

NOTTINGHAM TRENT UNIVERSITY
CENTRE FOR ACADEMIC DEVELOPMENT AND QUALITY

Changes to the NTU Quality Handbook for 2023/24

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 14 September 2023. Further changes and updates to the Quality Handbook for 2023/24 will be reflected in future updates to this paper using grey shading.

A. Generic changes to the Quality Handbook

<i>Change</i>	<i>Provenance</i>
1. All relevant sections and supplements updated to reflect introduction of new course design and approval process.	CADQ.
2. All relevant sections and supplements updated to reflect introduction of new QH 17C: Academic Integrity policy which replaces QH 17C: Academic Irregularities.	ASQC (March 2023); Academic Board (June 2023).

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

Section 1: Academic quality governance

Please note, a further new subcommittee (Digital Learning Environment) will be added to QH1 during 2023/24. Its terms of reference and membership were approved by ASQC in January 2024, subject to minor amendments.

<i>Change</i>	<i>Provenance</i>
3. Updates to terms of reference and membership for Committees, Sub-Committees and other groups listed in this Section. This includes EEAP no longer being responsible for the consideration and approval of assessor nominations for apprenticeships.	As advised by Executive/Servicing Officers of the respective committees/groups.
4. Addition of Academic Assurance and Regulation Committee (AARC).	CADQ.
5. Removal of StEAR following its disbandment.	ASQC (July 2023).
6. Minor update to SRDC terms of reference in QHS 1C.	Doctoral School.

7. ApSC ToR updated to reflect new responsibility for the consideration and approval of assessor nominations for apprenticeships. Minor update made to operational notes.	ApSC (September 2023).
8. MSQSC ToR updated to reflect the Pearson's licensing agreement for Higher National awards.	MSQSC (October 2023).
9. Addition of ASQC Academic Approval Sub-Committee.	ASQC (November 2023).
10. Minor update to SfA membership and operational notes.	SfA (November 2023).

Section 2: Enabling student development and achievement

<i>Change</i>	<i>Provenance</i>
11. Minor content changes to QHS 2A and 2B, including advice for Student Route students.	Academic Registry.
12. QHS 2A updated to remove access to NOW Learning Rooms for students on a break in study.	ASQC Chair's Action (November 2023).
13. QHS 2C amended to reflect update to Student Route academic engagement monitoring process, including the frequency of contact points.	ASQC Chair's Action (February 2024).

Section 3: Undergraduate awards

No changes of note.

Section 4: Postgraduate taught and research awards

No changes of note.

Section 5: Course Development and Approval

Supplement 5H: Requirements for Erasmus and international student exchanges is currently under review and will be received by a subsequent ASQC in 2023/24.

<i>Change</i>	<i>Provenance</i>
14. QH 5 renamed QH 5: <i>Course Design and Approval</i> and fully rewritten to reflect NTU's new course design and approval process.	ASQC (November 2023).
15. QHS 5A renamed QHS 5A: <i>Approving Changes to Courses</i> .	CADQ.
16. Introduction of new supplements - QHS 5B: <i>Course Design and Approval Implementation</i> ; QHS 5C <i>Course Design and Approval School Leadership checklist</i> ; QHS 5D: <i>Course Design and Approval: Considering External Input in Course Design</i>	CADQ.
17. QHS 5E renamed QHS 5E: <i>Appointing external specialists for academic approval</i> and guidance removed, and	CADQ.

QHS 5G renamed QHS 5G: <i>Teach-out arrangements</i> ; QHS 5J renamed QHS 5J: <i>Assessment regulations when there are PSRB constraints</i>	
18. QHS 5H renamed QHS 5H: <i>Requirements for international student exchanges</i> . References to Erasmus removed.	CADQ.

Section 6: Monitoring, review and reporting

No changes of note. The proposed changes to Section 6 presented to ASQC in July 2023 require further consideration before they can be implemented. A refined policy framework and operationalisation structure will be presented to ASQC in 2023/24.

Section 7: Periodic Review

Change	Provenance
19. QH 7 updated to reflect new PR cycle, amendments to operational guidance, and emphasis on collaboration.	CADQ.
20. QHS 7A: School Review Operational Guidance updated to reflect minor change to indicative timings, to include a second internal panel member, and to provide Schools with guidance on their report.	CADQ.
21. Minor update to QHS 7B: Guidance for Panel Members to include a second internal panel member and the addition of a data profile in the review documents.	CADQ.

Section 8: Student engagement

The proposed changes to the Student Engagement Policy presented to ASQC in March 2023 require further consideration before they can be implemented. A refined proposal will be presented to ASQC during 2023/24.

Change	Provenance
22. References to StEAR removed from QH 8.	ASQC (July 2023).
23. QHS 8A: Joint Statement on Course and School Representation updated to reflect the new self-appointment system, revised stakeholder responsibilities, the disbandment of StEAR, and the new Academic Representation working group. Joint Statement letter also removed.	ASQC (July 2023).
24. QHS 8C: Doctoral Community Forum ToR updated to reflect new membership requirements.	Doctoral School.

Section 9: External examining

Change	Provenance
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25. Updated to further clarify HR's responsibilities, the expectation that external examiners will submit an annual report during each year of their tenure, and the process for providing access to multimedia work. EEAP also renamed to reflect the removal of responsibility for approval of assessor nominations for apprenticeships.	CADQ.
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Section 10: Working with others

No changes of note.

Section 10A: Partnerships

<i>Change</i>	<i>Provenance</i>
26. QH 10A updated to provide further clarification on articulation agreements and progression agreements.	CADQ.
27. QHS PS2: Requirements for Articulation Arrangements updated to include new section on business approval and further clarification on approval documentation, and the monitoring and review of the articulation arrangement.	CADQ.

Section 10B: School-based Collaborative Provision

<i>Change</i>	<i>Provenance</i>
28. Amalgamation of QH 10B: <i>School-Based Collaborative Provision</i> , QH 10C: <i>Validation Service Provision</i> , QHS SB4: <i>Requirements for Periodic Collaborative Review</i> , and QHS VS5: <i>Requirements for Periodic Collaborative Review of Validation Service Collaborations</i> , and full rewrite following changes to the approval and review processes for collaborative provision. Renamed and renumbered QH 10B: <i>Academic Partnerships</i> .	ASQC (January 2024).
29. Amalgamation of QHS SB1: <i>Requirements for academic approval of School-based collaborative provision</i> and QHS VS1: <i>Requirements for academic approval of Validation Service collaborations</i> , and full rewrite. Renamed and renumbered QHS CP1: <i>Academic Partnerships supplementary guidance</i> .	ASQC (January 2024).
30. Amalgamation of QHS SB3: <i>Collaborative academic lead role requirements</i> , and QHS VS4: <i>Academic liaison tutor role requirements</i> to reflect change to the Collaborative Academic	ASQC (January 2024).

Lead role. Renamed and renumbered QHS CP2: <i>Collaborative Academic Lead guidance</i> .	
31. QHS SB5 renumbered and renamed QHS CP3: <i>Requirements for withdrawal and teach-out of School-based collaborative arrangements</i> .	CADQ.
32. QHS SB6 renumbered QHS CP4: <i>Guidance for designing joint or double taught degrees</i> .	CADQ.
33. QHS SB7 renumbered QHS CP5: <i>Guidance for designing a dual taught degree</i>	CADQ.
34. QHS SB8 renumbered CP6: <i>Requirements for joint, double and dual doctoral award collaborations</i>	CADQ.
35. Removal of QHS SB2: <i>Requirements for a Centre Document for School-based collaborative provision</i> , and VS2: <i>Requirements for a Centre Document for Validation Service collaborative provision</i> .	CADQ.
36. QHS VS3 renumbered QHS CP7: <i>Requirements for monitoring and reporting for Validation Service collaborations</i> .	CADQ.
37. QHS VS6 renumbered QHS CP8: <i>Requirements for withdrawal and teach-out of Validation Service collaborations</i> .	CADQ.

Section 10C: Validation Service Collaborative Provision

<i>Change</i>	<i>Provenance</i>
38. Section 10C removed following its amalgamation with QH 10B, QHS SB4 and QHS VS5. (Please see Section 10B above for details.)	ASQC (January 2024).

No changes of note.

Section 10D: Placements

<i>Change</i>	<i>Provenance</i>
39. Placements Codicil removed, and clarification provided on deadlines for approving placements.	Placements Team.

Section 10E: Online learning in partnership with Wiley

<i>Change</i>	<i>Provenance</i>
40. Language updated to align with earlier changes to QH 2A: Break in Study and QH 17A: NEC policy.	ASQC (July 2023).

Section 10F: Apprenticeships

<i>Change</i>	<i>Provenance</i>
41. Minor update to QHS AP3 and AP5 reflect that ApSC now consider assessor appointments, not EEAP.	ApSC (April 2023).

Section 10G: Micro-credentials

<i>Change</i>	<i>Provenance</i>
42. New policy approved at Feb 2023 ASQC.	ASQC (February 2023).

Section 11: Research Degrees

<i>Change</i>	<i>Provenance</i>
43. Rules regarding transfer to part time registration clarified.	URDC (July 2023).

Section 12: Course Design

Section 12 is currently under review to clarify NTU course design requirements. Until this is completed, the current Section 12 stands.

<i>Change</i>	<i>Provenance</i>
44. QHS 12B: Requirements for the use of digital technologies in learning, teaching and assessment updated to reflect CMA's update to consumer law advice for HE providers.	CADQ.

Section 13: Admissions

<i>Change</i>	<i>Provenance</i>
45. QH 13 and QHS 13A updated to remove references to UCAS Teacher Training (UTT).	Admissions.

Section 14: Learning and Teaching

Section 14: Learning and Teaching republished whilst QH 12 is reviewed and rewritten, the current Section 14 and Supplement 14A: School attendance policy guidance stands.

Section 15: Assessment

No changes of note. QH 15 is due for a review during 2023/24 in light of the findings and recommendations from Internal Audit, and will be brought to a subsequent ASQC.

Section 16: Taught course awards and registration periods

No changes of note.

Sections 16A - C: Common Assessment Regulations

<i>Change</i>	<i>Provenance</i>
46. Update to 16A – C to clarify compensation rules.	CADQ.

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>
47. Update to clarify compensation rules.	CADQ.

Section 16F: Common Assessment Regulations for Higher National awards

No changes of note.

Section 17A: Notification of Extenuating Circumstances Policy and Process

<i>Change</i>	<i>Provenance</i>
48. Updates on the use of Access Statements for NECs.	Academic Registry; ASQC (July 2023).

Section 17B: Academic Appeals Policy and Process

<i>Change</i>	<i>Provenance</i>
49. Minor content changes in relation to evidence submission and deadlines.	Academic Registry.
50. Addition of 1.10 to address freedom of speech.	Academic Registry.

Section 17C: Academic Irregularities

<i>Change</i>	<i>Provenance</i>
51. Section 17C fully rewritten and renamed Section 17C: <i>Academic Integrity policy</i> .	ASQC (March 2023); Academic Board (June 2023).

Section 17D: Procedure for Investigating Alleged Research Misconduct

No changes of note.

Section 17E: Student Complaints Procedure

<i>Change</i>	<i>Provenance</i>
52. Minor content changes relating to evidence submission and third-party communication.	Academic Registry.
53. Addition of 2.10 to address freedom of speech.	Academic Policy.

Section 17F: Research Degrees Appeals Procedure

No changes of note.