1. The Graduate School is responsible for providing and coordinating a programme of professional development training for all postgraduate students in the College.

2. The Graduate School has a Postgraduate Professional Development Committee (PPDC) which is responsible for setting the professional development programme, and for monitoring its delivery. The PPDC is also advised by the Graduate School’s External Advisory Board comprising industry representatives, alumni and representatives from other Russell Group higher education institutions.

3. Attendance at a Global Postgraduate Retreat will count as 3 Graduate School workshops and attendance at a Global Fellows International Programme will count as 4 Graduate School workshops. For students registered from or after 1st October 2016¹, the College requires all doctoral students to complete their minimum attendance requirement using one of the following options:

   **Option One:**
   - a minimum of 2 professional development workshops plus the online plagiarism awareness course by the Early Stage Assessment (ESA)
   - a further 2 Graduate School workshops or a Global Postgraduate Retreat or Global Fellows International Programme by the Late Stage Review (LSR)

   **Option Two:**
   - A Graduate School Global Postgraduate Retreat plus the online plagiarism awareness course by the ESA
   - 1 further Graduate School workshop or an additional Global Postgraduate Retreat or a Global Fellows International Programme by the LSR

   **Option Three:**
   - A Global Fellows International Programme plus the online plagiarism awareness course by their ESA

4. Students who are direct entry MPhil, or those being awarded with an MPhil degree having first registered for a PhD, must complete one of the options for the Early Stage Assessment professional development requirements as doctoral students (section 3 above). The Late Stage Review professional development requirement does not apply to MPhil students.

5. Given the Graduate School’s webinar courses require participant engagement with tutors and other students taking the course, students can count as many webinar courses as they wish towards the attendance requirement.

6. Students may only count one online course, in addition to the plagiarism awareness course, towards the attendance requirement.

¹ Students are advised to contact the Graduate School to check their professional development requirement if they started prior to the 2016-17 session.
7. 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 to students. Such courses may be delivered internally by members of academic staff, academic staff within partner HEIs, external consultants, funding bodies, employers of Imperial Graduates or industry representatives.

8. 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 courses. This is to ensure that students benefit from interacting with other students across College and to facilitate the development of cohorts. Exemption may be granted towards the ESA or LSR requirements or a mixture of both.

9. Master’s students are not normally allowed to take doctoral professional development training courses. Instead, there is a distinct programme of Masterclasses available for Master’s students. 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, attendance at this course will not count towards the minimum attendance requirement.

10. The Graduate School’s PPDC will make recommendations to the College’s Postgraduate Research Quality Committee (PRQC) on any changes to the professional development minimum attendance requirements.

11. Directors of Postgraduate Studies (DPS) in individual departments should be familiar with the professional development programme offered by the Graduate School, and with the compulsory requirements, and should assist in disseminating this information to students and their supervisors as appropriate.

12. The Graduate School may, at its discretion agree to cover or contribute towards piloting or developing a course offered by other internal or external organisations with a view to providing such courses to a larger number of students at a later date.

January 2017

(approved PPDC 30.11.2016 paper PPDC/2016/Paper 06)

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2 The term “Department” or “Departmental” may also refer to Imperial College Institutions, Schools, Divisions or Centres, as appropriate.