

LTC12D158

Title: Review Schedule: Regulations, Handbooks, Policies and Procedures, Guidance and Student Charter
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Date: 14 June 2013
Circulation: Learning and Teaching Committee – 26 June 2013
Agenda: LTC12A006
Version: Final
Status: Open

Issue

A summary report of the pertinent reviews of the Learning and Teaching Committee which are carried out on a 5-7 year rolling basis.

Recommendation

Members of the Learning and Teaching Committee are asked to endorse this schedule.

Resource Implications

Resource implication have been considered and the timing of these reviews have been staggered appropriately taking into account available resources.

Risk Implications

It is important to review LTC regulations and procedures regularly to minimise risk of non-compliance with external quality assurance requirements.

Timing of decisions

The reviews have been planned to dovetail reviews for taught provision and provision for PGR reviews.

Further Information

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Attachments

The LTS review schedule is attached for discussion.

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	Common Course Structure (includes Cert/Dip HE). <i>Replaced by New Academic Model, not including Cert/DipHE</i>	Completed 2012/3	2016-17	
1.2	Cont Ed Cert/Dip	2003/4	2014-15	
1.3	Grad Dips	2003/4	2014-15	
1.4	Integrated Masters <i>Replaced by New Academic Model</i>	Completed 2012/3	2016-17	
1.5	Common Masters Framework (includes PGCE)	2006-07	2014-15 TBC	Review of CMF to move to NAM currently on hold.
1.6	Research degrees	2006-07	2013-14	

2	ACADEMIC AND GENERAL REGULATIONS AND ASSOCIATED PROCEDURES			
2.1	Assuring & Enhancing Teaching Quality	Dec 2007	2013 -14	Review with a view to moving all info elsewhere (to LTS website default)
2.2	New course proposals & programme specifications	2012-13	2017-18	Some loose ends to tidy up
2.3	Module & course monitoring, update and review	2010-11	2014-15	Planning Office working on data provision
2.4	External Examining (Taught Programmes)	Sept 2009	2013-14	Mapping in 12/13.
2.5	Research Degrees (including supporting policy documents)	Aug 2008	2014-15	
2.6	SSLCs	May 2009	2013-14	
2.7	Placement learning	2011-12	2016-17	May stay as a CoP
2.8	Equal Opportunities for Students (including Code of Practice) (LTQ aspects)	2001-02		Not required - embedded
2.9	Code of Practice on Assessment (NEW)	N/A	2013-14	May stay as a CoP
2.10	Information (Quality Review Part C)	N/A	2013-14	Implementation of Part C (Planning Office Lead)
2.11	AP(E)L	2000	2013-14	
2.12	Academic Appeals	2011-12	2016-17	Mapping to B9 2013-14
2.13	Academic Complaints	2011-12	2016-17	Mapping to B9 2013-14
2.14	Non-Academic Complaints		2016-17	
2.15	Plagiarism & Collusion	2012-13	2017-18	
2.16	Discipline (including cheating in assessment, PMU and attendance and progress and suspensions)	2008-09 to 2009-10	2013-14	

2.17	Misconduct in research (students)	2009-10	2017-18	
2.18	General regulations	2008-09	2013-14	Liaise with other Services as required
2.19	Coursework submission (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	2008-09	2013-14	
2.21	Advising System	2008-09	2013-14	
2.22	Acceptable evidence for extenuating circumstances	2012-13	2017-18	
2.23	Marking criteria	2011-12(UG) 2012-13 (PGT)	2016-17	
2.24	Double marking and moderation	2012-13	2017-18	
3.	GUIDELINES	Review 'guidelines' to move to 'regulations' or procedures as appropriate		
3.1	Use of dictionaries & calculators in examinations & course tests	2008-09 to 2009-10	To be included in review of assessment (2.9) with a view to inclusion in the assessment regs/procedures	
3.2	Use of computers in examinations	2005-06		
3.3	Use of a scribe in examinations	2003-04		
3.4	Co-teaching	2008-09		
3.5	Teaching undertaken by PgR students	2005-06	2013-14	
3.6	Peer observation of teaching	2010-11	2015-16	
3.7	Guidelines for students on dealing with harassment	2012-13	2017-18	

4.	HANDBOOKS			
4.1	LTQ handbook	October 2009	N/A	No longer required
4.2	UEA Partnerships Handbook	2012	2013-14	To be reviewed following completion of B10 Mapping
4.3	School/Faculty handbooks - information policy.	from c2003-04	2016-17	These are course/ School handbooks. Faculty handbooks no longer published
4.4	Central student 'handbook' . <i>Replaced by the 'Taught Student Handbook'</i>	2011-12	2016-17	Annually updated
4.5	UCS Partnerships Handbook	Summer 2013	2014-15	
4.6	International Partnerships Handbook	May 2013	2014-15	
5.	STRATEGIES			
5.1	Learning and Teaching	2005-06	2013-14	
6	STUDENT CHARTER			
6.1	Student Charter		2013-14	

Timetable

2013-14

1.6	Research degrees	2006-07	2013-14
2.1	Assuring & Enhancing Teaching Quality	Dec 2007	2013 -14
2.4	External Examining (Taught Programmes)	Sept 2009	2013-14
2.6	SSLCs	May 2009	2013-14
2.9	Code of Practice on Assessment (NEW)	N/A	2013-14
2.10	Information (Quality Review Part C)	N/A	2013-14
2.11	AP(E)L	2000	2013-14
2.16	Discipline (including cheating in assessment, PMU and attendance and progress and suspensions)	2008-09 to 2009-10	2013-14
2.18	General regulations	2008-09	2013-14
2.20	Concessions to include individual arrangements, intercalations, SpLD stickers, overseas assessment, posthumous awards	2008-09	2013-14
2.21	Advising System	2008-09	2013-14
3.5	Teaching undertaken by PgR students	2005-06	2013-14
4.2	UEA Partnerships Handbook	2012	2013-14
5.1	Learning and Teaching	2005-06	2013-14
6.1	Student Charter		2013-14

2014-15

1.2	Cont Ed Cert/Dip	2003/4	2014-15
1.5	CMF(includes PGCE)	2006-07	2014-15
1.3	Grad Dips	2003/4	2014-15
2.3	Module & course monitoring, update and review	2010-11	2014-15
2.5	Research Degrees (including supporting policy documents)	Aug 2008	2014-15
4.5	UCS Partnerships Handbook	Summer 2013	2014-15
4.6	International Partnerships Handbook	May 2013	2014-15

2015-16

3.6	Peer observation of teaching	2010-11	2015-16
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2016-17

1.1	CCS (includes Cert/Dip HE). <i>Replaced by New Academic Model, not including Cert/DipHE)</i>	Completed 2012/3	2016-17
1.4	IM Replaced by New Academic Model	Completed 2012/3	2016-17
2.7	Placement learning	2011-12	2016-17
2.12	Academic Appeals	2011-12	2016-17
2.13	Academic Complaints	2011-12	2016-17
2.14	Non-Academic Complaints		2016-17
2.23	Marking criteria	2011-12(UG) 2012-13 (PGT)	2016-17
4.3	School/Faculty handbooks - information policy.	from c2003-04	2016-17
4.4	Central student 'handbook' .Replaced by the 'Taught Student Handbook'	2011-12	2016-17

2017-18

2.2	New course proposals & programme specifications	2012-13	2017-18
2.15	Plagiarism & Collusion	2012-13	2017-18
2.17	Misconduct in research (students)	2009-10	2017-18
2.19	Coursework submission (penalties, turn-around times & anonymous coursework marking)	2011-12	2017-18
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