APPENDIX 2 – STANDARD WEBSITE DOCUMENTATION

STANDARD LEARNING AND TEACHING DOCUMENTATION TO BE PROVIDED ON DEPARTMENT WEBSITES

The following is a list of information we would expect to find on Department web sites. This has been derived from the list of documentation currently required to conduct internal reviews, as well as the indicative agenda items for an internal review, the agenda for the meeting with students, and key College-wide and external documents such as the QAA’s Quality Code.

The purpose of the list is for Departments to provide the minimum information required for internal reviews to facilitate the process efficiently. Many Departments will already have most or all of this information available, but where a considerable amount of work is required, it may be possible for support to be obtained from the Web team in ITS.

Departments should use the list as a suggested exemplar whilst also being free to post any additional information they wish to have on their websites. Departments may wish to restrict access to certain documents to password protected sections of the Department website or on Moodle. These documents might be, for example, minutes of committee meetings or teaching/assessment materials. Internal review panels should be granted temporary access to these pages.

In maintaining this information the following should be taken into account:

- Departments should check their links to the documents listed on a regular basis to ensure they are up-to-date.
- Department maintainers should not change URLs without thinking about how to ensure individuals may still get to the information, that is, by setting up redirects to the new web pages where up-to-date information can be found.
- As is current practice, redirects on central College web pages (such as prospectus pages) will continue to be set up in order to cover the majority of users.
- If Departments become aware of an old or broken URL, they should email the web maintainer of that site to alert them to this fact.

Information for students/visitors

- **Home page:**
- **About us:** the history, past and present achievements, and focus of the Department (e.g. [http://www.dcs.bbk.ac.uk/about/](http://www.dcs.bbk.ac.uk/about/))
- **Contact us:** address of the Department, plus directions to the Department (e.g. [http://www.bbk.ac.uk/bcs/contact](http://www.bbk.ac.uk/bcs/contact))
- **Information about staff:** academic, administrative, research, technical staff profiles and contact details (e.g. [http://www.bbk.ac.uk/geog/about](http://www.bbk.ac.uk/geog/about))
- **Prospective student information:** the purpose of this section should be to provide Department-specific information, including:
  - information on programmes on offer including programme specifications, with links to relevant prospectus entries
  - information on specific modules
    (this could be listed under information for ‘current students’ and linked to from prospective students’ area
  - reasons to study at Birkbeck
  - Department resources
  - information on Department-specific Open Days and evenings
- timetable information if possible

PLUS links to:
- Open evening registration page (http://www.bbk.ac.uk/openeve)
- relevant application procedures (http://www.bbk.ac.uk/prospective/)
- financial support information (http://www.bbk.ac.uk/mybirkbeck/services/facilities/studentfinance)
- term dates http://www.bbk.ac.uk/about-us/term-dates
- tuition fees

- **Information for current students**: induction for new/continuing students
  - Programme specifications and module outlines with reading lists
  - current timetables
  - facilities
  - library/learning resources information (e.g. ITS; labs)
  - study skills information (e.g. http://www.bbk.ac.uk/sshp/depts-staff/lso-sshp) with links to http://www.bbk.ac.uk/mybirkbeck/get-ahead-stay-ahead/skills
  - programme handbooks
  - learning and teaching methods including the BLE
  - fieldwork
  - health and safety information
  - past exam papers
  - assessment requirements and deadlines
  - procedures for the submission of assessed work
  - feedback arrangements
  - academic guidance, tutorial and supervisory support
  - personal tutoring mechanisms
  - student clubs/societies
  - student feedback mechanisms including email, noticeboards, evaluation questionnaires, student-staff exchange committees
  - career information

- **Information for past students/alumni**: 
  - profiles of past students/alumni
  - activities of past students/alumni including their achievements

PLUS links to
- financial support information (http://www.bbk.ac.uk/mybirkbeck/services/facilities/studentfinance)
- disability and dyslexia support (http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability)
- English language provision (http://www.bbk.ac.uk/ask/ask-a-question/english-language-support)

  Students’ Union information including welfare and counselling service (http://www.bbk.ac.uk/su/)

- **E-learning/distance learning**: 
  - mechanisms for communication with staff and students (e.g. Moodle (MOOD), ICT)
- teaching, learning and assessment methods
- dates when teaching, learning and assessment materials are to be released
- support mechanisms for autonomous learning including responsibilities of students and staff
- academic, tutorial and technical support
- procedures for the safe submission and return of assessed work

- **Collaborative arrangements**: details of arrangements for programmes run in collaboration with another institution/professional organisation

- **Research**: research centres; research activities and publications of staff including research grants; research seminars

- **MPhil/PhD students**: application procedures; induction arrangements; Birkbeck Graduate Research School; Bloomsbury Skills Network; facilities; library; ITS; labs; procedures for monitoring, and review including upgrade from MPhil to PhD; allocation and roles of first and second supervisors; teaching opportunities/training; research seminars, workshops, conferences

- **International students**: application procedures; induction arrangements; support mechanisms
  [http://www.bbk.ac.uk/prospective/international/](http://www.bbk.ac.uk/prospective/international/)

**Information for staff**

- **Minutes of key School/Department/programme committees**: e.g. School Teaching and Quality Enhancement Committee, School/Department Research Committee, School/Department Research Students Sub-Committee, Department/Programme Team Meetings. For programmes run in collaboration with partner institutions, minutes of the Joint Steering Committee or its equivalent.

- **Brief staff CVs or a summary of the overall staff profile**: research and teaching areas of interest; relevant professional qualifications (e.g. professional body membership, HEA membership); responsibilities at Department, School, and College level.

- **Notes or reports of liaison with external subject specialists** e.g. on curricular development, where applicable (e.g. Industrial Liaison Panels).

- **Teaching forms and documents**: recruitment and admissions procedures; assignment coversheets; marking and moderation practices; supervisory procedures for dissertations/projects; feedback arrangements; procedures for dealing with plagiarism; Department/School committee structures; safety codes of practice; Moodle (MOOD) details.

- **Staff development and enhancement activities**: induction and mentoring of new academic staff (full-time, part-time and sessional); peer observation training and activities; attendance at conferences and on courses; engagement with pedagogical innovation such as involvement with the relevant Higher Education Academy (HEA) Subject Centre; staff discussions; relevant committee activity; learning and teaching groups and Department/School/College learning and teaching days; team and joint teaching; appraisal; training in recruitment and admissions procedures for students; external examining responsibilities at other institutions; identifying and disseminating good practice.
# GLOSSARY OF TERMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABExCo</td>
<td>Academic Board Executive Committee</td>
</tr>
<tr>
<td>BETA</td>
<td>Birkbeck Excellence in Teaching</td>
</tr>
<tr>
<td>BGRS</td>
<td>Birkbeck Graduate Research School</td>
</tr>
<tr>
<td>BSIS</td>
<td>Birkbeck Student Information System</td>
</tr>
<tr>
<td>BSN</td>
<td>Bloomsbury Skills Network</td>
</tr>
<tr>
<td>C&amp;IT</td>
<td>Communications and Information Technology</td>
</tr>
<tr>
<td>CAS</td>
<td>Common Awards Scheme</td>
</tr>
<tr>
<td>CCP</td>
<td>Central and Collaborative Provision</td>
</tr>
<tr>
<td>CLPD</td>
<td>Centre for Learning and Professional Development</td>
</tr>
<tr>
<td>CMS</td>
<td>Content Management System</td>
</tr>
<tr>
<td>CPC</td>
<td>College Programmes Committee</td>
</tr>
<tr>
<td>EAP</td>
<td>English for Academic Purposes</td>
</tr>
<tr>
<td>eLAG</td>
<td>eLearning Advisory Group</td>
</tr>
<tr>
<td>FHEQ</td>
<td>Framework for Higher Education Qualifications</td>
</tr>
<tr>
<td>HEA</td>
<td>Higher Education Academy</td>
</tr>
<tr>
<td>HEIS</td>
<td>Higher Education Introductory Studies</td>
</tr>
<tr>
<td>ITS</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>MOOD</td>
<td>Moodle</td>
</tr>
<tr>
<td>NSS</td>
<td>National Student Survey</td>
</tr>
<tr>
<td>PDR</td>
<td>Progress and Development Review</td>
</tr>
<tr>
<td>PSRB</td>
<td>Professional, Statutory and Regulatory Bodies</td>
</tr>
<tr>
<td>QE</td>
<td>Quality Enhancement</td>
</tr>
<tr>
<td>ASQ</td>
<td>Academic Standards and Quality</td>
</tr>
<tr>
<td>RDP</td>
<td>Research Degree Programmes</td>
</tr>
<tr>
<td>SED</td>
<td>Self Evaluation Document</td>
</tr>
<tr>
<td>SEWP</td>
<td>Student Experience and Widening Participation</td>
</tr>
<tr>
<td>SICS</td>
<td>Specialist Institutions’ Careers Service</td>
</tr>
<tr>
<td>SPC</td>
<td>Strategic Planning Committee</td>
</tr>
<tr>
<td>SSEC</td>
<td>Student-Staff Exchange Committee</td>
</tr>
<tr>
<td>STQEC</td>
<td>School Teaching and Quality Enhancement Committee</td>
</tr>
<tr>
<td>TQEC</td>
<td>Teaching and Quality Enhancement Committee (College)</td>
</tr>
<tr>
<td>VLE</td>
<td>Virtual Learning Environment</td>
</tr>
<tr>
<td>WebCT</td>
<td>Web Course Tools</td>
</tr>
</tbody>
</table>

## WEB LINKS
- Birkbeck Graduate Research School;
- Birkbeck Mission Statement
- Collaboration
- College’s Common Awards Scheme
- Data Protection Code of Practice
- Disability and Dyslexia
- English Language provision
- Financial support information
- Framework for Higher Education Qualifications
- Higher Education Academy (HEA) Subject Centre;
- HE Credit Framework for England,
- International Students
- ITS (IT Services)
- Open evening registration
- Postgraduate Training and Research Code of Practice
- Professional Accreditation
- ASQ
- Strategy for Learning Teaching and Enhancement SLATE
- Student Union
- Subject Librarian
- Tableau reports
- Term dates
- UK Quality Code for Higher Education