

**Framework for the Development of Regulations and Policies**

1. Definitions
* Academic Regulations: The rules that govern the development, delivery and management of academic programmes. These must be adhered to.
* Academic Policies: The principles and standards that detail an aspect of the academic regulations. These must be adhered to.
* Guidance: The details that support the correct application of policies and regulations (the what, how and why).
* Procedures: The processes and actions required to implement policies or regulations (the operational matters).
1. A template for policies is provided in Appendix 1. A template for guidance can be found in Appendix 2.
2. To ensure our policies and regulations remain current, the following review schedule will be used:
* The Academic and Supplementary Regulations will be reviewed annually.
* All policies will be reviewed after their first year of implementation.
* After that, policies will undergo an annual check for currency and accuracy and a five-yearly review of effectiveness and fitness for purpose. This five-yearly review aligns with the University’s cycle for review.
* Policies and Regulations will normally only be revised prior to the start of an academic year.
* Proposals to revise policies and Regulations must be clear on the cohorts to which the revised policies or regulations will apply. Revised policies will normally apply to all students (new and existing). Revised Regulations will normally apply to new students only but in certain circumstances may be implemented for existing students as well. In such circumstances discussions will be held to ensure fairness for students, compliance with CMA good practice guidelines and clear communication to students on changes.
1. To ensure consistency of experience and treatment, and to prevent confusion, the University will not develop any Faculty-level policies. Where Policies relate to a subset of programmes only (e.g. Fitness to Practise), these will still have the status of institutional policies.

*Kathryn Kendon, Academic Registrar*

*August 2019*

**Appendix 1: Policy Template**



**[POLICY TITLE]:**

**1.0 Introduction and background**

1.1

1.2

**2.0 Purpose and scope**

2.1

2.1

**3.0 Definitions**

3.1

3.2

**4.0 Key principles**

4.1

4.2

**5.0 Key responsibilities**

5.1

5.2

**6.0 Links to related UN Policies/Guidance/Regulations**

6.1

**7.0 Links to related external documents (e.g. QAA)**

7.1

**8.0 Appendices**

8.1

**Summary Sheet:**

|  |
| --- |
| **Policy Title:** |
|  |
| **Purpose of Policy and to whom it applies (please specify cohorts):** |
|  |
| **Owner and Department:** |
|  |
| **Principal contact:** |
|  |
| **Dissemination and implementation plan:** |
|  |
| **Date of initial committee approval (state committee name):** |  |
| **Date of Senate approval:** |  |
| **Date for implementation and cohorts to which it applies:** |  |
| **Proposed date of annual update:** |  |
| **Date of last annual update:** |  |
| **Proposed date of full review:** |  |
| **Date of last full review:** |  |
| **Version number and date:** |  |
| **Version history:** |  |

**Appendix 2: Guidance Template**



**Summary Sheet:**

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| --- |
| **Guidance Title:** |
|  |
| **Regulations and/or Policy to which the guidance relates:** |
|  |
| **Owner and Department:** |
|  |
| **Principal contact:** |
|  |
| **Version number and date:** |  |

**[Guidance TITLE]:**