GUIDANCE ON PUBLISHED INFORMATION IN PARTNER COLLEGES

January 2015
The University is required to maintain oversight of all material published by its Partner Colleges about their Kent HE programmes. The memoranda of cooperation state:

“Use of the University’s name will be subject to the submission of draft advertisements/publicity material to the University prior to publication. The University will exercise editorial control over all references to the University”

New Programmes

New programmes may not be advertised by the Colleges until full approval has been given. The University will not provide a UCAS code for new programmes until they have been approved by the University’s Programme Approval Sub-committee. In exceptional circumstances the University will permit courses to be advertised “subject to approval” if the formal agreement of the Senior Deputy Vice Chancellor, acting on behalf of the Executive Group has been obtained.

Publicity Materials

Franchised College programmes are listed in the University undergraduate prospectus and on the University website. The University’s Communications and Marketing Office will contact College representatives in October each year to ask them to update their entries in the prospectus. The University prospectus is published in March for courses beginning eighteen months later and this forms the basis for information on the University website. If Colleges wish to change their entries on the University website at other times, they should contact their Partnership Development Officer in the first instance.

Colleges may include Kent’s logo on their website and in their prospectuses and should ensure that the relationship between the College and Kent is accurately portrayed as it is in other publicity material. Publicity materials produced by the College for University of Kent courses (both validated, validated plus and franchised) should be submitted for approval via the Partnership Development Officers. The College should also notify the PDOs if any changes are made to the courses published on College websites. Any publicity should state that the advertised programme is validated by the University of Kent.

Student Handbooks

Programme handbooks for all Kent validated courses should be submitted to the University by the end of July each year so that they can be checked for accuracy before they are issued to students in September. Attached at Appendix 1 is a suggested template for these handbooks which provides a list of the information which should be included. Draft handbooks should be sent to the Partnership Development Officers who will send them to Academic Schools for checking.
ANNEX 1

Information to be included in College Handbooks

Introduction
  o Introduction by College
    ▪ Relationship to the University
    ▪ Faculty/School/college structure

Credit Framework
  o Introduction to Credit Framework
  o Outline of Credit Framework
  o Programmes of Study
    ▪ Credits explanation
    ▪ Module Levels
    ▪ Stages
    ▪ Award of Credits
    ▪ Award of Classification

Programme Structure
  o Programme status (i.e. franchised, validated plus, validated)
  o Structure
    ▪ No of Credits and Modules required
    ▪ Module outlines
  o Programme Specification and Learning Outcomes (link to relevant University Page)
  o Module Specifications (link to relevant University Page)

Teaching Assessment and Examination
  o To Include:
    ▪ Deadlines
    ▪ Module Evaluations/feedback forms
    ▪ Appeals and Complaints procedure
    ▪ Concessions Procedures
    ▪ Arrangements for Examinations
    ▪ Academic integrity i.e. plagiarism
    ▪ Retention of coursework policy

Timetable Information
  o Teaching Hours/term dates/teaching rooms

Attendance at Lectures/Seminars and Supervisions/Tutorial

Arrangements
  o University/College regulations
  o Intermitting Procedures
    http://www.kent.ac.uk/ualt/quality/guidance/intermissionprocedures.html
  o Withdrawal Procedures
Changing Programmes of Study/Mode of Study

**Pastoral Care***
- Personal Tutor
- Student Guidance and Welfare
- Access to Disability, Dyslexia and Support Service
- Counselling Services including the University of Kent’s Department [http://www.kent.ac.uk/counselling/](http://www.kent.ac.uk/counselling/)

**Academic Support***
- Student Learning Advisory Service [http://www.kent.ac.uk/uelt/learning/](http://www.kent.ac.uk/uelt/learning/)
- English Language Unit

**Information on the University Student Data System***
- Access to the Student Data System
  - University Logins
- Personal Details
- Module Registrations
- Coursework, Exam and Programme Results

* University facilities and services available to College based students vary depending on the validation model under which their programme is offered. The appropriate services are outlined in the Getting Started handbooks which are sent to all new Partner College students on enrolment.