

## **7.2 The Provision of Information to students**

Education for Health will ensure that students are aware of key information through the provision of a student handbook (or handbooks) which are in keeping with the Guidelines set out by the relevant accrediting body.

Handbooks can be issued as either a hard copy or as an electronic resource as appropriate to the module or programme being studied.

## **7.3 Academic progress – code of good practice**

### **1 Education for Health maintains a responsibility to ensure it is supporting students to progress through their chosen academic study. Consequently;**

1. If a student is absent from or fails to submit a compulsory element of their courses, Education for Health will contact the student to inform them of their options for progression.
2. Careful records must be kept of all communications with students arising from concern about their academic progress.

### **Monitoring Academic Progress**

For all students undertaking accredited study with Education for Health we will ensure that we provide the following information to support students in their academic progression:

1. At the start of a period of study Education for Health will inform students of the extent to which examination performance, course work, and other academic requirements will be taken into account when students' results are being assessed and/or degrees are awarded.
2. Education for Health will explain their system of marking summative assessments.
3. Students will be issued with guidelines on the writing of academic work (eg to avoid charges of plagiarism).
4. Students should be made aware of the Mitigating Circumstances process and its use to report special factors and circumstances affecting their academic performance to Education for Health.

### **Examinations and assessment**

Education for Health will inform students of the procedures that will be used by its Board of Examiners. This information should include:

1. The contribution of each piece of assessed work to the outcome of each module, and where applicable, their degree or diploma programme as a whole.

2. The regulations that will be applied by the Board of Examiners in making decisions about progression within a programme of study; whether to make an award; and the classification of award to be made.

### **Appeals**

Education for Health will make students aware of the academic appeals policy.