

Cohort Delivery - Administrative Processes & Expectations

Process Description	Timeframe	Responsible
<p>A cohort delivery course confirmation email will be sent to departments. This email will include details of the administrative process which departments will be required to follow as well as booking information for students, booking deadlines and pre-course set-up information.</p>	<p>By end of September 2022</p>	<p>Kelly Hayes</p>
<p>Departments will be asked to remind students to book in the lead up to the cohort course booking deadline.</p> <p>Departments will be able to request information regarding who has booked onto a cohort course at any given point in order to inform who should be sent reminder messages.</p> <p>Requests for booking updates should be sent to, graduate.school@imperial.ac.uk.</p>	<p>Mid-way from cohort course booking deadline which will be indicated in cohort course confirmation email.</p>	<p>Departments/Graduate School Team.</p>
<p>Departments will be asked to provide the following student information to Kelly Hayes:</p> <ul style="list-style-type: none"> • Full Name • CID Number • Full Imperial College email address • Username 	<p>Deadline will be confirmed in the cohort course confirmation email.</p>	<p>Kelly Hayes/Departments</p>
<p>The Graduate School reserves the right to cancel any cohort course (at any time) if 90% or less of the cohort do not book their place by the given deadline.</p>	<p>n/a</p>	<p>n/a</p>