

**POLICIES AND PROCEDURES IN RELATION TO THE  
QAA CODE OF PRACTICE**

**1. Policy**

- 1.1 The University is committed to reviewing and enhancing practice in all its activities. It welcomes the QAA Quality Code as a means of both identifying current best practice in the sector and for providing the opportunity to benchmark University activities.
- 1.2 The University is committed to fostering innovation and creativity in the pursuit of excellence and to engage in activities that contribute to this goal. In so far as the Quality Code contributes to this, the University will aim to comply with the indicators contained in the Quality Code within the time expected by the QAA. It will stay alert, however, to the possibility of the Quality Code having a stifling effect on innovation and creativity and will take action in the event of this happening.
- 1.3 The University emphasises that best practice is constantly evolving and, therefore, may itself either have or develop indicators that go beyond those outlined in the Quality Code. These should be emphasised and celebrated.

**2. Procedures**

- 2.1 Academic Quality Support within Registry will remain the point at which the QAA documents should arrive in the University.
- 2.2 Academic Quality Support will distribute the documents to the Academic Registrar, the Chairs of appropriate Committees, and the Heads of School.
- 2.3 On receipt of a new Chapter to the Quality Code, the Deputy Academic Registrar will identify a lead officer who will, if appropriate, decide on the formation of an appropriate group of University staff to give first scrutiny to the Chapter. It may, however, be appropriate for the lead officer him/herself to review University practice against the code rather than form a group to undertake this.
- 2.4 The existing University practice will be mapped onto the QAA Code and a checklist produced detailing the mapping and including proposed new University procedures that may be required by the Code. This will be submitted to Quality & Standards Committee (QSC) for final approval (documentation may be submitted to other appropriate committees prior to QSC).
- 2.5 Following approval by QSC the relevant policy and procedures will be incorporated into the University's Document Directory.
- 2.6 Following approval by QSC of the University's response to the Chapter, the Deputy Academic Registrar will inform Heads of School of this. Heads of School have a responsibility to ensure that all members of the School are aware of the implications of the Quality Code. Further publicity within the University for the Quality Code will be undertaken by the Deputy Academic Registrar. Any attendant enhancement activity will be undertaken by the Learning & Teaching Team/Staff Development. In addition, QSC will have a responsibility to decide on awareness raising activities. New chapters of the Code should be included as agenda items for discussion.