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| **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. |
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|[ ]  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). |
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|[ ]  Link to departmental programme webpage(s). |
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|[ ]  Link to ‘Our Principles’: [www.imperial.ac.uk/students/our-principles/](http://www.imperial.ac.uk/students/our-principles/)  |
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|[ ]  Health and safety information. (Occupational Health requirements, vaccinations, use of equipment, training etc.): [www.imperial.ac.uk/safety/](http://www.imperial.ac.uk/safety/)  |
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|[ ]  The Imperial Mobile App: [www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile) |
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|[ ]  The Imperial Success Guide: [www.imperial.ac.uk/students/success-guide/](http://www.imperial.ac.uk/students/success-guide/)  |
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|[ ]  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> |
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|[ ]  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) |
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|[ ]  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). |
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| **2.** | **Programme Information** |
| [ ]  | Aims, Objectives and Learning Outcomes. |
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|[ ]  Overview of programme and module content (or link to module handbook/descriptors). |
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|[ ]  Year by Year programme structure.  |
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|[ ]  Link to programme specification (if not part of handbook). |
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|[ ]  Link to competency statements. |
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|[ ]  Employability statement and details of links with employers. |
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|[ ]  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).  |
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|[ ]  Description of how the programme will be delivered (e.g. lectures, seminars, field trips, practicals). |
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|[ ]  Information on practicals (detailed protocols should be available internally only). |
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|[ ]  Where/how professional skills development is delivered through the curriculum e.g. teamwork, presentation skills, problem solving skills, etc. |
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|[ ]  Timetable (this can be supplied separately at a later date if not available before start of term). |
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|[ ]  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. |
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|[ ]  List of suggested projects and how they are allocated/chosen. |
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|[ ]  Supervision arrangements. |
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|[ ]  A reading list (where appropriate). |
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|[ ]  Departmental survey results. |
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| **3.** | **Assessment** |
| [ ]  | How will students be assessed, including how group projects are assessed, if applicable. |
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|[ ]  Deadlines for submission of work/examination dates. |
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|[ ]  How to obtain past examination papers. |
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|[ ]  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/)  |
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|[ ]  Academic Integrity and Academic Misconduct. |
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|[ ]  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.  |
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|[ ]  Progression rules and re-sit/re-entry information. |
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|[ ]  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/)  |
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|[ ]  The purpose and conduct of viva voce examinations on the programme, if used. |
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|[ ]  Feedback – timescales for providing feedback and what form feedback may be given – including for which pieces of work provisional grades will be provided. |
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|[ ]  A description of what constitutes plagiarism (see the Undergraduate Programme Handbook template for text). |
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|[ ]  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) |
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| **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. |
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|[ ]  List of facilities. |
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|[ ]  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). |
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|[ ]  Maps: [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses/) |
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|[ ]  Accessibility: [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london) |
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|[ ]  Smoke-Free Policy: [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)    |
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| **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. |
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|[ ]  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/)  |
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|[ ]  Contact details of the Departmental Placement Manager. (All study and work placements should have a Placement Manager appointed by the student’s department). |
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|[ ]  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/) |
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| **7.** | **Working While Studying** |
|[ ]  Guidance and information about working while studying. |
| **8.** | **Health and Safety** |
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|[ ]  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/) |
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|[ ]  Departmental safety contacts. |
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|[ ]  College Safety Department: [www.imperial.ac.uk/safety](http://www.imperial.ac.uk/safety) |
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|[ ]  Occupational Health requirements: [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health) |
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| **9.** | **Policies and Procedures** |
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|[ ]  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/) |
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|[ ]  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) |
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|[ ]  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) |
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|[ ]  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)  |
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|[ ]  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/) |
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|[ ]  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/)  |
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|[ ]  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/) |
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|[ ]  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/)  |
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|[ ]  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/) |
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|[ ]  Arithmetic Marks Check: (text can be found in the Undergraduate Programme Handbook template:(see the Undergraduate Programme Handbook template for text) |
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|[ ]  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/) |
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|[ ]  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/) |
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|[ ]  Intellectual Property Rights Policy:<https://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy/> |
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| [ ]  | 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** |
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|  | 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). |
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|[ ]  Mums and Dads Scheme. ([See](http://www.imperialcollegeunion.org/mums-dads-201920) handbook for latest link and information).  |
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|[ ]  Information for students with disabilities, including the Disability Advisory Service.  |
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|[ ]  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). |
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|[ ]  Information about the Student Union. |
|[ ]  Imperial College Union Advice Centre:[www.imperialcollegeunion.org/advice](https://www.imperialcollegeunion.org/advice) |
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|[ ]  Student representatives: [www.imperialcollegeunion.org/your-union/your-representatives/a-to-z](https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z) |
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|[ ]  Officer Trustees. (See the Undergraduate Programme Handbook template for text). |
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|[ ]  Student Hub: [www.imperial.ac.uk/student-hub](https://www.imperial.ac.uk/student-hub/) |
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|[ ]  Student Support Zone: [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone) |
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|[ ]  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/) |
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| **12.** | **Student Records and Data** |
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|[ ]  Introduction to Student Records and Data.(See the Undergraduate Programme Handbook template for text). |
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| **13.** | **Work-life balance** |
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|[ ]  Imperial College Union: [www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us) |
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|[ ]  Move Imperial: [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)  |
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| **14.** | **Student feedback and representation**  |
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|[ ]  Feedback from students. (Please include any department-specific information and specific changes implemented as a result of student feedback). |
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|[ ]  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). |
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|[ ]  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)  |
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| **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).
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| **14.** | **And finally……..** |
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|[ ]  Alumni services: [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni) |
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|[ ]  Opportunities for further study. |
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