Bangor University
Scheme for Published Information

1.   General Principles

Bangor University is committed to ensuring that all published information produced by the University is of a high standard. So as to facilitate this, the University recognises the need to have robust measures in place in order to provide ongoing assurance as to the quality of its published information, and to ensure that such

consumer protection legislation,[1] Welsh language legislation,[2] and external quality assurance expectations, in particular Part C of the UK Quality Code for Higher Education.[3]

principles:

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2.   Information for the Public

Indicator 1: Higher education providers publish information that describes their mission, values and overall strategy.

2.1   University Information

The University will publish fair and accurate information on its website that meets the interests and needs of the public. This information will describe the nature of the University and will enable the public to develop an accurate understanding of its

>   Mission and Values;
>   Strategic Plan;
>   History;
>   Profile;
>   Organisational structure;
>   Charitable status;
>   Publication Scheme;
>   Welsh Language Scheme;
>   Composition of the student population;
>   Different modes of study that are supported;
>   Programmes and qualifications offered;
>   Collaborative partnerships;
>   Research partnerships;
>   Governance arrangements;
>   Annual Reports.

3.   Information for Prospective Students

Indicator 2: Higher education providers describe the process for application and admission to the programme of study.

3.1   Application and Admission Processes

The University will publish information on its website and in any relevant printed materials that demonstrates that its application and admission processes are fair, transparent and consistent. These processes will comply with all relevant legislation and regulations, including consumer protection legislation and guidance produced by the Competition and Markets Authority. This information will include:

The circumstances in which the content and structure may change;
Modes of study (for example, part time or distance learning);
Length of the programme;
Entry requirements;
Teaching methods, including contact hours;
Assessment methods;
Professional accreditations;
Career and employability prospects;
Location of study;
Additional costs, including specialist equipment and field trips;
Links with industry, business and the professions, including professional, statutory and regulatory bodies (PSRBs);
Opportunities to study through the medium of Welsh;
Opportunities to undertake placements;
Opportunities to study abroad;
The award to be received on successful completion of the programme;
KIS data.

3.4 Additional information for research students

The University will also publish fair and accurate information on its website and in any relevant printed materials to enable prospective research students to make an informed decision about studying at the University, including:

The research environment in University Schools;
Supervisory arrangements;
Procedures for monitoring and requirements for progression;
Pastoral support;
Opportunities to participate in teaching.

3.5 Information on the Learning Environment and Support for Students

understanding of the learning environment and support for students provided by the University. This will include details of:

Student support and pastoral care services;
Careers and employability;
Library and learning resources;
Facilities for learning;
Student accommodation;

Social and leisure facilities;

The Peer Guide system;
Equality and diversity.

4.   Information for Current Students

Indicator 4: **Information on the programme of study is made available to current students at the start of their programme and throughout their studies.**

4.1   Information on programmes of study

The University will provide accurate, detailed and accessible information to current students relating to their programme of study in the Online Handbook and relevant web pages, including Gazettes. This information shall include:

4.1.1   General Information

Dates of semesters, teaching and examination periods;
Registration requirements and procedures;
How to change module/degree programme;
How to suspend study;
Requirements for paying fees;
What constitutes academic misconduct;
Health and safety procedures.

4.1.2   School Information (in addition to Part 3.2, above)

Names and contact details of key post holders, including the Head of School, Director of Teaching and Learning, Senior Tutor, Examinations Officer, Employability Officer, Peer Guide Coordinator, Disability Liaison Officer, Student Engagement Officer, Exchanges Coordinator;
Names and contact details of Programme Organisers;
Marking criteria for assessments;
Procedures for submitting assessments;
Arrangements for returning marked work and providing feedback;
Procedures for reporting special circumstances;
Procedures for dealing with academic misconduct;
Attendance policies;
Any special requirements relating to health and safety;
Supervision arrangements for postgraduate research students;

5.   Information for Students upon Completion of Studies

Indicator 6: **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.**

5.1   Information upon Completion of Studies

The University will provide students with the following information upon completion of their studies:

> Records of study and academic achievement for students who have completed their study programmes and for those who exit before completion; Information relating to alumni services.

6.   Information on Academic Standards and Quality

Indicator 7: **Higher education providers set out their arrangements for managing academic standards and quality assurance and enhancement and describe the data and information used to support its implementation.**

6.1   Quality Assurance

The University will provide accurate, current and accessible information on its quality assurance processes arrangements. This information shall include:

> Details about the Quality Assurance and Validation Unit;
> The Academic Quality Code;

A register of University co-operatives, including transition arrangements.

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former will apply where an information owner is responsible for the production of the information, whereas the latter will apply where an information owner is responsible for communicating information which has been produced by another information owner. In such instances, secondary information owners must ensure that the information they publish accurately reflects the information produced by the primary information owners.

In the case of Academic Schools, it may be agreed at College level that the role of Information Owner for each School within that College will be assigned to the College Manager.

8.2   Annual Monitoring Forms

The Information Owner is expected to keep published information under review and to complete and sign a monitoring form (see Appendix 1) on an annual basis to confirm that published information meets the requirements of this Scheme. The form includes a box for the Information Owner to explain how monitoring has been carried out.

In the case of information where the Information Owner is a Head of School or

Instances of non-compliance will be reported to the University Information Oversight Group.