



Register of Policies and Procedures

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INDEX

Section A: Personnel	3 – 7
Section B: Quality Assurance & Enhancement	8 – 10
Section C: Registry Services	11 – 14
Section D: Graduate Research School	15-17

REGISTER OF POLICIES AND PROCEDURES

SECTION A: PERSONNEL

Person Responsible: Gill Slater

<i>Policy/Procedure</i>	<i>Date of approval</i>	<i>Approved by which Board/Committee</i>	<i>Date of next review</i>	<i>Intended Audience</i>	<i>Date of circulation or publication</i>	<i>Day of (any) impact assessment</i>	<i>Strategic objective</i>	<i>Key Risk</i>
Diversity and Equality Policy	Nov 2005	DEC, JCC, Personnel Committee	June 2008	All current and potential staff and students	Nov 2005	Implicit in the policy	1,3,4	10, 2,3, 6, 7
Disability Equality Duty	December 2006 Updated June 2010	VCAG, DEC, JCC, Personnel Committee	December 2011	All current and potential staff and students	December 2006, updated June 2010	Implicit in the policy	1,3,4,5	2,3,6,7,9,10
Gender Equality Duty	April 2007 Updated June 2010	VCAG, DEC, JCC, Personnel Committee	December 2011	All current and potential staff and students	April 2007, updated June 2010	Implicit in the policy	1,3,4,5	2,3,6,7,9,10
Race Equality Policy	June 2003	VCAG, DEC, JCC Personnel Committee	June 2008	All current and potential staff and	June 2003	Implicit in the policy	1,3,4,5	2,3,6,7,9,10

Revised December 2010

				students				
Dignity at Work and Study	May 2005	DEC, JCC, Personnel Committee.	June 2008	All current and potential staff and students	May 2005	To be conducted as part of review	1,4	2, 3,6,7,9,10
Health and Safety	May 2005, updated July 2008	JCC, Personnel Committee	December 2011	All current and potential staff and students	May 2005	To be conducted as part of review	1,4,5	2,6,7,8,9,10, 11
Staff Development	July 2007, September 2009	VCAG, Personnel Committee	May 2010	All current and potential staff	July 2007	To be conducted in February 2008	2,3,4	2,3,5,7,8,9
Appraisal Scheme	September 2007, updated 2008	VCAG, JCC, Personnel Committee	December 2010	All current and potential staff	September 2007	Completed in June 2007	2,3,5	1,2,3,4,5,8,9,

Sickness Absence	September 2007, updated November 2010	JCC, VCAG	November 2012	All current and potential staff	December 2007	Completed December 2007	1, 4,5	2, 5, 6, 7, 9,10
Academic Promotion Scheme <i>(not available on the web apart from when scheme is running)</i>	April 2005	VCAG, Personnel Committee	January 2008	All current and potential staff	May 2005	Annual IA on outcomes conducted and reported to DEC	1,2,3,4	2,5,8,9,10
Support Staff Increment Scheme <i>(not available on the web apart from when scheme is running)</i>	October 2005	VCAG, Personnel Committee	January 2008	All current and potential staff	October 2005	Annual IA on outcomes conducted and reported to DEC	1,2,3,4	2,5,8,9,10
HR Strategy	June 2004, updated March 2009	VCAG and Personnel Committee	2011 in response to new Strategic Plan	All staff and external bodies	July 2004 and February 2008 for new version	IA to be conducted on new version Jan 08	4	9,11
Probation policy	June	VCAG	January	All	June 2006	IA to be	1,2,4	2,4,8,9

	2006, updated Sept 2010		2008	current and potential staff		conducted on revised version		
Mentoring guidance	May 2007	n/a – good practice guidance	July 2008	All current and potential staff	May 2007	IA to be conducted on revised version	4,5,2	2,5,9
Maternity, adoption and parental leave	April 2007 updated March 2009	Personnel Committee	April 2008	All current and potential staff	March 2009	IA to be conducted on revised version	4,5	6,7,9
Discipline	August 2001	JCC, Personnel Committee	December 2007	All current and potential staff	August 2001	IA to be conducted on revised version	4,5	9,6,8,4
Grievance	October 2001	JCC, Personnel Committee	June 2008	All current and potential staff	October 2001	IA to be conducted on revised version	3,4,5	6,8,9
Improving Performance	February 2006	EG, JCC, Personnel Committee	March 2008	All current and potential staff	February 2006	IA to be conducted on revised version	3,4	1,2,4,5,6,9

Whistleblowing	December 2000	EG, Personnel Committee	March 2008	All current and potential staff	December 2000	IA to be conducted on revised version	3,4,5	4,6
Safeguarding Children	July 2006	EG, Health and Safety Committee	January 2008	All current and potential staff	July 2006	IA to be conducted on revised version	3,4,	6,7,9,10,11
Employment of people with spent convictions	January 2002	Personnel Committee	January 2008	All current and potential staff	January 2002	IA to be conducted on revised version	3,4	6,7,9,4

SECTION B: QUALITY ASSURANCE AND ENHANCEMENT

Person Responsible: Marie Stowell, Director of Quality and Educational Development

Policy/Procedure	Date of approval	Approved by which Board/Committee	Date of next review	Intended Audience	Date of circulation or publication	Day of (any) impact assessment	Strategic objective	Key Risk
Assessment Policy	June 2005 regular reviews taken place since	Academic Board	2010/11	All staff	June 2005		1,3,2,	2,3,8
Assessment arrangements for disabled students – policy, procedures and guidance	June 2009	ASQEC	2011/12	Academic & support staff (inc Students' Union & students)	September 2009		1	2,3,8
Curriculum Design Policy	April 2007 reviewed 2008	Academic Board	2010	Academic staff	April 2007		1,3,5	2,3,5,8,9
Flexible and Distributed Learning (including distance & e-learning)	September 2006	ASQEC	2007/08	Academic Staff	September 2006		1,3	2,3,8

Revised December 2010

Assessment Policy	June 2005	Academic Board	2007/8	Academic staff	June 2005		132	2,3,8
HN/FD Awards and BSc/BA (Hons) Programmes Policy	June 2007	ASQEC	2010/11					
Learning, Teaching and Assessment Strategy	April 2007	Academic Board	2008/09	All staff	September 2007		1,2,3,4,5,	2,3,5,8, 9, 10,11
Partnerships and Collaborative Academic Provision Policy	April 2006 revised 2008 & 2009	Academic Board	2011/12	All staff	April 2006		1,2,3,5	2,3,4,5,8,10,11
Peer Learning Through Observation	June 2009	ASQEC via Learning & Teaching Committee	2011/12	Academic staff	July 2009		1	2,3,8,9
Personal Development Planning (PDP) – Policy & Quality Standards on Supporting Students	June 2009	ASQEC via Learning & Teaching Committee	2011/12	Academic Staff	July 2009		1	2,3,8
Student Employability and Community	January 2008	ASQEC	2010/11	All staff and students	January 2008		1,2	

Engagement Strategy								
Student Feedback and Module Evaluation Policy	July 2007	Academic Board	2009/10	Academic staff	September 2007		1,3	2,3,8
Work-based and Placement Learning: Quality Standards	January 2008	ASQEC	2010/11	Academic & learning support staff	January 2008		1	2,3,6,8

Person Responsible: Julian Martin, Head of Quality Assurance and Enhancement

Policy/Procedure	Date of approval*	Approved by which Board/Committee	Date of next review	Intended Audience	Date of circulation or publication**	Day of (any) impact assessment	Strategic objective (see below)	Key Risks (see below)
Annual Evaluation	April 2009	ASQEC	April 2011	Academic Staff	May 2009		1,3,5	2,3,6,8
Course Planning and Approval	March 08	ASQEC	Sept 2010	Academic Staff	May 2008		1,3,5	2, 3, 6, 8
Minimum Qualifications for Staff Policy	October 2004	ASQEC	June 2010	Partner staff and UW academic staff	October 2004		1,2,5,	2,3,8
Periodic Review	Oct 06	AQSC	June 2010	Academic Staff	November 2009		1, 3,5	2, 3, 6, 8
Service Review	Nov 06	AQSC	Sept 2010	Support Staff	Nov 06		1, 3, 5	2, 3
Thematic Audit	Unknown	AQSC	Tbc	Academic Staff	Nov 06		1, 3	2, 3,8
External Examiners	Unknown	AQSC	Sept	Academic	Sept 2009		1, 3	2, 3, 5, 6,

Revised December 2010

			2010	Staff				8
Partnership Approval	Oct 2006	AQSC	Sept 2010	Partner staff and UW Academic Staff	Nov 07		1, 2, 5	2, 3, 6, 8, 10, 11
Partnership Review	Oct 2008	ASQEC	Sept 2010	Partner staff and UW Academic Staff	Oct 2008		1, 2, 5	2, 3, 6, 8, 10, 11

* Denotes date last major revisions approved

** Most recent publication (minor revisions made annually)

Strategic Objectives	Key Risks in Institutional Risk Register
<ol style="list-style-type: none"> 1. An outstanding student experience 2. Generating knowledge and promoting enterprise 3. A first class University for the region 4. High achieving staff in a well led University 5. Sustainable development, excellent facilities 	<ol style="list-style-type: none"> 1. Failure of IT systems and other business critical systems 2. Failure to provide an outstanding experience, leading to decline in levels of recruitment, retention and achievement, and student satisfaction 3. Failure to achieve (and meet the needs of) a diverse student population 4. Failure of financial controls, threatening financial sustainability 5. Failure to develop a culture of high achievement in scholarship, research and knowledge transfer, leading to a failure to diversify the University's income streams 6. Failure to comply with legislative framework 7. Political and policy changes 8. Poor quality assessments 9. Failure to be a well-led and high-achieving University to which good staff are recruited and retained 10. Failure of the University to make a full contribution to its community 11. Failure to develop the facilities required to support growth, which are affordable and sustainable

SECTION C: REGISTRY SERVICES

Person Responsible: Kevin Pickess

Policy/Procedure	Date of approval	Approved by which Board/Committee	Date of next review	Intended Audience	Date of circulation or publication	Day of (any) impact assessment	Strategic objective	Key Risk
The Statutory Framework of the University (Articles of Government) (2005)		Academic Board		Staff & Students		None		
Regulations for Higher (Research) Degrees (Coventry University)		Academic Board		Staff & Students		None		
Research Degrees Regulatory Framework	2010				2010			
Postgraduate Regulatory Framework (2010)	2010	Academic Board		Staff & Students	2010	None		
Undergraduate Regulatory Framework	2007 revised 2009	Academic Board		Staff & Students	2009	None		

Revised December 2010

Admissions Policy	2010	Academic Board		Staff and students	2010	None		
Policy and Principles for Accreditation of Prior Learning	2007	Academic Board		Staff and students	2007	None		
Regulations for the Appoint of External Examiners	2010	Academic Board		Staff and students	2010	None		
Procedures for Dealing with claims of exceptional mitigating circumstances	Revised 2010	Academic Board		Staff & Students	2010	None		
Student Academic Appeals Procedures	2010	Academic Board		Staff & Students	2010	None		
Procedures for investigation of cases of alleged cheating	Revised 2010	Academic Board		Staff & Students	2010	None		
Policy concerning the assessment of students with	2005	Academic Board		Staff & Students	2005	None		

Revised December 2010

special needs								
Students Complaints Procedures	Revised 2010	Academic Board		Staff & Students	2010	None		
Student Code of Conduct		Academic Board		Staff & Students		None		
Fitness to Practise Procedures	2010	Academic Board		Staff & Students	2010	None		
Procedures for the appointment of professors	2010	Academic Board		Staff & Students	2013	None		
Criteria and Procedures for the Award of Honorary Titles		Academic Board		Staff & Students		None		
University Prizes	2008	Academic Board		Students	2008	None		
Code of Practice on Invigilation	2005	Academic Board		Staff & Students	2005	None		
Code of Practice on Freedom of Speech	1998	Academic Board		Staff & Students	1998	None		

SECTION D: GRADUATE RESEARCH SCHOOL

Person Responsible: Manager, Graduate Research School

Policy/ Procedure	Date of approval	Approved by which Board/ Committee	Date of next review	Intended Audience	Date of circulation or publication	Day of (any) impact assessment	Strategic objective	Key Risk
Intellectual Property Policy	March 2007	Research and Knowledge Transfer Committee		UW Staff involved in research, consultancy and KT	March 2007		Generating knowledge and promoting enterprise	5. Failure to develop a culture of high achievement in scholarship, research and knowledge transfer, leading to a failure to diversify the University's income streams 6. Failure to comply with legislative framework

Research and Knowledge Transfer Strategy	May 2010	Research and Knowledge Transfer Committee, Academic Board		Staff and students	May 2010			
Guidelines and Procedures for Good Research Practice	Revised Sept 2009	Research and Knowledge Transfer Committee		Staff and students	Sept 2009			
Ethical Review Procedures								