

Introduction

Union Theological College adheres to the Code of Practice developed by the Institute of Theology in Queen's University, with specific additions which characterise the particular ethos of the College.

1. The Faculty and Staff of Union Theological College are committed to maintaining the Christian ethos of the College and will always seek to speak and act in ways that promote such an ethos.
2. The Faculty and Staff of Union Theological College are committed to providing enriching learning and personal development experiences for all students, to maintaining high academic standards, and to a process of enhancement and improvement in the quality of its educational provision and personal support.

Information

3. Union Theological College will provide up-to-date and accurate information to students with regard to the structure of their degree, diploma or certificate programmes, and their assessment requirements.
4. Union Theological College will inform students about the administrative structure and practices of the College and what actions to take if absent through illness, personal emergency situations, or in cases of academic difficulties.
5. Detailed and accurate information will be provided for students with regards to course content and structure; the methods of assessment; pre-requisites; compulsory and optional modules; attendance requirements, and the consequences of failure or incompleteness.
6. Module co-ordinators will ensure that a written module outline, containing all information, including reading lists and written work requirements and submission deadlines, is provided for each module no later than the first day of the class in the semester in which the module is taught.
7. Students will be given information on the character and function of any reading lists or digital resources that are issued to them.

Assessment

8. Clear and detailed information will be provided to students about their written work, projects or other methods of assessment, how they will be assessed, and the percentage of the total marks assigned to each piece of assessment.
9. In the cases where written and other work is to be returned to students, it should be made available within the time frame set out in the assessment details for the module. It should be annotated with appropriate feedback comments, and graded, subject to external examination where necessary. The College will use both formative and summative assessment to enhance the learning gain of students.
10. As part of the feedback process, all teaching staff should be available for private consultation by students within a reasonable time period when requested by a student, at specified times each week, or by appointment.

Pastoral Care

11. Faculty and Staff at Union College should be concerned about the general welfare of the students. They should familiarise themselves with the support services available in the College or through the Institute of Theology to which they may direct students in need of help.
12. Through a programme of personal tutoring, peer mentoring, overseas learning experiences and College worship opportunities, Union Theological College will seek to encourage students in the development of their personal gifts and abilities.