Higher Education Academic Standards Summary

Approved by	HESB
Policy Owner	Director of HE & Academic Standards
Policy Author	Director of HE & Academic Standards
Scheduled review	Annually
Available on	Intranet and College Website

1. **Purpose**

1.1 The College has a full set of academic regulations and business support standards to provide an

excellent student experience in line with college expectations to offer good value and support students into next steps and employment along with maintaining OfS (Office for Students) and OIHE (Office of the Independent Adjudicator for Higher Education) requirements. This document provides an overview of these to summarise and highlight key policies and procedures for general information. Appendix A of the regulatory framework outlines the OfS standards.
[Securing student success: Regulatory framework for higher education in England - Office for Students](#)

2.   Overview

2.1 The college operates its Higher Education provision in line with the OfS standards and its internal HE Quality Framework.   Complete sets of policies, processes and procedures covering these standards are available on college portals and shared drives.

2.2 The following documents and policies related to Higher Education in the college will be advertised and published on the college website for external information:
❑ College Governance minutes
❑ Annual Higher Education Access and Widening Participation Statement
❑ Student Protection & Transfer Plan and Course Closure Policy
❑ Higher Education Fees and Admissions Policy
❑ Higher Education Academic Standards Summary
❑ Higher Education Complaints Policy
❑ Higher Education Student Support information
❑ Freedom of Speech & Guest Speakers Policy
❑ College Safeguarding & Prevent, Health & Safety, IT Fair Use and Data Protection and Retention Policies
❑ Individual Course Information on course content, standards and entry requirements

There is dedicated HE Student Communicatons Plan which provides a whole college approach to HE communication before, during and after their learning in college.

2.3 The following documents and policies are available on the Learner Hub for HE students' information and self-access:
❑ HE Assessment Boards
❑ HE Academic Integrity & Malpractice Policy
❑ HE Academic Appeals Policy and Form
❑ College Assessment and Verification Policy
❑ College Teaching and Learning Standards
❑ HE Break in Learning and Extenuating Circumstances
❑ HE Personal Tutoring Policy
❑ HE Student Code of Conduct
❑ HE Student Engagement
❑ HE Research Ethics
❑ HE Work Experience and placements

Key summary information on these polices is also contained within your HE Course Handbook.

2.4 **Course Validation** is an integral part of curriculum planning. The college follows a rigorous procedure alongside business planning to ensure its HE course offer is subject to scrutiny and review including taking on board student feedback and external examiner reports. External Examiner

reports are published for students on the internal hub and the relevant MS Teams page for each course.

2.5 In line with the College **Employer Engagement Strategy** significant consultation with employers and external experts as well as staff and students should be a key part of the course design process according to the UK Quality Code for Higher Education. This takes time to coordinate and feedback into the course content and design.

2.6 **Quality review** of provision is a key part of the college approach to maintaining and continuously improving standards and providing high levels of student satisfaction.

2.7 **Student Engagement** is central to maintaining and raising standards. The college seeks to elect course representatives on each HE course to contribute to course level unit reviews and meetings along with attendance at HE wide college level meetings and play a part in college Student Union meetings.   Open election to Student Union and Student Governor positions are held annually.

3.   Expectations on Students

3.1 To attend all induction events lectures, tutorials, workshops, examinations and other activities forming part of the programme (apart from absence for genuine medical reasons or other special circumstances).

3.2 To submit both formative and summative assessments as required for the programme on time.

 3.3 To undertake adequate preparation for any activity you are required to undertake outside the college, always conducting yourself in an appropriate manner.

3.4 To comply with any relevant professional standards relating to your programme and/or any special conditions set out in your programme handbook or notified to you by the College.

3.5 To comply with the college behaviour policy which is available on the college website.

3.6 To wear your student ID card and lanyard at all times whilst on college premises.

3.7 To actively engage with the College by checking your college email account regularly for updates and current information.

3.8 To disclose any unspent criminal convictions or ongoing criminal investigations when applying to the college or received whilst studying with the College.

3.9 To notify Student Services of any changes to your name, term-time address and/or home address, or any other change to information supplied by you in your application.

3.10 To notify the College of any changes in circumstances, including your health status or any police investigations where this has a direct impact on your ability to undertake a specific programme of study.

3.11 To pay any tuition fees and other expenses relating to your programme in a timely manner.

3.12 To inform Student Services in writing via if you wish to withdraw from, transfer or suspend your studies.

3.13 To comply with all relevant college and awarding body regulations, which may be amended from time to time. Full updates on college policies and procedures are available online.

3.14 To avail yourself of extra support and undertake self-study and research in the LRC and at home

using college recommendations to enable you to complete your studies successfully.

4.   Other documentation and policies

4.1 The full range of college policies including Equality & Diversity, Data Retention and Protection, IT Fair Use, Fitness to Study Policy and Careers support is available on the college website.

Document Change Record

Version	Description of Change	Changes Made By	Date	SLT App Date
V.1.0	•			