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The Academic Manual is div

## 2.2 Annexes

Annexes can be updated as and when there is an operational need. However if there are substantive changes which impact a large number of students and/ or staff, annexes may need committee approval so please check with the Academic Manual team.

## 2.3 Chapters

Changes to Academic Manual Chapters must be approved by the following committees:

Academic Committee (AC)	Regulations relating to complaints or disciplinary proceedings.
Research Degrees Committee (RDC)	Postgraduate Research regulations, including those for the MRes, or anything else on the Chapter 5 webpage.
Student Recruitment, Admissions and Funding Committee (StRAFC)	Admissions, Student Recruitment and Funding regulations or anything else in Chapter 1.
Education Committee (EdCom)	EdCom formally approves all other policies, but they need to go to the relevant sub-committee first for scrutiny and approval.
Quality Review Sub Committee (QRSC)	Regulations relating to Quality Review, Student Representation, External Examiners, Student membership of committees or anything else in Chapter 9.
Programme and Module Approval Panel (PMAP)	Regulations relating to programme and module approval or amendment, or anything else in Chapter 7.
Academic Partnerships Review Group (APRG)	Regulations relating to academic partnerships, or anything else in Chapter 8.
Academic Regulations and Quality Assurance Sub Committee (ARQASC)	Regulations relating to qualifications, credit, programme structures, assessment, registration or any other regulation not listed above.

## 2.4 Who to contact

Names and contact details of committee chairs and secretaries c0008871 0s to

Where changes are substantial or complex, you will need to ensure that the committee knows what is changing: how does the new policy differ from the previous policy? This might just need to be a general description of all the key points but if it is very complex you might need to provide line-by-line descriptions of the changes. The Academic Manual team can advise on this.

### 3

The Academic Manual Chapters are published once a year. In-year changes are avoided because they create significant disruption for the departments that have to implement the regulations.

All developments must meet the following deadlines in order to be included in that year manual:

<b>Publication Date</b>	<b>Content</b>	<b>Content Deadline</b>
<b>1 August</b>	Publication of Academic Manual website	All pages to be finished by 31 July
<b>1 July</b>	Publication of Recent Changes page	Submit content to Academic Manual team by 14 June
<b>1 July</b>	Publication of the Core Programme Information	Submit content to Academic Manual team by 31 May
<b>June or earlier</b>	Approval at most senior committee	Submit papers to committee 2 weeks beforehand
<b>May or earlier</b>	Approval at sub-committee	Submit papers to committee 2 weeks beforehand

#### **Committee deadlines**

Most committees require papers to be submitted two weeks before the meeting so make sure you factor this into your planning timelines.

#### **Annexes**

Annexes should be proof-read and updated each year in time for the 1 August publication. Annexes can also be updated in-year when there is an operational need. However if there are substantive changes, please check with the Academic Manual team first.

# 4

## 4.1 Communication plan

If you are making substantive changes, you will need to put together a communications plan. Departments need plenty of time to prepare for changes and should be notified at the earliest opportunity via consultation and/ or briefing sessions. Policy changes will go through the committee structure but please do not assume that this will suffice as a

## 5.2 Version control

It is very

If you create your own document, t

All text should be in black, with the exception of hyperlinks in blue.

1.15 line spacing and/ or paragraph spacing to  
reduce the

number of pages.

Screen Readers read **bold**, *italics*, underlining and BLOCK CAPITALS as emphasis

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## 6.5 Use inclusive gender pronouns

## 6.6 Write out abbreviations

If you need to use an abbreviation, write it out in full at the first mention e.g.

1<sup>st</sup> mention: Annual Student Experience Review (ASER)

2<sup>nd</sup> and subsequent mentions: ASER

## 6.7 Capitalise consistently

Any entity or concept which has a formal regulatory status should be capitalised e.g. Undergraduate, Faculty Tutor.

Make sure that you capitalise consistently throughout the document.

## 6.8 Avoid footnotes

Footnotes have an ambiguous regulatory status and are often in an inaccessible font. If the point is important, add a sub-paragraph to the main text.

## 6.9 Put further guidance in annexes

The former regulations included text which resulted in  
non-unique reference numbers you can still see this in a handful of regulations which are  
still to be revised.  
and put any further information in annexes.

## 6.10 Make sure all programmes are covered

UCL has a very wide range of programme types and structures. Make sure your policy provides for all the different types of Undergraduate, Taught Postgraduate and Postgraduate Research students. If you are writing a procedure or process, make sure you consider the different organisational structures in Faculties and Departments. Disciplinary differences also have a significant impact on policy design.

## 6.11

Make actions clear and direct; avoid vague or passive statements notified  
onsible for notifying the students.

## 6.12 Make sure all students are treated equitably

When writing student regulations it is important to ensure that all students are treated fairly. Particular vigilance should be used if there might be any opportunity for bias (unconscious or otherwise) in decision-making.

## 6.13 Proof-read all documents

The UCL Academic Manual is publicly available and should meet the highest standards when it comes to grammar, spelling and punctuation. Please make sure that you proof-read all documents thoroughly before publication.

The following final checks can help to ensure that your document has a professional appearance:

is on the next page

Update your table of contents whenever you make in-text changes.

# 7

## 7.1 UK Quality Code compliance

Committee proposals should provide an assurance that the change has been checked against, and is in alignment with, the [UK Quality Code](#). Further guidance is available from Academic Policy and Quality Assurance.

## 7.2 GDPR compliance

All policies must comply with the General Data Protection Regulation (GDPR). [GDPR website includes more details](#).

## 7.3 Consumer Protection Legislation

# 8

## **Chapters**

All of the Chapter PDFs will be added to the [UCL Academic Manual Archive](#) each year.

## **Annexes**

Further Guidance in PDF format will be added to the archive.

We do not keep forms in the online archive to prevent people from finding and using the

## 9.3 Summary box

Each splash page contains a grey box at the top of the page with prepopulated text which feeds into search engines, including the one on the UCL website. It should include key search terms so that your content can be found easily.

The text within this box is limited to 200 characters.

## 9.4 Fonts and headings

To ensure a professional and uniform appearance across the Academic Manual, the following conventions should be followed when formatting the splash page:



The styles can be applied automatically within Drupal by highlighting text and selecting the appropriate style from the top bar (style codes are in brackets in the above image).

## 9.5 Forms and further guidance

Annexes should be numbered with the convention 1.1.1, where:

- First number = chapter
- Second number = section
- Third number = annex number

Example:

Annex 2.1.1: [Document Name]

First annex in Chapter 2, Section 2:

## 9.6 File labelling

The type of document should be added in brackets after the document title (i.e. PDF, Docx, etc.).

Forms should be in Document format, so people can fill them in digitally.

Guidance documents should be in PDF format, unless they contain information that colleagues need to copy into their own materials, or forms people can fill in (PDFs make this difficult).

to prevent links breaking.

**Title of the paper**

**Summary of Paper**

1-2 line summary.

**Prior Consideration**

Insert the name of the body who considered the matter, the action taken, date[s] of consideration and onward consideration required.

**Action Required of [Committee Name]**

To note / for formal approval.



If the paper is longer than five A4 sides, authors are asked to provide an executive summary highlighting the key issues/points of interest