

ESL Policies Locator for Canterbury Christ Church University

This document provides general information in support of operational processes. Activities and responsibilities are outlined in the table below. Please refer to the Appendix of this document to acknowledge further information in relation to *hybrid* responsibilities.

Responsibilities could lie within one of the three below categories:

- **ESL:** This means Elizabeth School of London is responsible for conducting the activity
- **CCCU:** This means Canterbury Christ Church University is responsible for conducting the activity
- **Hybrid:** This means both Elizabeth School of London and Canterbury Christ Church University have joint responsibilities for specific areas.

Activities / Responsibilities	Who is Responsible (CCCU, ESL or Hybrid)?	Related Policies / Regulations	Notes
Marketing, Recruitment and Admissions			
Marketing and promotional materials	Hybrid		<i>See Notes 1 in Appendix</i>
Admissions Policy adopted	CCCU	Link to CCCU Admissions Policy	
Setting entry requirements	CCCU		
Setting course fees	CCCU		

Conduct Admissions entry test and interview for non-standard applicants	ESL		
Selection of potential students for entry onto the programme	CCCU		
Criminal records checks	CCCU		
Offer letters	ESL		
APL Policy adopted	CCCU	Link to CCCU Accredited Prior Learning Policy	
Declaration of priority student status – i.e. disabled student, care leavers etc	Hybrid		<i>See Notes 2 in Appendix</i>
Applicants Complaints and Appeals Policy adopted	CCCU	Link to CCCU Admissions Appeals and Complaints Procedure for Applicants	
Applicant Complaints and Appeals	ESL		
Terms and Conditions	CCCU	Link to CCCU Terms and Conditions of Registrations	
Enrolment and Induction			
Students Enrolment	Hybrid		<i>See Notes 3 in Appendix</i>

		Link to CCCU Terms and Conditions of Registrations	
Student Finance enrolment confirmation	CCCU		
Students Induction	ESL		
Student ID cards	CCCU		
Learning Resources			
Production of module and programme student handbooks, documents and other materials	Hybrid		<i>See Notes 4 in Appendix</i>
Learning resources (physical space)	ESL		
Learning resources – access to online library	ESL		
Access to VLE	CCCU		
CCCU Student and Staff Login Details	CCCU		
ESL Student and Staff Login Details	ESL		
Teaching and Assessment			
Delivery of teaching	ESL		
Student and Staff Timetable	ESL		

Assessment Procedures adopted	CCCU	Link to CCCU Assessment Procedures Link to CCCU Academic Regulation Link to CCCU Academic Framework	
1 st marking of assessment	ESL	Link to CCCU Marking Procedure Link to CCCU Assessment Procedures	
2 nd marking of assessment	ESL		
Moderation of assessment	CCCU		
Providing feedback to students on their work	ESL		
Academic Integrity Policy adopted	CCCU	Link to CCCU Academic Integrity Policy and Procedure	
Academic Integrity	Hybrid		<i>See Notes 5 in Appendix</i>
Access to plagiarism detection software (i.e. Turnitin)	CCCU		
Module Achievement Board of Examiner	CCCU		

Progression and Award Board of Examiners	CCCU		
Appeals Policy adopted	CCCU	Link to CCCU Academic Appeal Policy and Procedure	
Academic Appeals	CCCU		
Complaints Policy adopted	CCCU	Link to CCCU Student Complaint Policy and Procedure for Partners	
Student Complaints	Hybrid		<i>See Notes 6 in Appendix</i>

Exceptional Circumstances Policy adopted	CCCU	Link to CCCU Exceptional Circumstances Policy and Procedure	
Process of Exceptional Circumstances claims	ESL		
Assessment Extensions	ESL		
Student Attendance and Engagement			
Attendance Policy adopted	CCCU	Link to CCCU Student Engagement in Learning Policy Link to ESL Attendance, Policy or subsequent policy	
Monitoring student attendance	ESL		

Deferrals, study break, course transfers and withdrawals policies and regulations adopted	CCCU	Link to CCCU Academic Regulation and Policies	
Deferrals	Hybrid		<i>See Notes 7 in Appendix</i>
Suspension of Studies (Study Break)			
Course Transfers			
Withdrawals			
Fitness to Study Procedure adopted	CCCU	Link to CCCU Fitness to Study Procedure	
Process of Fitness to Study cases	Hybrid		<i>See Notes 8 in Appendix</i>
Student Voice (Student Surveys)			
Student Staff Liaison Meetings	ESL	Link to Guide to Student Voice Panels	
Student feedback (Student Surveys)	Hybrid		<i>See Notes 9 in Appendix</i>
Student Representation System	ESL	Link to Student Representation System guide	
Student Support			
Academic Adviser / Personal Tutor	ESL	Link to ESL Personal Tutoring Policy	

Student Support Services	ESL		
Regulations, Quality and Standards			
Programme development	CCCU	Link to CCCU Quality Manual	
Programme approval and review	CCCU		
Course Performance Plan	ESL		<i>See Notes 10 in Appendix</i>
Annual monitoring reports			
Recruitment and approval of academic staff	Hybrid		<i>See Notes 11 in Appendix</i>
Modifications to modules and programmes	Hybrid		<i>See Notes 12 in Appendix</i>
Suspensions / Termination of Programmes	CCCU		
Academic Regulations adopted	CCCU	Link to CCCU Academic Regulation	
Academic Framework and General Regulations for the Conferment of Awards adopted	CCCU		

		Link to CCCU Academic Framework Link to CCCU General Regulations for the Conferment of Awards	
Disciplinary Policy adopted	ESL	Link to ESL Student Code of Conduct Policy	
Student Disciplinary	ESL		
External Examiners	CCCU	Link to CCCU External Examiner Procedure	
Disability and Wellbeing			
Prevent Duty	Hybrid		<i>See Notes 13 in Appendix</i>
Next of Kin (Emergency Contact)	ESL		
Support students with declared short and long-term disability	Hybrid		
Advice and support students with DSAs	ESL		
Ensuring anticipatory and reasonable adjustments in place as appropriate	ESL		

Additional exam arrangements in place for eligible students	ESL		
Access to counselling services	ESL		
Safeguarding Policy adopted	CCCU	Link to CCCU Safeguarding Policy	
Safeguarding referrals / escalations	ESL		
Career and Employability			
Graduate Outcome Survey	CCCU		
Provide career advice and support to students	ESL		
Governance, Legal, Data and Finance			
Student Protection Plan	CCCU	Link to Student Protection Plan	
HESA returns	CCCU		
Inform SLC about student enrolment status and academic year dates (term dates, non-teaching periods, assessment dates)	CCCU		

Equality, Diversity and Inclusion Policy adopted	ESL	Link to ESL EDI Policy	
Ethics Policy adopted	ESL	Link to ESL Research Ethics and Integrity Policy	
Graduation and Awards			
Graduation Ceremony	ESL		
Production of Award Certificates and Transcripts	CCCU		

Appendix

Notes 1: ESL produces marketing and promotional materials for courses offered in franchised partnership with Canterbury Christ Church University. CCCU approves all ESL marketing materials before being used for promotional and marketing purposes.

Notes 2: ESL works with CCCU to flag priority student cases as part of the admissions process.

Notes 3: ESL provides CCCU with new student's information alongside start date of the course they have applied for. CCCU send Welcome Letter to ESL for new students to login into their Student Portal and complete registration process with academic partner. CCCU shares list of new students and their registration status with ESL throughout registration activity.

Notes 4: ESL is responsible of producing student materials such as Student and Course Handbook, following CCCU approval.

Notes 5: ESL deals with Introductory Stage and Stage 1 of investigation for suspected academic integrity cases. CCCU deals with formal stages known as Stage 2 and 3 of relevant policy and procedure.

Notes 6: ESL deals with Student Complaints as per *CCCU Procedure for Dealing with Complaints at Partner Institutions*. Where informal resolution is not achieved, students can submit a formal complaint to CCCU as per relevant policy.

Notes 7: ESL provide guidance and support to students in relation to deferrals, suspension of studies (study break), course transfers and withdrawals in compliance with CCCU Academic Regulations and relevant policies. CCCU will assess students' requests and provide with final decision both students and ESL).

Notes 8: ESL deals and assess fitness to study cases in compliance with CCCU Fitness to Study Procedure. Level 3 referral cases may be dealt as an outcome from a case which has been investigated under CCCU Student Conduct Procedure. Outcome of Fitness to study referrals will be communicated to CCCU.

Notes 9: ESL deploys student surveys and conduct Student Staff Liaison meetings to collect feedback on learning experience and academic support. CCCU collects feedback through meeting between students and Module Evaluation questionnaires via CCCU online survey tool linked to module blackboard. It also deploys Graduate Outcome and National Student Survey (NSS) surveys for HESA returns submissions.

Notes 10: ESL completes course performance plans and reports that are consequently shared with CCCU in specific committee's meeting as per CCCU Quality Manual.

Notes 11: ESL is responsible for recruiting academic staff. CCCU approves academic staff prior to commencement of teaching to ensure requirements and competencies are met.

Notes 12: ESL to discuss the proposed modification with CCCU and submit relevant form to request modification on programme / modules. CCCU to approve modification and agreed timelines for implementation of modification.

Notes 13: Both ESL and CCCU are responsible for adhering to the Prevent Duty.