

## Guidance on Published Information

The QAA's UK Quality Code, Advice and Guidance, Partnerships, <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships> highlights the importance of awarding organisations ensuring information supplied to students accurately represents the nature of the arrangement and programme.

Therefore Kent maintains an overview of the content of Validated Institution Student Handbooks and publicity material.

### 1 Publicity Material

The relationship between Kent and each Validated Institution should be accurately portrayed in marketing material and in line with the Memorandum of Agreement signed with the University.

Marketing material produced by Validated Institutions may utilise the University's trademark, further guidance on this is available below.

Key phrases that may be included in publicly available information are:

*The Institution of (insert name) offers students an opportunity to study a range of undergraduate/postgraduate courses, which are validated by the University of Kent. The Institution of (insert name) is responsible for devising and delivering the course but the University of Kent have oversight of the standards and quality of the award.*

And;

*The University of Kent validates the awards and qualifications which students study at the Institution of (insert name). The Institution is responsible for the day-to-day management of the academic course and support services. The University monitors this provision to ensure suitably high standards are maintained and upon successful completion of the course(s) students will receive an award from the University of Kent, stating the Institution of (insert name) as the place of study.*

### 2 Student Handbooks

The key areas of information noted in Annex D of the University's Code of Practice, Information to Students should be considered by Validated Institutions when setting out the Handbooks for their courses.

These can be found at: <https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-d>

A copy of all handbooks should be sent to QACO each year in advance of their publication. This is to ensure that the information included in them is accurate, complete and up-to-date.

The deadline for receipt of the handbook(s) by the University is normally **31st August** each year; QACO will confirm the accuracy of the information within a reasonable timescale of receipt of each handbook.

In some institutions handbooks may be produced early or later in the year. In these cases, staff responsible for the production of student handbooks will be asked to arrange alternative submission time frames with QACO.

### 3 Public Information, Publicity and Promotional Activity

Kent also requires that partners submit links to or hard copies of prospectuses, and other public information, publicity materials, or promotional activities related to Kent Validated courses **by the 31<sup>st</sup> August each year.**

Again if production of such material falls outside of the **31<sup>st</sup> August** deadline partners will be asked to arrange alternative submission timescales with QACO.

### 4 Websites

The University annually checks all of its partner's websites to ensure that information regarding the University of Kent is accurate.

As with other publicity Validated Institutions must ensure that the relationship between the Validated Institution and Kent is accurately portrayed on their website.

### 5 Use of Kent's Logo

Institutions validated by Kent are free to use Kent's logo on published material and on their websites, in line with the requirements of their individual Memorandum of Agreement.

Further information regarding Kent's corporate identity can be found at: <https://www.kent.ac.uk/brand/visual/logo.html>

### 6 Validation Website

The University have web pages dedicated to information about Validated arrangements, which include a profile of each of the University's Validated Institutions. This is available at: <https://www.kent.ac.uk/education/collaborative-partnerships/validated-institutions/validated-institution-profiles>

This information is updated from time-to-time however, if the information on this website requires amendment at any point of the academic year please contact QACO who will be able to carry out the required changes.