# Regulations & Procedures Handbook 2020-21

The aim of the *Regulations & Procedures Handbook* is to provide you with all the information you will need about the academic procedures and regulations related to the programme you are studying. It is essential that you familiarise yourself with the contents of this handbook and use it as a point of reference throughout the year. All of the College’s Handbooks are updated and re-issued once a year during the summer holidays. You should therefore recycle/delete any older Handbooks and refer to *this* version throughout 2020-21. A full list of the changes made for 2020-21 (other than simple changes of date) is available on the Handbooks page on the VLE (under *Academic Life/Student Handbooks*).

Throughout the Handbook you will find four different symbols in the margins. They are:

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| ***i*** | *Basic information:* Useful for your time with Oak Hill. Read at your leisure. |
|  | *Information for students with special circumstances*: This might be useful if you are asked to sit on a Board/Committee, if you have a detailed enquiry, or if you have special circumstances. You won’t normally have to be familiar with these sections to cope with your programme. |
| ***!*** | *Important information:* You are strongly advised to read these sections and remember or refer back to them. These sections probably refer to situations where **not** knowing the procedure could make things very difficult for you. |
| **R** | *Formal regulations:* You will need to ensure that you are familiar with all of the regulations in this Handbook, since they govern the terms of our working partnership with you as a student. |

**It will be assumed throughout your time at Oak Hill that you are familiar with the sections in the Regulations & Procedures Handbook which are marked with an *exclamation point* or a *capital ‘R’*** so please read all of these sectionsand then fill in, sign (electronic signatures are fine) and return this form to the Quality Assurance & Enhancement Manager, Anne Andrews, *by Friday 25 September 2020.*

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**R**

I confirm that I have read all of the sections marked with a or a in the Oak Hill College *Regulations & Procedures Handbook 2020-21*.

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(Print name) (Signature) (Date)