ESL Policies Locator for NCG

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
- **NCG**: This means NCG is responsible for conducting the activity
- **Hybrid**: This means both Elizabeth School of London and Newcastle Group have joint responsibilities for specific areas.

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

Conduct Admissions entry test and interview for non-standard applicants	ESL		
Selection of potential students for entry onto the programme	NCG		
Criminal records checks	NCG		
Offer letters	ESL		
RPL Policy adopted	NCG	Link to NCG Recognition of Prior Learning Policy	
Declaration of priority student status – i.e. disabled student, care leavers etc.	Hybrid		*See Notes 2 in Appendix*
Complaints and Appeals Policy adopted	ESL	Link to ESL Student Complaints Policy and Procedure	
Applicant Complaints	ESL		
Terms and Conditions	NCG		
Enrolment and Induction			
Students Enrolment	NCG	Link to NCG Academic Regulations	

Student Finance enrolment confirmation	NCG		
Students Induction	ESL		
Student ID cards	NCG		
Learning Resources			
Production of module and programme student handbooks, documents and other materials	ESL		
Learning resources (physical space)	ESL		
Learning resources – access to online library	ESL		
Access to VLE	ESL		
NCG Student and Staff Login Details	NCG		
ESL Student and Staff Login Details	ESL		
Teaching and Assessment			

Delivery of teaching	ESL		
Student and Staff Timetable	ESL		
Assessment Policy and Framework adopted	NCG	[Link to NCG Assessment Policy, Alternative Assessment Process and Procedure, Assessment Framework](#)	
1st marking of assessment	ESL		
2nd marking of assessment	ESL		
Moderation of assessment	Hybrid		*See Notes 3 in Appendix*
Providing feedback to students on their work	ESL		
Academic Misconduct Policy adopted	NCG	[Link to NCG Academic Misconduct Policy and Procedure](#) [Link to NCG Academic Regulations](#)	
Academic Misconduct	ESL		
Access to plagiarism detection software (i.e. Turnitin)	ESL		
Module Exam Committee	NCG		

Programme Exam Committee	NCG		
Academic Appeals Policy adopted	NCG	Link to NCG Academic Appeals Policy and Procedure	
Academic Appeals	Hybrid		*See Notes 4 in Appendix*
Complaints Policy adopted	ESL for initial resolution NCG for further escalation	Link to ESL Student Complaints Policy and Procedure Link to NCG Complaints and Compliments Policy	
Student Complaints	Hybrid		*See Notes 5 in Appendix*
Mitigating Circumstances Policy adopted	NCG	Link to NCG Academic Regulations Link to NCG Mitigation Policy and Process	

Assessment Extensions	Hybrid		*See Notes 6 in Appendix*
Extenuating Circumstances			
Student Attendance and Engagement			
Attendance Policy adopted	ESL	Link to ESL Attendance Policy or subsequent policy	
Monitoring student attendance	ESL		
Deferrals, study break, course transfers and withdrawals policies and regulations adapted	NCG	Link to NCG Academic Regulations Link to NCG Policies	
Deferrals	Hybrid		*See Notes 7 in Appendix*
Suspension of Studies (Study Break)			
Course Transfers			
Withdrawals			
Fitness to Study Policy adopted	ESL	Link to ESL Fitness to Study Policy	

Process of Fitness to Study cases	ESL		
Student Voice (Student Surveys)			
Student Staff (Forum) committees	ESL	Link to Guide to Student Voice Panels	
Student feedback (Student Surveys)	Hybrid		*See Notes 8 in Appendix*
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		
Quality, Standards and Student Experience			
Programme development	NCG		
Programme approval	NCG		
Programme Periodic Review	Hybrid	Link to NCG Quality and Enhancement Policies and Procedures	*See Notes 9 in Appendix*
Programme Annual Reports			*See Notes 10 in Appendix*

Recruitment and approval of academic staff			*See Notes 11 in Appendix*
Modifications to modules and programmes		NCG Programme Modification Policy	*See Notes 12 in Appendix*
Suspensions / Termination of Programmes	NCG		
Academic Regulations adopted	NCG	Link to NCG Academic Regulations	
Disciplinary Policy adopted	ESL	Link to ESL Code of Conduct	
Student Disciplinary	ESL		
External Examiners	NCG		
Disability and Wellbeing			
Prevent Duty	Hybrid		*See Notes 13 in Appendix*
Next of Kin (Emergency Contact)	ESL		
Support students with declared short and long-term disability	ESL		
Advice and support students with DSAs	ESL		
	ESL		

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

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	NCG		

Appendix

Notes 1: **ESL** produces marketing and promotional materials for courses offered in franchised partnership with Newcastle Group (NCG). **NCG** approves all ESL marketing materials before being used to promote any NCG course delivered by ESL.

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

Notes 3: **ESL** conducts internal moderation following first and second marking activity (where applicable). Once internal moderation is completed, **NCG** will conduct moderation prior to Module Exam and Programme Exam Committees.

Notes 4: **ESL** advises and supports students during Academic Appeal's process. **NCG** will assess academic appeals and provide students and ESL with final decision.

Notes 5: **ESL** deals with initial informal stage of Student Complaints. Where informal resolution is not achieved, **ESL** advise and support students in submitting formal complaint directly to **NCG** for outcome.

Notes 6: **ESL** deals with the assessment extensions up to 5 calendar days, **NCG** will deal with any extenuating circumstances request and provide students and ESL with outcome of claim.

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

Notes 8: **ESL** deploys student surveys and conduct Student Staff committee to collect feedback on learning experience and academic support. **NCG** receive also feedback through meeting between students and deploys Graduate Outcome and National Student Survey (NSS) surveys.

Notes 9: *ESL Programme team* go through programme periodic review following 5 years of operations for a specific course, NCG will schedule relevant committee for review and approval (where applicable).

Notes 10: **ESL** completes Programme Annual Review that are consequently shared with NCG in specific committee's meeting as per relevant NCG policies and procedures.

Notes 11: **ESL** is responsible for recruiting academic staff. **NCG** is responsible to approve academic staff.

Notes 12: ESL proposes possible modification to programmes run in compliance with NCG HE Programme Modification Policy. **NCG** will review the proposals and approve the requested changes, where applicable.

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