



The Institute
of Contemporary
Music Performance

Graduate and Alumni Access Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V1.1	ICT Monthly Meeting 14/4/23	Creation of document	Careers & Employability Manager	April 2026/As required
Related policies				
None suggested by ICT Committee				
External Reference				
None suggested by ICT Committee				

* Version numbers convention:

Creation of document	e.g. 1.0
Review of document is a new version	e.g. 2.0, 3.0
Document amended outside of scheduled review is a new iteration of the same version	e.g. 1.1, 1.2

1. Policy Statement

1.1 ICMP is committed to ensuring the effective off-boarding of graduating students from relevant data systems and resources while also providing a level of support to Recent Graduates as indicated below to help assist with the attainment of quality graduate outcomes.

1.2 Graduating Students will retain access to an ICMP email for no longer than three months after the cessation of their study at ICMP (the last working day of July of the intended year of completion for undergraduate students including CertHE and the last working day of December of the intended year of completion for postgraduate students) After this point, they will lose access to this email and any associated data. They will be advised of this at key points throughout their time as Final Year Students.

1.3 The deadline for Undergraduate access to ICMP emails and Office 365 suite is 31st August in the year in which their programme of study is completed. The deadline for Postgraduate access to ICMP emails and Office 365 suite is 28th February in the year following the year in which their programme of study is completed. They will be advised of this at key points throughout their time as Final Year Students. Access to Facilities covers the ability to book rooms for personal use under their own name using the same rights as a current student for the period in question as well as the ability to book equipment exclusively for on-site use. Access to booking of The Venue in the Queens Park Campus is not covered by this policy.

1.4 Recent graduates retain access to support from the Careers & Industry Hub for 24 months after the cessation of their programme of study. Support from the Careers & Industry Hub covers access to the ICMPLife platform and the Careers+ platform and related services (for which they will need to create a 'Graduate' profile to replace their student profile ahead of their student email being deleted). Access to the Careers+ platform covers access to the support provided through the platform including the ability to book 'Appointments' with the team, book into extracurricular 'Events', access 'Opportunities' listings and 'Pathways' resources and any additional functionality developed by the platform developers GTi for which current students are deemed eligible by the Careers & Industry Hub. Recent graduates also retain access to targeted programmes of support developed by the department which will be reviewed on a case-by-case basis on review of individual eligibility. Access to the ICMPLife platform is retained by Alumni and Non-Graduating Alumni as defined in points 4.3 and 4.4.

2. Purpose

2.1 The purpose of the policy is to identify the key dates and processes necessary for off-boarding graduating students from ICMP systems as they reach the end of their programme of study and identify both the specific resources accessible by recent graduates and the parameters for this access

3. Scope

3.1 The policy applies to all final year students (CertHE, Degree and Masters level) and recent graduates as defined in point 4.0

3.2 The policy applies to access to ICMP support and resources after the cessation of study at ICMP through completion or non-completion of a programme of study.

3.3 The policy applies to access after the cessation of study at ICMP through completion or non-completion of a programme of study to an ICMP student email and the Microsoft Office 365 suite of programmes, access to ICMP facilities (as defined in the Policy Statement above) and access to support from the Careers & Industry Hub (as defined in the Policy Statement above)

4. Definitions

4.1 'Graduating Student' refers to CertHE, Degree and Masters level students who have completed their final year of a programme of study at ICMP but have not yet officially graduated

4.2 'Recent Graduate' refers to former students who have officially graduated and are within the 15-month window after graduation before they are surveyed by HESA for Graduate Outcomes.

4.3 'Alumni' refers to former students who have officially graduated are outside of the 15-month window after graduation before they are surveyed by HESA for Graduate Outcomes.

4.4 'Non Graduating Alumni' refers to former students who haven't officially graduated and are outside of the 15-month window after graduation before they are surveyed by HESA for Graduate Outcomes.

5. Roles and Responsibilities

5.1 The Careers & Employability Manager is responsible for creating the policy document managing access to the Careers & Industry Hub as outlined in this policy

5.2 The IT Manager is responsible for managing access to the Office 365 suite of programmes for current students and recent graduates as outlined in this policy

5.3 The Head of Student Records, Data, and Systems is responsible for managing student information systems containing data pertaining to current students.

5.4 The Head of Facilities is responsible for managing access to ICMP Facilities for current students and recent graduates as outlined in this policy as outlined in this policy

6. Monitoring and Review

6.1 The policy will be monitored and reviewed on an annual basis with recourse to reviewing earlier as required in line with portfolio development