|  |  |
| --- | --- |
| **Undergraduate Programme Handbooks - Check List for 2023-24** | |
| Items highlighted in yellow should be made available internally only.  For further guidance and suggested text see the Undergraduate Programme Handbook Template available from June at: [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/) | |
| **1.** | **College/Departmental Introduction** |
|  | Welcome from College, President of ICU and Department. |
|  |  |
|  | 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/roles-and-responsibilities/) webpage). |
|  |  |
|  | Link to departmental programme webpage(s). |
|  |  |
|  | Link to ‘Our Principles’: [www.imperial.ac.uk/students/our-principles/](http://www.imperial.ac.uk/students/our-principles/) |
|  |  |
|  | Health and safety information. (Occupational Health requirements, vaccinations, use of equipment, training etc.): [www.imperial.ac.uk/safety/](http://www.imperial.ac.uk/safety/) |
|  |  |
|  | The Imperial Mobile App: [www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile) |
|  |  |
|  | The Imperial Success Guide: [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:  [www.imperial.ac.uk/whats-on/](https://www.imperial.ac.uk/whats-on/)  and  [www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)  and  <https://www.imperial.ac.uk/graduation> |
|  |  |
|  | Location and Facilities of campus, including maps and accessibility: |
|  | [www.imperial.ac.uk/visit/campuses/](http://www.imperial.ac.uk/visit/campuses/)  and  [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london) |
|  |  |
|  | 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 Undergraduate Programme Handbook template). |
|  |  |
| **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 (if not part of 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 for the programme (i.e. link to programme-level intranet page). |
|  |  |
|  | Description of how the programme will be delivered (e.g. lectures, seminars, field trips, practicals). |
|  |  |
|  | Information on practicals (detailed protocols should be available internally only). |
|  |  |
|  | 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). |
|  |  |
|  | Link to module handbook or module descriptions. |
|  |  |
|  | Deadlines for selecting elective modules. |
|  |  |
|  | Link to I-Explore modules: <https://www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/> |
|  |  |
|  | 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). |
|  |  |
|  | Information on thesis/project/dissertation. |
|  |  |
|  | List of suggested projects and how they are allocated/chosen. |
|  |  |
|  | Supervision arrangements. |
|  |  |
|  | A reading list (where appropriate). |
|  |  |
|  | 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: [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/) |
|  |  |
|  | Academic Integrity and Academic Misconduct. |
|  |  |
|  | 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. |
|  |  |
|  | Link to Late Submissions Policy and Penalties for late submission: [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf](https://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: |
|  | [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 for which pieces of work provisional grades will be provided. |
|  |  |
|  | A description of what constitutes plagiarism (see the Undergraduate Programme Handbook template for text). |
|  |  |
|  | Link to religious obligations in assessments: [www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/) |
|  |  |
|  | Instructions to candidates for examinations: [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf) |
|  |  |
| **4.** | **Board of Examiners** |
|  | List of all examiners and external examiners for the programme. |
|  | Summaries of External Examiner reports available here:  [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/) |
|  | **Locations and Facilities** |
|  | Main location of study. |
|  |  |
|  | List of facilities. |
|  |  |
|  | Shuttle bus: [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus) (delete if not appropriate). |
|  |  |
|  | Maps: [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses/) |
|  |  |
|  | Accessibility: [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london) |
|  |  |
|  | Smoke-Free Policy: [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free) |
|  |  |
| **6.** | **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: [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:  [www.imperial.ac.uk/placements/information-for-imperial-college-students/](https://www.imperial.ac.uk/placements/information-for-imperial-college-students/) |
|  |  |
| **7.** | **Working While Studying** |
|  | Guidance and information about working while studying. |
| **8.** | **Health and Safety** |
|  |  |
|  | Health and safety policy: [www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/) |
|  |  |
|  | Departmental safety contacts. |
|  |  |
|  | College Safety Department: [www.imperial.ac.uk/safety](http://www.imperial.ac.uk/safety) |
|  |  |
|  | Occupational Health requirements: [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health) |
|  |  |
| **9.** | **Policies and Procedures** |
|  |  |
|  | Regulations for Students:  [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)  and  [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions/) |
|  |  |
|  | Academic Feedback Policy:  [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf) |
|  |  |
|  | Provisional Marks Guidance:  [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf) |
|  |  |
|  | Late Submission Policy:  [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) |
|  |  |
|  | Additional Examination Arrangements:  [www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability/](https://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability/) |
|  | Mitigating Circumstances:  [www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/mitigating-circumstances/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/mitigating-circumstances/) |
|  |  |
|  | Academic Misconduct Policy and Procedures:  [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/) |
|  |  |
|  | Unsatisfactory Progress:  [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/) |
|  |  |
|  | Fitness to Practise Medicine:  [www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/fitness-to-practise/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/fitness-to-practise/) |
|  |  |
|  | Academic Appeal Procedure:  [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/) |
|  |  |
|  | Arithmetic Marks Check: (text can be found in the Undergraduate Programme Handbook template:  (see the Undergraduate Programme Handbook template for text) |
|  |  |
|  | Student Complaints:  [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/) |
|  |  |
|  | Student Disciplinary Procedure:  [www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/) |
|  |  |
|  | Intellectual Property Rights Policy:  <https://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy/> |
|  |  |
|  | Use of IT Facilities:  [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/) |
| **10.** | **Animal Research** |
|  |  |
|  | Only include this section if relevant to the Department. Don’t forget to update the contents page if you do delete this section. |
|  | Information on animal research - [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/) |
| **11.** | **Wellbeing and Support** |
|  |  |
|  | Information about the Personal Tutor system. (See the Undergraduate Programme Handbook template for text). |
|  |  |
|  | Mums and Dads Scheme. ([See](http://www.imperialcollegeunion.org/mums-dads-201920) handbook for latest link and information). |
|  |  |
|  | Information for students with disabilities, including the Disability Advisory Service. |
|  |  |
|  | Departmental Disability Officers:  [www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/](http://www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/) |
|  | Exam arrangements in respect of disability:  [www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability) |
|  |  |
|  | Halls of Residence. (See the Undergraduate Programme Handbook template for text). |
|  |  |
|  | Information about the Student Union. |
|  | Imperial College Union Advice Centre:  [www.imperialcollegeunion.org/advice](https://www.imperialcollegeunion.org/advice) |
|  |  |
|  | Student representatives: [www.imperialcollegeunion.org/your-union/your-representatives/a-to-z](https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z) |
|  |  |
|  | Officer Trustees. (See the Undergraduate Programme Handbook template for text). |
|  |  |
|  | Student Hub: [www.imperial.ac.uk/student-hub](https://www.imperial.ac.uk/student-hub/) |
|  |  |
|  | Student Support Zone: [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone) |
|  |  |
|  | Other useful information and support services:  Registry: [www.imperial.ac.uk/admin-services/registry/](http://www.imperial.ac.uk/admin-services/registry/)  Careers Service: [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)  Accommodation: [www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/)  Student Finance: [www.imperial.ac.uk/fees-and-funding/](http://www.imperial.ac.uk/fees-and-funding/)  ICT Service: [www.imperial.ac.uk/students/online-services/](http://www.imperial.ac.uk/students/online-services/)  Sport Imperial: [www.imperial.ac.uk/sport/](http://www.imperial.ac.uk/sport/)  Student online services: [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: [www.imperial.ac.uk/alumni/](http://www.imperial.ac.uk/alumni/) |
|  |  |
| **12.** | **Student Records and Data** |
|  |  |
|  | Introduction to Student Records and Data.  (See the Undergraduate Programme Handbook template for text). |
|  |  |
| **13.** | **Work-life balance** |
|  |  |
|  | Imperial College Union: [www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us) |
|  |  |
|  | Move Imperial: [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport) |
|  |  |
| **14.** | **Student feedback and representation** |
|  |  |
|  | Feedback from students. (Please include any department-specific information and specific changes implemented as a result of student feedback). |
|  |  |
|  | Student representation: [www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview) (Please add any department/division specific information). |
|  |  |
|  | 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) |
|  |  |
| **15.** | **Student Surveys** |
|  | Student surveys information: [www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/](http://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/)   * UG Student Online Evaluation (SOLE) lecture/module survey. * Student Experience Survey (SES). * National Student Survey (for final year students only). |
|  |  |
| **14.** | **And finally……..** |
|  |  |
|  | Alumni services: [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni) |
|  |  |
|  | Opportunities for further study. |
|  |  |