Programme Handbook

Scope
Undergraduate and postgraduate taught programmes leading to an award of City, University of London

Date approved/re-approved
Last published November 2011

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

To be read in conjunction Section 4 of the Quality Manual including Prospectus and UCAS entries
Publicising Programmes of Study
Programme Handbook Template

Equality and Diversity statement
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Programme Handbook

The purpose of programme handbooks is to ensure that students receive accurate, clear, useful and timely information about their programmes of study, department, School and University facilities.

There is a Programme Handbook Template that includes a list of suggested headings as well as a list of University requirements for the content of the University's Programme Handbooks.

Programme Directors produce the programme handbook and obtain student feedback on the handbook. Boards of Studies approve the contents/format of the programme handbook. Student and Academic Services identifies the format for programme handbooks across the University and the key content to be included.

An overview of programme handbooks is undertaken as part of Programme Approval and Periodic Review.