

Policy on Provision of Information for Prospective Students

Purpose

To ensure that the information provided for prospective students meets external requirements and guidance on good practice.

Overview

This policy sets out the principles for providing and approving good quality course information for prospective students to enable them to make informed decisions about what and where to study. It takes account of the guidance provided by the Competition and Marketing Authority (2015) and the UK Quality Code Part C (Information about Higher Education Provision) as well as the good practice guidance developed by HEFCE and QAA.

Scope

All staff involved with recruitment of students, new course approvals and the re-approval of existing courses.

The Policy/Procedure/Guidance

1. The University will take all reasonable steps to ensure that the information provided for prospective students is accurate and current and takes account of advice published by the Competition and Markets Authority and the expectations of the Quality Code for Higher Education, together with any conditions of registration as an HE provider and good practice guidance produced by sector bodies.

2. The University will adopt the following principles in presenting information for prospective students:

- Course information enables prospective students to make informed choices of what and where to study
- Information is easily accessible on the webpages and available, where appropriate, in different formats
- Information is presented in clear, plain and intelligible language
- Information is reviewed and updated on an annual basis
- Clear and transparent terms and conditions are provided with all offers of a place to study at the University
- Policies related to course closure, suspension and major change are accessible to students
- Prospective students are informed promptly of any changes to courses in accordance with the terms and conditions
- Clear guidance for the drafting of information for prospective students in

accordance with good practice is available for staff and there is a formal means of approving such information for new and continuing courses.

3. Responsibility for drafting, maintaining and reviewing terms and conditions lies with Registry Services; formal approval is by University Executive Board.
4. Responsibility for approving information in relation to new and existing courses to be offered by the University is as follows:
 - a. the Academic Quality Unit, in consultation with Communications and Participation, is responsible for ensuring a standard template and guidance, that takes account of sector-wide requirements and good practice, is available
 - b. Schools are responsible for drafting initial information about a new course by using the template. This must be submitted with the course proposal documentation for approval by Academic Planning and Portfolio Group (APPG)
 - c. Schools are responsible for ensuring that information provided on the website and in written documentation is consistent with definitive approved programme specifications, that all information is checked on an annual basis, and, where changes to course are made, information for prospective students is updated. Annual checking and updating of information is prompted by Communications and Participation; confirmation that all information is current and accurate will be established through the Annual Evaluation process.

Approval/Review Table

Item	Notes
Version Number	1.0
Date of Approval	31 st January 2018
Approved by	Academic Board
Effective from	31 st January 2018
Policy Officer	Head of Academic Quality
Department	Academic Quality Unit
Review date	January 2024
Last reviewed	October 2021 for currency
Related Policies, Procedures, Guidance, Forms or Templates	APPG Form 4: Provision of Information for Prospective Students Policy and Procedures for Approving Public Information and Marketing Materials for UW Collaborative Partnerships and Provision
Policy/procedure/guidance superseded by this version	n/a
Equality Impact Assessment (EIA)	September 2021
Accessibility Checked	28 th September 2021