



**Christ the
Redeemer College**
L o n d o n

General Student Handbook 2025-26

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WELCOME TO CHRIST THE REDEEMER COLLEGE

Our mission statement is: To provide high quality, high value education to advance the leadership and professional aims of its students in a competitive and dynamic global environment.

Our main objectives are:

- To provide quality education provision.
- To explore new and innovative learning and teaching techniques and styles.
- To develop the capacity of our students to engage with deep learning strategies throughout their studies.
- To integrate skills development into the curriculum to encourage students to develop skills which they can use in both their professional careers and their daily lives.
- To work with other organisations to ensure the curriculum is international.
- To adopt appropriate quality assurance practices that involve consultation with students and the wider community.
- To provide students with flexibility in course choice.

This handbook is designed to provide you with the information you need for your programme of study. You should familiarise yourself with this it as it serves as a reference for all the services provided by the College.

We actively welcome student feedback as this enables us to improve our programmes, teaching and facilities. You will find information related to how to provide feedback in a later section of this handbook.

On behalf of everyone at Christ the Redeemer College, I would like to extend our very best wishes. We wish you every success and look forward to supporting you as you achieve your full academic potential.

Professor Daniel Akhazemea, Rector

THE PURPOSE OF YOUR STUDENT HANDBOOK

This handbook provides you with general information about studying at Christ the Redeemer College.

You can find information specific to your programme elsewhere including the following documents:

- Programme specifications
- Module descriptors
- Assessment briefs
- Programme timetables
- Induction timetables

You can find most of the relevant information on the VLE. Otherwise, it will be circulated to you individually via email.

The material in this handbook is as accurate as possible at the date of publication; however, you will be informed of any major changes to the information in a timely manner.

Campuses

Harrow Campus

The Rayners
23 Village Way East Harrow
HA2 7LX

Email: harrow@christredeemer.ac.uk

Tel: 0208 429 4356 – Option 1

Croydon Campus

6th Floor, Suite 36
AMP House
Dingwall Road
Croydon
Surrey
CR0 2LX

Email: croydon@christredeemer.ac.uk

Tel: 0208 429 4356 – Option 3

Ilford Campus

7th Floor
Forest House
16-20 Clements Road
Ilford
IG1 1BA

Email: ilford@christredeemer.ac.uk

Tel: 0208 429 4356 – Option 2

Web: christredeemer.ac.uk
VLE: vle.christredeemer.ac.uk

TERM STRUCTURE

The structure of your programme will vary according to your chosen course of study. Information about teaching dates, along with other key College events can be found on the VLE (Moodle) and the student management system (Quercus).

Any changes to dates may be communicated to you via email, and therefore it is crucial that you check your College email account regularly.

CRC REGULATIONS

Although you may not have the time to read all of the College's regulations in detail, you should be aware of the following key policies and where to find them. This list is not exhaustive and there may be other policies that you will need to refer to during the course of your studies.

Academic Appeals Policy

Explains how students can challenge a decision about their grades or results.

Academic Misconduct Policy

Covers rules about cheating, plagiarism, and honest academic work.

Attendance Policy

Sets expectations for attending classes and what happens if you don't.

Bullying and Harassment Policy

Protects students from bullying and explains how to report it.

Code of Discipline

Outlines acceptable behaviour and consequences for breaking rules.

Code of Practice on Freedom of Speech

Supports the right to express ideas respectfully and safely.

Complaints Policy

Shows how students can raise and resolve issues with the university or College.

Data Protection Policy

Explains how your personal information is collected, used, and kept safe.

General Academic Regulations

Provides the main rules about courses, assessments, and progression.

Health and Safety Policy

Keeps everyone safe by setting rules for a safe learning environment.

IT Acceptable Usage Policy

Explains how to use College/university IT systems responsibly.

Mitigating Circumstances Policy

Explains how students can request mitigation for serious issues affecting their studies.

Prevent Policy

Aims to keep students safe from radicalisation and extremism.

Sexual Harassment Policy

Protects students from unwanted sexual behaviour and explains reporting routes.

Staff-Student Relationship Policy

Sets boundaries to ensure professional and appropriate relationships.

Student Protection Plan

A Student Protection Plan is a document that outlines how a higher education provider will ensure students can continue and complete their studies if their course, campus, or the provider itself closes or changes unexpectedly.

Copies of all current policies can be found on the VLE and the [College website](#).

OFFICE FOR STUDENTS (OFS)

The Office for Students (OfS) is the statutory regulator of higher education in England. It is responsible for ensuring quality education, promoting equality of access, and protecting student interests. The OfS sets the rules for higher education providers in England and has the legal powers to enforce them.

You can find out more about how the OfS supports students here:

officeforstudents.org.uk/for-students/

QUALITY ASSURANCE AGENCY FOR HIGHER EDUCATION (QAA) UK QUALITY CODE

The Quality Assurance Agency for Higher Education (QAA) is an independent body in the UK that monitors and advises on standards and quality in higher education. The QAA reviews higher education provision by invitation and advises on whether standards are being met, however it has no enforcement powers.

The QAA produces the UK Quality Code which outlines the key expectations placed on all UK Higher Education providers. You can find more information about the quality code here: qaa.ac.uk/quality-code

PROGRAMME STAFF LIST AND CONTACT DETAILS

Rector

Professor Daniel Akhazemea

Email: dakhazemea@christredeemer.ac.uk

Academic Dean

Dr R. David Muir

Email: dmuir@christredeemer.ac.uk

Registrar

Bamishaiye Daniel

Email: bdaniel@christredeemer.ac.uk

Student Administrative Services (SAS) Team Lead

Elayaruby Ratnam

Email: administrative.office@christredeemer.ac.uk

Strategy and Student Success Manager

Aima Okafor

Email: aokafor@christredemmer.ac.uk

Student Support (Theology)

Sai Beeneram

Email: theology@christredeemer.ac.uk

Student Support (Business)

George Esiri

Email: support@christredeemer.ac.uk

Accounts and Student Finance Enquiries

Gloria Ese Opute

Email: gopute@christredeemer.ac.uk

IT

Wole Adebola

Email: it@christredeemer.ac.uk

Estates and Facilities

Pastor Jude Olisa

Email: joilsa@christredeemer.ac.uk

Chaplain

Dr Trevor Adams

Email: chaplain@christredeemer.ac.uk

Head of the School of Theology

Dr Yaya Obozua

Email: yobozua@christredeemer.ac.uk

Head of the School of Business

Dr Michael Oyelere

Email: moyelere@christredeemer.ac.uk

Head of Research

Dr Claudette Carr

Email: ccarr@christredeemer.ac.uk

If you email a member of staff, you should expect to hear back from them within 3 working days.

VIRTUAL LEARNING ENVIRONMENT (VLE)

The VLE (sometimes referred to as Moodle) is an online platform that supports teaching and learning by providing access to course materials, assignments, communication tools, key documentation in one place. It allows students and teachers to interact, share resources, submit work, and track progress digitally.

The VLE will be a vital resource for your studies and therefore it is very important that you familiarise yourself with it as early as possible. You will be given your VLE login details during induction along with guidance on how to use it effectively. Further training resources can be found on the VLE itself.

EMAIL ACCOUNT

You will be given a College email address **which you must use** when communicating with staff and students. It is important for you to access your email every day as staff will communicate with you by email. You may miss important information if you fail to look at your emails regularly.

YOUR CONTACT AND PERSONAL DETAILS

You should ensure that the College always holds up-to-date contact details for you to ensure that all important communication reaches you. Failure to do so may result in you missing important information. Please use this link to update your contact details: <https://bit.ly/crc-students-update>

CONFIRMATION OF YOUR STUDENT STATUS

At times there may be situations where you are required to provide proof of your student status – such as opening a student bank account or submitting a request for a Council Tax discount. The College can provide you with a student status confirmation letter. Please use this link to request a letter: <https://forms.office.com/r/Hgfg9ty9hy>

DATA PROTECTION AND PRIVACY

The information that you provide at enrolment is held on a computerised database and maintained in accordance with the Data Protection Act. We ensure that the data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law.

TIMETABLE

You will be provided with a timetable. If your timetable is incomplete, or if you have any queries about your timetable, then please contact the [Student Support Officer](#) for this programme or Quercus.

ASSESSMENT

You will be provided with an assessment schedule. Assessment deadlines do occasionally change and while every effort has been made to ensure dates are correct at the time of publishing you should check for messages via email and the virtual learning environment, so you are aware of any changes. You will receive written feedback on your assessment within three weeks of submitting your work. You must log into the VLE to access this.

LEARNING RESOURCES

Library

All core texts and journals stipulated on module reading lists are provided as a core collection. Christ the Redeemer College also subscribes to an e-library resource which is available via the VLE.

IT facilities

The College has good IT facilities which you can use for study and to access the internet.

Study skills

In your first term you will attend study skills classes where you will learn essay writing, presentation skills, referencing etc. In addition, group tutorials are provided to assist you in ongoing development of study and ministry practice skills and to provide vital feedback on your work.

ATTENDANCE REQUIREMENTS

As a College we take students' attendance seriously. Your attendance is not only important for your learning and development but also for contributing to the learning and development of your peers. As a student at the College, you are part of our community of learners.

You are required to attend all classes, tutorials, and assessments. If you are unable to attend due to sickness, bereavement, or crisis you must telephone the College to explain your absence. If you do not attend your lectures and tutorials, you may not be able to achieve the learning

outcomes for your modules. All modules have a minimum level of 80% attendance required.

The Student Loans Company requires the College to report on the attendance of each student accessing student finance. If your attendance falls below the required minimum of 80% your loan may be withheld.

Policy on late arrival

To get the most benefit out of your time at Christ the Redeemer College it is important that you not only attend College but that you arrive on time for all lectures, workshops, presentations, group work etc. Arriving 15 minutes before class allows you to orientate yourself and prepare your desk space.

If you know you will be late for a valid reason such as a hospital appointment then you must, out of courtesy, inform the College in advance of your late arrival and you will be allowed to come into class. You may inform your tutor in advance or contact the [Student Support Officer](#) or Reception staff, who will convey a message for you.

Traffic congestion and overcrowding on public transport is a common problem in London so you must allow sufficient time for your journey to College.

HEALTH AND SAFETY

All accidents must be immediately reported to the College reception. Various members of staff at the College are trained in first aid and can assist as required. If you have any specific medical conditions, including pregnancy, please ensure that your [Student Support Officer](#) is informed.

LEARNING, TEACHING AND ASSESSMENT

The learning, teaching and assessment approaches used throughout your programme are designed to enable you both to work with other students and to take responsibility for your own learning.

LEARNING AND TEACHING METHODS

You will be actively involved in a range of learning, teaching, and assessment approaches as part of your programme. Such active approaches aim to put you at the centre of your learning, so you are involved and engaged in all aspects of your assessment and learning. Your programme will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other students as part of a small group. Learning activities may also occur both within and outside the classroom.

Your learning will also be supported by technology. Increasingly your tutors will be using existing and emerging learning technologies to engage you in e-learning activities. Your programme will be facilitated using a variety of media and online tools which will allow you flexible access to a diverse range of online resources, quizzes and learning materials as well as collaborative tools with which you can engage and learn with your peers. Not confined by the time and space associated with traditional teaching methods, you may take part in online discussions and learning activities from wherever you are studying. Your tutors will provide any support you may need whilst learning online.

By engaging with e-learning you will also be developing skills which are essential for your learning and are also highly valued by employers. These include, but are not limited to, working flexibly, communication, understanding of IT, team working and creating shared understandings based on quality resources and access to global expertise.

ASSESSMENT METHODS

Assessment is an integral part of learning, and you may hear it referred to as formative or summative.

Formative assessment is designed to give you feedback on your performance and how it can be improved. As a result, you will get detailed feedback on formative assessment. Formative assessment is an important part of the learning process and has been shown to help students improve their grades and their learning style. Formative assessment may take a variety of forms, such as group discussions or

presentations, reviewing an article, developing a plan for an essay or other assignment, or undertaking a role play in class.

Summative assessment is designed to measure the extent to which you have achieved the learning outcomes of a module and therefore the grade you will be awarded. Learning outcomes are the specific skills and knowledge that you are expected to demonstrate as a result of taking a module. Summative assessment should assess achievement of all learning outcomes in a secure, fair, and accurate manner and will mainly comprise of examinations, essays, reports, presentations, book reviews and journals of work experience or other learning.

Assessment may also involve self, peer, or group approaches. For example, you may be asked to self-assess your own work, indicating where you feel you have clearly demonstrated your understanding and identifying areas where we can see you have room to improve. Assessment may also be a peer process where students, individually or as groups, offer feedback on one another's work. Group assessment may also be part of your programme where part of the assessment requires you to demonstrate your ability to work as part of a group and possibly receive a group mark.

Please see the module data sets at the end of this handbook for more information about the specific learning arrangements for your modules.

SUBMISSION, RECEIPT, MARKING AND RETURN OF ASSESSMENT

Submission and receipt of coursework

Paper copies of your work are not required. Coursework must be submitted electronically via the VLE on the due date to qualify for marking. A [Student Support Officer](#) will be able to show you how to submit your work. Your work should always be submitted with your student number, the title of your assignment and the module code, using the assignment coversheet. You can download a blank coversheet from the VLE. A [Student Support Officer](#) will be able to show you how to access and use the coversheet.

Marking, second marking and marking moderation

In the first year, assessments are first marked by the Module Tutor and subject to moderation by a second marker. For classes with less than 10 registered students the sample shall be 100%. For larger classes 25% plus all fails and borderline grades shall be sampled. In addition, a sample of second- and third-year work, including all failed work, is moderated by an External Examiner.

Return of coursework

Students are advised to keep a copy of all their work and to ensure they regularly back up their work. As work is submitted electronically it is retained

on the Turnitin website and there is nothing to return to students.

External Examiners

External Examiners are one way we assure the academic quality of your programme. They are subject experts who help assure that your CRC award is comparable to that at other UK universities by reviewing the programme curriculum, the assessment, and the learning resources. Among other things, they approve all exam papers before they are taken, attend the assessment board and write a report at the end of the year. You can download a copy of this report from the website.

The appeal and complaints systems exist to allow you to express any concerns you have, including the marks you have been given for your performance.

ASSESSMENT FEEDBACK

Feedback on your assessment (both formative and summative) provides the opportunity for you to reflect on it and to use this feedback as the basis for learning and improving your work.

Feedback can take many forms and may be informal. For example, it may be given and discussed in the classroom, or it may be more formal and delivered in written or audio form from peers or academic staff. Understanding your feedback is very important and you are encouraged to discuss feedback with your peers and academic staff.

Receiving feedback on your work is an essential and important part of learning and therefore all programmes provide regular opportunities for formative assessment, the purpose of which is to get detailed feedback on your performance, so you get a regular update on how you are developing and to prepare you for any summative assessment.

Feedback on summative assessment will be offered in a variety of forms, and all work will be marked and moderated in line with the CRC's Academic Regulations.

You will normally be provided with feedback within three weeks of the published submission date.

PROGRESSING ON YOUR PROGRAMME

Your grades

Your module outlines will give information on how the marks for different items of summative assessment are combined to give your final grade.

Your results

At the end of each academic year, your results will be considered and confirmed by a Progression and Awards Board. Once the Progression and Awards Board has met you will be sent an email detailing your results and progression status.

Certificates

When you graduate and ensure all tuition fees have been paid your final qualification certificate will be issued. Your certificate will be sent to you by post within 4 months of the date the qualification is awarded. It is therefore very important that you keep the College updated with any address changes during that time.

Transcript

All students are issued with a transcript of studies. Your transcript will include the modules you have taken; grades achieved and state your qualification with the classification and title. Transcripts are intended to help external parties such as employers or other higher education providers understand more about your programme in addition to your grades.

Extension requests

If there are exceptional or mitigating circumstances which through no fault of your own are preventing you from completing all or part of your assessment (e.g. submitting coursework or making a presentation), you may seek an extension. Exceptional circumstances include bereavement, sickness (with medical evidence), etc. If you think this applies to you then you should complete and submit an extension request form to your Student Support Officer, attaching supporting documentation, e.g., medical certificates. You can download a blank extension request form from the VLE. Please note: An extension should be requested before the deadline.

Re-assessment

If you fail a module, you will be entitled to a single resubmission at no financial cost.

ACADEMIC MISCONDUCT

It is important that you are aware of what constitutes academic misconduct. "Academic misconduct is an attempt made by a student to obtain an unfair advantage in the assessment of their academic work". It includes:

Commissioning

This is paying or engaging someone else to undertake a piece of coursework on your behalf and presenting it as your own. This includes the use of Essay mills – these are services offering to provide students with essays for money. These types of services are illegal under the Skills and Post-16 Education Act 2022.

Plagiarism

Plagiarism is presenting someone else's work or ideas as your own. This applies not only to traditional essays or reports but also to visual work and content generated with the help of artificial intelligence (AI). While AI tools can support learning and creativity, misuse of their output can also lead to plagiarism.

Plagiarism includes:

- **Copying** – submitting someone else's work, or AI-generated content, as entirely your own without acknowledgement. The original work could come from the internet, a classmate, a previous student, or an AI tool.
- **Failing to indicate direct quotes** – not using quotation marks when including exact wording taken from a source, including AI outputs that reproduce existing material.
- **Paraphrasing without acknowledgement** – rewording or summarising ideas from a book, journal, website, or AI tool without properly citing the original source.
- **Patchwriting** – creating a paragraph by combining sentences or ideas from multiple sources or AI-generated suggestions without proper attribution.
- **Self-plagiarism** – reusing your own previously submitted work, or content generated earlier (including with AI), without acknowledgement.

When using AI tools, it is important to treat their output as a source. You should critically evaluate the content, ensure originality, and reference it appropriately where required. Please refer to the Academic Integrity Policy for more information.

CRC takes plagiarism very seriously. Penalties will apply if you are found guilty of plagiarism, regardless of whether it was intentional or a first offence. To avoid this, ensure you understand how to reference correctly and how to use both traditional sources and AI tools responsibly and ethically.

APPEALS

Students can appeal against assessment board decisions and the outcome of academic misconduct cases. These are set out in the College's Academic Regulations and appeals procedure.

ACADEMIC SUPPORT

Your tutors will direct your studies and ensure that you know what work you need to cover in any given module. You may seek advice from academic staff either during teaching days when they are at the College or by email. Please see your VLE for staff contact information. Support is also available from the [Student Support Officer](#) during office hours. To ensure availability, please book an appointment in advance. Each student will also be allocated with a personal tutor to support them during their studies.

SUPPORT SERVICES AT CHRIST THE REDEEMER COLLEGE

Student Support Officers

You are strongly encouraged to seek advice if you have any concerns about your studies. In the first instance, you will be provided with support from a [Student Support Officer](#) who may then refer you to a module tutor or other member of staff. You will be offered an individual tutorial each term where your progress is reviewed and any issues requiring extra support identified and discussed.

Pastoral Support

The College has trained pastoral support team led by the College Chaplain, with whom students can book an appointment to discuss any personal concerns, anxieties or difficulties. This pastoral support and guidance is confidential and matters discussed do not form a part of the student's records. Students, however, may be encouraged by the pastoral support team to seek the advice of the academic staff if their situation is impacting their progress in their studies.

Students are made aware at induction that this opportunity is available and may be encouraged to seek support if any member of staff is aware of or concerned about a student. For further information please email: pastoral.support@christredeemer.ac.uk.

Peer advice and support

Students are actively encouraged to support one another. Student representatives are often the first point of contact for students if they are experiencing difficulties or just have general queries about their programme of study.

Disability Support Service

The College welcomes students with disabilities. Please contact a [Student Support Officer](#) to discuss ways in which your needs can be accommodated.

Financial issues

From time-to-time students experience financial difficulties. If this happens

to you and you think you will have difficulties paying fees, please contact the College's Finance team at accounts@christredeemer.ac.uk who can advise you.

STUDENT BENEFITS

Council Tax Discounts

If you are a full-time student, you may be eligible for a Council Tax Discount. To qualify for a discount your course must last at least one year and involve at least 21 hours of study per week. As the required 21 hours of study includes the study that you will undertake independently (e.g., reading, writing assignments etc.) you are very likely to qualify for a discount. Please note: If all the adults in your household are full-time students you may qualify for a 100% discount. If one of the adults living in your home is not a full-time student, you may still qualify for a partial discount, and you should contact your local Council for more information. You will usually need to provide proof of your student status. The College can provide you with a student status confirmation letter. Please use this link to request a letter: forms.office.com/r/Hgfq9ty9hy

Transport for London Student Oyster Photocard

You can purchase a discount card for travel in London. For further details, please refer to the College's step-by-step guide to apply for a TfL Student Oyster Photocard or see:

tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard

NUS Extra Card

This is a student discount card which can be used at a very large number of retailers. Please see the NUS website for further details:

totum.com/

ISIC cards – full time students only

As a full-time student you can apply for an International Student Identification Card which will give you discounts on travel, shopping and experiences worldwide. For further details, please see: myisic.co.uk/

EMPLOYABILITY

The development of professional and transferable skills – such as teamwork, self-management, communication, literacy and numeracy – are all integral parts of the programme although this may not always be evident to you as they will not always be presented as such. Some modules include group work and peer assessment, enabling you to work together with others and communicate more effectively. You will be asked to do both group and individual presentations which enhance your presentation skills and skills in learning to co-operate with others in a task.

Although you can see how employability has been embedded in the programme curriculum, it is still your responsibility to actively develop these skills. Your employability cannot be ensured without your engaging with and understanding the importance of it. Once you take ownership of this, the College can support your development in a variety of ways both within your curriculum and outside of your curriculum, by helping you to make sense of your experiences and understand how to articulate your learning and development.

Work-related learning placements

Students on all pathways are required to do a work-related learning placement as part of the programme in year 2. This is compulsory and takes place in churches, charities, work environments, or youth clubs where you have not previously been a member, volunteer or employee. You will be supported by a personal tutor. Work-related learning can open career opportunities and provide valuable experience, which can also be documented in your PDP folder. Students may be required to undertake a DBS check, depending upon the type of work-based learning they undertake.

HOW TO HELP ENHANCE YOUR PROGRAMME

How you can feed back to us

As well as talking to your module tutors about any issues, there are also other ways you can provide feedback to the College to help us enhance the quality of your programme.

Student representatives

Student representatives ensure that the interests of students on the programme are represented. They are also responsible for feeding back the outcomes of any meetings or events they attend. Names of the representatives are posted on the VLE. If you are interested in becoming a student representative, then speak to the Academic Dean or a [Student Support Officer](#).

Undergraduate Programmes Committee (UPC)

This is a forum where student representatives and staff meet to review the programme. This includes discussing any issues that may have arisen in the delivery of teaching, learning and assessment but also talking about future developments. The UPC looks at student survey results and the reports from External Examiners. Your student representative is responsible for notifying the UPC of any issues which have been brought to their attention. Minutes are made of the discussions and decisions of each meeting, and these are circulated to members with outcomes. The activities of this committee are also reviewed by the Academic Board. The student representatives should offer regular feedback to the rest of the student body.

Student surveys

During your time at Christ the Redeemer College you will be asked to give your feedback on your modules, programme and the College generally by completing surveys. These are important as they help your programme team and senior staff at the College to determine what could be improved (as well as what is going well). Therefore, please take the time to complete these. You will be notified by module tutors of when the surveys will take place.

Complaints

If you have a suggestion or a complaint about any aspect, please raise it with the person concerned in the first instance. If you are not satisfied with the outcome, you can progress the matter through informal and formal procedures step by step. A full copy of the Complaints Policy is available on the website and VLE. The complaints and grievance procedures of Christ the Redeemer College must have been followed and fully exhausted before you can seek redress via the Office of the Independent Adjudicator for Higher Education: oiahe.org.uk/

How we consider your feedback

The feedback you give through your student representatives, completing

surveys and feedback forms, and participation in different committees plays an important part in the programme review throughout the year. We have made significant changes to programmes in the past because of student feedback.