

Student Policies and Procedures

Amendments for the 2023-24 Academic Year

Policy Name	Description of Amendments and Updates
Non-Academic Misconduct Policy	<ul style="list-style-type: none"> Minor procedural changes and clarity provided around Appeals, Category 1 processes and Risk assessments. Bullying and harassment statement included.
Teaching Timetable and Room Booking Policy	<ul style="list-style-type: none"> Minor amends to update information on dual delivery and Covid.
Student Initiated Intermission, Withdrawal & Transfer Policy	<ul style="list-style-type: none"> Mapped onto university policy template. Links to contact teams included for information on the process. Links to policy and documentation updated. Procedure content removed with a link directing to the full procedure/process. Reviewed and updated Apprenticeship information.
Student Maternity, Paternity & Adoption Policy	<ul style="list-style-type: none"> The policy and procedure have been separated out to provide clarity. Procedure document has been updated to reflect current terminology and adoption processes. Mapped onto university template.
Response to Student Death Policy	<ul style="list-style-type: none"> The policy and procedure have been separated out to provide clarity.
Student Engagement in Quality Assurance Policy	<ul style="list-style-type: none"> Mapped onto university template. Clarity provided around student feedback processes, data capture and how feedback data is used.
Fitness to Practice Policy & Procedure	<ul style="list-style-type: none"> Updated links Updated signposting to Appeals information

Policy Name	Description of Amendments and Updates
Fitness to Study Policy & Procedure	<ul style="list-style-type: none"> • Updated links • Updated signposting to Appeals information
Sexual Violence & Misconduct Policy	<ul style="list-style-type: none"> • Minor procedural changes and clarity provided around Appeals, Category 1 processes, Risk assessments and disclosures.
Assessment & Feedback Policy	<ul style="list-style-type: none"> • Paragraph inserted to confirm policy applies to academic partner institutions. • Confirmation of dissertation tariff for both UG and PGT courses.
Placements and Work-Based Learning Policy	<ul style="list-style-type: none"> • Updated organisation checklist to ensure compliance with Tier 4 visa requirements • Included mandatory pre-placement checks. • Included mandatory in-placement checks.
Attendance & Engagement Policy	<ul style="list-style-type: none"> • Inclusion of links to appropriate associated policies in final section. • Inclusion of links to guidance/procedure which fall outside of the policy. • Clarification on engagement measures and what is considered to be engagement with course of study. • Inclusion of links to specific guidance for international students. • Cross referenced to Absent and missing student policy. • Inclusion of Circumvention procedure. • Cross referenced to student Code of conduct.
Absent & Missing Students Policy	<ul style="list-style-type: none"> • Updated in line with best practice around information sharing and escalation procedures clarified to reflect current practice. • Updated department names, role titles. Changed Next of Kin to 'trusted contact'. • Cross referenced with Engagement and Attendance Policy. • Inclusion of missing students to be reported via the Head of Student Wellbeing, Student Engagement & Retention and Head of (School) Department.
Placements and Work-based Learning Policy	<ul style="list-style-type: none"> • Universities UK (UUK) checklist • Enhanced due diligence checks for international students completing placements – pages 8 & 9