

GUIDELINES FOR PROGRAMME HANDBOOKS

Version No.	Description	Author	Approval	Effective Date
2.0 Version 1 – approved by Senate June 2009 Version 1.1 updated – Oct 2009	Guidelines for Departmental Programme Handbooks	Education Enhancement	Minor refresh to QAC for information, Sept 2015, October 2020	Sept 2015

Oct 2020

Version 2.0

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Guidelines for Departmental Programme Handbooks

Approved: June 2009

Updated: October 2009, September 2015, October 2020

The following is the suggested content for a Programme Handbook. Handbooks should be produced for each year of undergraduate study, and in some instances a separate handbook will be produced for postgraduate students, but all should contain the proposed content. It is recognised that more detailed information may be required for first year students. These handbooks must be issued to all students before or at the beginning of the academic year.

It is recommended that all Handbooks are published on MyPlace. All handbooks should be signed off by the Head of Department (or appropriate nominee) before being published at the start of each academic year to ensure accuracy of information.

It is recommended that references to online materials are used as much as possible to avoid duplication in hard copy.

Programme Handbooks should make explicit reference to the [Strathlife](#) student pages.

The Department/ School

- Welcome by the Head of Department/ School
- Faculty/ Departmental/ School structure chart
- Location of offices and key personnel contact details, including Advisers of Studies/ Personal Development Advisors Counsellors and departmental/ school contacts for students with disabilities
- Departmental/ School Health and Safety policy that is supplementary to the University Health and Safety Policy should be identified

Programme Dates and Attendance Requirements

Programme and module dates to note eg assignment and dissertation dates, dates for placement, module and examination timetable information, dates for field trips and laboratory work. If these dates are known they should be inserted here; if not available, a note should be included indicating how, when and where students will be informed of them. Specific attendance requirements should also be noted here.

Student engagement

- Information on staff/ student committees
- Details on how to both give and receive feedback
- 'Making the most of your Assessment and Feedback at Strathclyde' booklet should be highlighted here and a link to the relevant web page <http://www.strath.ac.uk/learnteach/informationforstudents/students/assessfeedback/>.

Details of the Programme

- Programme specification - programme aims and objectives including intended learning outcomes
- Programme regulations - programme information including compulsory and optional modules. This should either be lifted directly from the University Regulations which can be found here <https://www.strath.ac.uk/studywithus/academicregulations/> or it should simply give this weblink. There must not be any variation in what is written within the handbooks and what is written within the University [Regulations](#).
- Details around MyPlace and how to access this.

Policies

- Programme policy on attendance and performance
- Programme policy on absence – if different from University policy, if not refer students to the University Student Handbook
- Link to Academic Policy webpages including:
[Personal Circumstances Procedure](#)
[Academic Dishonesty Guide](#)
[Voluntary Suspension Guidelines and Form](#)
[Policy and Procedures on Fitness to Practise](#)
[Student Discipline Procedure](#)

Learning, teaching and assessment

- Brief description of main types of teaching used in programme delivery – lectures, seminars, tutorials, practicals etc
- Programme progression – including method of assessment, programme monitoring and review, exams and information on the role of external examiners in the assessment process
- Essay writing, including referencing and bibliographies
- Dissertation information – information about structure, supervision arrangements, credit value and assessment
- How to submit an assignment electronically, including an explanation of Turnitin
- How to request adjustments needed to learning, teaching and assessment required by disabled students

Accessibility

- Departments/ Schools must endeavour to ensure that what is provided for students is equally accessible to all students.
- Departments/ Schools must be able to offer alternative formats of the handbook if requested.

Learning resources

- Descriptions and details of any learning resources provided by the University or the programme teams that are particularly relevant to the programme and how students should make use of these, referring to the University Handbook where relevant.
- Departments/ Schools must ensure that Learning Resources are equally accessible to all students, including disabled students, and need to convey to students in the handbook their commitment to providing such accessible resources.

Personal Development Planning

Provide relevant information.

Other programme information

- Link to [Student Support and Wellbeing](#)
- Details on prizes
- Details on opportunities for exchanges, if any

Handbooks should contain a caveat that we believe the information provided is correct at date of publishing but may be subject to revision.

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