Quality Manual - Area	Details	Owner (Department)	Author	Last Updated / Approved	Date for Re-Approval	Version	Board, Committee & Ratifying Body
0. Introduction - Quality at City Policy and Senate Regulations	Quality Assurance Framework Policy	QUAD	Alison Edridge (Assistant Director)	Jun-12	Jul-19	0	EQC & Senate
	Good Practice Policy	QUAD	Alison Edridge (Assistant Director)	Jun-12	Jul-19	0	EQC & Senate
2. Recruitment, Selection and Admissions	Admissions Policy	Admissions	Dominic Davis (Head of Admissions)	Mar-18	Oct-18	0	EQC & Senate
3. Programme Development, Approval and Amendment	Credit Framework Policy	QUAD	Alison Peach (Assistant Registrar)	Jun-14	Jul-19	0	EQC & Senate
	Programme Approval Policy	QUAD	Lucy Dawkins (Academic Development and Quality Officer)	May-18	Jul-21	1	EQC & Senate
	Special Schemes of Study Policy	QUAD	Helen Fitch (Assistant Registrar Quality)	Nov-11	Jul-19	0	EQC & Senate
	Programme Amendment Policy	QUAD	Lucy Dawkins (Academic Development and Quality Officer)	May-18	Jul-21	1	EQC & Senate
	Appointment of Visiting Staff Policy	Human Resources	Mary Luckiram (HR Director)	Jul-16	Jul-20	0	EQC & Senate
	Policy on Professional, Statutory and Regulatory Body Accreditation Policy	QUAD	Helen Fitch (Assistant Registrar Quality)	Dec-17	Jul-20	0	EQC & Senate
4. Student Support and Information	Personal Tutoring Policy	LEaD & Student Experience	Pam Parker (Associate Director - LEaD) /Emily Thornton (Progression and Strategy Support Manager)	Mar-18	Jul-21	1	EQC & Senate
	Student Contact with Teaching Staff Policy	Student & Academic Services	TBC	Oct-12	Jul-19	0	EQC & Senate
	Student Discipline Policy	Student Experience	Nerida Booth (Senior Student Experience Officer) / Tom Glynn (Senior Student Experience Officer)	Jul-15	Jul-20	0	EQC & Senate
	Student Complaints Policy	Student Experience	Nerida Booth (Senior Student Experience Officer) / Tom Glynn (Senior Student Experience Officer)	Jul-15	Jul-20	0	EQC & Senate
	Student Bullying and Harassment Policy	Student Experience	Nerida Booth (Senior Student Experience Officer) / Tom Glynn (Senior Student Experience Officer)	Jul-14	Jul-20	0	EQC & Senate

	Fitness to Study Policy	Student Experience	Nerida Booth (Senior Student Experience Officer) / Tom Glynn (Senior Student Experience Officer)	Apr-16	Jul-20	0	EQC & Senate
	Lecture Capture Policy	LEaD	Pam Parker (Associate Director - LEaD)	2013	Jul-19	0	EQC & Senate
	Placements Policy	QUAD	Alison Peach (Assistant Registrar)	Jul-17	Jul-20	0	EQC & Senate
	Taught Students Attendance and Engagement Policy	Progression and Strategy	Emily Thornton (Progression and Strategy Support Manager)	Jul-18	Jul-21	1	EQC & Senate
	Interruption of Studies Policy	QUAD	Helen Fitch (Assistant Registrar Quality)	Jul-15	Jul-19	0	EQC & Senate
	Student Mobility Policy	QUAD	Alison Peach (Assistant Registrar)	Oct-17	Jul-20	0	EQC & Senate
	Transgender, Intersex and Gender Non-Conforming People Policy	Student experience	Shereen Sally (Deputy Head Of Student Experience)	Jul-17	Jul-20	0	EQC & Senate
5. Student Voice	Student Feedback Policy	Student Experience	Shereen Sally (Deputy Head Of Student Experience)	Jun-12	Jul-19	0	EQC & Senate
	Code of Practice for Student Representation Policy	Student Experience	Shereen Sally (Deputy Head Of Student Experience)	Sep-09	Jul-19	0	EQC & Senate
6. Assessment	Assessment and Feedback Policy	QUAD	Helen Fitch (Assistant Registrar Quality)	Dec-10	Jul-19	0	EQC & Senate
	Extenuating Circumstances Policy	QUAD	Helen Fitch (Assistant Registrar Quality)	Oct-16	Oct-19	0	EQC & Senate
	Student Appeals Policy	Student Experience	Nerida Booth (Senior Student Experience Officer) / Tom Glynn (Senior Student Experience Officer)	Sep-12	Jul-19	0	EQC & Senate
	Process for appointing Chairs of Assessment Boards Policy	QUAD	Helen Fitch (Assistant Registrar Quality)	May-15	Jul-20	0	EQC & Senate
	Academic Misconduct, Policy and Guidance	QUAD	Helen Fitch (Assistant Registrar Quality)	Jul-16	Jul-20	0	EQC & Senate
7. External Examining	External Examiners Policy	QUAD	Helen Fitch (Assistant Registrar Quality)	Dec-16	Jul-20	0	EQC & Senate
8. Programme Evaluation and Review	Annual Programme Evaluation Policy	QUAD	Georgia Moustaka (Quality & Standards Officer)	Oct-17	Jul-19	0	EQC & Senate
	Periodic Review Policy	QUAD	David Ross (Quality Officer)	May-18	Jul-21	1	EQC & Senate
	Peer Supported Review of Education Policy	LEaD	Pam Parker (Associate Director - LEaD)	Jul-16	Jul-21	0	EQC & Senate

9. Research Degrees	Research Degrees Framework Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Approval of a Research Degree Programme Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Sep-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Admission for a Research Degree Programme Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-20	0	Graduate School Committee - EQC - Senate
	Registration of a Research Degree Programme Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-20	0	Graduate School Committee - EQC - Senate
	Annual Progress Review policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Jun-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Transfer of registration for MPhil/PhD to PhD Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Transfer of writing up Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Amendment to registration category Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-20	0	Graduate School Committee - EQC - Senate
	Approval of doctoral degree supervisors Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	May-15	Jul-20	0	Graduate School Committee - EQC - Senate
	Application for extension of candidature Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Application for change in supervision arrangements Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate

	Application for period of suspension Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Notification of withdrawal Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-20	0	Graduate School Committee - EQC - Senate
	Notification of intention to submit Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-20	0	Graduate School Committee - EQC - Senate
	Maternity, Paternity and Adoption Leave for research students Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Oct-08	Jul-19	0	Graduate School Committee - EQC - Senate
	Policy on research students who teach Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Jul-17	Jul-19	0	Graduate School Committee - EQC - Senate
	Appointment of examiners for research degrees Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Appointment of chairs for *viva voce* examinations Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Submission and resubmission of thesis Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
	Viva voce or Oral examination Policy	QUAD	Richard Alderman (Assistant Registrar- Research Degrees)	Apr-09	Jul-19	0	Graduate School Committee - EQC - Senate
10. Partnership Provision	Partnerships Policy	QUAD	Alison Peach (Assistant Registrar)	Oct-09	Jul-19	0	ESC
11. Less Frequent and Exceptional Processes	Termination or suspension of a programme Policy	QUAD	Alison Peach (Assistant Registrar)	May-18	Jul-21	1	EQC