PROGRAMME HANDBOOK

INSERT PROGRAMME TITLE

INSERT ACADEMIC YEAR

Please delete and/or replace the red guidance text throughout the handbook

with your latest information in black font.

Dear programme leaders, you may either complete this word document and upload it onto your programme Moodle page for students to access or provide this information directly onto the relevant programme Moodle page using the heading and sections included in this template as a guide – or both whichever you feel is best. However you choose to share this essential programme information, do ensure you make students aware of where to access it.

Once the handbook has been completed and the red text has been removed, the Contents page should be updated to reflect the correct page numbers. This can be actioned using the following steps:

1. Hover over the contents section
2. Right click, in the drop-down menu select “update field”, a pop-up box will appear
3. The pop-up box will ask whether you want to Update page numbers only or update the entire table.
4. Select update the entire table, select OK.
5. The table numbers should now be correct.
6. This action can be repeated any time a change is made to the document which impacts on the page numbers.

Contents

[1. Welcome message from your Programme Leader 3](#_Toc167868390)

[2. Programme Leader and Key contacts (academic queries) 4](#_Toc167868391)

[3. Student Support Services 5](#_Toc167868392)

[4. Key dates 5](#_Toc167868393)

[5. Aims and learning outcomes 5](#_Toc167868394)

[6. Programme structure 6](#_Toc167868395)

[7. Academic integrity and academic skills support 12](#_Toc167868396)

[8. Your timetables and study workload 12](#_Toc167868397)

[9. Attendance and Engagement 13](#_Toc167868398)

[10. Professional body accreditation 13](#_Toc167868399)

[11. Student representation 13](#_Toc167868400)

[12. Additional programme information 13](#_Toc167868401)

[13. What to do if things go wrong 14](#_Toc167868402)

[14. Changes to the programme 16](#_Toc167868403)

### Welcome message from your Programme Leader

Please insert a welcome message and a brief introduction to the programme, followed by this introduction to the handbook:

This handbook provides essential information on your programme, including key contacts, programme aims, structure and workload, assessment information and many other topics. We recommend that you familiarise yourself with its contents as soon as possible to help ensure a smooth start to the academic year.

### Programme Leader and Key contacts (academic queries)

The contact details for your Programme Leader and Deputy Programme Leader / Year Tutor are provided below.

Contact details for your module leaders and other key staff who will be working with you are provided in the module handbooks and Moodle sites.

Insert photo

Programme Leader: insert name

Location: insert details

Email: insert address

Tel: insert number

Office hours: insert details

Insert photo

Deputy Programme Leader or Year Tutor as applicable : insert name

Location: insert details

Email: insert address

Tel: insert number

Office hours: insert details

Insert photo

Deputy Programme Leader or Year Tutor as applicable : insert name

Location: insert details

Email: insert address

Tel: insert number

Office hours: insert details

### Student Support Services

Please insert centre specific support arrangements covering these topics: Employability, Academic registry, Student wellbeing and advice services.

To find university of Greenwich specific information please visit our [digital student centre.](https://studentcentre.gre.ac.uk/)

For academic queries, always contact the staff who work with you on your academic programme - your programme leader, module leader or personal tutor.

### Key dates

Please add term dates, examination periods and University closure dates.

**You must ensure that you are available during all term time and examination periods that are applicable to your programme.**

### Aims and learning outcomes

Please insert the aims and learning outcomes of the programme, taken from the current version of the Programme Specification, as approved at the most recent approval or review event.

### Programme structure

Please insert below module information for the levels of the programme that are running in the academic year that the handbook applies to.

This information can be copied directly from the “programme structure” section of the programme specification document.

If applicable, indicate prerequisite modules or any named endorsement that applies when a specific set of modules (e.g., options) are completed.

If applicable, provide additional tables to show the structure for alternative modes of study (e.g., full-time, part-time, etc).

| Year 0 (delete or add rows as necessary) | | |
| --- | --- | --- |
| Total credits  per year: | |  |
| Total number of optional credits to be selected: | |  |
| Mode | |  |
| Level | Module code | Module title | Credit value | Compulsory or Optional | Optional Group | Part of Term | Endorsement (if applicable)  Please indicate which endorsement the optional module relates to. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| Year 1 (delete or add rows as necessary) | | |
| --- | --- | --- |
| Total credits  per year: | |  |
| Total number of optional credits to be selected: | |  |
| Mode | |  |
| Level | Module code | Module title | Credit value | Compulsory or Optional | Optional Group | Part of Term | Endorsement (if applicable)  **Please indicate which endorsement the optional module relates to.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| Year 2 (delete or add rows as necessary) | | |
| --- | --- | --- |
| Total credits  per year: | |  |
| Total number of optional credits to be selected: | |  |
| Mode | |  |
| Level | Module code | Module title | Credit value | Compulsory or Optional | Optional Group | Part of Term | Endorsement (if applicable)  **Please indicate which endorsement the optional module relates to.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| Year 3 (delete or add rows as necessary) | | |
| --- | --- | --- |
| Total credits  per year: | |  |
| Total number of optional credits to be selected: | |  |
| Mode | |  |
| Level | Module code | Module title | Credit value | Compulsory or Optional | Optional Group | Part of Term | Endorsement (if applicable)  **Please indicate which endorsement the optional module relates to.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| Year 4 (delete or add rows as necessary) | | |
| --- | --- | --- |
| Total credits  per year: | |  |
| Total number of optional credits to be selected: | |  |
| Mode | |  |
| Level | Module code | Module title | Credit value | Compulsory or Optional | Optional Group | Part of Term | Endorsement (if applicable)  **Please indicate which endorsement the optional module relates to.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

### Academic integrity and academic skills support

Academic achievement at the University of Greenwich is based on values of academic integrity, honesty, and trust. As a student, you are expected to take responsibility for the integrity of your own work, including asking for clarification where necessary. Any improper activity or behaviour which may give you an academic advantage in assessment is considered to be assessment misconduct. Allegations of assessment misconduct will be considered under the University’s Assessment Misconduct Procedure and may result in a penalty being imposed.

To help you to work with academic integrity and avoid committing an academic offence, there are plenty of academic skills support, guidance, and resources available at the following links:

* Academic Integrity - <https://libguides.gre.ac.uk/courses/integrity>
* Academic and Digital Skills support - <https://www.gre.ac.uk/academicskills>
* Guidance on use of AI - <https://docs.gre.ac.uk/rep/information-and-library-services/ai-guidance>

**Assessment misconduct**

If it has been reported that you may have committed an assessment offence, an independent person within your School will investigate the allegation made against you. Information about what constitutes an assessment offence and what the process looks like can be found at [Assessment Misconduct Procedure](https://docs.gre.ac.uk/rep/sas/academic-misconduct-policy-and-procedure-taught-awards).

### Your timetables and study workload

Please insert information relating to timetables for students on this programme of study, where students can find their timetables, who to contact if they have queries and induction activities.

It is important to be aware that the expectation for full-time study is approximately 35 hours per week. In addition to contact time with teaching staff, your study workload includes your independent study, your work on coursework assessments and examinations and any additional learning activities such as visits, placements, group work or skills practice. In higher education, one credit is understood to represent a notional study period of ten hours, therefore 120 credits require 1,200 hours of study.

Whether you are studying on a full- or part-time basis, it is essential to plan ahead and ensure your chosen mode of study is compatible with your home life and other caring or work responsibilities. If you have any questions or concerns regarding your study workload, please contact your personal tutor or programme leader at an early stage to discuss this and find the best way forward for you.

### Attendance and Engagement

Engagement is widely recognised as being essential for successfully achieving your full potential when studying.

More information on the University policy and procedure can be found at: [Student Attendance and Engagement Policy & Procedure](https://www.gre.ac.uk/student-services/student-attendance-and-engagement)

Please insert any attendance and engagement relevant to your institution.

### Professional body accreditation

This section should state if the programme has professional body accreditation/validation, provide brief details and if appropriate, a link to the relevant PSRB website. Please include any specific requirements, regulatory derogations, or criteria for the accredited award.

If the programme is not accredited, please do not delete this section but state that ‘This programme is not accredited by a Professional, Statutory or Regulatory Body’.

### Student representation

Please include references to any committees within your institution which have student representatives on them and indicate how you use the feedback to drive change and how students are informed of the outcomes.

### Additional programme information

**Activities:**

Please provide information on placements and visits integral to the programme.

**Resources:**

Please provide any programme specific resources that students will benefit from. For example, lab support, specialist equipment or teaching space.

In addition to the programme specific resources listed above, additional academic skills support, guidance, and resources are available at the following links:

* Library Search (reading list and resources) - <https://librarysearch.gre.ac.uk>
* The IT handbook for new students - <https://docs.gre.ac.uk/rep/information-and-library-services/student-booklet>

**Costs:**

Additional compulsory costs on the programme, such as those associated with additional activities or with equipment, printing or materials must be included. If there are no programme specific additional costs, please state that here.

### What to do if things go wrong

If you find that there is a difficulty or change in your circumstances during your programme, please contact your personal tutor to discuss the situation and find the best way forward to you.

**Changing your programme or mode of study**

If relevant to your programme of study, should you wish to transfer from full- to part-time study or vice versa, please contact your institutions programme leader or tutor.

Please provide financial information on changing programme or mode of study relevant to your institution.

**Extenuating circumstances**

The University recognises there are times when matters that are unexpected and beyond a student’s control will impact on their performance and ability to complete assessments within the specified timeframe. Examples include unforeseen illness, a death in the family, or injury. Guidance on submitting an extenuation claim can be found at: [Extenuating circumstances](https://www.gre.ac.uk/student-services/support/extenuating-circumstances).

**Student Support**

Please provide a link to all the student support available such as mental health, wellbeing and disability and dyslexia support.

If you are contemplating withdrawing or interrupting your studies, please contact your personal tutor for advice and guidance.

Please provide a link to the Information on withdrawing or interrupting your studies relevant to your institution.

**Appeals**

Students have a right to appeal against decisions and recommendations made by Progression and Award Boards (PABs), outcomes following an Extenuating Circumstances claim or following Assessment Misconduct investigations. Information and guidance are available at: [Academic Appeals](https://docs.gre.ac.uk/rep/sas/academic-appeals); additional information on the review stages of Assessment Misconduct investigations is available at: [Assessment Misconduct Procedure](https://docs.gre.ac.uk/rep/sas/academic-misconduct-policy-and-procedure-taught-awards).

Students who have been withdrawn from their studies due to lack of attendance or engagement with their studies may appeal the decision as explained in the [Student Engagement Policy](https://docs.gre.ac.uk/rep/sas/student-attendance-and-engagement-policy) where relevant. The deadlines for the submission of an appeal are outlined in the policy and **must** be adhered to.

Please also include specific engagement policies at your institution.

**Complaints**

As you are registered for a university award provided by a collaborative partner college or

other organisation and are dissatisfied with the provision at your college, you should initially pursue your complaint in accordance with the college’s complaint procedure.

See Appendix A of the University’s [student complaints policy and procedure](https://docs.gre.ac.uk/rep/sas/student-complaints-procedure) for further information, The deadlines for the submission of a complaint are outlined in the policy and **must** be adhered to.

### Changes to the programme

At the University of Greenwich, we value feedback from students as well as External Examiners and other stakeholders and we use this information to help us improve our provision.

Please insert an example of a response to feedback on your programme.

Important note: The University of Greenwich and **(Partner Institution name)** will do all that it reasonably can to deliver the programme and support your learning as specified in our handbooks and other information provided. However, under some circumstances, changes may have to be made. This may include modifications to the:

* content and syllabus of modules, including in relation to placements
* timetable, location and number of classes
* content or method of delivery of your module
* timing and method of assessments.

This might be because of, for example:

* academic changes within subject areas
* the unanticipated departure or absence of members of university staff
* where the numbers expected on a module are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it
* industrial action by university staff or third parties
* the acts of any government or local authority
* acts of terrorism.

In these circumstances, the University will take all reasonable steps to minimise disruption by making reasonable modifications. However, to the full extent that it is possible under the general law, the University excludes liability for any loss and/or damage suffered by any applicant or student due to these circumstances.