# ESL Policies Locator for University of Greater Manchester (previously known as University of Bolton)

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
- **UGM**: This means University of Bolton is responsible for conducting the activity
- **Hybrid**: This means both Elizabeth School of London and University of Greater Manchester have joint responsibilities for specific areas.

| Activities / Responsibilities | Who is Responsible (UGM, ESL or Hybrid)? | Related Policies / Regulations | Notes |
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| **Marketing, Recruitment and Admissions** | | | |
| Marketing and promotional materials | Hybrid | | *See Notes 1 in Appendix* |
| Admissions Policy adopted | UGM | [Link to UGM Student Admissions Policy](#) | |
| Setting entry requirements | UGM | | |

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| Setting course fees | UGM | | |
| Conduct Admissions entry test and interview for non-standard applicants | ESL | | |
| Selection of potential students for entry onto the programme | UGM | | |
| Criminal records checks | UGM | | |
| Offer letters | ESL | | |
| Applicants Complaints and Appeals Policy adopted | ESL for internal matters<br>UGM for external matters | Link to UGM Complaints and Appeals Process for Applicants<br><br>Link to ESL Student Complaints Policy and Procedure | |
| Applicant Complaints | Hybrid | | |
| Terms and Conditions | UGM | | |
| **Enrolment and Induction** | | | |
| Students Enrolment | UGM | Link to UGM Terms and Conditions of Enrolment | |

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| Student Finance enrolment confirmation | UGM | | |
| Students Induction | ESL | | |
| Student ID cards | UGM | | |
| **Learning Resources** | | | |
| Production of module, programme and student handbooks, documents and other materials | Hybrid | | *See Notes 2 in Appendix* |
| Learning resources (physical space) | ESL | | |
| Learning resources – access to online library | UGM | | *See Notes 3 in Appendix* |
| Access to VLE | ESL | | |
| UGM Student and Staff Login Details | UGM | | |
| ESL Student and Staff Login Details | ESL | | |
| **Teaching and Assessment** | | | |
| Delivery of teaching | ESL | | |
| Student and Staff Timetable | ESL | | |
| Assessment Regulations and Procedure adopted | Both – depends on stage of marking / moderation | Link to UGM Assessment and Moderation Procedures | |

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| | | [Link to UGM Assessment Regulations for Undergraduate Programmes](#)<br><br>[Link to ESL Assessment and Moderation Process](#) | |
| 1st marking of assessment | ESL | | |
| 2nd marking of assessment | ESL | | |
| Moderation of assessment | Hybrid (for first year of delivery only)<br>ESL (for subsequent years) | | *See Notes 4 in Appendix* |
| Providing feedback to students on their work | ESL | | |
| Academic Misconduct Policy and Regulations adopted | ESL for initial stage<br>UGM for following stages | [Link to UGM Academic Misconduct Regulations and Procedures](#)<br><br>[Link to ESL Academic Misconduct and Integrity Policy](#) | |
| Academic Misconduct | Hybrid | | *See Notes 5 in Appendix* |
| Access to plagiarism detection software (i.e. Turnitin) | ESL | | |
| Module Boards | UGM | | |

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| Assessment and Award Boards | UGM | | |
| Academic Appeals Regulations and Procedures adopted | UGM | Link to UGM Academic Appeals Regulations and Procedures | |
| Academic Appeals | Hybrid | | *See Notes 6 in Appendix* |
| Complaints Policy adopted | ESL for complaints related to internal services<br>UGM for complaints related to external services | Link to UGM Student Complaints Procedures<br><br>Link to ESL Student Complaints Policy and Procedure | |
| Student Complaints | Hybrid | | *See Notes 7 in Appendix* |
| Mitigating Circumstances Regulations and Procedures adopted | UGM | Link to UGM Mitigating Circumstances Regulations and Procedures | |
| Assessment Extensions | UGM | | |
| Process of Mitigating Circumstances claims | UGM | | |

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| **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? | UGM | Link to UGM Academic Regulations and Policies | |
| Deferrals | Hybrid | | See Notes 8 in Appendix |
| Study Break | | | |
| Course Transfers | | | |
| Withdrawals | | | |
| Fitness to Study Policy adopted | ESL | Link to ESL Fitness to Study Policy | |
| Process Fitness to Study cases | ESL | | |
| **Student Voice (Student Surveys)** | | | |

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| Student Staff Liaison Committee (SSLC) | ESL | Link to Guide to Student Voice Panels | |
| Student feedback (Student Surveys) | Hybrid | | *See Notes 9 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 | UGM | | |
| Programme approval | UGM | | |
| Programme annual and periodic review | Hybrid | | *See Notes 10 in Appendix* |
| Annual monitoring reports | Hybrid | | *See Notes 11 in Appendix* |
| Recruitment and approval of academic staff | Hybrid | | *See Notes 12 in Appendix* |
| Modifications to modules and programmes | Hybrid | | |

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| Suspensions / Termination of Programmes | Hybrid | | *See Notes 13 in Appendix* |
| Academic Regulations adopted | UGM | [Link to UGM Academic Regulations](#) | |
| Disciplinary Policy adopted | UGM / ESL | Link to ESL Code of Conduct<br><br>[Link to UGM Student Non Academic Conduct and Disciplinary Policy and Procedure](#) | |
| Student Disciplinary | Hybrid | | *See Notes 14 in Appendix* |
| External Examiners | UGM | | |
| **Disability and Wellbeing** | | | |
| Prevent Duty | Hybrid | | *See Notes 15 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 | | |
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| 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 | UGM | [Link to UGM Safeguarding Policy](#) | |
| Safeguarding referrals | ESL | | |
| **Career and Employability** | | | |
| Graduate Outcome Survey | UGM | | |
| Provide career advice and support to students | ESL | | |
| **Governance, Legal, Data and Finance** | | | |
| Student Protection Plan | UGM | [Link to UGM Student Protection Plan](#) | |
| HESA returns | UGM | | |
| Inform SLC about student enrolment status and academic year dates (term dates, non-teaching periods, assessment dates) | UGM | | |

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| 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 | UGM | | |

# Appendix

***Notes 1:*** **ESL** produces marketing and promotional materials for courses offered in franchised partnership with University of Bolton (**UGM**). **UGM** is responsible to approve marketing and promotional materials before used by ESL.

***Notes 2:*** **ESL** is responsible for drafting and producing **handbooks** for students. **UGM** is responsible for approving handbooks before they are circulated and published to students studying at ESL. **UGM** share teaching material, ESL is responsible to tailor it based on students' characteristics and needs.

***Notes 3***: **ESL** students and staff receive access to **UGM** online resources.

***Notes 4: ESL*** conducts internal moderation following first and second marking activity (where applicable) supported by **UGM** Link Tutor. This is applicable to first year of partnership only. All subsequent years of delivery, responsibility lies with **ESL**.

***Notes 5***: **ESL** provides support and guidance to students in relation to Academic Misconduct in compliance with **UGM** Academic Misconduct Regulations and Procedures. **ESL** deals with poor academic practice as part of marking and feedback process and initial stage of Academic Misconduct cases. The latter will be reported to **UGM** for final decision. Once investigation is concluded, **UGM** will communicate the outcome to **ESL.**

***Notes 6***: **ESL** advises and supports students during Academic Appeal's process. **UGM** assesses academic appeals and provide students and ESL with final decision.

***Notes 7: ESL*** deals with Student Complaints related to internal matters in compliance with ESL Student Complaints Policy and Procedure and communicate to UGM the outcome of cases. If student wishes to complain about any services related to UGM, then **UGM** deals with Student Complaints as per UGM Student Complaints Procedure.

***Notes 8: ESL*** deals with student requests in relation to deferrals, study break, course transfers and withdrawals in compliance with **UGM** Academic Regulations and relevant policies. **ESL** communicates the outcomes to **UGM.**

***Notes 9: ESL*** deploys student surveys and conduct Student Staff committee to collect feedback on learning experience and academic support. **BSU** receive also feedback through meeting between students and BSU Link Tutors.

***Notes 10: ESL*** and **UGM** work together to complete programme annual and periodic reviews.

***Notes 11: ESL*** contributes to complete **UGM** Annual programme monitoring reports.

***Notes 12:*** **ESL** is responsible for recruiting academic staff. **UGM** is responsible to approve teaching staff.

***Notes 13: ESL*** can request suspension / termination of programmes by submitting request for approval to **UGM** Programme Committee as per relevant process. **UGM** can request suspension / termination of programmes subject to contractual agreements.

***Notes 14***: **ESL** deals with disciplinary cases in compliance with UGM Student Non-Academic and Disciplinary Policy and Procedure. ESL to inform **UGM** of any formal disciplinary case.

***Notes 15:*** Both ESL and UGM are responsible for adhering to the Prevent Duty.

**ESL** provides career information and guidance to students. The latter can also access **BSU** online career advice.