Requirements for the operation of all NTU Courses

The requirements listed below are mapped against NTU's definition of educational gain (Appendix Two), the Office for Students (OfS) B Conditions of Registration and the Advance HE Student Needs Framework (SNF) (Appendix Three).

Requirement	How this will be evidenced	Edu Gain	OfS	SNF
All courses must be delivered as approved.	Ongoing monitoring and timetabling of the course. There are sufficient qualified staff to deliver the course as approved.	Live Learn Work	B1 B3	5
All students will have a named personal tutor at all levels.	Identified on Dashboard.	Live Learn Work	B1	1, 2, 8
The performance of courses must be routinely reviewed.	Adherence with NTU's Course Review policy.	Live Learn Work	B1 B3	5
Where data indicates that the course is at risk of not meeting benchmarks and expectations, a review must be undertaken, appropriate developments must be identified, actioned and monitored.	Adherence with NTU's Course Review policy.	Live Learn Work	B1 B3	5
Staff must clearly communicate when and how AI is used in teaching, learning and assessment.	Any use of AI in generating teaching content or supplementary feedback must be transparent, clearly communicated, and subject to quality assurance grounded in academic judgement and subject expertise. Disclosure normalises responsible practice, supports clarity and reinforces the expectation that AI supports, rather than replaces, academic effort and ensures fair evaluation. Staff use of AI in the development of teaching and assessment materials should be communicated through course-level information, for example within induction materials or the Learning Room. Review of teaching materials as part of the teaching observation process.	Learn	B1 B2 B4	3, 5
AI-generated content must meet academic and professional standards. AI-generated materials must be fact-checked, pedagogically appropriate and held to the same standards of quality, accuracy, academic rigour,	AI-generated content in teaching is subject to the same quality expectations as all course materials. Online content must meet the minimum accessibility benchmark (as indicated in the succeeding section of this table). All tools embedded in	Learn	B1 B2 B4	3, 5

Requirement	How this will be evidenced	Edu Gain	OfS	SNF
and accountability as work produced without AI. The use of AI must not lower academic or professional standards. AI does not just reproduce content, it amplifies it. Poor or outdated material will scale quickly and visibly. Where AI is embedded within Learning Rooms, for example through an institutionally supported chatbot, there must be a clear process/appropriate arrangements for reviewing outputs and maintaining the underlying content on which those outputs depend. Inaccurate, incomplete, or outdated source material will be reproduced and amplified by AI systems. Poor-quality or unverified AI content therefore presents academic and reputational risk to the University and must be actively mitigated.	course delivery require DT approval. How Schools are monitoring content quality is reviewed through Periodic Review (QH Section 7), where the academic experience criterion requires courses to be up to date and provide educational challenge.			
Course teams and module leaders must use, as a minimum, the institutional specification for NOW content.	All courses and modules will use the NOW Learning Room templates. For Module Learning Rooms, this includes the Start Here, Module Information, and Assessment units. All pages within these units, and all sections within those pages, must be completed in full, in line with the template guidance. This provides clear, module-specific information on delivery mode, structure, learner expectations, and key orientation details at the outset of the module.	Learn	B1 B2	4, 5
Each course must have an allocated external examiner prior to start of first cohort.	External Examiner details are recorded on CourseLoop.	Learn	B1	5
Course and module teams must publish and disseminate clear assessment briefs and criteria for all tasks.	There should be consistency in the use of terminology and expression to ensure clarity and transparency. The main approach to providing this information to students is via an assessment grid or grading matrix. This will be evidenced on the NOW learning rooms.	Learn	B1 B4	5
Assessment types involving a significant written element (other than	This will be evidenced in the dropboxes in the module learning	Learn	B1 B4	5

Requirement	How this will be evidenced	Edu Gain	OfS	SNF
timed written examinations) must adhere to the requirements for the use of Turnitin.	rooms. See QH 15G: Requirements for the use of Turnitin			
All online content must meet the minimum accessibility benchmark.	All learning rooms must achieve a Blackboard Ally score of at least 85% when published to students and be periodically reviewed by course leaders during course/module delivery. In line with the Public Sector Accessibility Regulations (2018), any content that cannot be made fully accessible must be documented in the Learning Room Accessibility Statement (within the NOW Learning Room Template), including reasons and available alternatives or workarounds.	Learn	B2	5
Course teams must reflect on feedback from students gained though formal mechanisms, such as MySay and Course Committees as well as informal means.	Timely feedback made available to students in the module learning rooms following module evaluation. Minutes of course committees.	Learn	B2	5, 8
Courses must start on University specified dates in September or January.	Approved start date.	Learn	B1	5