

LTC17D121 / LTC17A004

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 the Office for Students 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	2016-17	2021-22	
1.2	Graduate Diplomas	2016-17	2021-22	Future of Graduate Diplomas is currently under review, with the exception of the Grad Dip in Legal Studies
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	Internal Quality Assurance	2015-16 & 2016-17	2021-22	Major review of all related policies and procedures
2.3	External Examining (Taught Programmes)	2013-14	2020-21	
2.4	Research Degrees (including supporting policy documents)	2013-14	2020-21	
2.5	Student Representation	2014-15	2021-22	
2.6	Placement learning	2016-17	2021-22	
2.7	Assessment processes	2013-14	2020-21	
2.8	Information (Quality Review Part C)	2013-14	2020-21	Implementation of Part C (Finance & Planning Office Lead)
2.9	AP(E)L	2015-16	2021-22	
2.10	Academic Appeals & Complaints	2016-17	2021-22	
2.11	Non-Academic Complaints	2016-17	2021-22	
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 regulation 13	2013-14	2020-21	Liaise with other Services as required

2.16	General regulation 14	N/A	2018-19	
2.17	General regulation 15 & 16	N/A	2017-18	
2.18	General regulation 17 & 18	N/A	2017-18	
2.19	Coursework submission & return (penalties, turn-around times & anonymous coursework marking)	2011-12	2017-18	Minor revisions may be required as a result of e-marking
2.20	Concessions to include individual arrangements, intercalations, SpLD stickers, overseas assessment, posthumous awards	2015-16	2021-22	
2.21	Advising System	2014-15	2019-20	
2.22	Extenuating circumstances	2012-13	2017-18	
2.23	Marking criteria	2016-17	2021-22	
2.24	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	Efficient module delivery (student volume)	2015-16	2018-19	
3.4	Widening Participation	N/A	2018-19	
3.5	Supporting Educational Needs	N/A	2017-18	
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 & 2017-18	These are course/ School handbooks.
4.3	University Student Handbook for Taught Programmes	2011-12	2016-17 & 2017-18	Annually updated
5.	STRATEGIES			
5.1	Learning and Teaching	2013-14	2020-21	
5.2	On-line Learning			
5.3	Widening Participation			
5.4	Partnerships			
5.5	Research Programmes			
5.6	Employability			
5.7	Internationalisation			
6	STUDENT CHARTER			
6.1	Student Charter/ student partnership agreements	2013-14	2018-19	

Timetable

2017-18

2.1	New course proposals & programme specifications	2012-13	2017-18	
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	
4.2	School/Course handbooks - information policy.	from c2003-04	2016-17/2017-18	
4.3	University Student Handbook for Taught Programmes	2011-12	2016-17/2017-18	

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 progress and suspensions)	2014-15	2019-20	
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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	
2.8	Information (Quality Review Part C)	2013-14	2020-21	
2.15	General regulations	2013-14	2020-21	
3.1	Teaching undertaken by PgR students	2013-14	2020-21	

2021-22

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4.1	UEA Partnerships Handbook	2015-16	2021-22	