

MCM Policy and Procedures Framework

POLICY

1 GOVERNANCE Issue 3 Oct 19

2 ACADEMIC MANAGEMENT Issue 4 Oct 19

PROCEDURES

1.1 Ethics protocols

Issue 3 Oct 19

1.2 Boards and committees

Issue 3 Oct 19

1.3 Document preparation

Issue 3 Oct 19

1.4 Intellectual property

Issue 3 Oct 19

1.5 Equality and diversity

Issue 3 Oct 19

1.6 Data protection

Issue 5 Oct 19

1.7 Financial management

Issue 3 Oct 19

1.8 Revision and review of processes

Issue 3 Oct 19

1.9 Quality assurance

Issue 1 Oct 19

2.1 Academic misconduct

Issue 2 Oct 19

2.2 Complaints and appeals (inc EARs)

Issue 4 Oct 19

2.3 Programme approval (inc Form 2.3/1)

Issue 3 Oct 19

2.4 Programme / annual monitoring

Issue 3 Oct 19

2.5 Examinations protocols (inc contingency planning)

Issue 6 Oct 19

2.6 Reasonable adjustments and access arrangements

Issue 5 Oct 19

2.7 Programme specifications

Issue 2 Oct 19

2.8 Controlled assessments

Issue 2 Oct 19

3 TEACHING and LEARNING Issue 3 Oct 19

3.1 Delivering effective learning

Issue 4 Oct 19

3.2 Supporting teaching staff

Issue 4 Oct 19

3.3 Assessment and IV

Issue 2 Oct 19

3.4 Tutorials

Issue 2 Oct 19

3.5 Teaching observation

Issue 3 Oct 19

3.6 Student feedback

Issue 3 Oct 19

3.7 Schemes of work

Issue 3 Oct 19

3.8 Examination Boards

Issue 2 Oct 19

3.9 External Examiner protocols

Issue 2 Oct 19

4 ADMISSIONS Issue 5 Oct 19

4.1 Selection and recruitment

Issue 2 Oct 19

4.2 Recognition of prior learning

Issue 3 Oct 19

4.3 Induction

Issue 4 Oct 19

4.4 Attendance

Issue 3 Oct 19

4.5 Student disciplinary protocols

Issue 2 Oct 19

4.6 Fee Refunds

Issue 2 Oct 19

4.7 Student protection

Issue 1 Oct 19

5 STUDENT SUPPORT Issue 2 Oct 19

5.1 Student welfare and pastoral care

Issue 4 Oct 19

5.2 Learning resources

Issue 2 Oct 19

6 STUDENT ENGAGEMENT Issue 2 Oct 19

6.1 Student representatives

Issue 2 Oct 19

7 INFORMATION/PROMOTION Issue 3 Oct 19

7.1 Review/ sign off of information

Issue 5 Oct 19

7.2 Social media procedures

Issue 2 Oct 19

7.3 External collaboration

Issue 3 Oct 19

7.4 Due diligence

Issue 3 Oct 19

7.5 Use of consultants

Issue 3 Oct 19

7.6 External review of website

Issue 2 Oct 19

8 HUMAN RESOURCES Issue 3 Oct 19

8.1 Safeguarding

Issue 4 Oct 19

8.2 Prevent strategy

Issue 3 Oct 19

8.3 Equality and diversity in employment

Issue 2 Oct 19

8.4 Recruitment and selection of staff

Issue 4 Oct 19

8.5 Induction and mentoring of staff

Issue 4 Oct 19

8.6 Holidays and leave of absence

Issue 3 Oct 19

8.7 Performance review

Issue 4 Oct 19

8.8 Training and development

Issue 4 Oct 19

8.9 Discipline at work

Issue 2 Oct 19

9 FACILITIES and HEALTH and SAFETY Issue 3 Oct 19

Annex 1 HASAWA Statement

Revised Oct 19

9.1 Fire safety procedures

Issue 3 Oct 19

9.2 First Aid and accident reporting

Issue 3 Oct 19

9.3 Access and maintenance

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