Code of Practice for Non-Award-Bearing Provision

This Code of Practice relates to educational activities not leading to the completion of a named University award.

8. Where a course is credit-bearing, it should be submitted for approval in accordance or module approval as defined in the Code of Practice for Programme Approval, Monitoring and Review.

9. All courses, and components of modular courses, should be evaluated by students using anonymous questionnaires wherever possible. Focus groups, or other appropriate methods, may be used to evaluate the provision but ideally as an adjunct to questionnaires.

10. The quality of courses should be evaluated and enhanced in accordance with the

> Where a course is credit-bearing it is subject to the principles and procedures outlined in the Code of Practice for Programme Approval, Monitoring and Review. Annual reports, as defined for modules and courses, must be submitted annually to the Quality Assurance & Validation Unit for scrutiny by the University.
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> Where a course is not credit-bearing, it must be evaluated using a reflective process in which the course organiser(s) assesses the quality of the course taking into account the views of students and of those involved with the delivery. Such evaluations should be completed so as to allow any changes to be implemented before the course, or a variant of it, is repeated.

11. If a course is subject to audit or quality assurance by, or on behalf of, an external institution or organisation, the results of such audit may be used in lieu of other quality assurance procedures provided that the procedures are at least as rigorous as those described in the processes outlined above.

12. Staff who manage or deliver the whole or parts of the course should have qualifications and/or experience appropriate to the level of study and contents of the course. Staff without prior teaching experience may contribute to small components of courses but their contribution must be supported by staff having teaching experience.

13. There should be induction and monitoring processes for all staff associated with the course to ensure that they have information about the outcomes, assessments and organisation of the course.

Admission and Enrolment

14. The criteria and qualifications for admission must be defined clearly and applied in

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