



## Quality Assurance Code of Practice

### Good Practice Discussions

**This document is primarily intended for:**

Members of Faculty/School Learning,  
Teaching & Quality Committees  
Assistant Registrars in the  
Faculties/School (or equivalents)  
Staff/Student Liaison Committees

**Queries:**

**First point of contact –**

Assistant Registrars in the  
Faculties/School or equivalents

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1.	Purpose and Scope .....	1
2.	Principles .....	1
3.	Roles and Responsibilities .....	2
4.	Format of Discussion .....	2
5.	Reporting .....	3
6.	Sources of Advice and Further Guidance.....	3
7.	Freedom of Information.....	3
8.	Monitoring and Review .....	3

## 1. Purpose and Scope

- 1.1 This statement relates to Good Practice Discussions on a selected theme which will normally involve all levels: Departmental, Faculty, School, Learning Partnerships Office and institutional.
- 1.2 Good Practice Discussions, which are undertaken from time to time on a thematic basis as deemed useful and appropriate, complement the University's internal review and feedback mechanisms at unit and programme level (see [QA51](#) Annual Monitoring of Units and Programmes and [QA13](#) Degree Scheme Reviews).

## 2. Principles

- 2.1 The aims of Good Practice Discussions are to enhance the effectiveness of the University's learning and teaching provision and the quality of the student learning experience by:
- offering opportunities for reflection on, and exchange of information about, an identified theme;
  - identifying and disseminating examples of good/effective practice in relation to cross-cutting themes;
  - identifying Departmental/Faculty/School/Learning Partnerships Office, institutional and/or strategic issues relating to a particular theme, in relation to which further development or enhancement activity may be required.

### 3. Roles and Responsibilities

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- 3.1 University Learning, Teaching & Quality Committee (ULTQC) is responsible for:
- determining themes for discussion;
  - determining the format of each Discussion;
  - considering overview reports on Discussions.
- 3.2 The Learning and Teaching Enhancement Office (LTEO) is responsible for producing an overview report on each Discussion for consideration by the ULTQC, and along with Faculty/School/Learning, Teaching and Quality Committees, for disseminating good practice.
- 3.3 The Pro-Vice-Chancellor (Learning and Teaching) is responsible for taking forward consideration of any strategic issues identified during the course of Good Practice Discussions.

### 4. Format of Discussion

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- 4.1 The format of Good Practice Discussions (which will be determined by the ULTQC) may vary from discussion to discussion. For example, a discussion could comprise:
- a cross-institutional debate, supported by workshops or by other events on the discussion theme, facilitated by the LTEO;
  - a series of discussions taking place at Faculty/School/Learning Partnerships Office-level, facilitated by Faculty/School Learning and Teaching Committees, which are then reported and shared at institutional-level.

However, the format of Good Practice Discussions will normally meet the following requirements:

- 4.2 Substantive involvement of students.

Good Practice:

Involvement of students in Good Practice Discussions may take a variety of forms:

- discussion of the chosen theme at Staff/ Student Liaison Committees;
- the use of an electronic forum to allow distance learners to participate in discussion;
- the Students' Union may wish to take a role in promoting discussion among course representatives.

- 4.3 Involvement of a diverse and representative cross-section of staff and students as appropriate to the theme.

Good Practice:

In order to engage with a variety of experience and perspectives, it may be helpful to ensure that fora where Good Practice Discussions take place include a mix of members of the University and representatives from a variety of constituencies such as distance learners, partner institutions, research staff and students, part-time staff and students, and the protected characteristics, in so far as this is possible.

- 4.4 The production of an overview report produced by the LTEO for the consideration of the ULTQC, to include the highlighting of examples of good practice, and noting issues requiring further consideration or action at Departmental, Faculty/School/Learning Partnerships Office or institutional/strategic level.
- 4.5 The format of Good Practice Discussions may, on occasion, be usefully and/or efficiently aligned with other University events/gatherings such as the Directors of Studies forums, or other quality management processes such as Annual Monitoring of Units and Programmes.

## 5. Reporting

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- 5.1 ULTQC will consider the Good Practice Discussion overview report, produced by the LTEO, with a view to three possible types of outcome:
- *Strategic* – the Pro-Vice-Chancellor (Learning and Teaching) will be charged with taking forward further consideration of any strategic issues identified during Good Practice Discussions
  - *Quality assurance* – ULTQC will consider any issues arising in relation to the University's quality management framework, which may, for example, entail review of relevant sections of this Code of Practice
  - *Quality enhancement* – elements of good practice identified in the course of Good Practice Discussions will be disseminated via Faculty/School/, Learning, Teaching & Quality Committees and the LTEO.
- 5.2 The Good Practice Discussion Report together with the outcome of the ULTQC's deliberations will be reported back to Faculty/School, Teaching & Quality Committees.

## 6. Sources of Advice and Further Guidance

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- 6.1 Further guidance on the process for Good Practice Discussions may be sought from the LTEO.

## 7. Freedom of Information

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- 7.1 One of the aims of this process is to highlight and disseminate good practice, which may be understood to include publishing case studies on good practice in publicly available fora. As this process forms part of the University's quality enhancement mechanisms, documentation relating to Good Practice Discussions may be relevant to interactions with external bodies, such as the QAA and professional accrediting organisations. If a Department/School/Faculty/Learning Partnerships Office feels that in the course of a full and frank exchange of information and practice, issues are documented, public disclosure of which might damage the University's commercial interests, then advice regarding the FOI restriction of relevant meeting papers or minutes should be sought from the Head of the Secretariat.

## 8. Monitoring and Review

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- 8.1 The operation of Good Practice Discussions will be reviewed periodically by ULTQC.

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