

Student Handbook Policy

There shall be a Student Handbook for all students registered on an LIS undergraduate programme.

Given that the School has only one programme, this Student Handbook shall also include a summary of programme-specific information, as well as a link to the full Programme Specification and Module Forms, which shall be held on the Learning Management System (LMS).

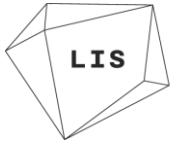
The Student Handbook shall be given in hard copy to each registered student at the beginning of each Academic Year and shall be available on the LMS.

Information in the Student Handbook should be presented in clear, accessible, student-friendly language.

To avoid duplication of information, students should be clearly signposted to relevant School policy documents.

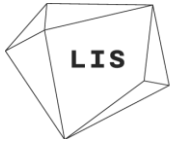
The Student Handbook shall contain:

- Welcome and introduction
- Academic calendar
- List of staff (academic and support) their contact details and availability arrangements
- Name, position and institution(s) of the external examiner(s) involved in the Programme
- Introduction to the Programme
 - Programme overview
 - Programme structure (including exit awards)
 - Learning objectives
 - Indicative timetable
 - Learning resources
 - Link to Programme Specification
- Overview of Modules
 - Factual information (titles, tutors, types, level, credit value, mode of delivery, learning outcomes)
 - Indicative content
 - Link to Module Forms
- Student support
 - Academic support
 - Wellbeing support and counselling
- Social and extracurricular activities
- Careers and professional development
- Facilities
- Health and Safety (including link to [relevant policy](#))
- Student association
- Student voice



- Equality, Diversity and Inclusion (including link to [relevant policy](#))
- Disability and reasonable adjustments (including link to [relevant policy](#))
- Finance and financial support
- Links to major policies and procedures, including
 - [Registration Policy](#)
 - [Attendance Policy](#)
 - [Academic Progress Policy](#)
 - [Extensions, Deferrals and Extenuating Circumstances Policy](#)
 - [Academic Misconduct Policy and Procedure](#)
 - Other [General Academic Regulations](#)
 - [Dignity at Work and Study Policy and Procedure](#)
 - [Student Code of Conduct and Disciplinary Procedure](#)
 - [Drugs and Alcohol Misuse Policy and Procedure](#)
 - [Safeguarding Policy and Procedure \(including Prevent\)](#)
 - [Student Complaints Procedure](#)
 - [Academic Appeals Procedure](#)
 - [Student Terms and Conditions](#)

The Student Handbook shall be reviewed via the Annual Programme Monitoring Procedure (set out in the School's [Programme Design, Development, Monitoring and Evaluation Procedures](#)) approved by the Academic Council prior to each Academic Year and a copy, including changes, maintained by the Registrar.



Name of policy/procedure:	Student Handbook Policy
Document owner:	Hannah Kohler (Director of Admissions and Student Support)
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Last reviewed:	08/2021
Reviewed by:	Dr Andrew Redford (Head of Quality)
Audited by:	Academic Council
Date of Audit:	03/2020 - approved
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Academic Framework Assessment and Classification Framework

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	27/02/2020	Original draft
2	Academic Council	16/03/2020	Approved