This briefing note outlines in broad terms the nature of changes to policies and procedures which fall within the remit of University Learning, Teaching and Student Experience Committee (ULTSEC) carried out during the 2016/17 academic year. The Learning and Teaching Development Service (LTDS) manages the majority of these on behalf of the University. For queries regarding the changes, or for assistance with their implementation, please e-mail ltds@ncl.ac.uk or contact #88491 or #83978. Please click on a policy title to take you to the relevant documentation. NB. For items where no link is provided the revised documentation will be available by 30 September at the latest.

### Annual Monitoring and Review
- The AMR report form has been amended to include a requirement to provide programme codes alongside programme titles.
- New guidance is available to assist Schools in producing AMR reports for UG programmes, covering how to produce reports on key management information that the Board of Studies should consider.
- The guidance on what to include in AMR action plans has been reviewed and clarified.
- The Faculty summary report template has been streamlined.

### Assessment Irregularities Procedure
- Minor revisions to the procedure have been made as follows:
  - Stages of the procedure named as Levels 1, 2 & 3 in line with all other Student Procedures (no actual change to scope of procedure or who is responsible at each level).
  - Clarification of how this procedure relates to the overarching Student Disciplinary Procedures regarding misconduct.
  - Clarification about the sanction where a module needs to be reassessed but the credit is not to be carried forward for classification.

### Board of Studies Schedule
- The Schedule has been amended to clarify the requirement for boards of studies to review academic and English language entry requirements in the Autumn term.

### Changes to Programmes
- In light of HEFCE guidance, changes are planned to the requirements for consultation with students on programme changes, and to informing prospective students of material changes to programmes for which they hold offers. NB. ULTSEC will consider whether to approve the changes at its next meeting on 14 September.

### Degree Programme Handbook Guidelines
- Annual update including revised sections on: online registration process; peer mentoring; student services; Assessment Irregularities; Student Representation and Feedback; Changes to Programmes; Academic Skills Kit; and Health and Safety.

### Educational Partnerships
- Abolition of the Review of Branch Campus process, instead placing reliance on the conduct of outcomes of Annual Monitoring and Review and Learning and Teaching Review for branch campus provision.

### External Examiners of Taught Programmes
- Minor revisions to the policy to require external examiners appointed with effect from 2017-18 to serve a notice period should they choose to resign; and to permit a single external examiner to be responsible for both taught and research elements for programmes that have these.
- Reminder: right to work checks for external examiners must be carried out in accordance with University guidelines.
- The Faculty summary report has been streamlined.
| Flexible and Distributed Learning Policy | The policy has been reviewed in the light of changes to University activity in the online and blended learning area since the policy was last revised, which include the development of the Diversifying our Portfolio programme of work.  
Online guidance to support implementation of the policy is currently being finalised. |
| Framework for Personal Tutoring | Changes to the requirements for personal tutor/tutee meetings for undergraduate students. With effect from 2017-18 it will remain a requirement for personal tutors to have an initial meeting with new Stage 1 undergraduate students within four weeks of the student’s arrival, and for this to be recorded in ePortfolio, but it will no longer be a requirement for personal tutor meetings and the offers of meetings in other semesters and at other stages to be recorded in ePortfolio.  
The requirements for the recording of supervisory meetings with research postgraduate students and the offer of meetings for taught postgraduate students remain unchanged. Schools should also continue to use ePortfolio to support learning and teaching for all taught students through a range of other activities where appropriate. |
| Handbook for External Examiners of Taught Programmes | Minor amendment in light of External Examiner comments, to clarify the role of the External Examiner in pre-Board of Examiner meetings. External examiners MAY be invited to participate in moderation boards (or pre-Board of Examiners meetings) if they are held immediately before the Board of Examiners. In these instances, the examiner should share his/her opinion as appropriate and assess the consistency and fairness of the moderation and scaling process, but they have no role in the determination of marks. If External Examiners are not invited to such moderation boards, Boards of Examiners are obliged to inform them of the outcomes, or should provide the External Examiner with the minutes and/or records of moderation and scaling, to assist them in assessing the consistency and fairness of the process. |
| Policy on the Approval of New Programmes | Minor amendment to prompt proposers of new undergraduate programmes that the Careers Service Placement Year must be included as an option for students unless an exemption is granted by ULTSEC. |
| Qualifications and Credit Framework | Routine changes to take into account new awards introduced by the University; no changes of principle. |
| Student Charter | Addition of a new section on Student Behavioural responsibilities. |
| Student Complaints and Resolution Procedure | The procedure has been amended to make clear that serious complaints can be forwarded directly to Level 2 of the procedure, following consultation with the Head of the Student Progress Service. |
| Student Disciplinary Procedure | The procedure has been revised with the following changes:  
Clarification of wording regarding University procedures for any allegation of student misconduct  
Stages of the procedure named as Levels 1, 2 & 3 in line with all other Student Procedures, local procedures removed from Appendix and added as Level 1. Allegations of misconduct may be investigated at any level of the Student Disciplinary Procedure and do not need to progress through each of the levels (as is current practice).  
Procedure amended to cover relevant misconduct of admitted students where misconduct was after admission to the University but in advance of registration.  
Additional examples of misconduct covering obstruction of, or improper or fraudulent interference with attendance monitoring; any sexual misconduct/sexual impropriety; and improper coercion or manipulation of students to their physical or mental detriment. |
<table>
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<th>Student Exemplar Fines and Charges</th>
<th>▪ The fines and charges have been revised, with an increase to the upper limit of fines for Antisocial Behaviour and Noise Nuisance from £200 to £300 as a maximum.</th>
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| Student Opinion Policy and Procedure | ▪ Separation of the policy and the supporting procedure into two distinct documents.  
▪ Clarification within the procedure of the institution’s approach to supporting national surveys, module and stage evaluation.  
▪ The policy now sets out more clearly University expectations for the involvement of students in the feedback loop and highlighting changes that have been made to the student experience as a result of student feedback. |
| Student Queries and Academic Appeal Procedure | ▪ The procedure has been amended to make clear that Schools are required to copy the Student Progress Service, via casework@ncl.ac.uk, into all Level 1 Academic Appeal outcomes, so that statistics and trends can be observed and reported on. |
| Student Representation | ▪ Minor updates to the Student Representation Policy and suite of supporting documentation, including a new requirement to have Taught Postgraduate School Representatives, and School Representatives at branch campuses.  
▪ Good practice examples for Student-Staff Committee Staff Facilitators have also been published. |
| University Regulations 2017/18 | ▪ Annual updates to the regulations. A summary of the main changes will be circulated by the Student Progress Service in early August.  
▪ Two significant changes that were proposed for 2018-19 are currently the subject of University-wide consultation. |