

Course handbook

Implementation guide 1

Suggested contents for a CIMA course student handbook

1. An introduction to the college

- Brief history.
- College mission statement.
- Size of college (staff, student numbers).
- Geographical location of campus (including map).
- Range of educational courses.

2. Details of department where the CIMA course is provided

- Brief introduction to the department.
- Staff list.
- Staff membership of professional bodies.
- Staff links with professional bodies (e.g. author of text for professional institute).
- Professional consultancy and practice (e.g. short course provision for commercial organisations).

3. Tuition for CIMA

- Introduction to CIMA.
- How to register as a student.
- How to apply for exemptions (if appropriate) emphasising the need to ensure that students undertake a gap analysis where appropriate.
- How to register for exams.
- How to apply for membership of CIMA.
- Modes of study for CIMA at the college:
 - full time
 - day release
 - day release/evening
 - weekend
 - distance learning.
- Revision schools run at the college or where the revision is built into the course.
- Main staff contacts (course leader, course administrator).

4. What is expected of the student attending the course?

- Out of college self-study hours (e.g. expected study time per week).
- Emphasis on the importance and value of practising past paper type questions under exam conditions.
- Frequency of coursework.
- Details of mock exams.
- Method of delivery (style of class, note taking, group work etc).
- Mock case study activities in class.
- Scheme of work.

5. CIMA contact

Contact details including telephone, fax number and email for all students' enquiries to CIMA:

T. +44 (0) 20 8849 2251

F. +44 (0) 20 8849 2450

E. cima.contact@cimaglobal.com

Summary details on the local branch – explanation of their role in relation to students and contact details including telephone and fax numbers.

6. Quality procedures on the CIMA course

- Student participation regarding attendance, coursework and mock exams/feedback on coursework
- College quality procedures:
 - bi-annual questionnaires for student feedback
 - bi-annual working lunches with students
 - employer liaison
 - CIMA teaching staff meetings
 - external review of CIMA course (e.g. faculty review)
 - CIMA Learning involvement.

7. CIMA tuition calendar

- Semester dates.
- Holiday.

8. CIMA timetables, including revision details

- Schedule of classes and allocated hours.

9. Dates for coursework and mock exams

10. CIMA teaching staff details

- Room numbers.
- Telephone contact number.

11. Student services

- Library facilities.
- Student union.
- Sports facilities.
- Counselling services.
- Careers guidance.

It is suggested that the course leader/administrator should discuss the contents of the student guide with the students on the first day of the course.