

LTC14D250 / LTC14A006**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	Cont Ed Cert/Dip	2003-4	2014-15	Phased out in 2014/15
1.3	Grad Dips	2014-15	2016-17	To come into line with BIM
1.4	Common Masters Framework (includes PGCE)	2006-07	2015-16	
1.5	Research degrees	2013-14	2020-21	

2	ACADEMIC AND GENERAL REGULATIONS AND ASSOCIATED PROCEDURES			
2.1	New course proposals & programme specifications	2012-13	2017-18	
2.2	Module & course monitoring, update and review	2010-11	2015-16	
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	2000	2015-16	
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 coursework marking)	2011-12	2017-18	Minor revisions may be required as a result of e-marking

2.17	Concessions to include individual arrangements, intercalations, SpLD stickers, overseas assessment, posthumous awards	2008-09	2015-16	
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	2010-11	2015-16	
3.3	Guidelines for students on dealing with harassment	2012-13	2017-18	

4.	HANDBOOKS			
4.1	UEA Partnerships Handbook	2012	2015-16	To be reviewed following completion of B10 Mapping
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

2015-16

1.4	Common Masters Framework (includes PGCE)	2006-07	2015-16
2.2	Module & course monitoring, update and review	2010-11	2015-16
2.9	AP(E)L	2000	2015-16
2.17	Concessions to include individual arrangements, intercalations, SpLD stickers, overseas assessment, posthumous awards	2008-09	2015-16
3.2	Peer observation of teaching	2010-11	2015-16
4.1	UEA Partnerships Handbook	2012	2015-16

2016-17

1.1	New Academic Model (undergraduate) – Bachelors and Integrated Masters	Introduced 2012-3	2016-17
1.3	Graduate Diplomas (as part of NAM review)	2014-15	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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2018-19

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

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2020-21

1.5	Research degrees	2013-14	2020-21
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2.4	Research Degrees (including supporting policy documents)	2013-14	2020-21
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3.1	Teaching undertaken by PgR students	2013-14	2020-21