

NOTTINGHAM TRENT UNIVERSITY
CENTRE FOR ACADEMIC DEVELOPMENT AND QUALITY

Changes to the September 2021 edition 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 7 September 2021. Further changes and updates to the Quality Handbook for 2021/22 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. Updated UET role titles throughout the Quality Handbook, including Interim Pro Vice-Chancellor (Research and Innovation) and Pro Vice-Chancellor (Education).	UET changes.

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

Section 1: Academic quality governance

<i>Change</i>	<i>Provenance</i>
2. Addition of the Apprenticeship Portfolio Sub-Committee terms of reference and membership.	ASQC (17 March 2021).
3. Updates to terms of reference and membership for Committees, Sub-Committees and other groups listed in this Section.	As advised by Executive/Servicing Officers of the respective committees/groups.

Section 2: Enabling student development and achievement

No changes of note.

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 – Significant changes to this Section (and its associated Supplements) were approved at ASQC on 21 October 2021. This paper will be updated once the revised Section/Supplements have been published on the website.

Section 6: Monitoring, review and reporting

No changes of note.

Section 7A: Periodic School Review – proposed changes to the Periodic School Review policy will be submitted to ASQC in the autumn term.

Section 7B: Periodic Research Degrees Review

No changes of note. This Section will be reviewed as part of (or following on from) the review of Section 7A: *Periodic School Review*.

Section 8: Student engagement

No changes of note. Proposed changes to QH Supplement 8A: *Joint Statement on Academic Representation* were considered by StEAR in September 2021. StEAR supported changes to this Supplement, and any consequent proposed changes to Section 8: *Student Engagement*, will be presented to ASQC in the autumn term.

Section 9: External examining

No changes of note.

Section 10: Working with others

<i>Change</i>	<i>Provenance</i>
4. Updated to include reference to risk management and risk assessment processes.	CPSC (28 April & 9 July 2021) and VSSC (20 April & 15 June 2021).

Section 10A: Partnerships

<i>Change</i>	<i>Provenance</i>
5. Minor updates to the definition of <i>Articulation</i> and <i>Foundation degree progression</i> categories of partnership for clarity. Definition of <i>progression agreements</i> also updated for clarity.	Collaborations and Partnerships Team, CADQ in response to queries on these categories of partnerships.
6. Updates to QHS PS2: <i>Requirements for articulation arrangements</i> to make the process for approval of articulation agreements 'leaner' and to align to the Recognition of Prior Learning (RPL) policy.	NTU Global and Collaborations and Partnerships Team, CADQ following consultation with SASQCs in June/July 2021.
7. Removal of QHS PS5: <i>Partnerships: Delivery site assessment template</i> . Now available under Collaborations and Partnerships templates on the CADQ website.	Collaborations and Partnerships Team, CADQ
8. Previous QHS PS6: <i>Requirements for initiation and cessation of progression arrangements between Nottingham Trent International College (NTIC) and Nottingham Trent University (NTU)</i> re-numbered as QHS PS5.	CADQ (as the result of the removal of other Supplements).

Section 10B: School-based Collaborative Provision

<i>Change</i>	<i>Provenance</i>
9. Updated to include reference to risk management process.	CPSC (28 April & 9 July 2021).

<p>10. Removal of:</p> <ul style="list-style-type: none"> • QHS SB3: <i>Collaborative Operational Document template</i> • QHS SB4: <i>Requirements for a Collaborative Operational Document for joint and double MPhil / PhD awards</i> • QHS SB8: <i>Withdrawal and teach-out template for School-based collaborations</i> <p>Now available under Collaborations and Partnerships templates on the CADQ website.</p>	Collaborations and Partnerships Team, CADQ
11. Previous QHS SB5: <i>Collaborative academic lead role requirements</i> re-numbered as QHS SB3.	CADQ (as the result of the removal of other Supplements).
12. Previous QHS SB6: <i>Requirements for Periodic Collaborative Review</i> re-numbered as QHS SB4.	CADQ (as the result of the removal of other Supplements).
13. Previous QHS SB7: <i>Requirements for withdrawal and teach-out</i> re-numbered as QHS SB5.	CADQ (as the result of the removal of other Supplements).
14. Previous QHS SB9: <i>Guidance for designing joint or double taught degrees</i> re-numbered as QHS SB6.	CADQ (as the result of the removal of other Supplements).
15. Previous QHS SB10: <i>Guidance for designing a dual taught degree</i> re-numbered as QHS SB7.	CADQ (as the result of the removal of other Supplements).
16. Previous QHS SB11: <i>Requirements for joint and double PhD/MPhil collaborations</i> re-numbered as QHS SB8.	CADQ (as the result of the removal of other Supplements).

Section 10C: Validation Service Collaborative Provision – Supplement VS1 (*Requirements for academic approval of Validation Service collaborations*) is currently under review for 2021/22.

<i>Change</i>	<i>Provenance</i>
17. Updated to include reference to risk management process.	VSSC (20 April & 15 June 2021).
18. Significant updates to QHS VS3: <i>Requirements for monitoring and reporting for Validation Service collaborations</i> to reflect replacement of Course Standards and Quality Reports (CSQRs) with Course Enhancement Plans and Health Checks and Validated Centre Standards and Quality Reports (VCSQRs) with Partner Enhancement Plans and Health Checks. Also updated to include introduction of annual partnership meetings.	VSSC (6 October & 15 December 2021). Approved at ASQC (7 September 2021).
19. Removal of:	Collaborations and Partnerships Team, CADQ

<ul style="list-style-type: none"> • QHS VS4: <i>Validated Centre Standards and Quality Report (template and guidance)</i> • QHS VS5: <i>Validation Service Collaborative Provision: Course Standards and Quality Report (template and guidance)</i> • QHS VS6: <i>Validation Service Collaborative Provision: Multi-site Course Standards and Quality Report (template and guidance)</i> • QHS VS7: <i>Validation Service: Completion of teach-out template</i> • QHS VS12: <i>Withdrawal and teach-out template for Validation Service collaborations</i> • QHS VS13: <i>Validation Service Collaborative Provision: Course Standards and Quality Report for courses in the final year of teach-out (template and guidance)</i> • QHS VS14: <i>Validation Service Collaborative Provision: Multi-site Course Standards and Quality Report for courses in the final year of teach-out (template and guidance)</i> <p>Now available under Collaborations and Partnerships templates on the CADQ website.</p>	
20. Previous QHS VS8: <i>Academic liaison tutor role requirements</i> re-numbered to QHS VS4.	CADQ (as the result of the removal of other Supplements).
21. Previous QHS VS10: <i>Requirements for Periodic Collaborative Review of Validation Service collaborations</i> re-numbered to QHS VS5.	CADQ (as the result of the removal of other Supplements).
22. Previous QHS VS11: <i>Requirements for withdrawal and teach-out of Validation Service collaborations</i> re-numbered to QHS VS6.	CADQ (as the result of the removal of other Supplements).

Section 10D: Placements

<i>Change</i>	<i>Provenance</i>
23. Normal minimum number of weeks required for a sandwich placement reverted back to 36 weeks. Reference to <i>Codicil to the Placements Policy: Covid-19 contingency 2021/22</i> added which includes a provision for Schools to agree that the minimum number of weeks can be reduced to 24 for sandwich placements impacted by the Covid-19 pandemic.	Placements Policy Codicil for 2021/22 (ratified 7 July 2021 ASQC).

24. Corresponding updates applied to QHS PL1 (<i>Guidance on the certification of placements</i>).	Placements Policy Codicil for 2021/22 (ratified 7 July 2021 ASQC).
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Section 10E: Online learning in partnership with Wiley

No changes of note.

Section 10F: Apprenticeships – the following changes were approved at ASQC in March and September 2021. The updated Section will be published on the CADQ website shortly.

<i>Change</i>	<i>Provenance</i>
25. Change of title from <i>Higher education apprenticeships</i> to <i>Apprenticeships</i> .	Changes to policy approved in principle at ASQC (17 March 2021).
26. Updated to reflect current practice at the University in relation to its delivery of apprenticeship courses, and to reflect the external landscape relating to quality assurance of apprenticeships.	Changes to policy approved in principle at ASQC (17 March 2021).
27. Sets out the condition of acceptance that any apprentice unable to evidence a level 2 qualification in English and/or Mathematics is required to complete the appropriate Functional Skill(s) qualification(s) within the first year of study, with exceptions to be agreed on an individual basis by a Board of Examiners.	Approved at ASQC (7 September 2021).
28. Changes to the format of tri-partite review meetings, to enable meetings to take place online and to re-emphasise the purpose of the meetings in monitoring apprentice's individual learning plan.	Approved at ASQC (7 September 2021).
29. Clarification that quality processes for annual and periodic course review of an apprenticeship should consider all aspects of the apprenticeship (and not just the main degree qualification), and especially consider the inspection criteria used by Ofsted.	Recommendation arising from a recent review by an external consultant of NTU's apprenticeship provision. Approved at ASQC (7 September 2021).

Section 11: Research Degrees

No changes of note have been notified to CADQ.

Section 12: Course Design

No changes of note.

Section 13: Admissions – this Section will be updated in the autumn term (in line with the Admissions cycle). Depending on their impact/extent, any proposed changes which come forward will be added to future updates of this paper and/or submitted to a future meeting of ASQC for formal approval.

Section 14: Learning and Teaching

No changes of note.

Section 15: Assessment

No changes of note.

Section 16: Taught course awards and registration periods

<i>Change</i>	<i>Provenance</i>
30. Updates to references to Tier 4 (now <i>Student Route</i>) in QHS CAR1: <i>Common Assessment Regulations: Student Route requirements</i> (previously titled <i>Common Assessment Regulations: Tier 4 Requirements</i>).	Replacement of Tier 4 visa by Student (Route) visa in October 2020.

Section 16A - C: Common Assessment Regulations

<i>Change</i>	<i>Provenance</i>
31. 'Take and do' examinations included as an example of an assessment event where if a student fails to attend and does not have upheld extenuating circumstances, a zero grade will be awarded.	Clarification added on recommendation of ASQC Late Submission & Reassessment Task and Finish Group.

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>
32. 'Take and do' examinations included as an example of an assessment event where if a student fails to attend and does not have upheld extenuating circumstances, a zero grade will be awarded.	Clarification added on recommendation of ASQC Late Submission & Reassessment Task and Finish Group.

Section 17A: Notification of Extenuating Circumstances Policy and Process

<i>Change</i>	<i>Provenance</i>
33. Minor clarification on the role of a third party and removal of Appendix 5 (Covid-related guidance).	Considered at ASQC (7 September 2021). Approved by ASQC Chair's Action (24 September 2021).

Section 17B: Academic Appeals Policy and Process

Academic Registry is still considering proposed changes to Section 17B. Depending on their impact/extent, any proposed changes which come forward will be added to future updates of this paper and/or submitted to a future meeting of ASQC for formal approval.

Section 17C: Academic Irregularities

Academic Registry is still considering proposed changes to Section 17C. Depending on their impact/extent, any proposed changes which come forward will be added to future updates of this paper or submitted to a future meeting of ASQC for formal approval.

Section 17D: Procedure for Investigating Alleged Research Misconduct

No changes of note have been notified to CADQ.

Section 17E: Student Complaints Procedure

<i>Change</i>	<i>Provenance</i>
34. Clarification of the respective roles of level 1 and level 3	Approved at ASQC (7 July 2021)
35. Reference to supportive complaint process through peer support	Approved at ASQC (7 July 2021)

Section 17F: Research Degrees Appeals Procedure

No changes of note have been notified to CADQ.