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Cross Faculty Unit Management Manual

1. SCOPE AND PURPOSE

- 1.1 All units categorised as cross faculty will include units that are delivered within at least two faculties at the University. A programme will benefit from the combined strengths of all collaborating faculties and in each case create a unique blend of expertise from the collective disciplines.
- 1.2 The programme-owning faculty (Programme Owner - PO) will be responsible for the management of the programme and the unit-owning faculty (Unit owner - UO) will be responsible for the management of the unit.

2. KEY RESPONSIBILITIES

- 2.1 **Programme Management Teams (PMTs):** responsible for considering and acting upon student representative reports and other forms of student feedback.
- 2.2 **Programme Leaders, Heads/Deputy Heads of Department and Faculty Education Service Managers (ESMs):** responsible for overseeing the smooth running of the programmes.
- 2.3 **Faculty Academic Standards and Education Committees (FASEC):** to be responsible for maintenance of academic standards and quality assurance, and for monitoring and enhancing the overall student experience, education enhancement, pastoral, personal development and extra-curricular opportunities available to students in line with the University Strategy.
- 2.4 **Faculty Academic Boards (FAB):** is the principal academic deliberative committee of each Faculty with responsibility for the nature and quality of the Faculty's academic provision, including admissions, assessment and examination procedures and an overview of education and student experience.
- 2.5 **Faculty Student Experience Forums:** responsible for working in partnership with students to identify programme specific strengths and issues to be addressed at Faculty or University level with the mutual aim of enhancing the overall student experience.
- 2.6 **Academic Standards and Education Committee (ASEC):** Responsible on behalf of Senate for setting and maintaining the academic standards of University awards, and for monitoring and enhancing the overall student experience, education enhancement, pastoral, personal development and extra-curricular opportunities available to students in line with the University Strategy.

3. LINKS TO OTHER BU DOCUMENTS

Other documents with direct relevance to this one are:

- Series 3 of the [ARPP](#), including 3A (Standard Admission Regulations), 3B (Admissions Policy (Taught Programmes)), 3P (Recognition of Prior Learning (RPL): Policy and Procedure);
- Series 4 of the [ARPP](#), including 4A (Programme Approval, Review and Closure), 4B (Programme and Unit Modifications);
- Series 5 of the [ARPP](#), including 5A (Welcome Guide and Handbooks), 5B (Student Engagement and Feedback), 5C (Annual Monitoring and Enhancement Review);
- Series 6 of the [ARPP](#), including 6A (Standard Assessment Regulations), 6N (External Examining), 6C (Principles of Assessment Design), 6D (Marking, Independent Marking and Moderation), 6J (Exceptional Circumstances), 6K (Assessment Boards), 6H (Academic Offences);
- Series 11 of the [ARPP](#), 11A (Academic Appeals), 11F (Student Complaints), 11K (Student Disciplinary), 11H (Fitness to Practise), 11J (Health, Wellbeing and Support to Study);
- BU Timetabling and Scheduling Policy.

4. PROGRAMME MANAGEMENT STRUCTURE

- 4.1 Each programme will sit within the PO for quality and management purposes.
- 4.2 The Programme and Unit Specifications will detail which is the UO of the unit(s)
- 4.3 A Programme Leader (PL) will be appointed from the PO and be responsible for overall academic management, leadership of the programme team and day to day management of the programme.
- 4.4 The PL will be the main academic point of contact for the students; this is further explained in 7.2.
- 4.5 The PL will be supported by a Programme Support Officer (PSO) appointed from the PO. Programme Management Team meetings will be held as per the standard terms of reference. The Programme Management Team will report to PO FAB and FASEC.
- 4.6 The PO ESM will have overall responsibility for all academic administration.

5. STUDENT RECRUITMENT

5.1 Student Target Numbers Planning and Monitoring

New entrant targets are planned and agreed annually through the Admissions Group by the PO. This usually takes place between November and January of the preceding academic year, with targets finalised before budgets in March.

An indication of annual intake should also be provided during the programme approval process by the PO.

A separate new entrant target is recorded per Fee Region, Funding Classification and Point of Entry (year of programme).

Applications are monitored against targets by The Faculty Executive Team, together with a conversion estimate of likely enrolment numbers from applications received based on historical conversion rates, in the QlikView document: [QV AAT Admission Statistics](#).

The Admissions Group will also assess course viability based on the above monitoring data in the event of a very low recruitment estimate at key points in the year.

5.2 Admissions Activity

- 5.2.1 **Application Process** - All applicants will apply through UCAS or the University's online application form and these will be processed by the UK and International Admissions Teams.
- 5.2.2 **Entry criteria** – the University's standard regulations for the admission of students and entry criteria apply. Minimum entry criteria will be set and agreed by the PO and the Admissions Group and published on the University website by M&C.
- 5.2.3 The University's Standard Admissions Regulations can be found in *3A - Standard Admissions Regulations*. *3B - Admissions Policy (Taught Programmes)* should be read alongside the University's Standard Admissions Regulations.
- 5.2.4 **Admissions decisions** - All standard applications will be processed by the UK and International Admissions Teams (see above). Any non-standard applications will be referred to the PO PL if necessary.
- 5.2.5 **Monitoring Recruitment** - This will be carried out by the PO Programme Management Team and will include monitoring student numbers in accordance with the targets agreed; reported at the Faculty Admissions and Marketing Group Meeting and the Admissions Group meeting.
- 5.2.6 **Recruitment of International students** - The International Admissions Team process EU and International applications. As a Student Sponsor License holder, BU is responsible for processing applications in line with the standard procedures. BU is responsible for issuing the Confirmation of Acceptance (CAS) and the Programme Management Team must ensure robust monitoring of academic engagement during the programme, in accordance with the Home Office United Kingdom Visas and Immigration (UKVI) rules.
- 5.2.7 **Recognition of Prior Learning (RPL)** - The University's procedures involving entry with credit through RPL are set out in *3P - Recognition of Prior Learning (RPL) Policy & Procedure*. All applications involving RPL must be considered by the PO and referred to the PO RPL Co-ordinator for approval and be subsequently ratified at the Assessment Board.

5.3 Income Allocation Model

Income will be determined in the early stages of the programme development using the Course Costing Form and allocated on a percentage basis, using the Finance Income Allocation Model. Calculations will be made not on individual salaries of the staff teaching but on a generic S/L salary level. Capital costs will not usually be calculated however in the event of a new programme being developed with high capital investment required, this will be undertaken as part of the usual programme approval costing process and agreed between the PO and UO Directors of Operations.

In the case of programmes where two or more units are disproportionately large, to the detriment of any participating Faculty, income will be calculated using an alternative arrangement agreed between the PO and UO Directors of Operations.

6. OPERATIONAL PROGRAMME MANAGEMENT

6.1 Staffing

Each Faculty is responsible for staff resource requirements for their units. In the event of a unit losing a member of teaching staff, it is the responsibility of the Faculty who owns the unit to recruit a replacement and to cover the cost of this.

6.2 Quality Assurance

It is the responsibility of the Unit Leader to undertake all the necessary quality assurance tasks associated with their unit, irrespective of the Faculty who owns the overall programme, or which programme students are enrolled on. It is the responsibility of the PO PL to undertake all necessary quality assurance tasks associated with the programme.

6.3 Programme Costings

The PO and UO Business Accountants will jointly produce the programme costing form, liaising with the relevant Director of Operations to do so. Both Directors of Operations will agree and sign off the form.

6.4 Handbooks

The Programme Handbook will be prepared by the PO in line with *5A - Welcome Guide and Programme/Level Handbooks: Procedure*.

6.5 Timetabling

The Faculty Timetablers and relevant staff from both Faculties will work closely with the Heads of Department, PLs, Unit Leaders and the Space Management Team, to ensure that accurate information (including staffing, delivery and planned student numbers) is provided and scheduling deadlines are met. All units should normally be Common Academic Structure compliant. Change/ postponement data will be attached to the PO and issues should be addressed through the PO PL.

6.6 Registration and Enrolment

Students will enrol at a session allocated to the PO, adhering to the standard University processes for student registration and enrolment. Students must register using the BU online registration system. The Student Lifecycle Team is responsible for sending student welcome emails with log-in details and full instructions on how to register online. They will provide ID cards to students on enrolment.

6.7 Induction

The PO and UO will work together in planning and delivering a student induction for the programmes in order to facilitate new students' understanding of their programme of study and the appropriate expectations, policies, procedures and values of BU. The PL will work closely with the ESM/Deputy Dean Student Experience to ensure a comprehensive induction schedule.

6.8 VLE (Virtual Learning Environment)

The Unit Leader will be responsible for uploading, monitoring and updating the academic content for respective units. The PSO for the UO will be responsible for uploading, monitoring and updating the administrative content for the unit. BU - level information will be added to the VLE by central services/departments (e.g. Library and Learning Support).

The VLE makes use of Faculty areas to which users are automatically enrolled: this allows student and staff to view information which is specific to their particular Faculty. Data drawn from the Student Records System (SITS) for students (and myHR for staff) determines these enrolments. Users can have multiple Faculty enrolments but by default will be enrolled in their employing faculty (staff) or PO Faculty (student).

Student unit enrolments in the VLE are drawn from SITS; PO PSO will need to check students are enrolled on correct units.

The UO PSO will ensure that relevant staff from the PO Faculty have access to the unit in the VLE.

6.9 Student Disciplinary

Students will be subject to the BU Student Disciplinary Procedure. The Head of Student Services or the ESM from the PO will co-ordinate any issues which arise, in accordance with *11K - Student Disciplinary: Procedure*.

6.10 Health Wellbeing and Support to Study and Fitness to Practise

11H - Fitness to Practise: Procedure and *11J - Fitness to Study: Policy and Procedure*. The ESM from the PO will co-ordinate any issues which arise, in accordance with these procedures.

6.11 Placements and Careers

Placement support will be provided for the programme by the PO Placements Team. Careers support will be provided by the central Careers Team.

7. STUDENT EXPERIENCE

7.1 Student Expectations

The importance of setting the expectations of students and those of BU will be important during induction. Induction will be critical in ensuring students are clear about the programme they 'belong' to, in order to provide a sense of identity. The VLE will be set up for the programme and the units, as for any other programme. The focus will be firmly on the programme, and students will be encouraged to form and engage in programme discussion forums.

7.2 First point of contact

It is imperative to ensure an excellent experience for students on the programme. Part of this experience is ensuring students know who to approach in the first instance, in the event of any query they may have. It is therefore important that whoever a student might approach in the first instance, takes it upon themselves to communicate/escalate any student query as appropriate.

For any **unit level** queries, students will be advised to approach the Unit Leader, as with any other programme.

Students will be provided with the PSO contact details along with Unit Leader and PL contacts details in their student handbook and on the VLE.

7.3 Academic Advisers

The PO will be responsible for allocating an Academic Adviser to each student on the programme as set out in *5D - Academic Adviser: Policy*.

7.4 Student Feedback

7.4.1 Unit Level Feedback

The programme is required to comply with the principles of University unit level student feedback mechanisms, as per *5B - Student Engagement and Feedback: Policy and Procedure*.

7.4.2 National Student Survey (NSS)

The NSS is an annual online survey issued to final year undergraduate students across the UK. Currently all Faculties can access all BU NSS data, which is issued via the PRIME team. The PO PL should coordinate activity in relation to responding to NSS feedback, and it is anticipated the PO and UO will work collaboratively to address issues highlighted.

7.4.3 Postgraduate Teaching Experience Survey (PTES)

The PTES is an annual online survey focussed on a number of areas identified as being key to forming the student experience of BU. PRIME will be responsible for making PTES data accessible for all BU PGT programmes including cross-Faculty programmes and data will be disseminated annually through the relevant Faculty Deputy Dean Education (DDE), PL or Head of Department. The University and Faculties should act on the responses to continually improve the experience for all students and the PO PL will co-ordinate any actions arising from responses.

7.5 Student Representation

Student Representatives will be recruited as on any other BU programme. PLs, in conjunction with the Students' Union, are responsible for recruiting and training student representatives. Student representatives are members of Programme Management Team meetings and can raise issues on behalf of students in their year. More information can be found at <https://www.subu.org.uk/representation> or in *5B - Student Engagement and Feedback: Policy and Procedure*.

7.6 Graduation

Students will be invited to attend their PO Awards Ceremony normally held annually in November. Students who are eligible to attend a BU Award Ceremony must register online following ratification of their award by the Assessment Board, and receipt of their invitation. More information on the BU Award Ceremonies can be found on the [website](#).

8. QUALITY ASSURANCE AND ENHANCEMENT

8.1 Programme Approval & Review

Each programme will follow the general procedures for programme development and approval as per the *4A - Programme Approval, Review and Closure: Policy and Procedure*. Each programme will be subject to periodic review as per *4A - Programme Approval, Review and Closure: Policy and Procedure*. Existing cross Faculty programmes will also have

resources reviewed annually by the Director of Operations and DDE alongside the Delivery Planning process.

8.2 Programme Modification

Modifications to the approved programme and/or associated units may be made following the standard University procedure as per *4B - Programme and Unit Modifications: Policy and Procedure*. Modifications to programmes/units will be presented to the Faculty Academic Standards & Education Committee (FASEC) of the PO, although all relevant staff members from the UO must be involved in discussions relating to the changes before they are approved. Where the changes proposed affect units owned, developed or delivered by the UO, the Head of Department, Director of Operations and the Unit Leader should confirm their agreement to the changes. Evidence of agreement should be presented to the PO FASEC. Supporting documentation for any modification must be appended to the programme modification form. All parties must ensure changes are discussed with the wider programme team prior to FASEC consideration. The Secretary of FASEC will ensure that all relevant parties are advised of approved modifications when the approval email is circulated. This will include PO and UO faculties where necessary.

8.3 Programme Monitoring

The annual monitoring process will be prepared in accordance with *5C - Annual Monitoring and Enhancement Review: Policy and Procedure*. Unit information required to support this will be collated by the PO Head of Department and stored in the central folders. The final documentation will be submitted to the FASEC of the UO for information/ comment and will then be returned to the PO for consideration.

8.4 Accreditation

Any programmes attracting Professional Statutory or Regulatory Body (PSRB) approval, accreditation or recognition will be monitored by the PO at programme level. At unit level, the Faculty which delivers the associated unit(s) will monitor the accreditation with a member of the team nominated to manage this relationship. Information and documentation relating to the accreditation should be kept by the PO and saved on the PO's central University PSRB spreadsheet/folder overseen by Academic Quality.

8.5 Student Complaints

Student complaints will be managed as per *11F - Student Complaints: Policy and Procedure*. The complaints procedure will be co-ordinated by the PO ESM who will liaise with relevant faculty staff to ensure that monitoring and exchange of information takes place as required.

8.6 Student Records

The Student Records System will be maintained by the relevant central teams and PSOs as required.

8.7 Reporting of Issues

Issues relating to units will be highlighted at the PO FASEC. Issues requiring action will be included in the PO and UO AMER Action Plan and monitored by the PO FASEC.

9. ASSESSMENT

9.1 Assessment Regulations

The programmes will be subject to the Standard Assessment Regulations detailed in *6A – Standard Assessment Regulations* unless otherwise specified within the individual programme specification.

9.2 Assessment Design, Marking and Recording

Guidance for academics and administrators is detailed in *6C - Principles of Assessment Design: Policy*.

Assessment Schedules will be considered by the PO PL prior to publication to ensure there are no clashes or bunching. The PL will sign off the assessment schedule prior to publication.

9.3 Examination Paper/Assignment Brief Preparation

Examination paper and Assignment Brief preparation and production will be handled on a unit basis to ensure appropriate consideration by External Examiners and, where held, Paper Boards. This will be co-ordinated by the PO PL and PSO.

9.4 Independent Marking Plans and Marking Arrangements

Independent Marking Plans (IMPs) will be presented to the PO FASEC relating to the unit as per *6D - Marking, Independent Marking and Moderation: Policy and Procedure*. Marking arrangements will be handled on a unit basis with due consideration to 3 week assessment turnaround (3WAT). The 3WAT will be prepared and updated by the PO programme support team, monitored by the PL and reported in the usual manner. The UO Programme Leader and PSO will ensure their units are included on the UO IMP and they will inform the PO Programme Leader and PO PSO of the submission dates.

9.5 Assignment Submission and Handling

The format of submission will be detailed in the assessment briefs and reflect the deadlines set in the IMP. The unit information will be collected on the IMP of the UO faculty.

The Programme Support Team in the UO will set up the submission and resubmission boxes in the VLE.

9.6 Exceptional Circumstances

The consideration of exceptional circumstances will be dealt with as per *6J - Exceptional Circumstances including Extensions: Policy and Procedure*. The PO PSO will process Board consideration and they will be considered by the PO Circumstances Board. The UO PSO needs to keep PO PSO informed of extensions and postponements.

9.7 Recording of Marks Awarded

Marks for the unit will be entered onto the Student Record System by the UO PSO, following normal procedures. They will release marks and feedback for all students who undertook the unit.

Progression calculations will be run by the PO PSO.

9.8 Assessment Boards

The UO PSO will organise a Unit Board to consider all units. The PO for the programme will have a Programme Board to consider student profiles for all students.

The PO and UO ESMs and Programme Support Team Leaders (PSTLs) will ensure the appropriate scheduling of Unit and Programmes Boards with appropriate sequencing, where units are shared with other programmes as per *6K - Assessment Boards: Policy and Procedure*. All Unit Boards must be completed before Programme Boards can be held.

Following the Programme board, the PO PSO will agree the marks for students on their programme for each unit following clear communication with the UO.

Publication of result will be actioned by the PO PSO.

9.9 External Examiners

Each taught programme of study shall have at least one independent External Examiner (EE) with allocated units. There may be instances where more than one EE may be necessary to ensure appropriate external oversight of all programme content. See also *6N - External Examining: Policy and Procedure*. EE reports and the PL's response to the EE report will form part of the Annual Monitoring and Enhancement Review (AMER).

9.10 Academic Offences

Academic offences will be dealt with as per *6H - Academic Offences: Policy and Procedure for Taught Awards*. Where the offence relates to one unit the procedure will take place in the PO Faculty and the other Faculty will be notified.

9.11 Academic Appeals

Students have right of appeal as per *11A - Academic Appeals: Policy and Procedure for Taught Awards*. Appeals will be considered at the Local Stage by the PO ESM and, where appropriate, keeping the UO appraised. Where the appeal relates to more than one unit across the programme or is of a more generic nature, the PO ESM will liaise with relevant Faculty staff to progress as necessary.

General

10. REFERENCES AND FURTHER INFORMATION

- 10.1 The [Academic Regulations, Policies and Procedures](#) referred to in this document have been mapped against the [Quality Assurance Agency's UK Quality Code for Higher Education](#), the [Office of the Independent Adjudicator's Good Practice Framework](#) and the [Competition and Markets Authority](#).
- 10.2 This policy was reviewed according to the University's [Equality Analysis Procedure](#) in March 2018.