

ESL Policies Locator for St. Mary 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
- **SMU:** This means St. Mary University is responsible for conducting the activity
- **Hybrid:** This means both Elizabeth School of London and St. Mary University have joint responsibilities for specific areas.

Activities / Responsibilities	Who is Responsible (SMU, 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	SMU	Link to SMU Admissions Policy	
Setting entry requirements	SMU		

Setting course fees	SMU		
Conduct Admissions entry test and interview for non-standard applicants	ESL		
Selection of potential students for entry onto the programme	SMU		
Criminal records check	SMU		
Offer letters	SMU		
APEL Policy adopted	SMU	Link to SMU Admissions Policy	
Declaration of priority student status – i.e. disabled student, care leavers etc.	Hybrid		<i>See Notes 2 in Appendix</i>
Complaints Policy adopted	ESL	Link to ESL Student Complaints Policy and Procedure	
Applicant Complaints	ESL		
Terms and Conditions	SMU		
Enrolment and Induction			
Students Enrolment	SMU	Link to SMU Academic Regulations	

Student Finance enrolment confirmation	SMU		
Students Induction	ESL		
Student ID card	ESL		
Learning Resources			
Production of module and programme student handbooks, documents and other materials	Hybrid		<i>See Notes 1 in Appendix</i>
Learning resources (physical space)	ESL		
Learning resources – access to online library	ESL		
Access to VLE	ESL		
SMU Student and Staff Login Details	SMU		
ESL Student and Staff Login Details	ESL		
Teaching and Assessment			
Delivery of teaching	ESL		
Student and Staff Timetable	ESL		
Assessment Policy adopted	SMU	Link to SMU Assessment Policy	

1 st marking of assessment	ESL		
2 nd marking of assessment	ESL		
Moderation of assessment	Hybrid		<i>See Notes 3 in Appendix</i>
Providing feedback to students on their work	ESL		
Academic Misconduct Policy adopted	SMU	Link to SMU Academic Regulations and Academic Misconduct	
Academic Misconduct	ESL		
Access to plagiarism detection software (i.e. Turnitin)	ESL		
Module Exam Boards	SMU		
Assessment and Award Boards	SMU		
Appeals Policy adopted	SMU	Link to SMU Academic Appeal Policy and Procedure	

Academic Appeals	Hybrid		<i>See Notes 4 in Appendix</i>
Complaints Policy adopted	SMU	Link to SMU Student Complaint Policy and Procedure	
Student Complaints	Hybrid		<i>See Notes 5 in Appendix</i>
Extenuating Circumstances Policy adopted	SMU	Link to SMU Extenuating Circumstances and Procedure	
Assessment Extensions	ESL		
Extenuating Circumstances	ESL		

Student Attendance and Engagement

Attendance Policy adopted	SMU	Link to SMU Attendance Policy	
Monitoring student attendance	ESL		
Deferrals, study break, course transfers and withdrawals policies and regulations adopted	SMU	Link to SMU Academic Regulations and Policies	
Deferrals	Hybrid		<i>See Notes 6 in Appendix</i>
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		<i>See Notes 7 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		
Quality, Standards and Student Experience			
Programme development	SMU	Link to SMU Quality and Standard Policies and Procedures	
Programme approval	SMU		
Programme annual and periodic review	SMU		
Annual monitoring reports	Hybrid		<i>See Notes 8 in Appendix</i>
Reviewal academic staff	SMU		
Modifications to modules and programmes	Hybrid		

Suspensions / Termination of Programmes	ESL		
Academic Regulations adopted	SMU	Link to SMU Academic Regulations and Policies	
Disciplinary Policy adopted	SMU	Link to SMU Student Disciplinary Policy and Procedure	
Student Disciplinary	Hybrid		<i>See Notes 9 in Appendix</i>
External Examiners	SMU		
Disability and Wellbeing			
Prevent Duty	Hybrid		<i>See Notes 10 in Appendix</i>
Next of Kin (Emergency Contact)	ESL		
Support students with declared short and long-term disability	ESL		
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	SMU	Link to SMU Safeguarding Policy	
Safeguarding referrals / escalations	ESL		
Career and Employability			
Graduate Outcome Survey	SMU		
Provide career advice and support to students	ESL		
Governance, Legal, Data and Finance			
Student Protection Plan	SMU	Link to SMU Student Protection Plan	
HESA returns	SMU		
Inform SLC about student enrolment status and academic year dates (term dates, non-teaching periods, assessment dates)	SMU		

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	SMU / ESL		
Production of Award Certificates and Transcripts	SMU		

Appendix

Notes 1: **ESL** produces marketing and promotional materials, alongside handbooks, for courses offered in franchised partnership with St Mary University (SMU). **SMU** approves all ESL marketing materials before being published.

Notes 2: **ESL** works with **SMU** 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, **SMU** conducts moderation prior to Module and Assessment / Award Boards

Notes 4: **ESL** advises and supports students during Academic Appeal's process and inform **SMU** of any academic appeal cases. If students are not satisfied with resolution of the case, they can submit an academic appeal directly to SMU by following SMU Academic Appeals Procedure.

Notes 5: **ESL** deals with initial informal stage of Student Complaints to attempt for early resolution. **ESL** informs SMU of any informal complaint and related outcome. Where informal resolution is not achieved, students require to submit a *Stage 1 Complaint* in writing and **ESL** is required to provide outcome letter to student. If not satisfied, students are required to go through Stage 2 complaint with **SMU** as per Student Complaint Procedure.

Notes 6: **ESL** deals with student requests in relation to deferrals, study break, course transfers and withdrawals in compliance with **SMU** Academic Regulations and relevant policies.

Notes 7: **ESL** deploys student surveys and conduct Student Staff committee to collect feedback on learning experience and academic support. **SMU** also receives feedback from ESL students that will be used for Module evaluation reports purposes and shared with ESL.

Notes 8: **ESL** completes programme review reports by using specific template provided by **SMU**.

Notes 9: **ESL** is responsible to appoint Authorised Officers that will be responsible to carry out relevant procedure for student disciplinary matters. Upon completion of investigation, ESL AO will make recommendation to SMU in relation to Disciplinary Hearing. Once Panel has met, they will provide both student and ESL with outcome of investigation.

Notes 10: Both **ESL** and **SMU** are responsible for adhering to the Prevent Duty.