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| **Postgraduate Research Programme Handbooks - Check List for 2024-25** | |
| 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.** | **Imperial Introduction** |
|  | Welcome to Imperial |
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|  | Our Principles |
|  | Doctoral Proposition: [www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/doctoral-proposition/](http://www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/doctoral-proposition/)  Mutual Expectations for the Research Degree Student Supervisor Partnership: [21256900 (blackboardcdn.com)](https://learn-eu-central-1-prod-fleet01-xythos.content.blackboardcdn.com/60faa9080242d/21256900?X-Blackboard-S3-Bucket=learn-eu-central-1-prod-fleet01-xythos&X-Blackboard-Expiration=1722438000000&X-Blackboard-Signature=0s3AMhiRTnRBXSLSIYIwE4FY6s%2FoQvJTvVjAuPBzZ0Q%3D&X-Blackboard-Client-Id=309628&X-Blackboard-S3-Region=eu-central-1&response-cache-control=private%2C%20max-age%3D21600&response-content-disposition=inline%3B%20filename%2A%3DUTF-8%27%27Mutual%2520Expectations.pdf&response-content-type=application%2Fpdf&X-Amz-Security-Token=IQoJb3JpZ2luX2VjEHIaDGV1LWNlbnRyYWwtMSJGMEQCIHY1M5qtbyVFAtvNRu%2BmD%2Bui5dOcJxrllPJILKASFxlqAiBX7VmhqyqbIv2sfsanLuvBJpCLl2AJQcsMxSirGk232Sq9BQhbEAQaDDYzNTU2NzkyNDE4MyIM03pgLVOz5G%2BtUmN1KpoFF04RMO%2FFkQfRlXLsuJma5w05SYw7el2B6w%2BBhrALWocWFiyQVcSNLcXoBVKeNoQ4E6yZFnY9XUtTfnhpUh6JvXvqhCRpjf12cY5BSeiIt81L2WeOcOQvopQi321vWKz%2By2qCH7PW0UwQiy%2BAAYkF7y8w45GWgg2Ys8yaAcqH1Wfo%2FFaEHUEmRJ%2FxP9v67QyUQP3kg17KMb7QBqnp4grS0EsTFulvkd9didGNg884Toha9ibsdsrkFGxyXUwdKO9%2F1VpWyhci%2F8Bxxc1PUoWb1mdi5w%2B3bdYELIX5lo7toS6HkIMhhRMFiGzbe6BsCBfxtwmSIAA3rJb2eJMH%2Fak4ESjVVZfrJawubtmvJpyYcwm4wr4arRQY0eiHI5ehuxb9y%2BqduU0I4ePX52tt5MpI3Y9vRQJFDofb%2BPJqF0cgy161DZjr9p2T34i3pGNKbehNW2qoqigms1sVt5yINAWGfo3SZrn%2FdYnZuEb1hy9UeisRAgtshmj2gyOJ%2F0YypO3IBt6KiEI%2BtF7dmbHs%2FdfvAyWQ5s6tMjtnctY8xsVCJHPEn9PxI%2FwKonCvpsS1kXvXom1wEcoxt9scb7korZFPQ69dNJBf4aXdQOCo2QjLa1QjF93TlG8RNG2TKFgn1iLEUPi8NToTCNw%2FUIrmrveacU6h4wXIoYIeeJ1n4F2y7uYkg%2Bwx4q7Rgb%2FvucVzB%2BBPJhXSrqv0IsZcUSqxL9m%2F4zOhGr9own0NdTW8FoDxap%2BCOD4FMUCDBT8CGK6VFaaUSljTygroVDp0J%2ByGdEnc8Js4FJ8OBGfvJhd8EcXFN3AwJa%2BU%2Bdl2l7zSCzFn%2FUFd2anYgwtb9PTDGvH61OolYa5m1UGOg2GgfQXQZUI7zjA2%2Bda4hNLg8NaMMIuOqLUGOrIB3bkYBbrBW3GjHkBnqQuMY1W6VZHoEffBomLDPhccnWX729HdSJSPWMSZKaH3APWHW8Tb7UWujBm7Fc%2B%2BkslY0y8v1%2B9YBFbR012qISOb5hYp%2BTwNpLbyGpTIRW7RH3DPEhdvYnJuMD1IXYeseqsVKTBec%2Fxn0iSw6U9tj9iRreOkyipaKSagsoerquoAbsFS4DI43F81oZASinKwIofrbtXf3CaFCftaUXrmRVaOyjJizQ%3D%3D&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Date=20240731T090000Z&X-Amz-SignedHeaders=host&X-Amz-Expires=21600&X-Amz-Credential=ASIAZH6WM4PLZ7WVVPO)  Cornerstone: [www.imperial.ac.uk/students/academic-support/graduate-school/cornerstone/](https://www.imperial.ac.uk/students/academic-support/graduate-school/cornerstone/) |
|  | Introduction from The Early Career Researcher Institute |
|  | Introduction from the President of Imperial College Union |
|  | 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/) * [www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/) * <https://www.imperial.ac.uk/graduation> |
|  | My Imperial Campus App |
|  |  |
|  | The Imperial Success Guide (Doctoral students): [www.imperial.ac.uk/students/success-guide/pgr/](https://www.imperial.ac.uk/students/success-guide/pgr/) |
|  | Link to Student Shapers and Imperial Award:   * [www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/](http://www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/) * [www.imperial.ac.uk/students/imperial-award/](http://www.imperial.ac.uk/students/imperial-award/) |
| **2.** | **Location and facilities** |
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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/) * [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london) |
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| **3.** | **Introduction to the Department** |
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|  | Welcome from the Head of Department and/or Programme Director |
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|  | Welcome from the Postgraduate Student Representative |
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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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|  | Departmental information – this should include a link to the departmental webpage, info and departmental facilities, department events/seminars/key dates, action taken in response to feedback etc. |
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| **4.** | **Departmental Procedures** |
|  | Information on Departmental Induction |
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|  | Policies and procedures regarding funding for conferences |
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|  | Information on processing expenses claims |
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|  | Health and safety information: [www.imperial.ac.uk/safety/](http://www.imperial.ac.uk/safety/) |
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|  | Information about Imperial safety department, Occupational Health requirements, NHS clearance (if applicable) |
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|  | Professional Skills Attendance Requirement: [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/attendance-requirement/](https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/attendance-requirement/) |
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|  | Research approvals |
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|  | UKVI requirements for overseas students |
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| **5.** | **Doctoral Milestones & Departmental Requirements** |
|  | Include information Doctoral Milestones e.g. Research Plan confirmation (if applicable), Early-Stage Assessment, Late-Stage Review, Completing Research Status, Examination Entry, Thesis submission |
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|  | Information on Progress Reports (where applicable) |
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|  | Information on Imperial Doctoral Academic Communication Requirement (DACR) |
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| **6.** | **Academic Support** |
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|  | Local expectations of role holders – see ‘roles and responsibilities’ documents: [www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/](https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/) |
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|  | Information on support from relevant role holders e.g. supervisor, assessors, details of departmental support networks, departmental senior tutor PGR), departmental Director of Postgraduate Studies, departmental Safety Office, Head of Department, departmental student representative, faculty student representative. |
| **7.** | **Examination Procedures** |
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|  | Examination Entry, including information on My Imperial – Postgraduate Research Milestones |
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|  | Thesis submission: [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf) |
|  | Viva:   * [www.imperial.ac.uk/students/success-guide/pgr/progressing-through-your-phd-/main-stages-of-the-phd/the-viva/](http://www.imperial.ac.uk/students/success-guide/pgr/progressing-through-your-phd-/main-stages-of-the-phd/the-viva/) * [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/) |
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|  | E-theses: requesting an embargo: [www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf](http://www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf) |
|  | A description of what constitutes plagiarism (see the Postgraduate Research Programme Handbook template for text). Include the following links:   * [www.imperial.ac.uk/students/success-guide/pgr/developing-your-skills/practicing-open-research/plagiarism-/](http://www.imperial.ac.uk/students/success-guide/pgr/developing-your-skills/practicing-open-research/plagiarism-/) * [www.imperial.ac.uk/library/research-support/plagiarism-awareness-for-researchers](http://www.imperial.ac.uk/library/research-support/plagiarism-awareness-for-researchers) * [www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/turnitin-guidance-for-students/](http://www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/turnitin-guidance-for-students/) * [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/](http://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/) |
|  | Collusion (see the Postgraduate Research Programme Handbook template for text). |
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|  | Dishonest practice (see the Postgraduate Research Programme Handbook template for text). |
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|  | Research misconduct (see the Postgraduate Research Programme Handbook template for text):   * [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/charters-and-statutes/Annexes-to-Appendix-to-Ordinances-Staff-13-December-2023.pdf](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/charters-and-statutes/Annexes-to-Appendix-to-Ordinances-Staff-13-December-2023.pdf) * [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/) |
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| **8.** | **University Policies and Procedures** |
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|  | Academic Regulations / Terms and Conditions:   * [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations) * [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions) |
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|  | Unsatisfactory Engagement: [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 Study: [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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|  | Academic and Research Integrity:   * [www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/](https://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/) |
|  | * [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf) * Insert handbook |
|  | Academic Appeals 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/) |
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|  | Student Complaints: [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/](https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/) |
|  | Student Disciplinary Procedure: |
|  | [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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|  | Copyright:   * [www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/) * [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/copyright-for-researchers-online-course/](https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/copyright-for-researchers-online-course/) |
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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/> * [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-impact/intellectual-property-online-course/](http://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-impact/intellectual-property-online-course/) |
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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/) |
|  | General Data Protection Regulation (GDPR)  [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy- Notice-for-Students-and-Prospective-Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-%20Notice-for-Students-and-Prospective-Students.pdf) |
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|  | Employment during studies: [www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/?](https://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/?) |
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|  | 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/) |
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|  | Ethics: [www.imperial.ac.uk/research-ethics-committee](http://www.imperial.ac.uk/research-ethics-committee) |
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|  | Good research conduct: [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/) |
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|  | Leave – including departmental/university policies on Annual Leave; Sick Leave; Interruption of Studies; Religious Observance |
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| **9.** | **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/) |
| **10.** | **Wellbeing and Support** |
|  |  |
|  | Student Support Zone: [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone) |
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|  | Departmental Support and Faculty Senior Tutors |
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|  | Postgraduate Coaching and Research Degree Mediation:   * [www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/](http://www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/) * [www.imperial.ac.uk/students/academic-support/graduate-school/mediation/](https://www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/mediation/) |
|  | Advice 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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|  | 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/) |
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|  | Information for students with disabilities, including the Disability Advisory Service. |
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|  | 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) |
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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 Postgraduate Research 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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|  | Information on Health Services |
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|  | Information on Library and IT: See the Postgraduate Research Programme Handbook template for text. |
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|  | Information on Religious Support: [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy/) |
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|  | Information on International Student Support team: [www.imperial.ac.uk/students/international-students/](http://www.imperial.ac.uk/students/international-students/) |
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|  | Centre for Academic English: See the Postgraduate Research Programme Handbook template for text. |
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| **11.** | **Student Administration** |
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|  | Introduction to Student Administration team: See the Postgraduate Research Programme Handbook template for text. |
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| **12.** | **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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| **13.** | **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/representation/a-to-z](http://www.imperialcollegeunion.org/representation/a-to-z) 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) Please add any department/division specific information. |
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| **14.** | **Student Surveys** |
|  | Student surveys information: [www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)   * Postgraduate Research Experience Survey (PRES): See the Postgraduate Research Programme Handbook template for text. |
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| **15.** | **Professional Development Opportunities for Research Degree Students** |
|  |  |
|  | Graduate Teaching Assistants (GTA) Training programme:   * [www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/](http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/) * [www.imperial.ac.uk/students/academic-support/graduate-school/working-as-a-gta/](https://www.imperial.ac.uk/students/academic-support/graduate-school/working-as-a-gta/) |
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|  | Imperial Outreach: [www.imperial.ac.uk/be-inspired/schools-outreach/](http://www.imperial.ac.uk/be-inspired/schools-outreach/) |
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|  | Recruitment and Outreach student ambassadors / Outreach STEM Leaders:   * [www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/) * [www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/) |
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|  | Professional Skills Development programme: [www.imperial.ac.uk/students/academic-support/graduate-school/](https://www.imperial.ac.uk/students/academic-support/graduate-school/) |
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| **16.** | **And finally……..** |
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|  | Alumni services: [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni) |
|  |  |
|  | Opportunities for further study |
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