



University College  
of Osteopathy

# Academic Quality Framework 2017-2018 Section 17: Academic Policies & Procedures

## ACADEMIC QUALITY FRAMEWORK

### SECTION 17: ACADEMIC POLICIES & PROCEDURES

This Section of the Academic Quality Framework should be of particular interest of all members of the UCO.

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	June 2014 Academic Council	To define the procedures for the management of academic quality and standards in teaching and learning at the UCO.	Head of Quality	Master Version: J:\0 Quality Team – AQF  Published Version: Intranet	Annually and on an “as required” basis.
V2.0	Sept 2016 Academic Council	Reviewed to update staff role and policy titles and to reflect current practice.	Head of Quality	Master Version: J:\ Quality Team \0 Quality Team – AQF  Published Version: Intranet	Aug 2017 and on an “as required” basis.
V3.0	Sept 2017 Academic Council	Annual Review including amendments to reflect the name change of the British UCO of Osteopathy to the University College of Osteopathy	Head of Quality	Master Version: J:\ Quality Team \0 Quality Team – AQF  Published Version: Intranet	Annually and on an “as required” basis.
<b>Equality Impact</b>					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					X
Negative equality impact (i.e. increasing inequalities)					
<p><b>If you have any feedback or suggestions for enhancing this document, please email your comments to: <a href="mailto:quality@uco.ac.uk">quality@uco.ac.uk</a></b></p>					

## ACADEMIC QUALITY FRAMEWORK

### SECTION 17: ACADEMIC POLICIES & PROCEDURES

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## 17.1 INTRODUCTION TO ACADEMIC POLICIES & PROCEDURES

- 17.1.1 A wide range of academic policies and procedures are in operation at the UCO. These have been developed to promote and support student achievement and to enhance and promote operational efficiencies.
- 17.1.2 The following terminology is used at the UCO regarding policies and procedures:
- Policy: A course or principle of action adopted or proposed by an organization or individual<sup>1</sup>.
  - Procedure: An established or official way of doing something<sup>2</sup>.
- 17.1.3 Ensuring that appropriate academic policies and procedures are in place directly impacts on maintaining academic standards and quality assurance and enhancement at the UCO. They provide students, faculty and staff with clear processes to follow and ensure that actions and decisions are considered by appropriate individuals in a consistent and responsible way.

## 17.2 ALIGNMENT OF ACADEMIC POLICIES & PROCEDURES WITH EXTERNAL REFERENCE POINTS

- 17.2.1 The UCO's academic policies and procedures are developed and reviewed in line with the UCO's Developing & Reviewing UCO Policies Procedure<sup>3</sup>. This procedure provides assurance that appropriate consultation is included as part of a review or development of a policy or procedure and that external reference points are considered as appropriate. This includes ensuring that policies and procedures align with the Quality Code<sup>4</sup>.

## 17.3 REVIEWING & EVALUATING ACADEMIC POLICIES & PROCEDURES

- 17.3.1 The UCO's Policy, Regulations and Audit Group<sup>5</sup> (PRAG) working on behalf of the Quality Assurance Committee<sup>6</sup> (QAC) is responsible for evaluating the effectiveness of and overseeing the review and development of UCO academic policies and procedures as well as this Academic Quality Framework, the academic governance committee structure, institutional policies and procedures and management of the UCO's Core Documentation. The PRAG normally meets four times a year and provides regular reports in the form of meeting minutes and summaries to the QAC, which then reports to the UCO's Academic Council<sup>7</sup>.
- 17.3.2 Faculty and staff should follow the Developing & Reviewing UCO Policies Procedure if they wish to develop a new or review and amend an existing academic or institutional policy or procedure.
- 17.3.3 The Developing & Reviewing UCO Policies Procedure stipulates that student consultation for the development of new and the review of existing policies and procedures through electronic consultation, focus groups and discussion at relevant committees with student members is a requirement.

## 17.4 PUBLICATION OF ACADEMIC POLICIES & PROCEDURES

- 17.4.1 All UCO policies and procedures, including academic policies and procedures, are published and made available to all faculty, staff and students through the UCO's intranet<sup>8</sup>, which is accessible from both within and outside of UCO premises. Faculty are encouraged to link to this area of the intranet when referring to academic policies and procedures to ensure that the correct and most current version of a policy or procedure is utilized and referenced.

## 17.5 ACADEMIC POLICIES & PROCEDURES AS CORE DOCUMENTS

- 17.5.1 Academic policies and procedures are classed as UCO Core Documentation and are subsequently considered in line with the UCO's Core Documentation Management Policy and Procedure<sup>9</sup>. This ensures that academic policies and procedures are developed, reviewed and maintained using a document control system to provide assurance that current versions only are published, are easily identified and located and are registered with the UCO's Core Documentation Holder.
- 17.5.2 As Core Documents, academic policies and procedures are listed on the UCO's Core Documentation Register. In addition to keeping a record of all UCO Core Documentation, the Core Documentation Register also includes information about the document owner, the date for review and documentation history of documents. This ensures that academic policies and procedures are regularly reviewed and updated as appropriate.
- 17.5.3 The Core Documentation Register is managed by the PRAG on behalf of the QAC. All academic policies and procedures should be registered with the Core Documentation Holder.
- 17.5.4 For further information about the Core Documentation Register, please contact the Core Documentation Holder:  
Head of Quality | [quality@uco.ac.uk](mailto:quality@uco.ac.uk)

## AQF17: ENDNOTES

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<sup>1</sup> <http://www.oxforddictionaries.com/definition/english/policy?q=policy>

<sup>2</sup> <http://www.oxforddictionaries.com/definition/english/procedure?q=procedure>

<sup>3</sup> [http://intranet.uco.ac.uk/policies\\_and\\_procedures/](http://intranet.uco.ac.uk/policies_and_procedures/): Developing & Reviewing UCO Policies Procedure

<sup>4</sup> <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code>

<sup>5</sup> [http://intranet.uco.ac.uk/UCO\\_Committees/](http://intranet.uco.ac.uk/UCO_Committees/): Policy, Regulations & Audit Group Terms of Reference

<sup>6</sup> [http://intranet.uco.ac.uk/UCO\\_Committees/](http://intranet.uco.ac.uk/UCO_Committees/): Quality Assurance Committee Terms of Reference

<sup>7</sup> [http://intranet.uco.ac.uk/UCO\\_Committees/](http://intranet.uco.ac.uk/UCO_Committees/): Academic Council Terms of Reference

<sup>8</sup> <http://intranet.uco.ac.uk/>

<sup>9</sup> [http://intranet.uco.ac.uk/policies\\_and\\_procedures/](http://intranet.uco.ac.uk/policies_and_procedures/): Core Documentation Management Policy and Procedure