



Academic Quality Framework

**Section 15: Academic Policies &
Procedures**

2023-2024

Academic Quality Framework

Section 15: Academic Policies & Procedures

This Section of the Academic Quality Framework should be of particular interest of all members of the UCO and Collaborative Partners.

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	June 2014 Academic Council	To define the procedures for the management of academic quality and standards in teaching and learning at the UCO.	Head of Quality	Master Version: J:\0 Quality Team – AQF Published Version: Intranet	Annually and on an “as required” basis.
V2.0	Sept 2016 Academic Council	Reviewed to update staff role and policy titles and to reflect current practice.	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Intranet	Aug 2017 and on an “as required” basis.
V3.0	Sept 2017 Academic Council	Annual Review including amendments to reflect the name change of the British School of Osteopathy to the University College of Osteopathy	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Intranet	Annually and on an “as required” basis.
V4.0	Sept 2018 PRAG Chair	Administrative Amendments to update weblinks.	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Website	Annually and on an “as required” basis.
V5.0	Sept 2019 PRAG Chair	Annual Review: Administrative Amendments to update weblinks & footnotes.	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Website	Annually and on an “as required” basis.
V6.0	Sept 2020 PRAG Chair	Annual Review: Administrative Amendments to reflect the UCO's new committee structure.	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Website	Annually and on an “as required” basis.
V7.0	Aug 2021 PRAG Chair	Administrative Amendments to: - Renumber AQF Section from 17 to 15. - Reflected the UCO's Cored Documentation Register as an Appendix.	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Website	Annually and on an “as required” basis.

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V8.0	Jun 2022 TQSC	Administrative amendments to reflect updated policy and committee titles and to reflect responsibilities of Collaborative Partners..	Head of Quality & Partnerships	Master Version: SharePoint – Quality Team Published Version: Website	Annually and on an “as required” basis.
Equality Impact					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					X
Negative equality impact (i.e. increasing inequalities)					
<p>If you have any feedback or suggestions for enhancing this document, please email your comments to: quality@uco.ac.uk</p>					

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Section 15: Academic Policies & Procedures

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15.1 INTRODUCTION TO ACADEMIC POLICIES & PROCEDURES

- 15.1.1 A wide range of academic policies and procedures are in operation at the UCO. These have been developed to promote and support student achievement and to enhance and promote operational efficiencies.
- 15.1.2 The following terminology is used at the UCO regarding policies and procedures:
- a) Policy: A course or principle of action adopted or proposed by an organization or individual¹.
 - b) Procedure: An established or official way of doing something².
- 15.1.3 Ensuring that appropriate academic policies and procedures are in place directly impacts on maintaining academic standards and quality assurance and enhancement at the UCO. They provide students, faculty and staff with clear processes to follow and ensure that actions and decisions are considered by appropriate individuals in a consistent and responsible way.
- 15.1.4 Collaborative Partners are also expected to have in place appropriate policies for the supporting staff and students in the delivery of courses that lead to a UCO award and these are considered and confirmed through Partner Approval and Review (see AQF Section 16: Collaborative Activity), Course Approval (see AQF Section 4: Course and Unit Approval and Modification) and Periodic Review (see AQF Section 6: Periodic Review) activities. Where a Collaborative Partner operates an equivalent policy or procedure to that of the UCO, it is recorded on the Schedule of Variance in place for that partner.

15.2 ALIGNMENT OF ACADEMIC POLICIES & PROCEDURES WITH EXTERNAL REFERENCE POINTS

- 15.2.1 The UCO's academic policies and procedures are developed and reviewed in line with the UCO's Core Documentation Management, Development and Review Policy and Procedure³. This procedure provides assurance that appropriate consultation is included as part of a review or development of a policy or procedure and that external reference points are considered as appropriate. This includes ensuring that policies and procedures align with the UK Quality Code for Higher Education⁴ and other external reference points, including relevant legislation and Professional, Regulatory and Statutory Bodies, including the Office for Students and the Office of the Independent Adjudicator for Higher Education (the OIA).
- 15.2.2 Collaborative Partners' academic policies and procedures are likewise expected to be developed and reviewed in line with relevant external reference points. This is likewise confirmed through Partner Approval and Review (see AQF Section 16: Collaborative Activity), Course Approval and Modification (see AQF Section 4: Course and Unit Approval and Modification) and Periodic Review (see AQF Section 6: Periodic Review) activities and is monitored through Evaluation, Monitoring and Reporting activities set out in AQF Section 5.

15.3 REVIEWING & EVALUATING ACADEMIC POLICIES & PROCEDURES

- 15.3.1 The UCO's Policy and Regulations Group (PRG) working on behalf of the Teaching Quality & Standards Committee (TQSC) is responsible for evaluating the effectiveness of and overseeing the review and development of UCO academic policies and procedures as well as this Academic Quality Framework, the academic governance committee structure, institutional policies and

¹ <http://www.oxforddictionaries.com/definition/english/policy?q=policy>

² <http://www.oxforddictionaries.com/definition/english/procedure?q=procedure>

³ <https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy>

⁴ <https://www.qaa.ac.uk/quality-code>

procedures and management of the UCO's Core Documentation. The PRG normally meets four times a year and provides regular reports in the form of meeting minutes and summaries to the TQSC, which then reports to the UCO's Academic Council.

- 15.3.2 UCO Faculty and staff should follow the UCO's Core Documentation Management, Development and Review Policy and Procedure if they wish to develop a new or review and amend an existing academic or institutional policy or procedure.
- 15.3.3 The UCO's Core Documentation Management, Development and Review Policy and Procedure sets out the requirements for student and staff consultation for the development of new and the review of existing policies and procedures through electronic consultation, focus groups and discussion at relevant committees.
- 15.3.4 Collaborative Partners are responsible for the evaluation and review of the policies and procedures in operation at their institution. This is monitored by the UCO through quality assurance activities which include reviews of published information, periodic reviews and evaluation, monitoring and reporting activities.

15.4 PUBLICATION OF ACADEMIC POLICIES & PROCEDURES

- 15.4.1 All UCO academic policies and procedures, are published and made available to all faculty, staff and students through the UCO's website⁵, which is accessible from both within and outside of UCO premises. Faculty are encouraged to link to this area of the website when referring to academic policies and procedures to ensure that the correct and most current version of a policy or procedure is utilized and referenced.
- 15.4.2 Collaborative Partners are responsible for publishing academic policies and procedures to their staff and students and for ensuring that these are easily available and accessible.

15.5 ACADEMIC POLICIES & PROCEDURES AS CORE DOCUMENTS

- 15.5.1 UCO academic policies and procedures are defined as UCO Core Documentation and are subsequently considered in line with the UCO's Core Documentation Management, Development and Review Policy and Procedure⁶. This ensures that academic policies and procedures are developed, reviewed, and maintained using a document control system to provide assurance that current versions only are published, are easily identified and located and are recorded on the UCO's Core Documentation Register.
- 15.5.2 . In addition to keeping a record of all UCO Core Documentation, the Core Documentation Register also includes information about the document owner, the date for review and documentation history of documents. This ensures that academic policies and procedures are regularly reviewed and updated as appropriate.
- 15.5.3 The Core Documentation Register is managed by the PRG on behalf of the TQSC. All academic policies and procedures should be recorded on the Core Documentation Register.
- 15.5.4 For further information about the Core Documentation Register, please contact the PRG Chair by emailing quality@uco.ac.uk.
- 15.5.5 Collaborative Partners are responsible for keeping a record of their academic policies and procedures and ensuring that these are regularly reviewed.

⁵ <https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy>

⁶ <https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy>

AQF15: APPENDICES

Appendix Reference Number	Appendix Title
N/A	N/A