

Quality Code for Higher Education

Student Handbooks

Reference Code: 10.2
Version: 4.1
Date: August 2016

Date of Implementation: August 2016

Originator: Higher Education & Skills
Approval by: Higher Education Learning & Teaching Committee

Date for Review: July 2017

Description: The Code sets out the College's requirements for the production of student handbooks by academic Departments and applies whether the handbooks are produced at Department, programme or other level.

NOTE: Where the awarding body has different requirements this will take precedence over the College's Code of Practice (CoP)

Responsibilities: Academic Heads / Curriculum Managers
Curriculum Leaders

Applications for exemptions to: Higher Education Learning & Teaching Committee

Report Exemptions to: Higher Education Learning & Teaching Committee

Links to UK Quality Code for HE: [Chapter B3](#)

Student Handbooks (on campus provision)

INTRODUCTION

This Code of Practice (CoP) sets out mandatory requirements for Departments to produce student handbooks for each academic year (including programmes starting at any time during the year). The template continues to achieve a balance between purely Departmental and wider College information, considering the implications of the information provided for students. The need remains to ensure consistency across all programmes and to recognise all issues that have a direct bearing on students' learning experiences – e.g. academic regulations and appeals, availability of support services, as well as important local information.

AUTHORITY

The Higher Education Learning & Teaching Committee and the College Higher Education & Skills Department are the final arbiters of the application and interpretation of this CoP.

SCOPE OF THE CODE

This CoP governs the production of handbooks at Departmental/programme level for on campus provision at HNC/D, FDa and undergraduate levels. This CoP is superseded by any handbook regulations provided by the appropriate Awarding Body.

CONTENT

Templates

Departments must provide all students with a handbook which may be at programme, Departmental or similar level but which must contain the information specified in the relevant template, below. The template specifies text which must be used (without modification), and other information to be provided by the department as Departmental/programme specific information.

The template is updated annually in consultation with relevant Departments, services, and Awarding Bodies.

Links to College on-line handbooks

The template contains links to the relevant College on-line student handbooks (usually portal links) to demonstrate to students that the Departmental/programme level information is one part of the totality of information provided by the College and relevant to their experience as students. The links specified in the templates must be included as stated.

FORMAT

An electronic copy of the handbook must be made available to students. A paper (or alternative) form of handbook must be made available to students on request.

Provision of copies

An electronic copy of the handbook must be provided to the Higher Education & Skills Department by the start of the new academic session (or start of the programme if a non-standard start date) for inclusion in the central repository.

Module information

The following information relating to modules must be provided to students, whether through paper module handbooks or electronic means:

- Submission dates for assessed work (summative and formative)
- Methods of assessment and methods of reassessment

- Module learning outcomes

FEEDBACK

Feedback on the templates is welcomed at any time and should be sent to the Higher Education & Skills Department.