PARTNER 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 |

### 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 and access specialised processes such as Extenuating Circumstances and Academic appeals, 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 the term dates, examination period, university closures dates and any personal development activities dates for your partner institution.

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 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) | | |
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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 4 (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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### 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 an 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)

### 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 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 at your institution.

### 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.

### Harassment and Sexual Misconduct

Please add to this section information about the partner’s procedures for reporting bullying, harassment and sexual misconduct.

The University is committed to preventing and addressing all forms of harassment and sexual misconduct. For further information about what we are doing in this area, see our [Student Harassment and Sexual Misconduct](https://www.gre.ac.uk/about-us/governance/student-harassment-and-sexual-misconduct) webpage.

If you have experienced, bullying, harassment or sexual misconduct, please report it to your partner college according to their procedures.

### 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 institution for advice and guidance.

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

### Student Appeals

Students have a right to appeal against decisions and recommendations made by progression and award board (PAB). Information and guidance on academic appeals can be found at: [Academic Appeals](https://www.gre.ac.uk/docs/rep/sas/academic-appeals). Additional information on [Assessment Misconducts](https://www.gre.ac.uk/docs/rep/sas/academic-misconduct-policy-and-procedure-taught-awards) are available here.

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 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 Process

As you are registered for a university award provided by a collaborative partner of the University of Greenwich, if you are dissatisfied with the provision at institution, you should initially pursue your complaint in accordance with your institution’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.