



Policy on Postgraduate Professional Development Opportunities for Imperial College London Graduate Students

1. Introduction

- 1.1 The Graduate School is proud to deliver **award winning and sector leading** professional development opportunities to postgraduate students at Imperial College London. The importance of professional development is recognised nationally by the funding councils and other funding bodies and is a key part of the educational experience at Imperial. Our suite of programmes offers students opportunities to develop attributes which are valued by a broad range of employers and it also supports students to develop as world-class researchers.
- 1.2 There are 10 programmes available, each led by a **Graduate School Programme Leader who works in partnership with a Student Programme Leader** to co-design, co-develop, co-deliver, and co-evaluate the provision. These programmes encompass a wide range of support addressing the needs of students who may have specific development requirements through to specialist training which aims to challenge and inspire students who are excelling.
- 1.3 The Graduate School has invested in the development of an **inclusive and accessible** offering via online courses and webinars. This ensures students can engage with professional development opportunities whether from their home, at work, on overseas placements or at a time and place to suit their needs.
- 1.4 The Graduate School has **robust quality assurance processes** in place to guarantee standards within our provision. All our courses are evaluated by student attendees, Programme Leaders, and Student Programme Leaders. All evaluation is reviewed by committee and we have implemented key threshold standards and levels of student satisfaction which each course must achieve.
- 1.5 Our quality assurance processes have enabled our programmes to be **accredited by national professional bodies**, such as the Royal Society of Chemistry, the Institute for Physics and the Royal Society of Biology. Students completing specific workshops will be able to work towards Registered Scientist, Membership & Chartered Status. We were the first university in the UK to achieve this status for a university-wide postgraduate programme.
- 1.6 To ensure our provision has sector-wide relevance, we have an **External Advisory Board**, comprising industry representatives, colleagues from other universities, professional bodies and alumni. This external input is supported by an internal Committee called the Postgraduate Professional Development Committee, comprising Faculty representation from across College. Together, these Committees shape the development of Imperial's postgraduate development opportunities.

2. Attendance requirement

Doctoral Students (PhD, MD[Res] and EngD): The College requires all doctoral students to achieve a minimum of four Graduate School credits, by the Late Stage Review (LSR). In addition to these credits, the online doctoral plagiarism awareness course must be completed by the Early Stage Assessment (ESA). Credits should be accumulated as follows:

- By the ESA – 2 credits
- By the LSR – a further 2 credits

Course Type	Number of Credits
Online courses	1
Face-to-face workshops	1
Webinars	1
1 Day Retreat	1
2 Day Retreat	3
5 Day Global Fellows Programme	4

The online Plagiarism Awareness Course is compulsory, but does NOT count towards the minimum credit requirement.

- 2.1 **MPhil Students:** those who are direct entry MPhil, or those being awarded with an MPhil degree having first registered for a PhD, must complete a minimum of two credits by the ESA. The LSR professional development credit requirement does not apply to MPhil students.
- 2.2 **Master Students (MSc, MRes, MBA, MPH, MEd):** There are no minimum credits required for Master's students. However, all Master's students must complete the online Master's plagiarism awareness course.
- 2.3 Master's students are not normally allowed to take doctoral professional development training courses. Instead, they should enrol onto workshops within the MasterClass programme. However, there may be some circumstances in which a Master's student may have undertaken a doctoral professional development training course whilst studying for their Master's degree. Should this be the case, credit will not be transferred to the doctoral Graduate School credit requirement.

3. Exemption and accreditation of professional development courses undertaken elsewhere.

- 3.1 The Graduate School provides a broad range of workshops and courses for students to choose from but it is recognised that some departments, and in particular the College's CDTs and DTPs, also provide professional development training opportunities to students.
- 3.2 Where students undertake professional development training elsewhere there is a process to accredit this training and offer exemption for up to a maximum of 2 Graduate School credits. This is to ensure that students benefit from undertaking opportunities delivered outside of their initial cohort and to meet students from across other departments in College.