**TQA Manual Updates 2012/13**

You will find below a list of new procedures and changes which have been approved via Faculty Boards over the 2012/13 academic year. All the changes are listed below with a link to the final version within the TQA Manual. It has not been possible to put the track changed versions on the web. If you would like to review a track changed version please contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) to request the relevant document.

Please use these updates to ensure that any information you provide in College-level publications is current and valid. If you would like to read the related Faculty Board papers and minutes the can be found by clicking these links:

[Board of the Faculty of Taught Programmes](http://admin.exeter.ac.uk/academic/committees/taught/)

[Board of the Faculty of Graduate Research](http://admin.exeter.ac.uk/academic/committees/graduateresearch/)

If you have any questions about the procedures please contact the relevant Faculty Office.

In addition to routine updates to documentation and changes made as a result of discussion at Faculty Boards, a significant number of recommendations for further amendments arose out of the 2013 College Compliance exercise. College staff who were involved with this exercise will notice that not all of the changes debated at that time have been incorporated. This is because further consultation is needed both with Colleges and via the Faculty Boards. In particular work on the Code of Good Practice for Academic Misconduct and the codes relating to assessment for taught programmes will be revisited in the coming academic year and will feed into the broader TQA review (about which there will be a report at the October Faculty Boards).

Part A

The following Codes of Good Practice and Procedures have been subsumed by the new [Quality Review Framework](http://admin.exeter.ac.uk/academic/tls/tqa/Part%2011/11A%20QRF_Handbook.pdf). They can no longer be found in the TQA Manual under their original hyperlinks. Their new locations are as follows:

Annual Programme Monitoring of Taught Programmes of Study: Procedures   
Code of Good Practice - Annual Review of Modules

Annual Review of Research Degree Provision: Procedures

**Now**

[Annual Student Experience Review](http://admin.exeter.ac.uk/academic/tls/tqa/Part%2011/11C%20QRF_ASER_Section.pdf)

Periodic Subject Review Procedure  
Code of Good Practice: Appointment of External Assessors for Periodic Subject Review  
**Now**[College Academic Audit](http://admin.exeter.ac.uk/academic/tls/tqa/Part%2011/11B%20QRF_CAA_Section.pdf)

External Examiners (Taught Programmes of Study): Code of Good Practice  
External Examiners’ Reports: Statement of Procedures  
**Now**  
[External Examining](http://admin.exeter.ac.uk/academic/tls/tqa/Part%2011/11D%20QRF_EE_Section.pdf)

Part B

**Faculty of Taught Programmes/Faculty of Graduate Research**

New documents:

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| Document | [Collaborative Provision: Partnership Boards](http://admin.exeter.ac.uk/academic/tls/tqa/Part%2010/10X%20Partnership%20Boards.pdf) |
| Rationale | It was noted that procedures for Partnership Boards were not currently included in the TQA Manual, and it was decided that this omission should be addressed. Terms of reference, membership and management responsibilities have been drawn up to reflect this activity. |
| Track changes | Not applicable |

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| 1 | Document | [Collaborative Provision: Procedures for the Approval of Joint and Multiple Awards and Programmes](http://admin.exeter.ac.uk/academic/tls/tqa/Part%2010/10Wjointawards.pdf) |
| Rationale | The University and constituent Colleges wishes to engage in partnerships involving jointly delivered programmes, leading to a joint or multiple awards, where one award certificate is issued with the seals and signatures of all participating HEIs to successful students. Procedures have been drawn up to provide guidance on the approval process. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| Document | [Quality Review Framework](http://admin.exeter.ac.uk/academic/tls/tqa/Part%2011/11A%20QRF_Handbook.pdf) |
| Rationale | The Quality Review Framework has been developed to ensure that the University’s quality assurance systems and processes place trust in the sound academic judgement and professionalism of Colleges, and support innovation and creativity in the curriculum while providing sufficient reassurance to the Faculty Boards that the student experience continues to be good and academic standards sound. |
| Track changes | Not applicable |

Amended documents:

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| 2 | Document | [Code of Good Practice - Provision of Information by Colleges to Students](http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6Aschlhnbk.pdf) |
| Rationale | It was noted during PGR compliance meetings with Colleges that the indicative handbook list provided was not specific to PGR, and thus not as useful as it might be for Colleges creating a PGR handbook. A break in the indicative handbook content list separating Taught and PGR has been made. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

**Faculty of Taught Programmes**

Amended documents:

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| 3 | Document | [Levels and Awards Framework](http://admin.exeter.ac.uk/academic/tls/tqa/Part%203/3Bawardframe.pdf) |
| Rationale | Revised to replace the Level 3 ‘Introductory Certificate’ which is not part of the University portfolio of programmes with the Level 3 Foundation Certificate programme delivered by INTO. Also revised to amend the balance of Level 2 and Level 3 credit as well as the qualification descriptors of that programme. The document has also been amended to include the new integrated masters MLiberal Arts (MLib Arts) and the MLiberal Arts (MLib Arts) with Study Abroad programmes. A number of other minor amendments have also been made. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 4 | Document | [Code of Good Practice - Unsatisfactory Progress](http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Dacadprog.pdf) |
| Rationale | Revised attendance monitoring procedures for international students sponsored under Tier 4 are being introduced from 2013/14. These are in line with recent changes to Home Office guidance and are designed to reduce the significant college workload issues caused by the current paper register system. The withdrawal of students for non-attendance has been aligned to the Code of Good Practice - Unsatisfactory Progress. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 5 | Document | [Code of Good Practice on Managing Academic Misconduct (including plagiarism, cheating and collusion)](http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Lplag1.pdf) |
| Rationale | The document has been reformatted, and renumbered and flowcharts added to aid clarification of the process. The procedures for dealing with suspected plagiarism at College level have been clarified with respect to the membership of the Panel, and the copying of the written record to the student. At Faculty level the procedures have been amended to ensure that for cases involving a PhD thesis, the Committee comprises two senior academics who will have had experience of examining at PhD level. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 6 | Document | [Procedures Relating to Student Academic Appeals](http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/) |
| Rationale | The Procedures have been amended to ensure that students are routinely sent a copy of the minutes of meetings which concern their case and to reflect UEMS’ requirement to comply with the GMC. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 7 | Document | | [Disciplinary Procedures – Non-academic Misconduct](http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/discipline/) |
| Rationale | | Procedures revised to reflect the revised timing of annual reporting of student cases from academic year to calendar year and to reflect UEMS’ requirement to comply with the GMC. |
| Track changes | | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |
| 8 | | Document | [Code of Good Practice: Boards of Examiners for Taught Programmes of Study](http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Kexambrds.pdf) |
| Rationale | This code has been amended following discussions with Colleges during the compliance exercise. The changes are intended to clarify the role and responsibilities of Boards of Examiners. The section on viva voce examinations has been removed as these are rarely used and where they are can be covered in the Exam conventions for specific disciplines. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 9 | Document | [Code of Good Practice - Personal Tutor System](http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6B(2010)Personal%20Tutor%20System%20CoP%20FINAL.pdf) |
| Rationale | A number of amendments were recommended to this code as a result of discussions during the compliance code. The code has also been shortened to reduce duplication with the Personal Tutor handbook. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 10 | Document | [Code of Good Practice – Taught Student/Staff Liaison Committees](http://admin.exeter.ac.uk/academic/tls/tqa/Part%209/9Eliaison.pdf) |
| Rationale | Minor amendments have been made as a result of discussions within the compliance exercise. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 11 | Document | [Code of Good Practice - Part-time Teachers](http://admin.exeter.ac.uk/academic/tls/tqa/Part%205/5Eptstaff.pdf) |
| Rationale | Changes have been made to this document to remove reference to Recognised teachers and to add links to relevant HR documents. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| Document | Code of Good Practice – Combined Honours Programme Management (no longer available on the web) |
| Rationale | As a result of discussions in the compliance exercise it has been agreed that this code is no longer fit for purpose and should be removed from the TQA. |
| Track changes | Not applicable |

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| 12 | Document | Code of Good Practice - Boards of Studies (no longer available on the web) |
| Rationale | As a result of discussions in the compliance exercise it has been agreed that this code should be amalgamated into the document: College Management of Education: code of good practice. Minor revisions have been made to the wording of the document to make it less prescriptive and to delete the reference for a Board of Study’s being required for each relevant programme. Reference to the membership of the Board being approved by the Dean of the Faculty of Taught Programmes has also been removed. Further work on the role and purpose of Boards of Study will be undertaken as part of the broader TQA review. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 13 | Document | [Procedures for the Interruption and Voluntary Withdrawal of Taught Students](http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6Duginterrupt.pdf) |
| Rationale | The compliance exercise raised a number of issues with this code that will be addressed in the coming year, including development of an electronic form for applying for interruption and clarification of the relationship between College and University procedures in this area. One change has been made for 2013-14 to allow interruptions of less than one semester which has been a request from Colleges with respect to PGT students. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| Document | [Code of Good Practice: Mitigation Committees](http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8V%20MitigationCttees_CoP.pdf) |
| Rationale | As noted at the June 2013 meeting of the board of the Faculty of Taught Programmes no changes to the Code of Good Practice: Mitigation Committees have been made for 2013-14 but a review of the Code of Practice for Boards of Examiners in 2013-14 will need to ensure alignment with the Mitigation Committee Code. The feasibility of a Fit to Sit policy is also to be investigated. Colleges will also be aware that a Mitigation Network is being established to share good practice. |
| Track changes | Not applicable. |

**Faculty of Graduate Research**

Amended documents:

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| 14 | Document | [Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research: Statement of Procedures](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Jpgthesis.pdf) |
| Rationale | Revisions to clarify the requirements in terms of font size and type for printed copies of theses and dissertations, and specific queries about what material is included or excluded from the word count of the thesis. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 15 | Document | [Code of Good Practice - Arrangement for the Supervision of Research Degree Students](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Dcogpappsup.pdf) |
| Rationale | The Code has been amended to ensure that students have a mentor separate from their two supervisors, to strengthen the support to which they have access and provide a discrete point of contact with whom a student may raise any concerns that they have about their programme. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 16 | Document | [Code of Good Practice: Boards of Examiners for Degrees by Research](http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Iresrcexa.pdf) |
| Rationale | Amendments October 2012: The Code has been amended to provide clarification over who could be nominated as an internal examiner.  Amendments February 2013: The Code has been amended to provide clarity in relation to examiners signing off completed minor and major amendments and whether or not a viva should be held following the completion of minor or major amendments where the Board of Examiners were minded to recommend a lower award or a fail. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |

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| 17 | Document | [Statement of Procedures: Periods of Registration and Changes to the Registration Status for Graduate Research Students](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gpgrregproc.pdf) |
| Rationale | Amendments October 2012 Student Registration: The Code was amended to indicate where it was appropriate to use a nominee instead of the Dean of College to approve changes to registration.  Amendments October 2012 Periods of Study: The Code was amended to clarify the definition of period of study. |
| Track changes | Contact [qrs@exeter.ac.uk](mailto:qrs@exeter.ac.uk) |