**DIVISIONAL BOARDS**

**Communication from Education Committee: inclusion of recommended patterns of teaching in undergraduate course handbooks**

Education Committee Circulars Ref **25**-16/17

Applicable to: all undergraduate programmes

Circulation: divisions, departments, faculties

1. **Action requested**

Divisions, departments and faculties are asked to include clear information about the recommended pattern of teaching (RPT) for each undergraduate course, in a tabular format, in course handbooks for 2017-18 onwards

1. **Background**
2. Education Committee’s Quality Assurance Subcommittee has agreed a number of minor updates to the *Policy and Guidance on course information (P&G course info).* The one significant change is that the *P&G course info* now includes a template table for the recording of information about recommended patterns of teaching (RPT), for use by all undergraduate courses.
3. The RPT table can be used flexibly to suit the particular requirements of individual courses. A number of exemplars of the way the table can be used have been developed by individual departments and faculties in conjunction with EPS officers. These exemplars span all divisions.
4. The basic requirement that undergraduate course handbooks include information about RPT is not new; this policy requirement has been in place for a number of years. However in most course handbooks, the information is not currently presented comprehensively.
5. **Useful documents**

Those updating undergraduate course handbooks for 2017-18 are asked to refer to the following resources for further information:

* *Policy and Guidance on course information (P&G course info)* including course handbook template and RPT template
* *Inclusion of Recommended Patterns of Teaching (RPT) in a tabular format in undergraduate course handbooks: a paper containing background, explanation and additional guidance*
* *Five exemplar RPT tables and notes on their population*

All these documents are accessible from: <http://www.admin.ox.ac.uk/edc/policiesandguidance/pandgoncourseinformation/>

1. **Further information**

Further information is available from Catherine Whalley ([catherine.whalley@admin.ox.ac.uk](mailto:catherine.whalley@admin.ox.ac.uk), (2) 80659) and Rebecca Ehata ([rebecca.ehata@admin.ox.ac.uk](mailto:rebecca.ehata@admin.ox.ac.uk), (2) 86604) in Education Policy Support.