**Annex D: Information to Students**

# Requirements

Divisions should ensure that students receive or have ready access to detailed information about all aspects of their course of study including at least the following information:

* Information about the Division including office locations, and staff and their roles.
* Course specification.
* Module specifications.
* Where relevant: requirements for recognition by/membership of professional or statutory bodies.
* Timetable information (teaching and examinations).
* Attendance and private study requirements and expectations.
* Assessment requirements.
* Assessment deadlines – these must be communicated to students at the beginning of the academic year. Where possible, assessment deadline schedules are expected to be timetabled in collaboration with students (see [Annex M: *Student Evaluation*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-m), section 5.8).
* Penalties for late submission of work.
* Assessment criteria.
* The Division’s coursework retention policy.
* Arrangements for transferring between courses of study or modules.
* Arrangements for personal academic support/academic adviser.
* Arrangements for monitoring progress.
* Arrangements by which student feedback is obtained and considered.
* Academic support services.
* Student Support and Wellbeing services.
* Academic discipline, including plagiarism and duplication of work.
* Examination conventions.
* Examination paper rubrics.
* Procedures for mitigation of extenuating circumstances and arrangements for submission of medical and other such evidence.
* Complaints and appeals procedures.
* The name, position and institution of their External Examiner(s), to include a clear statement that under no circumstances should students contact External Examiners directly.
* Web address and information of where students can view the most recent External Examiner reports (this is with the exception of any confidential report submitted separately by an External Examiner).
* Where applicable, advise students that where they require the convenor’s approval to take a particular optional or elective module that the module will require manual administration outside of the online module registration process.

# Divisional Liaison

Each Division will have a nominated staff member (such as a member of the Divisional Office administrative staff) who is responsible for ensuring appropriate and timely liaison and communication with student representatives and with Kent Union.