

**Changes to the September 2018 edition of the Quality Handbook**

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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 Quality Handbook Sections and Supplements.

**A. A note on Curriculum Refresh**

As the Curriculum Refresh project formally ended in January 2018, specific references to the Curriculum Refresh Framework have been removed from the September 2018 version of the Quality Handbook. Where appropriate, references have been amended to reflect the requirements of the Strategic Plan 2015 – 2020. In addition, the following specific changes have been made (noted under the relevant Sections below):

- Removal of the requirement for courses to complete a Curriculum Refresh course road-map and provide this as part of academic approval documentation;
- Addition of the Curriculum Refresh course road-map (where available/appropriate) to the list of evidence for Periodic Course Review, in order to support reflection on progress towards longer term enhancements identified as part of the Curriculum Refresh project.

Furthermore, with the completion of the Curriculum Refresh project, the amended process for business evaluation of course changes has been discontinued from 2018/19. All proposals for course changes will therefore be subject to the standard Business Evaluation Process (as determined by the Head of Department through the completion of the Course Change Form).

**B. Generic changes**

<i>Change</i>	<i>Provenance</i>
1. General embedding of requirements for NTIC progression routes throughout relevant sections and supplements	NTU-NTIC Joint Academic Advisory Board
2. Updated UET and ULT role titles throughout including Deputy Vice-Chancellor (Academic) and Deputy Vice-Chancellor (Research and Innovation)	Staff eNews (particularly 23 April 2018)

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

**Section 1: Academic quality governance**

<i>Change</i>	<i>Provenance</i>
3. Update to StEAR membership	StEAR, via email circulation September 2018
4. Update to ASQC terms of reference and membership	Agreed at ASQC, 12 September 2018
5. Updates to QH Supplement 1B ( <i>Course committee requirements</i> ), including	Student Partnerships Project 2017/18

reorganisation of content and incorporation of previous operational guidance into the terms of reference	
6. Updates to QH Supplements 1C ( <i>CRDC requirements</i> ) and 1D ( <i>Course committee requirements: Professional doctorates</i> ), regarding membership and quoracy requirements	Agreed at URDC, July 2018
7. Update to SASQC membership to include School Marketing Manager to support early identification of changes to courses that affect published information	CADQ/Associate Director, Marketing & Student Recruitment, October 2018

## Section 2: Enabling student development and achievement

No changes of note.

## Section 3: Undergraduate awards

<i>Change</i>	<i>Provenance</i>
8. Clarified that Integrated Master's degrees must include at least 120 credits at level 7	CADQ

## Section 4: Postgraduate taught and research awards

No changes of note.

## Section 5: Course Development and Approval

<i>Change</i>	<i>Provenance</i>
9. Removal of requirement for a Curriculum Refresh course road-map as part of academic approval documentation - also updated in QHS 5B ( <i>Requirements for approving changes to courses</i> )	End of Curriculum Refresh project, January 2018
10. Explanatory note added regarding requirement for UET agreement of proposed changes to 2019/20 courses where approvals are scheduled after 15 January 2019 (UG) and mid-July 2019 (PGT).	Agreed at ASQC, 12 September 2018
11. Update to QHS 5B ( <i>Requirements for approving changes to courses</i> ) to include Degree Apprenticeship Managers in the consultation where changes to Apprenticeships are proposed	CADQ
12. Updates to QHS 5H ( <i>Requirements for Erasmus and international exchanges</i> ) to embed principles of credit transfer and grade conversion	NTU Global University Internationalisation Committee Approved at ASQC, 12 September 2018

13. Updates to Course Operational Document template to reflect course design requirements articulated in the Strategic Plan	End of Curriculum Refresh project, January 2018
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### Section 6: Monitoring, review and reporting

<i>Change</i>	<i>Provenance</i>
14. Update to QHS 6B ( <i>Requirements for Periodic Course Review and Course Development Plan template</i> ) to include the Curriculum Refresh course road-map in the list of evidence (where available/appropriate) to support reflection on progress towards longer term enhancements identified as part of the Curriculum Refresh process	End of Curriculum Refresh project, January 2018

### Section 7A: Periodic School Review

<i>Change</i>	<i>Provenance</i>
15. Additional factor added in Aspect 1 Expectation 1 regarding management of assessment and Boards of Examiners	CADQ PSRs undertaken in 2017/18
16. Updates to QHS 7A ( <i>Guidance on writing the SRAD</i> ), including addition of guidance on the length of the SRAD	CADQ PSRs undertaken in 2017/18
17. Updates to QHS 7B ( <i>Electronic Repository requirements</i> ), including additions to and removals from the indicative list of evidence	CADQ PSRs undertaken in 2017/18

### Section 7B: Periodic Research Degrees Review

<i>Change</i>	<i>Provenance</i>
18. Updates to QHS ( <i>Guidance for Periodic Research Degrees Review</i> ) regarding evidence submission and file naming conventions to bring this in line with QHS 7B	CADQ

### Section 8: Student engagement

<i>Change</i>	<i>Provenance</i>
19. Explanatory note added to clarify that sharing of module and course survey results with collaborative partners should be agreed at academic approval and recorded in the Collaborative Operational Document	CADQ

### Section 9: External examining

<i>Change</i>	<i>Provenance</i>
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20. Explanatory notes added to make it explicit that the electronic, remote review of student work is permissible, particularly where large pieces of work need to be considered, and in order to support the on-site review visit	Agreed at ASQC, July 2018
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### Section 10: Working with others

<i>Change</i>	<i>Provenance</i>
21. Minor updates to Section 10	Post-implementation review, CPSC 3 July 2018
22. New supplement QHS 10A ( <i>Professional development collaborations</i> )	Approved at CPSC, 3 July 2018 Approved at ASQC, 12 September 2018

### Section 10A: Partnerships

<i>Change</i>	<i>Provenance</i>
23. Minor updates to Section 10A	Post-implementation review, CPSC, 3 July 2018
24. Updates to QHS PS6 ( <i>Requirements for progression arrangements between NTIC and NTU</i> ) to include requirements for development of new progression routes, updated documentation for approval, requirements for change to, and withdrawal of, NTU courses	NTU-NTIC Joint Academic Advisory Board

### Section 10B: School-based Collaborative Provision

<i>Change</i>	<i>Provenance</i>
25. References to course co-ordinator changed to collaborative academic lead throughout the Section and Supplements	CADQ (see below)
26. Revised supplement QHS SB5 ( <i>Collaborative academic lead role requirements</i> ), incorporating significant changes following a review of the role of the course co-ordinator, including: <ol style="list-style-type: none"> <li>1. New title</li> <li>2. Appointment criteria and time allowance</li> <li>3. Minimum role expectations</li> <li>4. Reporting requirements</li> </ol>	Approved at CPSC, 3 July 2018 Approved at ASQC, 12 September 2018

### Section 10C: Validation Service Collaborative Provision

No changes of note.

### Section 10D: Placements

No changes of note.

**Section 10E: Online learning in partnership with Wiley - currently under review for 2018/19**

Proposed changes to be considered by Online Learning Operational Governance Committee on 11 October 2018. ASQC approval mechanism will be determined once the significance of the changes have been evaluated.

**Section 10F: Higher education apprenticeships**

<i>Change</i>	<i>Provenance</i>
27. Major revisions following a review after the first year of operation, including alignment with principles paper previously approved at ASQC, a course design framework and draft of a new supplement (QHS AP1)	Paper 5.1 approved by ASQC, April 2018 Apprenticeships team/CADQ Approved at ASQC, 12 September 2018

**Section 11: Research Degrees**

<i>Change</i>	<i>Provenance</i>
28. Updates to QH Supplement 11A ( <i>Requirements for submission of a research degree thesis</i> ), regarding length of thesis titles and forms of submission	Agreed at URDC, July 2018

**Section 12: Course Design**

<i>Change</i>	<i>Provenance</i>
29. Reference added regarding requirement for a synoptic assessment piece to be included in all courses	End of Curriculum Refresh project, January 2018
30. Revisions to QHS 12B ( <i>Requirements for the use of digital technologies in learning, teaching, and assessment</i> )	Agreed at ASQC, April 2018

**Section 13: Admissions**

No changes of note. Also, to note that this section will be reviewed in 2018/19.

**Section 14: Learning and Teaching**

No changes of note. Also, to note that this section will now be reviewed in 2018/19.

**Section 15: Assessment**

<i>Change</i>	<i>Provenance</i>
31. Included option for course teams to provide generic cohort feedback on examinations in advance of the Examination Board	CADQ, following feedback from Schools
32. New policy on release of grades included	Agreed by Deputy Vice-Chancellor (Academic)
33. Update to QH Supplements 15G ( <i>Progression boards: Professional doctorates</i> ), regarding quoracy	Agreed at URDC, July 2018.

## Section 16: Taught course awards and registration periods

<i>Change</i>	<i>Provenance</i>
34. Some changes to normal and maximum registration periods for postgraduate certificates, postgraduate diplomas and master's degrees	Approved at ASQC, 12 September 2018

## Section 16A-C: Common Assessment Regulations

<i>Change</i>	<i>Provenance</i>
35. Inclusion of information relating to award classifications and grade aggregation (appendices 2 and 4)	CADQ, as agreed by ASQC Approved at ASQC, 12 September 2018

## Section 16D: Common Assessment Regulations for Master and Doctor of Philosophy

<i>Change</i>	<i>Provenance</i>
36. Changes regarding project approval and submission of the thesis	Agreed at URDC, July 2018.

## Section 16E: Professional Doctorate Degrees

<i>Change</i>	<i>Provenance</i>
37. Correction to discrepancy in the timeframe for resubmission of the thesis, confirmed as 24 months	Agreed at URDC, July 2018.

## Section 16F: PhD by Published Work

No changes of note.

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

No changes of note.

## Section 16H: Common Assessment Regulations for online Postgraduate Degrees (Wiley) – currently under review for 2018/19

To note that this section will be updated in line with the other Common Assessment Regulations (QH Sections 16A, 16B and 16C) following the ASQC meeting. It will be then be reviewed to check alignment with the agreed changes to QH Section 10E (Online learning in partnership with Wiley) once these have been confirmed.

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

No changes of note.

## Section 17B: Academic Appeals Policy and Process

<i>Change</i>	<i>Provenance</i>
38. Clarification of responsibilities for informing students of the outcomes of academic appeals where these have been referred back to the School for further consideration and action	Academic Registry

### Section 17C: Academic Irregularities

<i>Change</i>	<i>Provenance</i>
39. Revised policy to reflect experience of operation, including new sections to respond to QAA guidance on Contract Cheating	Approved by ASQC, June 2018

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

No changes of note.

### Section 17E: Student Complaints Procedure

<i>Change</i>	<i>Provenance</i>
40. Removal of a level 2 complaint outcome as unreasonable as permissible grounds for a level 3 Complaint Review	Academic Registry
41. Clarification that a level 3 Complaint Review will not consider new or previous issues of the complaint afresh	Academic Registry

### Section 17F: Research Degrees Appeals Procedure

No changes of note.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2017	29.09.17	01.10.17	New
Sept 2017	13.10.17	13.10.17	Removal of erroneous update relating to material administrative errors as valid extenuating circumstances in Section 17A: NEC Policy and Process
Sept 2018	28.09.18	01.10.18	Updated for 2018/19
Sept 2018	10.10.18	10.10.18	Further update to Section 1 Confirmation of no changes to Sections 13 or 16F

<b>Equality Impact Assessment</b>		
<i>Version:</i>	<i>EIA date:</i>	<i>Completed by:</i>
Sept 2017	N/A	N/A