Principles’ : [http://www.imperial.ac.uk/students/our-principles/](http://www.imperial.ac.uk/students/our-principles/)
- The Imperial Mobile App: [www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile)
- The Imperial Success Guide- Research Students: [http://www.imperial.ac.uk/students/success-guide/pgr/](http://www.imperial.ac.uk/students/success-guide/pgr/)
- 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/)]
- Location and Facilities of campus, including maps and accessibility: [https://www.imperial.ac.uk/visit/campuses/](https://www.imperial.ac.uk/visit/campuses/) and [www.disabledgo.com/organisations/imperial-college-london-2](http://www.disabledgo.com/organisations/imperial-college-london-2)

### 2. Introduction to the Department
Welcome from Head of Department and/or Programme Director

Welcome from PG Academic Representative

List of key academic/administrative staff and their responsibilities (departments may wish to include contact information and refer to the [Roles and Responsibilities](#) webpage)

Departmental Information – this should include a link to the departmental webpage, info on departmental facilities, departmental 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 - [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
- Health and Safety information - [www.imperial.ac.uk/safety/](http://www.imperial.ac.uk/safety/)
- 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/doctoral/professional-development-attendance-requirement/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-development-attendance-requirement/)
- Research Approvals
- UKVI requirements for overseas students

### 4. Doctoral Milestones & Departmental Requirements

- Include information on Doctoral Milestones e.g. Research Plan confirmation (if applicable), Early Stage Assessment, Late Stage Review, Completing Research Status, Examination Entry, Thesis submission
- Information on Progress Reports (where applicable)

### 5. Academic Support

- Information on support from relevant role holders e.g. supervisor, assessors, details of departmental support networks, 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 - [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)
- Regulations for Students - [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
- E-theses: requesting an embargo - [www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/](http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/)


- Complaints, Appeals and Disciplinary Procedures - [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 - [www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/)
- Use of IT facilities - [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/)
- Employment during studies
- Study Leave - [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 - [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 - www.imperial.ac.uk/about/governance/academic-governance/regulations/

☐ TurnitinUK Plagiarism Detection Service at Imperial College London - www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/turnitin/about-turnitin/

☐ Plagiarism Awareness Online Course - http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/online-courses/

10. Animal Research (if applicable)

☐ Section on Animal Research (if applicable) - www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/

11. Wellbeing and Support

☐ Student Support - www.imperial.ac.uk/student-space/

☐ Postgraduate Tutors (if applicable)

☐ Imperial College Union (ICU) Advice Centre - www.imperialcollegeunion.org/welfare-and-advice

☐ Student Counselling and Mental Health Advice Service - www.imperial.ac.uk/counselling/

☐ Disability Advisory Service - www.imperial.ac.uk/disability-advisory-service/

☐ Departmental Disability Officers - www.imperial.ac.uk/disability-advisory-service/support/ddos/

☐ Imperial College Health Centre and Finding a Doctor - www.imperialcollegehealthcentre.co.uk/

☐ NHS Dentist - www.imperial.ac.uk/student-space/here-for-you/dentist/

☐ New Students - www.imperial.ac.uk/students/new-students/

☐ Religious and Faith Support - www.imperial.ac.uk/chaplaincy/

12. Student Support

☐ Careers Service - www.imperial.ac.uk/careers

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

☐ The Graduate School - www.imperial.ac.uk/study/pg/graduate-school/

Coaching for doctoral students: http://www.imperial.ac.uk/study/pg/graduate-school/doctoral-student-coaching-programme/
| ☐ Graduate School Union - [www.imperialgsu.com](http://www.imperialgsu.com) |
| ☐ Information and Communications Technologies (ICT) - [www.imperial.ac.uk/ict](http://www.imperial.ac.uk/ict) |
| ☐ International Student Support - [www.imperial.ac.uk/study/international-students/](http://www.imperial.ac.uk/study/international-students/) |
| ☐ Library Services - [www.imperial.ac.uk/admin-services/library/](http://www.imperial.ac.uk/admin-services/library/) |
| ☐ Registry - [www.imperial.ac.uk/admin-services/registry/](http://www.imperial.ac.uk/admin-services/registry/) |
| ☐ Student Financial Support - [www.imperial.ac.uk/students/fees-and-funding/](http://www.imperial.ac.uk/students/fees-and-funding/) |
| ☐ Student Hub - [www.imperial.ac.uk/student-hub/](http://www.imperial.ac.uk/student-hub/) |
| ☐ Accommodation - [www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/) |
| ☐ Sport Imperial - [www.imperial.ac.uk/sport/](http://www.imperial.ac.uk/sport/) |

### 13. Student Feedback and Representation

☐ Feedback from students

☐ Imperial College Union - [www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us)
Graduate Students’ Union - [www.imperialgsu.com](http://www.imperialgsu.com)

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

☐ Staff-Student Committee - [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

☐ 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: [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/))

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


☐ Imperial Outreach - [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 - [www.imperial.ac.uk/study/pg/graduate-school/professional-skills/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/)
16. And finally

☐ Alumni Services - www.imperial.ac.uk/alumni/

☐ Opportunities for further study

Approved by QAEC November 2012
Updated annually

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<td>4</td>
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<tr>
<td>Date:</td>
<td>May 2018</td>
</tr>
<tr>
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<td>QAEC Nov 2012</td>
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<td>Effective from:</td>
<td>2012-3 and updated annually</td>
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