**Aston University**

**Student Handbook Policy – Taught Programmes**

**Background**

Students are entitled to receive timely, up to date information in an accessible manner. For this reason Student Handbooks are now offered mainly on-line via Blackboard and printed copies are provided on request.

The information below is the minimum information expected for each student handbook. In addition, for many programmes there will be other programme specific information that may be required, such as information about Fitness to Practise, professional codes of conduct or collaborative partners. There may be differences in the headings used in undergraduate and postgraduate handbooks.

**Approval process**

The Student Handbooks include information from central departments: Academic Services, IT Services, Library Services and others, which is updated, circulated and approved by the Chair of the University’s Learning and Teaching Committee, before being released to the Schools each year. This information is available on the Quality Team’s web pages at:

<http://www.aston.ac.uk/quality/a-z/student-handbook-guidelines/>

Within Schools there is a variety of practice as to whom has general oversight of the Student Handbook content and who finally approves it as ready for release: some Schools have a generic School Student Handbook, whereas others have individual programme Student Handbooks. Both are acceptable as long as all the relevant information is included.

Each School should have a lead reviewer for each Student Handbook that they produce. It is expected that this lead will be an academic member of staff with responsibility for the area, be that an individual Programme Leader or an Associate Dean. The Lead Reviewer must confirm that the Handbook is ready for release.

|  |
| --- |
| There needs to be a clear timetable for production so that the handbooks are ready for release to students by the start of their first stage of study. For students starting at different times of the year, the handbook should similarly be ready in good time for when students starting their studies, and timely updates provided for all continuing students. |

**Student Handbook Template (thematic)**

These headings can be used as links to where the information can be located for the student: e.g. on Blackboard.

**Table of Contents**

**Welcome from Executive Dean**

**Useful contacts**

**Student Charter information**

**Academic Calendar**

**Personal Tutor information**

**Where to go for academic/pastoral support**

**Counselling Services**

**Disability support**

**Equality and Diversity**

**Financial Advice**

**Academic Appeal procedure**

**Complaints Procedure**

**Exceptional Circumstances procedure**

**General Regulations**

**Disciplinary Regulations**

**Plagiarism/collusion and commissioning of work**

**Careers Advice**

**Sandwich/Placement Year information**

**Opportunities to study abroad**

**Student Representation information**

**Assessment Criteria**

**Project/dissertation supervision information**

**Submission and return of work for assessment**

**Programme Specification**

**Module Specifications**

**Reading Lists**

**Alumni Services**

Or:

**Student Handbook Template (alphabetical)**

**Welcome from Executive Dean**

**Table of Contents**

**Academic Appeal procedure**

**Academic Calendar**

**Academic/pastoral support**

**Alumni Services**

**Assessment Criteria**

**Careers Advice**

**Complaints Procedure**

**Counselling Services**

**Disability support**

**Disciplinary Regulations**

**Equality and Diversity**

**Exceptional Circumstances procedure**

**Financial Advice**

**General Regulations**

**Module Specifications**

**Opportunities to study abroad**

**Plagiarism/collusion and commissioning of work**

**Personal Tutor information**

**Programme Specification**

**Project/dissertation supervision information**

**Reading lists**

**Sandwich/Placement Year information**

**Student Charter information**

**Student Representation information**

**Submission and return of work for assessment**

**Useful contacts**