

LTC15D184 / LTC15A006**REVIEW SCHEDULE: REGULATIONS, HANDBOOKS, POLICIES AND PROCEDURES, GUIDANCE AND STUDENT CHARTER**

All items listed below are subject to regular review through the University's Learning & Teaching Committee and will be reviewed on a 5-7 year rolling basis. Many of these regulations are updated annually but this will normally be for minor revisions rather than major changes to principles. The schedule may also be influenced by UEA strategic developments affecting LTC and its business, by the development of the QAA's Quality Code and any national initiatives/strategies (eg by HEFCE and/or the Department for Business, Innovation and Skills).

		DATE OF LAST REVIEW OR SIGNIFICANT UPDATE	DATE OF NEXT REVIEW	Additional Notes
1	REGULATIONS (Awards)			
1.1	New Academic Model (undergraduate) – Bachelors and Integrated Masters	Introduced 2012-3	2016-17	
1.2	Graduate Diplomas	2014-15	2016-17	To come into line with BIM
1.3	Common Masters Framework (includes PGCE)	2015-16	2021-22	
1.4	Research degrees	2013-14	2020-21	

2	ACADEMIC AND GENERAL REGULATIONS AND ASSOCIATED PROCEDURES			
2.1	New course proposals & programme specifications	2015/16	2021-22	
2.2	Module & course monitoring, update and review	2015-16	2021-22	
2.3	External Examining (Taught Programmes)	2013-14	2020-21	
2.4	Research Degrees (including supporting policy documents)	2013-14	2020-21	
2.5	SSLCs	2014-15	2021-22	
2.6	Placement learning	2011-12	2016-17	
2.7	Assessment processes	2013-14	2020-21	
2.8	Information (Quality Review Part C)	2013-14	2020-21	Implementation of Part C (Planning Office Lead)
2.9	AP(E)L	2015-16	2021-22	
2.10	Academic Appeals & Complaints	2011-12	2016-17	
2.11	Non-Academic Complaints		2016-17	
2.12	Plagiarism & Collusion	2012-13	2017-18	
2.13	Discipline (including cheating in assessment, PMU and attendance and progress and suspensions)	2014-15	2019-20	
2.14	Misconduct in research (students)	2009-10	2017-18	
2.15	General regulations	2013-14	2020-21	Liaise with other Services as required
2.16	Coursework submission (penalties, turn-around times & anonymous	2011-12	2017-18	Minor revisions may be required as a result of e-marking

	coursework marking)			
2.17	Concessions to include individual arrangements, intercalations, SpLD stickers, overseas assessment, posthumous awards	2015-16	2021-22	
2.18	Advising System	2014-15	2019-20	
2.19	Extenuating circumstances	2012-13	2017-18	
2.20	Marking criteria	2011-12(UG) 2012-13 (PGT)	2016-17	
2.21	Double marking and moderation	2012-13	2017-18	
3.	GUIDELINES	Review 'guidelines' to move to 'regulations' or procedures as appropriate		
3.1	Teaching undertaken by PgR students	2013-14	2020-21	
3.2	Peer observation of teaching	2015-16	2021-22	
3.3	Guidelines for students on dealing with harassment	2012-13	2017-18	

4.	HANDBOOKS			
4.1	UEA Partnerships Handbook	2015-16	2021-22	
4.2	School/Course handbooks - information policy.	from c2003-04	2016-17	These are course/ School handbooks.
4.3	University Student Handbook for Taught Programmes	2011-12	2016-17	Annually updated
5.	STRATEGIES			
5.1	Learning and Teaching	2013-14	2020-21	
6	STUDENT CHARTER			
6.1	Student Charter	2013-14	2018-19	

Timetable

2016-17

1.1	New Academic Model (undergraduate) – Bachelors and Integrated Masters	Introduced 2012-3	2016-17
1.2	Graduate Diplomas (as part of NAM review)	2014-15	2016-17
2.6	Placement Learning	2011-12	2016-17
2.10	Academic Appeals and Complaints	2011-12	2016-17
2.11	Non-Academic Complaints		2016-17
2.20	Marking criteria	2011-12(UG) 2012-13 (PGT)	2016-17
4.2	School/Course handbooks - information policy.	from c2003-04	2016-17
4.3	University Student Handbook for Taught Programmes	2011-12	2016-17

2017-18

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2.12	Plagiarism & Collusion	2012-13	2017-18
2.14	Misconduct in research (students)	2009-10	2017-18
2.16	Coursework submission (penalties, turn-around times & anonymous coursework marking)	2011-12	2017-18
2.19	Extenuating circumstances	2012-13	2017-18
2.21	Double marking and moderation	2012-13	2017-18
3.3	Guidelines for students on dealing with harassment	2012-13	2017-18

2018-19

6.1	Student Charter	2013-14	2018-19
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2019-20

2.13	Discipline (including cheating in assessment, PMU and attendance and	2014-15	2019-20
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	progress and suspensions)		
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2020-21

1.5	Research degrees	2013-14	2020-21
2.3	External Examining (Taught Programmes)	2013-14	2020-21
2.4	Research Degrees (including supporting policy documents)	2013-14	2020-21
2.7	Assessment processes	2013-14	2020-21
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2.15	General regulations	2013-14	2020-21
3.1	Teaching undertaken by PgR students	2013-14	2020-21

2021-22

1.4	Common Masters Framework (includes PGCE)	2015-16	2021-22
2.2	Module & course monitoring, update and review	2015-16	2021-22
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4.1	UEA Partnerships Handbook	2015-16	2021-22