



# HIGHER EDUCATION

## Chichester College Group Course Handbook Policy 2017-2020



In line with the advice published by the Competition and Markets Authority (CMA), ESG Standards (1.4, 1.8) and the expectations of the UK Quality Code for Higher Education (Part C) as at June 2017.

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# Chichester College Group

## Higher Education

### Course Handbook Policy

#### 1. Aim and Objectives

- 1.1 Aim: to ensure that all students have access to essential information required to enable maximum success on their chosen course
- 1.2 Objective: to set minimum standards for content of student course handbooks in line with the advice published by the Competition and Markets Authority (CMA) and the expectations of the UK Quality Code for Higher Education (Part C, May 2015). It has been developed alongside changes to the Key Information Set (KIS) resulting from the “review of provision of information about learning and teaching, and the student experience”.

#### 2. Contents of Student Course Handbook

- 2.1 The course handbook may be a print document however it should also be uploaded to ChiOnline.
- 2.2 The following contents are expected to be included:

##### 2.2.1 Introductory course information

- The handbook should clearly indicate the course title, awarding body and academic year covered
- The name of the award students will receive on successful completion of their course
- Length of course (to include full time and part time modes of study)
- The start and end date of the course
- Location of study (to include the name and geographical location where the course will be delivered)
- Timetable information
- Signpost to relevant policies and procedures (Academic Appeals, Complaints Procedure and Assessment Policy)

##### 2.2.2 Course structure and delivery

- Purpose and key features of the course

- Structure of the academic year (key dates and assessment plan to include dates for exam boards)
- Indicate how each year of the course is broken down into course units or modules, where appropriate, and the contribution made by these units to the end of year mark and to the final course mark

### **2.2.3 Module information**

- Inform students about the general level of knowledge, skill and expertise of the academic delivery team to deliver the chosen core and optional units of the course
- Explanation why optional modules may not run and how they will be chosen
- Indicate which modules include work-related learning, work experience and/or employer input

### **2.2.4 Teaching and learning**

- Provide an overview of teaching and learning activities
- Give indicative class sizes where possible
- Indicate the workload involved on studying on the course
- Provide an overview of learning and disability support
- Provide information about the staff that teach on the course (to include contact details)
- Provide a link to the Programme Specification
- Provide information about course-related costs (to include equipment list)

### **2.2.5 Assessment and feedback**

- Inform students about progression opportunities
- Provide an overview of formative and summative assessment strategies
- Explain arrangements for returning marked work and providing feedback
- Stipulate regulations and procedures for submitting coursework, submitting work on time and penalties for non-compliance (HE Assessment Policy)

### **2.2.6 Student support and services**

- Signpost to financial support services
- Signpost to accommodation and living costs
- Signpost to the Student Experience Team, the Student Union and contact details for the Student President

- Provide dates of the Student Conferences and Staff Student Liaison Committee meetings
- Signpost to academic and pastoral (to include contact details of the HE Student Advisor and the School and College Outreach and Engagement Officers)
- Signpost to career and progression advice (Positive About Futures)