

University Policies & Procedures

This page contains links to those policies, procedures and associated guidance that apply across the University. It therefore aims to provide a reference guide to such information housed on departmental webpages.

This page is managed by the Senior Project Manager: Corporate Policies based on information from departments. Queries relating to potentially missing information, or to broken links, etc. should be addressed to [Julian Bancroft-Martin](#). Queries about the policies, procedures or guidance themselves should be addressed directly to the author, where known.

Links will open in a new tab/window, either as a Word document, a PDF or a webpage.

New or revised policies and processes should align with the [University's Policy Framework](#). Blank templates for [Policies](#) and [Procedures](#) are linked here; advice and guidance on their use can be sought from [Julian Bancroft-Martin](#).

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A

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- [\(Personal\) Academic Tutoring Policy](#)
- [\(Personal\) Academic Tutoring: Guidance](#)
- [Admissions Policy](#)
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- [Adoption: Guide to Leave, Pay and post-Adoption Rights](#)
- [Alleged Cheating - Procedures for Investigating](#)
- [APL Procedures and Guidance for Recognition](#)
- [Applying for Jobs at the University: Guidance](#)
- [Appointment of Professors Policy and Procedure](#)
- [Appraisal \(ADPR\) Procedure](#)
- [Assessment: Policy and Procedures on Inclusive Assessment](#)
- [Assessment Policy](#)
- [Avoiding Allegations of Abuse/Neglect - Guidance linked to Safeguarding](#)

B

- [Bursary Policy](#) (Healthcare Professions)

C

- [CCTV Policy](#)
- [Cheating \(Alleged\): Procedures for Investigation](#)
- [Children on Campus Policy](#)
- [Class Cancellation Policy](#)
- [Collaborative/Partnership Academic Arrangements Policy](#)
- [Complaints Procedure \(Students\) & Flowchart](#)
- [Consensual Relationships Policy](#)
- [Contractors Health and Safety Induction Book](#)
- [Counselling \(for staff\) Policy and Procedure](#)
- [Course Closure, Suspension and Major Change Policy](#)
- [Course Closure, Suspension and Substantial Change Procedure \(& Flowchart\)](#)
- [Course Management and Administration: Registry Services Guidance](#)
- [Course Management Committee Policy \(and Role of Student Academic Representatives\)](#)
- [CRB \(Disclosure and Barring Service\) Data Storage Policy \(Students\)](#)
- [Curriculum Design Policy](#)

D

[Data Protection Policy](#) (link to UW Data Protection Pages)
[Dealing with Harassment and Bullying Policy](#)
[Dealing with Harassment and Bullying Procedure & Flowchart](#)
[Debt Management Policy \(Students\)](#)
[Discipline \(staff\) Policy](#)
[Disclosure and Barring Service \(DBS - formerly CRB\) Data Storage Policy \(Students\)](#)
[Disclosure and Barring Service Checking Procedure \(Staff\): Appendix: Regulated Activity](#)
[Flowchart showing process for managing staff DBS Checks](#)
[Document Retention Guidance](#)
[Domestic Violence, Sexual Abuse & Stalking Policy \(App2 - Disclosure by staff\) \(App3 - Disclosure by students\)](#)

E

[Recruitment and Employment of People with Criminal Records](#)
[Flowchart showing process for managing disclosure of unspent convictions](#)
[Environmental Policy](#)
[Equality of Opportunity Policy](#)
[Ethics Policy](#)

[External Examiners - Regulations for the Appointment of](#)
[Eye Test Guidance \(Provision of\)](#)

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[Fitness to Practise Procedure](#)
[Flexible Working Policy](#)
[Foundation Degrees: Policy on Progression to Top-Up/Honours Degrees](#)
[Framework for the Management of Quality Assurance and Enhancement](#)
[Fraud Policy](#)
[Freedom of Information Policy](#)
[Freedom of Speech \(Code of Practice\)](#)

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[Gifts, Hospitality & Bribery Prevention Policy](#)
[Grievance Procedure](#)

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[Health and Safety Policy](#)
[Health and Safety Risk Assessment Process](#)
[HND/FD Relationship with BA/BSc Programmes: Policy Statement](#)

I

[ICT Regulations](#)
[Improving Performance Procedure](#)
[Independent Study: Guidance for Making Optional](#)
Induction (staff) - Please log in to the Staff Blackboard page for Induction Modules
[Information Security Policy](#)
[Information Classification Handling](#)
[Intellectual Property Policy](#)
[International Collaborations \(Memoranda of Understanding\)](#)
[International Mobility Policy \(Staff\)](#)
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[Key \(Security of\) Policy](#)

L

[Learning and Teaching Guidance for Staff](#)
[Learning Outcomes \(Guidance for the Writing of\)](#)
[Legionella Management Policy](#)
[Library Regulations](#)
[Link Tutor Guidance](#)
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M

[Marketing and Publicity Materials \(Approval of by Collaborative Partnerships\): Policy](#)
[Maternity: Guide to Leave, Pay and post-Maternity Rights](#)
[Memoranda of Understanding \(International Collaborations\)](#)
[Meningitis \(Management Protocol\)](#)
[Mentoring Handbook](#)
[Minimum Qualifications for Staff/Associate Staff Policy](#)

[Mitigating Circumstances: Procedure](#)
[Module Codes \(Guidance for the Allocation and Changing of\)](#)
[Module Evaluation Policy](#)
[Module Outline: Guidance on Best Practice](#)

O

[Open Access Policy](#) (opens in Google Drive)
[Overseas Travel \(Staff\) Guidance](#)

P

[Partnerships/Collaborative Academic Arrangements Policy](#)
[Patents and Inventions Policy](#)
[Paternity: Guide to Leave, Pay and post-Paternity Rights](#)
[Peer Supported Review of Teaching Policy](#)
[Permit to Work \(Contractors\) Policy](#)
[Personal Academic Tutoring Policy](#)
[Personal Academic Tutoring Guidance](#)
[Placement and Work-based Learning Policy](#)
[Plagiarism Policy \(Procedure for Investigating Alleged Cheating\)](#)
[Prizes \(Awarding of University Prizes\): Policy and Procedure](#)
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[Professional Statutory and Regulatory Bodies \(PSRB\): Policy](#)
[Purchasing Policy \(Finance\)](#)

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[Quality Assurance Processes \(Procedures\)](#)

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[Recognition Agreements \(Collaborative Provision\): Procedure](#)
[Recognition of Prior Learning \(Procedure and Guidance\)](#)
[Recruitment and Selection Policy and Guidance](#)
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[Referencing Policy](#)
[Registry Services: Range of Practical Guidance for Course Management and Administration](#)
[Relationships between Staff, Students and Business Associates Policy](#)
[Research Degrees - Regulatory Framework](#)
[Research Ethics Procedure](#)
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[Responding to Allegations of Abuse/Neglect - Guidance linked to Safeguarding](#)
[Risk Management Policy](#)

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[Safeguarding Children and Vulnerable Adults Policy - Risk Assessment Example](#)
[Sickness Management Policy and Procedure](#)
[Similarity Detection Policy \(Personal Statements on UCAS Applications\)](#)
[Social Media Policy \(Responsible Use of\)](#)
[Student Academic Representatives \(StARs\) - Election/Selection Guidance](#)
[Student Charter](#)
[Student Code of Conduct](#)
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[Student Feedback and Module Evaluation Policy](#)

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[Taught Courses Regulatory Framework](#)
[Travel Policy](#) (Work-related Travel)
[Turnitin Policy](#)

U

W

[Whistleblowing Policy](#)
[Withdrawal from the University \(student fees\)](#)
[Work-related Driving Policy](#)
[Work-related Travel Policy](#)
[Work Placements for Disabled Students: Guidance](#)
[Workstation Guidance \(Health and Safety\)](#)

