

# Procedure



**UNIVERSITY  
CENTRE**  
SOUTH DEVON



## HIGHER EDUCATION

### Public Information Procedure (PR33)

2017/18



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Date of Implementation: January 2017	CPD to support Implementation: 11 July 2017

## 1. Introduction

South Devon College is committed to providing accessible information for anyone who has an interest in Higher Education at South Devon College. In doing so, South Devon College aims to:-

- communicate the purpose and value of Higher Education to the public at large;
- to help prospective students make informed decisions about where, what, when and how they will study;
- to enable current students to make the most of their higher education learning opportunities;
- to confirm the achievements of students on the completion of their studies;
- to safeguard academic standards and assure and enhance academic quality.

Given this, not all information about Higher Education provision is in the public domain, but that certain information is signposted in a targeted fashion (QAA Chapter C).

South Devon College proactivity works within the requirements of Consumer Markets Authority Guidance for Higher Education and has aligned requirements within practice.

## 2. Key Indicator Table

The table below demonstrates how South Devon College goes about detailing the above aims of public information

	Indicator	SDC practice
1	Higher education providers publish information that describes their mission, values and overall strategy.	<p>Vision, mission, values and Strategic Plan publicly available at on South Devon College Website</p> <p>Information about organisational structure available at available at on SDC website  <a href="http://www.southdevon.ac.uk/university/public-information">http://www.southdevon.ac.uk/university/public-information</a></p> <p>Information about courses offered available at  <a href="http://www.southdevon.ac.uk/courses#university-courses">http://www.southdevon.ac.uk/courses#university-courses</a></p> <p>Information about the composition of the student population and Policies concerning information and data available at available at on SDC website  <a href="http://www.southdevon.ac.uk/university/public-information">http://www.southdevon.ac.uk/university/public-information</a></p> <p>Employability statement available at  <a href="http://www.southdevon.ac.uk/university/5-reasons-to-study-at-south-devon-college">http://www.southdevon.ac.uk/university/5-reasons-to-study-at-south-devon-college</a></p>
2	Higher education providers describe the process for application and	<p>'Your applicant' journey  <a href="http://appmoodle.southdevon.ac.uk/">http://appmoodle.southdevon.ac.uk/</a> provides general guidance on the process for application and admission and signposts other relevant sources of information</p> <p>.</p>

	admission to the programme of study.	<p>Course specific entry requirements available through the course listings pages eg <a href="http://www.southdevon.ac.uk/courses#university-courses">http://www.southdevon.ac.uk/courses#university-courses</a></p> <p>and a overview on <a href="http://www.southdevon.ac.uk/welcome-to-university/entry-requirements">http://www.southdevon.ac.uk/welcome-to-university/entry-requirements</a></p> <p>Information for international students available at</p> <p>Indications on fees and student finance available at <a href="http://www.southdevon.ac.uk/welcome-to-university/5-reasons-to-study-at-sdc/affordability-student-finance-sep-12">http://www.southdevon.ac.uk/welcome-to-university/5-reasons-to-study-at-sdc/affordability-student-finance-sep-12</a></p> <p>Statement about APEL available at <a href="http://www.plymouth.ac.uk/flexiblelearning">http://www.plymouth.ac.uk/flexiblelearning</a> and information about processes for the accreditation or recognition of prior learning available at <a href="https://staff.plymouth.ac.uk//acregsc/acadregs/intranet.htm">https://staff.plymouth.ac.uk//acregsc/acadregs/intranet.htm</a></p>															
3	Higher education providers make available to prospective students information to help them select their programme with an understanding of the academic environment in which they will be studying and the support that will be made available to them.	<p>Course information available through the course listings pages eg <a href="http://www.southdevon.ac.uk/courses#university-courses">http://www.southdevon.ac.uk/courses#university-courses</a>This includes information about the professions and about opportunities to develop transferable skills.</p> <p>'Your applicant' journey <a href="http://appmoodle.southdevon.ac.uk/">http://appmoodle.southdevon.ac.uk/</a> signposts support services available.</p> <p>From Sept 2012 the KIS widget on each course page will direct prospective students to additional information eg student satisfaction and employment statistics and teaching, learning and assessment methods.</p> <p>All Course pages include Programme Fact Sheets and Programme Handbook, which containing required pre-contract information.</p> <p>Upon offer, students received via email Terms and Conditions of the offer in a durable form, and are provided access to:-</p> <table border="1" data-bbox="507 1406 1535 1890"> <thead> <tr> <th data-bbox="507 1406 719 1444">Names</th> <th data-bbox="719 1406 887 1444">Ownership</th> <th data-bbox="887 1406 1535 1444">Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 1444 719 1556">Academic Regulations</td> <td data-bbox="719 1444 887 1556">Plymouth University</td> <td data-bbox="887 1444 1535 1556"><a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a></td> </tr> <tr> <td data-bbox="507 1556 719 1668">Appeals</td> <td data-bbox="719 1556 887 1668">Plymouth University</td> <td data-bbox="887 1556 1535 1668"><a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a></td> </tr> <tr> <td data-bbox="507 1668 719 1780">Academic Offences</td> <td data-bbox="719 1668 887 1780">Plymouth University</td> <td data-bbox="887 1668 1535 1780"><a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a></td> </tr> <tr> <td data-bbox="507 1780 719 1890">Extenuating Circumstance's</td> <td data-bbox="719 1780 887 1890">Plymouth University</td> <td data-bbox="887 1780 1535 1890"><a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a></td> </tr> </tbody> </table>	Names	Ownership	Location	Academic Regulations	Plymouth University	<a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a>	Appeals	Plymouth University	<a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a>	Academic Offences	Plymouth University	<a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a>	Extenuating Circumstance's	Plymouth University	<a href="https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations">https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations</a>
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		Admissions	South Devon College	For applicants: <a href="http://southdevon.ac.uk/university/public-information">http://southdevon.ac.uk/university/public-information</a> For enrolled students: <a href="#">Uni News and Information Moodle</a>
		Fees	South Devon College	For applicants: <a href="http://southdevon.ac.uk/university/public-information">http://southdevon.ac.uk/university/public-information</a> For enrolled students: <a href="#">Uni News and Information Moodle</a>
		Complaints	South Devon College	For applicants: <a href="http://southdevon.ac.uk/university/public-information">http://southdevon.ac.uk/university/public-information</a> For enrolled students: <a href="#">Uni News and Information Moodle</a>
		Code of Conduct	South Devon College	For applicants: <a href="http://southdevon.ac.uk/university/public-information">http://southdevon.ac.uk/university/public-information</a> For enrolled students: <a href="#">Uni News and Information Moodle</a>
		Fitness to Study	South Devon College	For applicants: <a href="http://southdevon.ac.uk/university/public-information">http://southdevon.ac.uk/university/public-information</a> For enrolled students: <a href="#">Uni News and Information Moodle</a>
4	Information on the programme of study is made available to current students at the start of their programme and throughout their studies.	<p>The Programme Quality Handbook including the Programme Specification is made available to all students both internally and external facing via the website, and their programme Moodle Pages.</p> <p>External examiners' reports are shared with student representatives through appropriate committees and on the Moodle pages of programmes</p>		
5	Higher education providers set out what they expect of current students and what current students can expect of the higher education provider.	<p>Expectations of students are provided at point of offer as per section 3.</p> <p>All Policies and Procedures are also available to students on University News and Information (Moodle).</p>		

Information for students on completion of their studies			
6	<p>When students leave their programme of study, higher education providers issue to them a detailed record of their studies, which gives evidence to others of the students' achievement in their academic programme.</p>	<p>Students currently receive a certificate, transcript and Diploma Supplement in line with indicator 6. The Plymouth Award provides certificated recognition of achievements outside the curriculum.</p> <p>Procedures for the issue of replacement records are subject to appropriate checks on the validity of the request.</p> <p><a href="http://www1.plymouth.ac.uk/graduation/Pages/Replacement-and%20verification%20of%20awards.aspx">http://www1.plymouth.ac.uk/graduation/Pages/Replacement-and%20verification%20of%20awards.aspx</a></p> <p>Development of the HEAR will provide a more systematic and verifiable record of students' non-academic achievements</p>	PU INFORMATION
Information for those with responsibility for academic standards and quality			
7	<p>Higher education providers:</p> <ul style="list-style-type: none"> <li>• set out their framework for managing academic standards and quality assurance and enhancement and describe the data and information used to support its implementation</li> <li>• maintain records (by type and category) of all collaborative activity that is subject to a formal agreement.</li> </ul>	<p>Framework set out in Quality Assurance Handbook for taught programmes which includes processes for managing quality and standards in collaborative provision</p> <p><a href="https://intranet.plymouth.ac.uk/qahbook/intranet.htm">https://intranet.plymouth.ac.uk/qahbook/intranet.htm</a></p> <p>Corporate Information provide a range of management information to support the implementation of these processes. Teaching and Learning Committee consider information on pass rates and retention annually at November meeting.</p> <p>The University's arrangements for managing its external examiners are set out in the Notes for Guidance for External Examiners available at <a href="http://www.plymouth.ac.uk/extexam">www.plymouth.ac.uk/extexam</a></p> <p>Outcomes of periodic reviews published on Quality community (WIS expectation)</p> <p>Register of collaborative provision is maintained</p> <p><a href="https://staff.plymouth.ac.uk//quality/qcprep/intranet.htm">https://staff.plymouth.ac.uk//quality/qcprep/intranet.htm</a></p> <p>Institutional and programme typologies need to be updated.</p> <p>Confirm responsibilities for the monitoring of publicity materials for collaborative provision</p>	PU INFORMATION

### **3. Website design**

South Devon College is committed to providing accessible information for anyone who has an interest in Higher Education at South Devon College. In doing so, South Devon College aims to:-

- communicate the purpose and value of Higher Education to the public at large;
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#### **Information about us a an institution**

Strategic Framework

Higher Education Strategy

Annual Report

Organisational Structure

#### **Information about how to apply and programmes of study**

How to apply

HE prospectus

Programme finder

Programme Handbooks long list links to ISSUU

Programme Factsheets

Admission policy

HE Charter

#### **Information about Quality and Standards**

QAA quality code

EE reports

#### **Policies for complaints and appeals**

Complaints Procedure

#### **Partnerships with Awarding Bodies**

With the exception of the programmes below, all qualifications for Higher Education are Awarded by, and validated by Plymouth University