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| **Postgraduate Taught Programme Handbooks - Check List for 2024-25** |
| Items highlighted in yellow should be made available internally only.For further guidance and suggested text see the Postgraduate Taught Programme Handbook Template available here: [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.** | **Imperial/Departmental Introduction** |
| [ ]  | Welcome to Imperial |
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| [ ]  | Our Principles |
| [ ]  | Introduction from the President of Imperial College Union |
| [ ]  | Welcome from The Early Career Researcher Institute |
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| [ ]  | Introduction to the 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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|[ ]  Attendance and absence. Include statement of your departmental attendance requirements and how it will be recorded and monitored. |
|[ ]  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 |
|  |  |
|[ ]  Imperial Success Guide: [www.imperial.ac.uk/students/success-guide/pgt/](https://www.imperial.ac.uk/students/success-guide/pgt/) |
|[ ]  Health and safety information. (Occupational Health requirements, vaccinations, use of equipment, training etc.): [www.imperial.ac.uk/safety/](http://www.imperial.ac.uk/safety/)  |
|[ ]  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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|[ ]  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 Postgraduate Taught 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). |
|  |  |
|[ ]  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). |
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|[ ]  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). |
|  |  |
|[ ]  Link to module handbook or module descriptions. |
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|[ ]  Deadlines for selecting elective modules. |
|  |  |
|[ ]  Link to Student Shapers ([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/)) and Imperial Award ([www.imperial.ac.uk/students/imperial-award/](http://www.imperial.ac.uk/students/imperial-award/)) |
|  |  |
|[ ]  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). |
|  |  |
|[ ]  Supervision arrangements, including the roles and responsibilities of the project main supervisor: [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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|[ ]  What Master’s Students and Project Supervisors might mutually expect from each other: [www.bb.imperial.ac.uk/bbcswebdav/xid-12494962\_1](https://bb.imperial.ac.uk/bbcswebdav/xid-12494962_1)   |
|  |  |
|[ ]  Information on thesis/project/dissertation. |
|  |  |
|[ ]  List of suggested projects and how they are allocated/chosen. |
|  |  |
|[ ]  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. Provide instructions as to where students can view module assessment information. This must be the same assessment regime that has been approved by the University. |
|  |  |
|[ ]  Deadlines for submission of work/examination dates. |
|  |  |
|[ ]  How to obtain past examination papers. |
|  |  |
|[ ]  Link to Academic Regulations: [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)  |
|  |  |
|[ ]  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) |
|  |  |
|[ ]  Academic Integrity and Academic Misconduct: [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/) |
|[ ]  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](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)  |
|  |  |
|[ ]  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 Postgraduate Taught Programme Handbook template for text). Link to the university’s mandatory online training for Plagiarism for Master’s students: [www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/plagiarism-online/](http://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/plagiarism-online/) |
|[ ]  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/)  |
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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/)  |
| **5.** | **Locations and Facilities** |
| [ ]  | Main location of study |
|  |  |
|[ ]  List of facilities |
|  |  |
|[ ]  Library Services |
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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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|[ ]  Safe Zone: [www.imperial.ac.uk/admin-services/security/safezone/](http://www.imperial.ac.uk/admin-services/security/safezone/) |
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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 university’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: [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/) |
| **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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|[ ]  Imperial 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.** | **University Policies and Procedures** |
|  |  |
|[ ]  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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|[ ]  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 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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|[ ]  Fitness to Practise Medicine: [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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|[ ]  Mutual Expectations: [www.bb.imperial.ac.uk/bbcswebdav/xid-12494962\_1](https://bb.imperial.ac.uk/bbcswebdav/xid-12494962_1) |
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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: See the Postgraduate Taught 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/) |
|  |  |
|[ ]  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/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/](https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/) |
| [ ]  | 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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| **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 Postgraduate Taught Programme Handbook template for text. |
|[ ]  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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|[ ]  Postgraduate Coaching: [www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/](https://www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/)  |
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|[ ]  Attributes and Aspiration Short Course: See the Postgraduate Handbook template for text. Not available for ICBS students. |
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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 Taught 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) |
|[ ]  Centre for Academic English: See the Postgraduate Taught Programme Handbook template for text. |
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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 Administration** |
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|[ ]  Introduction to Student Administration team: See the Postgraduate Taught 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/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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| **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/)  * Module Evaluation Questionnaire (MEQ): See the Postgraduate Taught Programme Handbook template for text.
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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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