

## STAFF, STUDENTS, FEES AND ASSESSMENT

### 4.5 INFORMATION FOR PROSPECTIVE AND CURRENT STUDENTS

- I. Prospectuses, programme specifications, programme handbooks, programme leaflets and brochures and, any other material used to provide information on programmes offered in collaboration with the University of Buckingham for prospective and current students must be reviewed by the University. Such materials must be submitted to the Collaborations Department in the first instance.
- II. UK based collaborative partners will assist prospective students during the research and application stage by supplying them with clear, transparent and accurate information in print, online (website) and at Open Days etc. This information should include course structure, entry requirements, total costs (including extraordinary expenditure such as application fees, books and field trips), when fees are due to paid, the complaints procedure, relevant Terms and Conditions, the student's right to cancel and the methods of assessment. This information must be available before the student applies for a programme of study.