

Nexus ICA Public Information Policy

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1. Introduction

1.1 This policy details the mechanisms by which Nexus ICA prepares and produces documentation about the higher education provision it offers. The purpose of any such information is five-fold:

- i. To communicate the purpose and value of the higher education experience offered at Nexus ICA.
- ii. To enable prospective students to make informed decisions about studying on a course offered by Nexus ICA and detail the nature of any such course.
- iii. To enable current students of Nexus ICA to maximise the learning opportunities offered within their course.
- iv. To confirm the achievements of students on completion of their studies.
- v. To safeguard academic standards and assure and enhance academic quality.

(QAA quality code, Part C: Information about higher education provision, p. 3)

1.2 The overarching principle that governs the creation of this policy, as expressed in the UK Quality Code, is that:

“Higher education providers produce information for their intended audiences about the learning opportunities they offer that is fit for purpose, accessible and trustworthy.”

(QAA quality code, Part C: Information about higher education provision, p. 4)

2. Public Information

2.1 About Nexus ICA

2.1.1 Nexus ICA has two main portals for the publication of information: the course prospectus and the institutional website.

2.1.2 Information published in the course prospectus includes:

- i. Background information on Nexus ICA including its mission, aims and strategy
- ii. The unique place the institution has within the educational arena
- iii. The course(s) currently on offer at the institution

2.1.3 Information published on the institutional website includes:

- i. Background information on Nexus ICA including its mission, aims and strategy
- ii. The unique place the institution has within the educational arena
- iii. The course(s) currently on offer at the institution, including:
 - a. Programme specifications
 - b. Module study guides
- iv. Details of organisational structures
- v. Details of academic structures
- vi. Most recent QAA review reports

vii. Quality Manual

(Quality code Part C: Indicator 1, p. 4)

2.2 For Prospective Students

2.2.1 A prospective student is any person considering studying with Nexus ICA, from the earliest point of interest through to application, admissions and enrolment.

2.2.2 It is acknowledged that in addition to being of interest to prospective students, any such information will likely be of interest to parents/guardians, supporters and sponsors. Such information will include:

- i. Course prospectus, including information regarding:
 - a. Location of study
 - b. Admissions criteria
 - c. Admission/application process
 - d. Student housing
 - e. Learning environment
 - f. Student support and the Nexus ICA community
 - g. Course fees and estimated living costs
- ii. Admissions policy
- iii. Student engagement policy
- iv. Institutional website, that will in addition to the information found within the course prospectus include information regarding:
 - a. Programme specification
 - b. Module specifications
 - c. Governance and other policy documentation

2.2.3 Information regarding the teaching, learning and assessment strategies, as well as support offered to students and unique approaches to technology, are included within the programme specification and module study guides available from the institutional website.

2.2.4 Promotional open days held at the institutional site several times a year provide prospective students and their families/supporters with an opportunity to experience the learning environment and educational ethos first hand as well as meet current students and staff and have the opportunity to sit in on lessons, talk to staff and students and hear presentations covering many aspects of being a student at Nexus ICA that will be of interest.

(Quality code Part C: Indicators 2 & 3, p. 6-7)

2.3 For Current Students

2.3.1 Once enrolled, a student ceases to be a prospective student and becomes a current student. Current students will need more detailed information regarding their course and Nexus ICA provides this through the following mechanisms:

- i. Provision of a student handbook
- ii. Induction week for new students (first week of Semester 1, Year 1)

- iii. Policies, including:
 - a. Academic regulations
 - b. Assessment policy
 - c. Attendance policy
 - d. Student complaints/mitigation policy
- iv. Information on student support mechanisms (pastoral, academic and general)
- v. Details on student representation and the feedback loop
- vi. Details on student teams/groups (if applicable)
- vii. Information delivery mechanisms:
 - a. iTunes U
 - b. Personal iPads
 - c. Email updates
 - d. Weekly student notices
- viii. Programme specifications (detailing programme-level learning outcomes)
- ix. Module study guides (detailing module-level outcomes and suggested reading lists)
- x. Assignment briefs, including:
 - a. Assessment criteria
 - b. Learning outcomes
 - c. Suggested reading
 - d. Content
 - e. Deadlines
 - f. Feedback mechanisms

(Quality code Part C: Indicators 4 & 5, p. 8-9)

2.4 For Students on Completion of Their Studies

2.4.1 On completion of their studies all students will be provided with a clear and detailed record of their academic achievements. This will be provided no later than the start of the subsequent academic year.

2.4.2 Nexus ICA will keep electronic records of student work for a period of not more than three academic years after the student has graduated or terminated their studies.

2.4.3 Nexus ICA operate an entirely electronic policy for the submission of work, and in cases of live assessment or presentations, video and/or audio records will be kept.

(Quality code Part C: Indicator 6, p. 10)

2.5 Information for Those with Responsibility for Academic Standards and Quality

2.5.1 Nexus ICA sets out the framework by which it manages and assures the quality of academic standards within its own Quality Manual. This is made

available to all stakeholders (including staff, external entities and the general public) and can be accessed publicly via the institutional website.

2.5.2 Nexus ICA works in a collaborative partnership with the University of West London (UWL) and aims to ensure that a full understanding of its own and UWL's responsibilities are reflected in the relevant policy documents.

2.5.3 Nexus ICA, in producing any course-related or promotional material, will seek prior approval of said materials by representatives of UWL before making them publicly available. This is in addition to the internal proofreading and management-level processes of approving promotional and/or course-related documentation.

2.5.4 Nexus ICA ensures that all policy-related documentation adequately signpost the respective elements of the UK Quality Code.

2.5.5 As part of the effective management of the collaborative partnership, documented annual programme reviews will be undertaken and minutes held by both parties for analysis and dissemination. Whilst these reviews will not be available to the general public they will form a part of the documentary evidence for external reviews (such as those undertaken by the QAA).

(Quality code Part C: Indicator 7, p. 11)

Appendix 1 – Quality Code Indicators of Sound Practice

All indicators of sound practice drawn from the most recent documentation accessed via:
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Part-C.pdf>

Indicator 1

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

Indicator 2

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

Indicator 3

Higher education providers make available to prospective students information to help them select their programme with an understanding of the academic environment in which they will be studying and the support that will be made available to them.

Indicator 4

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

Indicator 5

Higher education providers set out what they expect of current students and what current students can expect of the higher education provider.

Indicator 6

When a student leaves their programme of study, higher education providers issue to them a detailed record of their studies, which gives evidence to others of the student's achievement in their academic programme.