



Higher Education

Academic regulations and procedure

Aim:

Academic regulations and procedures are essential elements that govern the operation of HIT Training Limited's Higher Education provision and ensure a fair and consistent academic environment for all students.

Student Admission Policy

Provides information on:

1. Commitment to Professionalism

Uphold a standard of professionalism that reflects the values and expectations of the higher education system. Promote accountability, integrity, and ethical behaviour among students.

2. Equal Access and Fair Opportunity

Ensure equitable access to training programs for all applicants, regardless of background or circumstance. Implement measures to identify and eliminate barriers to admission, fostering a welcoming environment for all potential students.

3. Flexible and Individual Approach

Adopt a personalised admission review process that acknowledges the unique experiences and qualifications of each applicant. Assess applications holistically, considering academic achievements, life experiences, and potential contributions to HIT Training.

4. Commitment to Diversity and Inclusion

Embrace and celebrate diversity within the student body, ensuring a rich and varied educational experience. Actively recruit underrepresented groups to create a balanced and inclusive learning environment.

5. Transparent Student Application Process

Clearly outline the steps of the admissions process, including timelines, required documentation, and evaluation criteria. Ensure transparency and fairness through impartial review committees and a standard selection process.

6. Careers Information, Advice, and Guidance

Provide dedicated resources to assist students in making informed career choices. Offer workshops, counselling, and access to industry professionals to guide students in their career pathways.

Degree Terms and Conditions

Provides information on:

1. Contextual Information on HIT Training

Provide clarification on the HIT Training's mission, vision, and educational values aligned with educational sector.

2. Detailed Application Process

Clearly define each stage of the application process, including detailed timelines and required documentation, ensuring aspirants understand what to expect.



3. Expectations for Higher Education Students

Provide a comprehensive overview of the responsibilities and expectations of a higher education student at HIT Training. Ensure students understand academic rigor and the importance of engagement in their education.

4. Tuition Fees and Financial Information

Clearly communicate tuition fee structures, payment options, and financial aid availability. Provide guidance on budgeting and financial planning for students.

5. Student Union Outline

Detail the role of the Student Union in representing student interests, promoting engagement, and facilitating extracurricular activities.

6. Data Protection Compliance

Robust commitment to safeguarding student data, outlining measures taken to protect personal information in compliance with all relevant legislation.

7. Support for Special Educational Needs and Disabilities (SEND)

Highlight available resources and tailored support for students with SEND, ensuring an inclusive environment conducive to learning.

8. Termination of Contract

Include clear terms regarding the circumstances and processes for contract termination, ensuring transparent communication with students.

9. Liability and Responsibilities

Explicitly define the liability of HIT Training and responsibilities of students regarding their engagement and conduct.

Higher Education Professional Suitability Policy

Provides information on:

1. Defined Criteria for Suitability

Clarify specific criteria that applicants must meet to ensure alignment with the expectations of the higher education provision.

2. Comprehensive Recruitment and Selection Process

Standardise recruitment processes to ensure fairness, objectivity, and transparency.

3. Ongoing Assessment Protocols

Develop systematic processes for assessing student fitness for the program throughout their studies.

4. Structured Addressing of Concerns

Provide clear procedures to address any concerns regarding student suitability or professional behaviour.

Quality Standards and Conditions Policy

Provides information on:

1. Streamlined Onboarding Process

Define clear steps and expectations for onboarding new students, ensuring an effective transition into higher education.



2. Unwavering Commitment to Quality

Establish metrics and practices for evaluating and enhancing program quality.

3. Instructional Quality and Curriculum Commitment

Regularly review and update the curriculum to align with industry standards and workforce needs.

Student Services Policy

Provides information on:

1. Comprehensive Academic Writing Support

Implement workshops and resources to enhance academic writing skills for students of all levels.

2. Math and English Support

Provide targeted support programs to assist students in improving their fundamental skills in mathematics and English.

3. Robust Monitoring of Progress and Participation

Establish a framework for periodic assessment of student engagement and outcomes to ensure academic success.

4. Streamlined Administration Support

Ensure efficient management of administrative processes to enhance student experience.

5. Tailored Learning Support

Offer individualised support services to cater to diverse learning needs through tutoring and mentorship programs.

6. Comprehensive Student Protection Plan

Develop a student protection plan aimed at safeguarding the welfare and educational experience of all students.

Academic Misconduct and Appeals Policy

Provides information on:

1. Clear Definitions of Academic Misconduct

Provide explicit definitions and examples of plagiarism, cheating, and collusion to ensure understanding among students.

2. Transparent Procedures for Reporting Misconduct

Establish clear guidelines for reporting and addressing academic misconduct, ensuring fairness and due process.

3. Appeals Mechanism

Outline a comprehensive appeals process for students to contest decisions made regarding academic misconduct, ensuring clarity and accessibility.



Appeals and Grievances

Provides information on:

1. Structured Appeal Process

Deliver a straightforward, step-by-step process for students to submit appeals related to academic or other substantial decisions. Ensure all appeals are acknowledged promptly, with detailed timelines communicated to students.

2. Grievance Policy Overview

Detail the procedures available for filing grievances related to student experience, treatment, or any issues impacting their educational journey. Ensure that students have multiple channels for raising concerns, including both informal and formal routes.

3. Commitment to Confidentiality

Reaffirm the commitment to confidentiality in handling appeals and grievances, protecting the identities and situations of students throughout the process.

Fitness to Study Policy

Provides information on:

1. Holistic Support Approach

Adopt a proactive and student-centred approach to support, blending formal and informal interventions tailored to individual student context.

2. Fitness to Study Panel

Establish a dedicated panel to assess and review individual fitness to study cases, ensuring a fair and supportive evaluation process.

3. Outcomes of Assessments

Clearly outline possible outcomes from fitness assessments, communicating these transparently to students to manage expectations.

4. Review and Monitoring Mechanisms

Implement regular reviews of the fitness to study policy and associated support structures to ensure relevance and effectiveness.

5. Access to Support Services

Provide a directory of confidential support services including counselling, mental health resources, and academic advising.

Student Conduct Policy

Provides information on:

1. Clear Student Responsibilities

Clearly outline student responsibilities relating to behaviour, engagement, and participation in the learning environment.

2. Student Code of Conduct

Develop a comprehensive code of conduct that details expected behaviours and ethical standards within the educational setting.



3. Definitions of Prohibited Conduct

Provide explicit definitions of prohibited conduct including harassment, discrimination, and any behaviours detrimental to a positive learning environment.

4. Disciplinary Procedures

Establish clear disciplinary procedures to address violations of the student conduct policy, ensuring students understand the consequences of their actions.

5. Access to Support Services

Highlight available support services for students facing disciplinary actions, ensuring they have access to guidance throughout the process.

Regulatory Framework

Provides information on:

1. Comprehensive Programme Structure and Design

Define the structure and design of programs to meet regulatory standards while aligning with industry needs.

2. Adherence to Educational Principles

Ensure all programs are grounded in recognized educational principles that promote effective learning outcomes.

3. Well-defined Credit Framework

Outline credits associated with each module to inform students of their academic workload and progression requirements.

4. Module Requirements and Standards

Clearly specify module requirements, assessment methods, and learning objectives to ensure transparency.

5. Policies on Withdrawals and Breaks in Learning

Outline clear policies and procedures for students wishing to withdraw from their program or take a break, ensuring they understand the implications and procedural requirements.

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Next Review: September 2025

Person Responsible for review: Director of Quality and Curriculum

This Policy has been agreed by Mike Worley, Managing Director