

**University Code of Practice**

**Student Handbooks (on campus provision)**

**Document Reference**: Student Handbooks (On Campus Provision)

**Version**: 6 10 **Date**: Oct 19

**Approved By**: Education Committee (EC)

**Originator**: Quality

**Responsibilities**: Heads of Academic Unit

**Application to collaborative provision: Not applicable**

**Contacts**: quality@hull.ac.uk

**Applications for exemptions to**: Education Committee (relating to templates 1 and 2)

Research Degrees Committee (re template 3)

**Summary/ Description**:

The Code sets out the University’s requirements for the production of student handbooks by the academic unit and applies whether the handbooks are produced at academic unit, programme or other level.

Specifically, the code contains three templates which contain text which **must** be used. This text provides a summary of university regulations or procedures designed to ensure consistency and accuracy of the information provided. The three templates are:

* Template 1: Undergraduate
* Template 2: Postgraduate Taught
* Template 3: Postgraduate Research (*provided by the Doctoral College*)

The code also contains annexes which **must** be included in handbooks (paras 7-8)

**Version 6 10** (Oct 19)

Housekeeping

* Replaces School with Academic Unit
* Replaces Learning and Teaching Enhancement with Quality
* Replaces University Learning and Teaching Committee with Education Committee

**Version 6 09 (Apr 18) introduces the following changes:**

* Replaces Learning Enhancement and Academic Practice (LEAP) with Learning and Teaching Enhancement (LTE)

**Version 6 08 (Aug 2015) introduces the following changes:**

* Updates references from Quality Office to LEAP

**Version 6 07 (Feb 2011) introduces the following changes:**

* Updates the code with reference to the new committee structure

This university Code has been written in accordance with the approach approved by the Education Committee to enhance clarity involving the following terminology:

**must** = mandatory

**should** = advisable

**may** = desirable.

Where these terms are used they are emphasised in bold.

**This document is available in alternative formats from Quality**

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**University Code of Practice**

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# Introduction

#### This Code of Practice sets out mandatory requirements for academic units to produce student handbooks for each academic year (including programmes starting at any time during the year). The templates continue to achieve a balance between the academic unit and wider University 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 direct bearing on students’ learning experiences – e.g. academic regulations and appeals, availability of support services, as well as important local information.

# Authority

#### The Education Committee is the final arbiter of the application and interpretation of this code of practice.

# Scope of the code

#### This code governs the production of handbooks at academic unit/programme level for on campus provision at undergraduate, postgraduate taught and postgraduate research levels.

# Application to collaborative provision

#### This code does **not** apply to collaborative provision.

# Content

## Templates

#### Academic units **must** provide all students with a handbook which **may** be at programme, academic unit or similar level but which **must** contain the information specified in the relevant template, below. Each template specifies text which **must** be used (without modification), and other information to be provided as academic unit/programme specific information.

#### Each template is updated annually in consultation with relevant academic units and services.

##### Template 1: undergraduate provision

##### Template 2: postgraduate taught provision

##### Template 3: research degree provision.

## Annexes

#### The following annexes are provided:

##### Annexe 1(a): Personal Supervisors: Guidelines for Staff and Undergraduate and Taught Postgraduate Students

##### Annexe 1(b): Postgraduate Research Students: Code of Practice

##### Annexe 2: Referencing Guidelines

##### Annexe 3: University Mitigating Circumstances Form

##### Annexe 4: Academic Year Chart

#### The annexes **must** be included in handbooks as follows:

| **Template / Annexe** | **1(a)** | **1(b)** | **2** | **3** | **4** |
| --- | --- | --- | --- | --- | --- |
| Undergraduate provision (template 1) | ✓ |  | ✓ | ✓ | ✓ |
| Postgraduate taught (template 2) | ✓ |  | ✓ | ✓ | ✓ |
| Postgraduate research (template 3) |  | ✓ | ✓ |  | ✓ |

## Links to University on-line handbooks

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

# Combined Programmes

#### Particular attention **must** be paid to students on combined (three subject) programmes. The academic units involved **should** decide whether this is best achieved by separate handbooks. Where this is done – and where the practice of the academic units is to produce handbooks at programme of study level - the academic unit **should** ensure that all students are receiving the required information.

# 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 Faculty office and Student Services Directorate 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.

*Explanatory note*

* Electronic copies may be provided to students as .pdf, as a URL for the academic unit’s (public) web site, through the academic unit’s VLE or other electronic forms
* Student Services Directorate will ensure that electronic copies of handbooks are stored within the University’s central repository for ease of access when advising students who use the Service.

# 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 on previous student feedback on the module (obtained by Module Evaluation Questionnaires, focus groups or other).

# Feedback

#### Feedback on the templates is welcomed at any time and should be sent to the Quality team.