

## **HE Programme Handbook and Module Handbook/Module Study Guide Policy**

### **1. Introduction**

- 1.1. Higher Education Programme Handbooks and Module Study Guides/Module Handbooks are important documents in which detailed information is communicated to students regarding their academic studies and procedures. Together, these quality documents allow the College to ensure that information is accurate for all students studying higher education. Publishing these documents enables students to understand how we intend to deliver academic standards in collaboration with their awarding institutions.

### **2. Definition and Links**

- 2.1. A HE Programme Handbook details the programme learning outcomes and the means by which these outcomes are achieved and demonstrated. It is primarily a mechanism for enabling students to understand what a programme may enable them to achieve and how such achievement is realised through the learning, teaching and assessment methods on offer. It should also indicate what successful achievement leads to in terms of career paths, or further study. It should also inform students of the services offered by the College, frequently asked questions and the academic regulations of their awarding institution. The handbook template is often provided by the awarding institution.
- 2.2. A Module Handbook/Module Study Guide is a detailed document relating to an individual module. This document describes the learning outcomes, programme delivery, teaching methods, reading list and assessment for one module.

### **3. Policy Statement**

- 3.1. A HE Programme Handbook must be available for all students enrolled onto a course of higher education study. As part of the induction process each year, all students must be informed of the location of these documents and the key information within each document.
- 3.2. A Module Handbook must be available for each module studied as part of a programme. During the first week of all modules, all students must be informed of the location of these documents and the information within each document.

#### **4. Aims**

4.1. The aims of this policy are to ensure the accuracy of information for all HE Programme and Module Handbooks. Handbooks are provided to students at two levels; a HE Programme Handbook is produced by Higher Education Academic Leads or Programme Leaders and Module Handbooks/Module Study Guides are produced by Module Tutors responsible for their modules.

#### **5. Objectives**

- Students should have access to relevant and accurate information.
- Students are clear of expectations at programme and module level.
- Every piece of information should have a defined owner responsible for producing and maintaining it.
- Students are clearly signposted to HE relevant regulatory framework for their programme.
- Standardisation and quality assurance of these documents by a Programme team and an External Examiner will take place before these are made available to students.
- HE Programme and Module handbooks must be available online as a minimum.

#### **6. Criteria for Use**

- 6.1. The college will produce templates annually for both programme and module handbooks to ensure consistency across the provision.
- 6.2. It is acknowledged that any template or model that handbooks use may vary between awarding institutions. A list of suggested headings in the accompanying procedure is intended to indicate the minimum level of content which would normally be expected to be included in a Module Handbook or Module Study Guide; it is not expected that all handbooks should provide this content in an identical format. Guidance notes will support completion.

#### **7. Implementation**

- 7.1. The policy will be implemented in conjunction with the Operating Procedure by Higher Education and HE academic Leads and Programme Leaders, working with and through course teams.
- 7.2. The overall responsibility for the implementation of the policy across all Higher Education programmes and courses lies with the Assistant Principal of Higher Education, working with HE Academic Leads and Programme Leaders.

## 8. Method of Monitoring

8.1. This policy will be monitored through the Higher Education Academic Management Group.

8.2. **Authorship:** Higher Education Programme Leader: Sport and Public Services

8.3. **Date:** October 2020

8.4. **Reviewing Officers:** HE Academic Management Group

*This document is available in a variety of formats. Student Services or main reception will supply guidance on the range*

### **Policy Approval**

Name of reviewing Executive Committee: <b>Strategic Leadership Group (SLG)</b>	Chair: <b>B Meredith</b>
Date: 28 <sup>th</sup> October 2020	Signature: 