PROGRAMME HANDBOOK

INSERT PROGRAMME TITLE

*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.*

*\*\*\* Please note >> Refer them back to the Student Handbook*

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### 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  Office Location: insert details  Email: insert address  Phone: insert number  Office hours: insert details |

|  |  |
| --- | --- |
| Insert photo | Deputy Programme Leader/Year Tutor: insert name  Office Location: insert details  Email: insert address  Phone: insert number  Office hours: insert details |

|  |  |
| --- | --- |
| Insert photo | Deputy Programme Leader/Year Tutor: insert name  Office Location: insert details  Email: insert address  Phone: insert number  Office hours: insert details |

### Key dates

For term dates, examination periods and University closure dates, please refer to:

* [Term dates for the University](https://docs.gre.ac.uk/rep/sas/term-dates)

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

Please add to this section any variation from the standard dates, for example, where there are different start dates or if examination periods do not apply.

Please delete the following paragraph on reading week if N/A.

Personal Development Weeks: Please provide the dates and indicate if there are any scheduled activities and/or other expectations in personal development weeks so that students know if / when they need to be available. Further details can be provided at module level.

### Aims and learning outcomes

Please copy and paste the aims and learning outcomes of the programme directly from the most recent validated version of the Programme Specification.

### 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. |
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| Year 1 (delete or add rows as necessary) | | |
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| 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.** |
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| Year 2 (delete or add rows as necessary) | | |
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| 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.** |
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| 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.** |
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| 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.** |
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### 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

There will be an elected programme representative for each level of your programme. Programme representatives act as the first port of call for any suggestions, comments or queries about the academic experience on your programme. The programme representatives are responsible for collating feedback from students on your course and providing this feedback to the programme team.

Please state:

* the faculty/ programme committee(s) on which there is student representation
* how the programme team uses the feedback to drive change
* how students are informed of outcomes (e.g., “You said, we did” posted on module/ programme Moodle sites)

### Additional programme information

**Activities:**

Please provide information about any non-standard, additional, programme specific activities that are requirements. For example, if there are placements or visits that are integral to the programme.

**Resources:**

Please specify 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 in the General Programme handbook.

**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.

### Health and safety

Please add to this section any programme specific information about health and safety, if applicable.

The University takes its health and safety responsibilities very seriously. Students have a duty to take care of their own health and safety, and that of others who may be affected by their actions at university. You must co-operate with university staff to help everyone to meet their legal requirements. Please ensure you familiarise yourself with our health and safety policy. Please Check the Student Handbook for details.

Anyone experiencing an injury, listed disease, dangerous occurrence or ‘near-miss’ incident should submit a report as soon as possible using the online reporting system. Please Check the Student Handbook for details.