**Quality Manual Restructure**

**Key:**

[existing folder] means no change to URLs of documents within

[new folder] URLs will change

Entries in italics – *new URLs given*

**Part A: Academic Standards**

1. Quality Assurance Structures [existing folder]

2. Study Regulations [existing folder]

Now includes

*Policy on Occasional Teachers [move from Miscellaneous]*

New URL: <http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations/policyonoccasionalteachers.aspx>

*Policy on Students Who Teach [move from Miscellaneous]*

New URL: <http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations/policy-on-students-who-teach.aspx>

*Application of regulations for students who fail to meet Honours requirements [move from Miscellaneous – being updated]*

New URL: <http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations/application-of-regulations-for-students-who-fail-to-meet-honours-requirements.aspx>

**Part B: Assurance and Enhancement of Academic Quality [heading in QM index]**

1. Programme Design and Approval [no change to former URL]

2. Recruitment and Admissions [existing folder]

3. E-Learning and Distance Learning Policy [existing folder]

4. Placement Learning [existing folder]

5. Career Development [existing folder]

6. Students with Disabilities [existing folder]

7. Student Support and Development [existing folder]

8. Student Engagement [new entry to be added Autumn 2012] [new folder]

New URL for *Student Representation on Teaching Committees:* <http://www.nottingham.ac.uk/academicservices/qualitymanual/student-engagement/policy-for-student-representation-on-school-teaching-committees.aspx>

*LCFs new URL*: <http://www.nottingham.ac.uk/academicservices/qualitymanual/student-engagement/learning-community-fora.aspx>

9. Assessment [existing folder]

*10. Accreditation of Prior Learning* [new folder]

<http://www.nottingham.ac.uk/academicservices/qualitymanual/accreditation-of-prior-learning/accreditationofpriorlearning.aspx>

11. External Examining [existing folder]

Includes:

*Responsibilities of the School Examinations Officer – new URL:*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/external-examining/responsibilities-of-the-school-examinations-officer.aspx>

*School Examination Boards – new URL:*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/external-examining/school-examination-boards.aspx>

12. Programme Monitoring and Review [new folder, some of content moved from 1]

Includes:

*School Review – new URL:*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/programme-monitoring-and-review/school-review.aspx>

*Annual Monitoring - new URL:*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/programme-monitoring-and-review/annual-monitoring.aspx>

*Procedure for dealing with professional accreditation reports – new URL:*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/programme-monitoring-and-review/procedure-dealing-with-professional-accreditation-reports.aspx>

13. Complaints and Appeals [existing folder]

14. Collaborative Provision [existing folder]

15. Research Degrees [existing folder]

**Part C: Information** [new folder]

1. Provision of higher education at the University of Nottingham [new entry]

<http://www.nottingham.ac.uk/academicservices/qualitymanual/provisionofinformation/information-about-provision-of-higher-education.aspx>

*2. Emergency Contact Protocol [move from Miscellaneous]*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/provisionofinformation/emergency-contact-protocol.aspx>

*3. Release of Personal Information [move from Miscellaneous]*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/provisionofinformation/release-of-personal-information.aspx>

*4. Scheduled Teaching and Learning Activities [move from Miscellaneous]*

<http://www.nottingham.ac.uk/academicservices/qualitymanual/provisionofinformation/scheduled-teaching-and-learning-activities-for-full-time-undergraduates.aspx>