Key Processes Primer

This document lists the key academic processes and the relevant Regulations, Codes of Practice, Policies, Guidance and other documents that exist to support these processes.

All staff should ensure that they are aware of their obligations to comply with these provisions at all times. A number of specific responsibilities and key times are identified where these are appropriate.

1. Review of Educational Provision
2. Professional, Statutory and Regulatory Bodies and Collaborative Provision
3. Approval of Programmes / Modules
4. Admission of Students
5. Student Progress and Assessment
6. Student Support
7. Concerns, Complaints and Appeals
8. General Matters

1. Review of Educational Provision		
Activity	*Relevant Documentation*	*Responsible Staff*
Vice-Chancellor's Integrated Review *(which replaced School Quality Review, Comprehensive Programme Review and Strategic Research Review from 2012)*	Guidance for Schools	**Head of School** with School Senior Management Team and College Planning Partner to draw up Self-Evaluation document.
Annual Module Review	Annual Module Review Form – for completion by end of July (UG); end of November (PG)	**Module Leader**

Module Evaluation	Guidance	**Module Leader**
Annual Programme Review	Guidance on Annual Programme and Module Review Annual Undergraduate Programme Review – [optional] for completion by end of October School Summary – Undergraduate Programmes – for completion by end of October Annual PGT Programme Review School Summary – PGT Programmes – for completion by end of January College Summary – PGT Programmes – for PGT programmes only	 **Programme Director and School Head of Quality** **School Head of Quality and Head of School** **School Head of Quality and Head of School** **School Head of Quality and Head of School** **College Deputy Director of Education (i.e. College Head of Quality)**
Research Students – Supervision Experience Concern	Supervision Experience Concern – Guidance and Form	**Graduate School / Complaints Office**
PGR Review	School PGR Annual Review – Guidance – Form College PGR Annual Review – Form	**School PGR Lead** and **School Head of Quality** **College PGR Lead** and **College Head of Quality**

2. Professional, Statutory and Regulatory Bodies and Collaborative Provision		
Managing Professional, Statutory and Regulatory Bodies accreditation processes	Policy on Professional, Statutory and Regulatory Bodies	**Head of School and / or PSRB Lead** in conjunction with **Academic Policy and Standards**
Collaborative Provision	Collaborative Provision Policy	**University Collaborative Provision Manager**
Development of New Collaborations	Approval Process Overview	**Collaborative Provision Committee** following approval by appropriate **School / College Committees**

Modifications to Collaborative Provision arrangements	Modifications – Guidance and Form	**School Collaborative Provision Officer** and **University Collaborative Provision Officer**
Review of Collaborative Provision arrangements	Framework for Reviews	**University Collaborative Provision Committee** and **University Collaborative Provision Manager**
Undergraduate and Postgraduate Taught Dual Degree Arrangements	Guidance	**Collaborative Provision Committee** following approval by appropriate **School / College Committees**
Collaborative Arrangements for Research Students	Dual PhD Agreement – Proposal Form Code of Practice on Alternative Modes of Delivery Code of Practice on Split Location Collaborative Postgraduate Researcher Provision – Proposal Form U-21 International Jointly Awarded PhD – Guidance – Proposal Form	**Head of School** or **nominee / Collaborative Provision Committee** **Head of School** or **nominee / Programme Approval Review Committee** **Head of School** or **nominee** **Head of School** or **nominee / Collaborative Provision Committee** **Head of School** or **nominee / Collaborative Provision Committee**

3. Approval of Programmes / Modules		
Activity	*Relevant Documentation*	*Responsible Staff*
General Guidance on Programmes of Study	Regulations – Section 6	
Proposing a new programme	Plan to develop new programme: Form and Guidance New programme proposal: Form – Guidance	**College Director of Education**, with advice from the **CAPP**.

	Programme Specification: Form – Guidance Proposal to add new placement to programme: Form – Guidance External adviser comments: Form – Guidance Skills Audit Assessment Methods Matrix Curriculum Map Distance Learning Checklist Dual Degree Arrangement New Programme Proposal: Form – Guidance Dual Degree arrangement programme specification: Form – Guidance	
Proposing a new module	New Module proposal: Form – Guidance Module specification: Form – Guidance	**Relevant School authority** endorses module proposal; College Learning and Teaching Committee approves.
Modification of an existing Programme	Major modifications – Guidance Minor modifications – Guidance	CPARC, following endorsement by relevant School authority Relevant School authority
Modification of an existing module	Modification to module: Form – Guidance Module specification: Form – Guidance	**Relevant School / Department authority** approves module modification.
Programme Withdrawal	Withdrawal of module: Form – Guidance	**Relevant School committee**; College Learning and Teaching Committee endorses.

Module Withdrawal	Withdrawal of module: Form – Guidance	**Relevant School authority** endorses; College Learning and Teaching Committee approves. [Immediate withdrawals require Programme Approval and Review Committee approval.]
Suspension of programme	Suspension of programme: Form	**Relevant School and College authorities** endorse; Programme Approval and Review Committee approves.
Development and delivery of a programme or module by another organization or body leading to a University award or credit.	Collaborative Provision Policy	**Head of School or nominee** in conjunction with Collaborative Provision Office
Consultation with Students on major changes.	Policy on Consulting Students about major changes	**Chair of appropriate decision making forum** or his/her nominee

4. Admission of Students		
Activity	*Relevant Documentation*	*Responsible Staff*
Admissions procedures	Code of Practice on Admission of Students Regulations – Sections 5.1.1; 5.2	**School Admissions Tutor** (authority may be delegated to Director of Admissions)
Accreditation of an applicant's prior learning or experience for admissions purposes.	Code of Practice on Admission of Students – Sections 3 and 7 Policy and Procedures for the Accreditation of Prior Learning Regulations – Section 5.1.2	**School Admissions Tutor** (with advice from Admissions Office)

5. Student Progress and Assessment		
Activity	*Relevant Documentation*	*Responsible Staff*
Guidance on Assessment, Progression and Awards	Regulations – Section 7 Education Strategy 2013-2015	
Provision of comprehensive student handbooks – to be reviewed annually.	Code of Practice on Personal Tutoring and Academic Feedback – Sections 2.3.1, 3.1.1 & 4.3.3	**Head of School** or nominee
Prompt and constructive feedback to students on submitted work.	Code of Practice on Personal Tutoring and Academic Feedback – Sections 4, 5 & 6 Regulations – Section 6.3.2	**Academic staff**
Extensions of maximum periods of study	Guidance on granting of extensions	**Head of School** or nominee and **Supervisors**
Provision of Training, Employability and Careers advice	Code of Practice on Personal Tutoring and Academic Feedback – Section 5	**Personal Tutor** in conjunction with Careers and Employability Service
Taught programme and module assessment and operation of marking policies, including arrangements for students with special requirements	Code of Practice on Taught Programme and Module Assessment – Sections 7, 10 & 11 Code of Practice on the conduct of centrally co-ordinated formal written examinations Regulations – Section 7.2	**Head of School** and **Programme Lead** or **Examination Officer**
Graduate Research Students	Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers Code of Practice on Assessment of Research Degree Theses	**Head of School** or nominee and **Supervisors** **Head of School** or nominee and **Supervisors**

Examining of Degrees	• Taught Programmes Code of Practice on External Examining (Taught Provision) Regulations – Section 7.1 & 7.2 • Research Degrees Code of Practice on Assessment of Research Degree Theses Code of Practice on Higher Doctorates – Sections 5 & 6 Code of Practice on Assessment and Award of PhD by Published Work Regulations – Section 7.4 – 7.6	Appointment by **Head of School** or nominee, approved by **College Director of Education** Briefing and documentation provided by **Programme Lead**
Adjusted Regulations	Code of Practice on Adjusted Regulations and Bachelor's Degrees Code of Practice on Adjusted Regulations and Undergraduate Masters Degrees	**Programme Leads / College Directors of Education**
Transfer/progression between Graduate Diploma, Postgraduate Diploma and Masters Programmes	Policy on Graduate Certificates / Diplomas – Section 5	**Academic Staff / Programme Directors**
Student Attendance and reasonable diligence	Code of Practice on student attendance and reasonable diligence Regulations – Section 7.8	**Head of School or Programme Lead**
Dealing with Plagiarism	Code of Practice on Plagiarism	**School Plagiarism Officer**

Higher Doctorates	Code of Practice on Higher Doctorates	Candidature consideration group and reviewers appointed by **Head of School**

6. Student Support		
Activity	*Relevant Documentation*	*Responsible Staff*
Annual review of Student Support Arrangements	Code of Practice on Personal Tutoring and Academic Feedback – Section 6	**Head of School** to identify one or more Welfare Tutors **Head of School** to designate staff with defined responsibilities for: Personal Tutoring; welfare tutoring; managing reasonable adjustments for disabled students; managing extenuating circumstances; and co-ordinating careers and employability support.
Induction of all new students (including those entering at non-standard start times) and re-induction of returning students.	• Undergraduates Code of Practice for Personal Tutoring and Academic Feedback – Sections 2 & 3 • Postgraduate Taught Students Advice on Induction for Postgraduate Taught Students • Research Students Postgraduate Researcher Induction Induction Guidelines	**Head of School / Programme Lead** **Programme Lead** **College Head of Graduate School / Supervisors**
Responsibilities of Supervisors, Academic Advisers and Mentors	Guide to Supervisor / PGR roles and responsibilities	**College Head of Graduate School**
Research Student Progress Reviews, including training needs analysis	Guide to Supervisor / PGR roles and responsibilities	**College Head of Graduate School** with **Supervisors**

Extenuating Circumstances	Code of Practice on Extenuating Circumstances – (Undergraduate and Taught Postgraduate Students) Research Students – to consult Supervisor(s)	**Head of School** to appoint an Extenuating Circumstances Officer and at least one Welfare Tutor. **Head of School or nominee** to produce written guidance to supplement the University Code of Practice, that includes details of points of contact, and other School arrangements, including contact details for both undergraduate and postgraduate Students.
Health, Wellbeing and Fitness	Code of Practice on Health, Wellbeing and Fitness	**Head of College** or nominee
Support and advice for students on placement or in work-based learning	Guidance on Placement Learning	**Head of School** to identify Placement Learning Co-ordinator for each programme
Operation of Fitness to Practice Procedures (where relevant)	Code of Practice on Misconduct and Fitness to Practice Committee Regulations – Section 7.2.7	College Fitness to Practice Committees – members identified annually by **Head of College** or nominee
Leave of absence / Authorised absence	Code of Practice on Leave of Absence Procedures PGR Leave of Absence – Form PGT Leave of Absence – Form Undergraduate Leave of Absence – Form Authorised Absence for International Students – Form	 **Supervisor** and **Head of School** or **nominee** **Authorised signatory of School / Department** **Authorised signatory of School / Department** **Supervisor / Director of Studies**

7. Concerns, Complaints and Appeals		
Activity	*Relevant Documentation*	*Responsible Staff*

Consideration of Student Complaints	Code of Practice on Student Concerns and Complaints	Response to complaint – **Head of School** or nominee
Consistent and effective consideration of Student Appeals	Code of Practice on Academic Appeals Procedures	School response co-ordinated by identified **School Appeals contacts**.

8. General Matters		
Activity	*Relevant Documentation*	*Responsible Staff*
Ethical Conduct	University Code of Ethics	**All staff**
Use and monitoring of peer observation of teaching	Guidance on Peer Observation of Teaching	**Head of School**
Teaching undertaken by postgraduate teaching assistants and by undergraduates	Code of Practice on Teaching and Academic Support provided by Registered Students Regulations – Section 6.3.4	**Head of School** or nominee
Operation of Student Representation System	Code of Practice on Student Representation Scheme	**Head of School** or nominee (e.g. the School's Quality Assurance lead)
Matters of Student Discipline	Regulations – Section 8	
Obligations of Student and University	Student Charter	**All**
Promotion of Equal Opportunities	University Equality Scheme 2011-2015	**All**