

SUMMARY OF KEY CHANGES: Academic Quality Handbook 2021/22

NOTE: Removal of Chapter 3 The University's Academic Structure

It was agreed to remove the above chapter since various information had been removed from the chapter in recent years, leaving a small amount of information that could be absorbed within other chapters. Chapter 12 Quality Enhancement has been moved to the Chapter 3 slot of the AQH for 2021/22, and Chapter 13 Student Policies has been moved to the Chapter 12 slot of the AQH for 2021/22.

Chapter 1 Institutional Context

- *Various sections:* Addition of reference to enhancement.
- *Section 1.6:* Addition of section on The Institutes (which replaces some of the text in the former Chapter 3 The University's Academic Structure).
- *Section 1.7:* Addition of section on Institute Quality Structures (which replaces some of the text in the former Chapter 3).
- *Section 1.8:* New section on Central Quality Structures.
- *Section 1.9:* New section on Academic Governance.

Chapter 2 Academic Committee Structure

- *Various sections:* Minor corrections to terminology and job titles throughout.
- *Section 2.2:* Revisions to Duties and Membership of Academic Planning and Operational Leadership Teams.
- *Section 2.4.1:* Addition of reference to the new Equalities and Wellbeing Board and the Learning and Teaching Board to the Student Experience Committee Terms of Reference.
- *Section 2.4.5:* Updating of Terms of Reference for Institute Boards.
- *Section 2.5.1:* Addition of Terms of Reference and Membership for new Doctoral College Board.
- *Section 2.5.2:* Addition of Terms of Reference and Membership for new Equalities and Wellbeing Board.
- *Section 2.5.3:* Addition of Terms of Reference and Membership for new International Mobility Board.

- *Section 2.5.4:* Addition of Terms of Reference and Membership for new Learning and Teaching Board.
- *Section 2.5.8:* Addition of Terms of Reference and Membership for the Student Staff Committees (replaces some of the text for the former Staff Student Committees in the former Chapter 3).
- *Section 2.6:* Updating of University Committee Structure diagram.

Chapter 3 Quality Enhancement (formerly Chapter 12)

- *Section 3.3:* Removal of section on feedback and referred to chapter 5.
- *Section 3.6:* Updating of Key Principles and committees, as outlined in the text.
- *Section 3.7:* Change from Enhancement Themes to Enhancement priorities. Removal of text related to enhancement theme. Addition of material on identifying central and Institute enhancement priorities.
- *Section 3.9:* Addition of material on NEXUS Learning and Teaching Framework and enhancement of learning and teaching processes, as outlined in the text.

Chapter 4 Programme Design, Approval, Validation, Monitoring and Review

- *Section 4.2 / 4.3:* Identifying Programme Approval as Stage 1 and Programme Validation as Stage 2 in order to assist staff in understanding the different stages of the processes.
- *Section 4.5.2:* Addition of statement that Programme Teams must work with the Apprenticeship Unit in relation to ascertaining the requirements of the appropriate apprenticeship standards.
- *Section 4.6.14:* Addition of requirement for the Academic Discipline Annual Monitoring Report to confirm that engagement with professional units has taken place on issues raised within the programme cluster reports.
- *Section 4.6.15:* Addition of opportunity for Institutes to reflect in their Institute-level Annual Monitoring Report on any actions that need to be taken in regard to the Institute's portfolio of programmes.
- *Section 4.6.17:* Addition of new programme areas to a Discipline or Institute to the list of programme cluster reports to be sampled at the Academic Standards Committee's Annual Monitoring Meeting, and removal of wider sampling criteria.
- *Section 4.7.5:* Confirmation that Programme Teams must submit a proposal for a Major Modification (Appendix PV1a) before commencing work on the draft programme documentation if they wish to change a title of an existing programme as part of a revalidation process and use the new title for advertisement and enrolment.
- *Sections 4.8.11-4.8.16:* Significant changes to the processes for Suspension or Withdrawal of Programmes of Study, as outlined in the text.

- Additionally, alongside Chapter 4, the Academic Office has developed a paper entitled Developing and Enhancing the University Portfolio, setting out a new approach to approving, developing, supporting and reviewing the Academic Provision of the University. This paper was discussed with the working group for Chapter 4 and further work is required, but the current draft is presented for consideration by ASC.

Chapter 5 Student Engagement, Representation and Support

- *Section 5.2:* Addition of reference to relevant strategies.
- *Section 5.2 (removed):* Removed section on Feedback.
- *Section 5.5.2 (removed):* Moved section on Prevent to Chapter 12.
- *Section 5.5:* Substantial revision to principles in relation to student support, as outlined in the text.
- *Section 5.7:* Addition of statement on partnership with the Students' Union, as outlined in the text.
- *Section 5.8:* Significant revision to the principles in relation to student engagement.
- *Section 5.9:* Addition of principles in relation to academic representation, as outlined in the text.
- *Section 5.10:* Revision of principles in relation to Feedback, as outlined in the text.
- *Section 5.10 (2):* Addition of definition of types of feedback (academic and student experience feedback), as outlined in the text.
- *Section 5.10.1:* Addition of principles in relation to academic feedback, as outlined in the text.
- *Section 5.10.2:* Addition of principles in relation to student experience feedback as outlined in the text.
- *Section 5.9.1 (removed):* Safeguarding Forum moved to Chapter 2
- *Section 5.9.2 (removed):* Staff Student Committees (renamed Student Staff Committees) moved to Chapter 2.

Chapter 6 Taught Award Regulations

- *Section 6.1.2:* Further clarification regarding semesters/trimesters and terms.
- *Section 6.2.7:* Addition of new Honours Degree awards of BMus and LL.B.
- *Section 6.3.1 (4):* Addition of reference to non-degree short courses.
- *Section 6.3.2 (6) (7) (9):* Addition of references to expectations in relation to students completing their programme within the usual time limit and when students require an adjustment to the maximum time limits for an award.

- *Section 6.5.3.3 (4)*: Removal of reference to the student having to attempt each of a module's assessment components as one of the criteria for condonement.
- *Section 6.5.5 (11)*: Addition of method for calculating the average for purposes of Award Classification under Contingency Regulations Addendum.
- *Section 6.6.4 (3)*: Removal of reference to the student having to attempt each of a module's assessment components as one of the criteria for condonement.
- *Section 6.6.7 (12)*: Addition of method for calculating the average for purposes of Award Classification under Contingency Regulations Addendum.
- *Section 6.6.8*: Addition of new section referring to the regulations for the National MA Education.

Chapter 7 Assessment: Taught Programmes

- *Section 7.2 (16)*: Clarification of expectations for partner institutions to meet the principles set out in the chapter.
- *Section 7.9*: Revision of section to clarify matters relating to the Language of Delivery and Assessment.
- *Section 7.15 (removed)*: Removal of section 7.15 Assessment Repository.

Chapter 8 Research Degree Regulations

- *Section 8.2 (1)*: Addition of potential requirement of students to undertake specific research methodology modules.
- *Section 8.9*: Removal of specific Academic Misconduct regulations and referral to Academic Misconduct Policy.
- *Sections 8.12.1 (5); 8.14.1 (6); 8.15.1 (5); 8.16.1 (6); 8.17.1 (5) (removed)*: Reminder of scope of thesis.
- *Sections 8.12.7 (1); 8.13.8 (1) 8.14.6 (2); 8.15.6 (1); 8.16.7 (1); 8.17.7 (1); (removed)*: Removal of supervisors' right to convey concerns to chair of examining board prior to the board.
- *Section 8.13.2*: Additional clarification on published works to include creative work.
- *Section 8.13.5 (2)f*: Addition of statement on published works with multiple authors.

Chapter 9 Procedural Framework for Collaborative Provision

- *Section 9.1.2*: Addition of text cross-referencing to Chapter 10, for other types of arrangements involving external organisations.
- *Section 9.2.1*: Removal of references to Associate Colleges and to contributing partners.

- *Section 9.2.2:* Addition of description of joint awards that are applicable under the Procedural Framework for Collaborative Provision.
- *Section 9.10.11:* Removal of reference to International Affairs and Collaborative Partnerships Committee (IACPC) having to receive nominations for Partnership Team Leaders every three years and of IACPC having to approve extensions beyond this period
- *Section 9.12.4:* Removal of detail in relation to the panel for interim partnership reviews, which has been moved to an appendix.

Chapter 10 Short Courses, Professional Practice Framework, Contributing Partners, and Accreditation

- New Chapter covering short courses, the Professional Practice Framework, contributing partners and accreditation.

Chapter 11 Working with Others

- *Section 11.1:* Change of terminology from Study Abroad to International Mobility; addition of reference to Joint Awards.
- *Section 11.4:* Updating of Study Abroad section to International Mobility and updating of content.
- *Section 11.4.1:* Addition of section on Credit Bearing Study Abroad.
- *Section 11.7:* Minor expansion of section on Apprenticeships.
- *Section 11.8:* Addition of section on Joint Awards.

Chapter 12 Student Policies (formerly Chapter 13 Student Cases)

- *Chapter title/number:* Chapter 13 Student Cases to become Chapter 12 Student Policies.
- *Section 12.1.1:* Expansion of list to include all key student policies, grouped by theme. Recommendation that Academic Office becomes responsible for publishing these policies on the Academic Office webpages (including policies that are not the responsibility of the Academic Office), so that they are published in one location only to improve accessibility for students and staff.
- *Section 12.1.3:* Addition of reference to Counter Terrorism and Security Act (2015).
- *Sections 12.1.8-12.1.9:* Expansion of University's responsibilities in relation to the PREVENT Duty.