

**University Campus Oldham (UCO) HE Code of Practice for
Published Information**

Reference Code: UCOQM – CP 001

Version No: 1.1

Date of Implementation: January 2014

Originator: Quality Improvement Group

Approved by: HE Management Group

Date for Review: January 2016

Purpose:

University Campus Oldham is responsible for ensuring that any published information regarding its higher education provision is accurate, reliable, relevant, current and accessible to its intended audience. This Code of Practice sets out the measures taken by UCO to meet the requirements of the UK Quality Code Part C: Information about higher education provision.

Overview:

Information covered by this code of practice:

1. Quality assurance materials including policies and procedures, regulations and guidelines relating to the provision of higher education.
2. Course materials including validation documentation, admissions processes, course and module handbooks and resources published on the VLE.
3. Student records, from enrolment to completion or non-completion of their course.
4. Marketing and publicity materials.

UCO will seek prior approval from awarding body partners for all marketing and publicity materials pertaining to their courses.

Principles:

UCO will:

- a) Ensure care is taken in writing and proof reading of materials
- b) Ensure the clear, timely and accurate publication of information, as appropriate and where reasonably possible
- c) Ensure information is available and retrievable where intended audiences can reasonably expect to find it
- d) Ensure each department annually reviews its published information
- e) Undertake an annual audit by sample of published information

Accountability:

- a) Working with the Marketing Department, each academic team must annually review its published information within the prospectus, website, course leaflets and any other relevant marketing materials used to promote their course.
- b) The Assistant Principal and Directors of Learning will act as final auditors for the prospectus, checking accuracy, appropriateness and fairness of the information being published.
- c) Under contractual agreements with its Awarding Bodies, Marketing must seek approval for all marketing publications via the Awarding Body's lead institutional contact, before publication takes place.
- d) The HE Quality and Administration Manager will annually sample and audit the accuracy, appropriateness and completeness of standard course materials, including Course and Module Handbooks.

Note: UCO reserves the right to make changes to, or remove items with regard to its website, courses, marketing materials, regulations, policies, procedures or guidelines, or remove or alter any content at any time without notice.