

**Changes to the NTU Quality Handbook for 2025/26**

**A. Routine annual update of the Quality Handbook**

As part of the routine annual update of the NTU Quality Handbook, the following changes, which are considered to constitute more than addressing issues of style and accuracy, have been made. The provenance of each change is also summarised.

Very minor changes made to improve accuracy or presentation are *not* listed.

In addition to this listing, all significant changes are highlighted by grey shading within the individual Quality Handbook Sections and Supplements.

The majority of these changes were formally approved at the ASQC meeting on 25 September 2025. Further changes and updates to the Quality Handbook for 2025/26 will be reflected in future updates to this paper using grey shading.

**B. Generic changes to the Quality Handbook**

<i>Change</i>	<i>Provenance</i>
1. All relevant sections and supplements updated to reflect the new QH 17A: Consideration of Personal Circumstances (CPC) policy.	Academic Registry.
2. All references to Confetti and School of Arts and Humanities (AAH) removed.	University-wide

**C. Significant changes to individual Sections (QH)/Supplements (QHS)**

**Section 1: Academic quality governance**

<i>Change</i>	<i>Provenance</i>
3. Updates to the terms of reference (ToR) and membership for Committees, Sub-Committees and other groups listed in QH 1. This includes minor updates to the ToR for EEAP and URDC to reflect responsibilities of the newly formed University Research and Progression Board.	As advised by Executive/Servicing Officers of the respective committees/groups.
4. Addition of section on 'Raising a Quality and Standards Concern' in QH 1.	CADQ.
5. QHS 1C: School Research Degrees Committee Requirements rewritten and renamed QHS 1C: University Research Degrees Progression Boards Requirements to reflect the replacement of School Research Degree Committees with University Research Degrees Progression Boards.	Doctoral School (March 2025); CADQ.
6. QH 1 updated to remove ToR and membership for MSQSC and Digital	ASQC (Sept 2025).

Learning Environment, and to include the ToR and membership for FESC.	
7. QH 1 updated to include ToR and membership for Semester Approval Groups.	ASQC (Oct 2025).
8. QH 1 updated to reflect changes to ASQC Academic Approval Sub-Committee ToR and membership.	ASQC Course Approval Sub-Committee (December 2025).
9. Removal of QHS 1A: Requirements for ensuring the currency and health of a course due to the implementation of new QH 6: Course Review Policy.	CADQ / ASQC (March 2026).
10. QH 1 updated to include newly formed Digital Learning Environment Sub-Committee.	ASQC (March 2026).

## Section 2: Enabling student development and achievement

<i>Change</i>	<i>Provenance</i>
11. QHS 2D updated with minor revisions to align with process after a full year of implementation. Apprentices are no longer excluded from this process.	ASQC (May 2025).
12. Removal of QHS 2A: Break in Study and QHS 2B: Variation to Study Rate, due to inclusion within redeveloped QH 17A.	ASQC (May 2025).
13. Minor update to QHS 2C to broaden grounds for appeal.	CADQ / ASQC (July 2025).
14. Renumbering of QHS 2C: Student Route Academic Engagement Monitoring to QHS 2A.	CADQ.
15. Renumbering of QHS 2D: Withdrawal from Study to QHS 2B.	CADQ.
16. Renumbering of QHS 2E: Student Engagement and Attendance Policy: Operational Framework to QHS 2C.	CADQ.

## Section 3: Undergraduate awards

<i>Change</i>	<i>Provenance</i>
17. Minor update to QHS 3C to indicate that changes to course titles must be considered through Approval to Proceed and business evaluation process on CourseLoop.	CADQ.
18. Minimum credits for Professional Graduate, Certificate in Education Graduate Diploma, and Graduate Certificate updated in QH 3. Also minor refinement of descriptors for L6, L5 and L4, and clarification there is no interim award after L3 for courses with an integrated foundation year.	CADQ.

19. QHS 3A: Requirements for Foundation Degrees renamed QHS 3A: Guidance for Foundation Degrees. Redesignated as a guidance document. Requirements moved into QH 12.	CADQ.
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#### Section 4: Postgraduate taught and research awards

<i>Change</i>	<i>Provenance</i>
20. Minor refinement to the description of a Master's degree.	CADQ.

#### Section 5: Course Development and Approval

Please note, QHS 5A: Requirements for Approving Changes to Courses will be fully reviewed during 2025/26.

<i>Change</i>	<i>Provenance</i>
21. QHS 5A: Requirements for Approving Changes to Courses updated to reflect changes to the approval process for international exchange. Role of SASQCs in approving exchange agreements and expectations for grade conversion also clarified.	ASQC (May 2025).
22. QH 5: Course Design and Approval updated to include information related to new course design and approval lead times and deadlines. Role of SASQCs in the context of approval and oversight of taught course portfolio added. Inclusion of Mansfield Portfolio and Operational Oversight Board, and the use of CourseLoop for capturing course changes in Schools.	CADQ.
23. Minor update to QHS 5G to include the Mansfield Portfolio and Operational Oversight Board.	CADQ.
24. Addition of new supplement QHS 5K: Course Approval and Course Operational Change Deadlines, for implementation from September 2025.	CADQ and Finance.
25. QHS 5A updated to include section on changes to material information, and the post-approval process.	CADQ.
26. Implementation of new QHS 5L: Semester Map Template.	CADQ.
27. References to retired exception form removed from QHS 5K and update to process for requesting exceptions added. Approval deadline for courses granted exceptions also clarified.	ASQC Course Approval Sub-Committee (December 2025) / ASQC (February 2026).
28. QHS 5K updated to reflect revised course development deadlines and to include detail around course operational change deadlines.	CADQ.

29. Minor update to QH 5 to reflect changes to QHS 5K.	CADQ.
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### Section 6: Course Review

<i>Change</i>	<i>Provenance</i>
30. Redevelopment of QH 6, to include renaming QH 6: Course Review Policy (formerly QH 6: Monitoring, review and reporting). This includes greater use of data on student outcomes and experience, 5 year course approval, emphasis of changes to course delivery or organisation, and reporting from SASQC to ASQC.	ASQC (May 2025).
31. QH 6 updated to reflect the way data will be accessed and used during the course review process.	CADQ.
32. QH 6 updated to clarify the 5 year reapproval process and reference Course Development priorities. Clarification that courses with exceptions can be reapproved at School level after ASQC approval. Clearer articulation of expectations for PG review and reapproval. Clarification about factors impacting the appropriate reapproval routes. Reference to course currency, and the importance of course committees.	ASQC (February 2026).
33. New QHS 6B: Course Review Plan (template), to support new QH 6: Course Review Policy.	ASQC (March 2026).

### Section 7: Periodic Review

Please note, QH 7 and its associated supplements will be fully reviewed during 2025/26.

<i>Change</i>	<i>Provenance</i>
34. Removal of stakeholder questionnaire as evidence in QH 7.	CADQ.
35. Minor updates to QHS 7A, including removal of references to stakeholder questionnaire as evidence and removal of prescriptive of allocation of B conditions to panel members.	CADQ.

### Section 8: Student engagement

<i>Change</i>	<i>Provenance</i>
36. 'Student engagement' replaced with 'student representation and student voice'. Surveying NTU Students framework and explanatory note about the term student engagement added.	CADQ.

37. QH 8 updated to include references to mid-module surveys, minimum thresholds for response rates, and information about MySay anonymity and confidentiality.	CADQ / ASQC (March 2026).
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### Section 9: External examining

<i>Change</i>	<i>Provenance</i>
38. Minor changes to indicate that the University Research and Progression Board is now responsible for appointing, training and overseeing external examiners for PhD awards and Professional Doctorate courses.	Doctoral School.

### Section 10: Working with others

No changes of note.

#### Section 10A: Partnerships

<b><i>Change</i></b>	<b><i>Provenance</i></b>
39. QH 10A updated to include Kaplan International College London (KICL) progression.	CADQ.
40. QHS PS5: Requirements for initiation and cessation of progression arrangements between Nottingham Trent International College (NTIC) and Nottingham Trent University (NTU) renamed and renumbered PS4: Requirements for initiation and cessation of progression arrangements between Kaplan International Colleges and Nottingham Trent University (NTU).	CADQ.
41. Minor update to QHS PS4 to include addition of Kaplan International College London (KICL) and a change from NTU Global to International Development Office (IDO).	CADQ / ASQC (March 2026).

#### Section 10B: Academic Partnerships

<b><i>Change</i></b>	<b><i>Provenance</i></b>
42. Removal of QHS CP1: Academic Partnerships supplementary guidance.	CADQ.
43. Reference to CMA requirements added to QH 10B following removal of QHS CP1.	CADQ.
44. QHS CP4: Designing Joint or Double Taught Degrees updated to include approval and review criteria following removal of QHS CP1. Reference to eligibility for GOS also included.	CADQ.

45. CP2: Collaborative Academic Lead guidance renumbered CP1.	CADQ.
46. CP3: Requirements for withdrawal and teach-out of School-based collaborative arrangements renumbered CP2.	CADQ.
47. CP4: Guidance for designing joint or double taught degrees renumbered CP3. 48. Sections on approval and review criteria added, and a reference to eligibility for GOS included.	CADQ.
49. CP5: Guidance for designing a dual taught degree renumbered CP4.	CADQ.
50. CP6: Requirements for joint, double and dual doctoral award collaborations renumbered CP5.	CADQ.
51. CP7: Requirements for monitoring and reporting for Validation Service collaborations renumbered CP6.	CADQ.
52. CP8: Requirements for withdrawal and teach-out of Validation Service collaborations renumbered CP7.	CADQ.

### Section 10C: Micro-credentials

No changes of note.

### Section 10D: Placements

No changes of note.

### Section 10E: Online learning in partnership with Wiley

<i>Change</i>	<i>Provenance</i>
53. Removal of policy following teach-out of Wiley courses.	CADQ.

### Section 10F: Apprenticeships

<i>Change</i>	<i>Provenance</i>
54. QH 10F: Apprenticeships renumbered QH 10E: Apprenticeships.	CADQ.
55. References to ESFA in QH 10E: Apprenticeships replaced with DfE following government changes. Also updated information regarding Functional Skills requirements.	Apprenticeships (CADQ).
56. References to ESFA in QHS AP2 replaced with DfE following government changes.	Apprenticeships (CADQ).
57. Reference to IfATE in QHS AP5 changed to Skills England following government changes.	Apprenticeships (CADQ).
58. QHS AP3 updated to increase tenure for IEPAs to three years, and to clarify that contracts for IEPAs be renewed once,	Apprenticeships (CADQ) / ASQC (February 2026).

unless there are exceptional circumstances whereby recruitment is difficult.	
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### Section 11: Research Degrees

<i>Change</i>	<i>Provenance</i>
59. Minor update to QH 11 to replace School Research Degree Committees (SRDC) with University Research Degrees Progression Board (URDPB).	Doctoral School.

### Section 12: Course Design

Please note, the redeveloped QH 12 was published in June 2025 to allow for staff communications to be released. The policy implementation date remains September 2025.

<b><i>Change</i></b>	<b><i>Provenance</i></b>
60. Redevelopment of QH 12, to include introduction of the exceptions register, assessment of technical proficiency of English, requirements for the arrangements of option modules, and clarity of assessed work like experience for post-graduate courses.	ASQC (May 2025).
61. Addition of link to NTU Code of Practice on Freedom of Speech in QH 12.	CADQ / Governance and Legal Services.
62. Removal of QHS 12A: Guidance on drafting learning outcomes following incorporation of content within redeveloped QH 12.	CADQ.
63. Proposal for new QHS 12A: Guidance on Course Design Requirements following the redevelopment of QH1.	CADQ / ASQC (Sept 2025).
64. Removal from QH 12 of requirement that modules within a set must run at the same time.	Academic Registry / ASQC (Nov 2025).
65. QHS 12D updated to include final major project.	ASQC (Nov 2025).
66. QH 12 and QHS 12A refined to provide clearer articulation of the requirements and more explicit guidance on how they should be met, following feedback from recent course approvals and ongoing review of QH 15.	CADQ / ASQC (February 2026).
67. QHS 12D updated to include process for removing exceptions.	CADQ.

### Section 13: Admissions

<b><i>Change</i></b>	<b><i>Provenance</i></b>
68. Following new Freedom of Speech guidance, new section on applicant behaviour added to QH 13. Immigration	Admissions / Academic Registry.

compliance requirements for readmitting students also added.	
69. QH 13 updated to include section on Enhanced Admission Checks to Support UKVI Compliance and UKVI Administrative Review.	Admissions / ASQC (March 2026).

#### Section 14: Learning and Teaching

No changes of note. Section 14: Learning and Teaching remains while a new Learning and Teaching Professional Development policy is developed. This is likely to be received by ASQC in July 2026.

#### Section 15: Assessment

<i>Change</i>	<i>Provenance</i>
70. QHS 15A updated to explicitly reference assessing technical proficiency in English language within the general grading descriptors.	ASQC (February 2025).
71. List of permissible specialist equipment and sensory support updated in QHS 15H.	ASQC (May 2025).
72. QH 15 updated to ensure alignment with revised QH 12.	CADQ.
73. Minor update to QHS 15B to clarify the role of progression boards.	CADQ / Academic Registry.
74. Two versions of QHS 15D developed to reflect the transition from terms to semesters. These will be published in tandem.	CADQ.
75. Summative and formative deadlines have been distinguished.	CADQ.
76. Minor update to QHS 15G to reference GenAI tools and to clarify the availability of the Turnitin report to students.	CADQ / LLR.
77. QHS 15F: Proofreading Guidance removed due to duplication of content with QH 17C: Academic Integrity policy.	ASQC (Sept 2025).
78. QHS 15D renamed QHS 15D: Assessment Schedule and Feedback Plan Exemplar - Semesters Undergraduate and updated to reflect 2 x 15 week semesters.	CADQ.
79. Additional version of QHS 15D created and named QHS 15D: Assessment Schedule and Feedback Plan Exemplar - Semesters Postgraduate.	CADQ.
80. Annual update to QHS 15E, including key dates for 2025/26. Module and progression codes, and expected turnaround times and decision making also updated.	Academic Registry / ASQC (March 2026).

81. Addition of new Board of Examiners decisions to QHS 15E.	Academic Registry.
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### Section 16: Taught course awards and registration periods

<i>Change</i>	<i>Provenance</i>
82. QH 16 updated to include Integrated Foundation Years.	ASQC (May 2026).

### Sections 16A - C: Common Assessment Regulations (including 16A: Codicil for Integrated Foundation Years Courses – exam board regulations)

<i>Change</i>	<i>Provenance</i>
83. QHS CAR 1 updated to better align with requirements for Home students.	Academic Registry / ASQC (March 2026).

### Section 16D: Principles for drafting non-degree course regulations

No changes of note.

### Section 16E: Common Assessment Regulations for online Postgraduate Degrees (Wiley)

<i>Change</i>	<i>Provenance</i>
84. Removal of policy following teach-out of Wiley courses.	CADQ.

### Section 16F: Common Assessment Regulations for Higher National awards

<i>Change</i>	<i>Provenance</i>
85. QH 16F: CAR for Higher National awards renumbered QH 16E: CAR for Higher National awards.	CADQ.

### Section 17A: Notification of Extenuating Circumstances Policy and Process

<i>Change</i>	<i>Provenance</i>
86. Redevelopment of QH 17A, to include new title QH 17A: Consideration of Personal Circumstances policy. Addition of automatic short extensions, integration of variation to study rate and break study supplements, and information on reasonable adjustments to assessment dates, methods and arrangements.	ASQC (May 2025, July 2025). Academic Board (June 2025).
87. Reference to NTSU Peer Support Scheme removed following its cessation.	Academic Registry.

### Section 17B: Academic Appeals Policy and Process

<i>Change</i>	<i>Provenance</i>
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88. Reference to NTSU Peer Support Scheme removed following its cessation.	Academic Registry.
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### Section 17C: Academic Integrity

<i>Change</i>	<i>Provenance</i>
89. Policy updated to include Student Artificial Intelligence (AI) usage declaration form.	ASQC (February, May 2025).
90. Prior to implementation of policy, minor update to remove the need for completion of Student AI usage declaration form to be a requirement, and to recognise that it may not be applicable in all assessments.	Academic Registry; ASQC (July 2025).
91. Updated to include proofreading following removal of QHS 15F: Proofreading Guidance.	CADQ and Academic Registry.
92. Reference to NTSU Peer Support Scheme removed following its cessation.	Academic Registry.

### Section 17D: Procedure for Investigating Alleged Research Misconduct

<i>Change</i>	<i>Provenance</i>
93. Minor update to QH 17D to replace School Research Degree Committees (SRDC) with University Research Degrees Progression Board (URDPB). Additional examples of research misconduct also included.	Doctoral School.
94. Addition of statement about 'honest errors' in research.	URDC (March 2026).

### Section 17E: Student Complaints Procedure

<i>Change</i>	<i>Provenance</i>
95. Policy updated in line with the Review of Student Facing policies to simplify language and ensure it is more accessible to students. Inclusion of further examples in Appendix 1.	ASQC (May 2025).
96. Minor update in relation to freedom of speech.	Academic Registry / Governance and Legal Services.
97. Reference to NTSU Peer Support Scheme removed following its cessation.	Academic Registry.

### Section 17F: Research Degrees Appeals Procedure

<i>Change</i>	<i>Provenance</i>
98. Minor update to the Research Degrees Complaints Procedure and University Research Degrees Progression Board (URDPB) replaces School Research Degree Committees (SRDC).	Doctoral School / CADQ.