

LTC14D200

Title: Guidance on Governance Nomenclature
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Issue

It is important that the University's nomenclature is clear for both students and staff, particularly when the use of a particular label for a document may be taken as an indicator of its regulatory force. A wide range of labels have been used by the University over the years and this can cause confusion; it is not always clear whether a 'Procedure' carries the same weight as a 'Regulation'. The proposal below is intended to introduce greater clarity to the nomenclature that we use across the institution. This paper is a revision of paper LTC14D160 following further consultation within the University.

Recommendation

Recipients are invited to consider approving the proposed nomenclature guidance below

Resource Implications

N/A

Risk Implications

N/A

Equality and Diversity

N/A

Timing of decisions

A decision to approve the proposed nomenclature guidance would allow all new documentation produced thereafter to be produced in accordance with the guidance.

Further Information

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Background

Currently, there is no published University guidance that helps to differentiate between different types of institutional document such Regulations and Procedures. This is potentially confusing both for the users of institutional documents and for staff trying to select an appropriate label when drafting new material.

LTC is invited to approve for future use, the listing and definitions provided below. If approved the approach to implementation would be to amend document labels as appropriate in accordance with the LTC Schedule of reviews. The term “procedure” will be phased out and replaced by the appropriate term in the table below.

Proposed Nomenclature Guidance:

Term	Definition of term
Code of Practice	This refers to a document which addresses a large and complex area of University activity, such as provision for research degree candidates. The Code of Practice collects together a number of related policies and regulations (often in summary form) and provides guidance on their application. It is likely that the number of Codes of Practice will reduce as certain documents are more appropriately labelled. Codes of Practice should clarify which aspects are mandatory and which are explanatory.
Guidance	This comprises all explanatory documents related to a Policy or a Regulation. It is not mandatory to comply with Guidance.
Operational Process	This describes the means by which a Regulation is applied. It may also refer to processes which don't relate to a specific Regulation but where the University has a duty (for example, those relating to immigration law).
Policy	This is a statement of the University's position and/or intention in relation to the substantive matter being addressed.
Regulation	This clarifies what is required, allowable or disallowed. Most Regulations have an associated Policy which should be reviewed on a regular basis. It is mandatory to comply with a Regulation of the University.