



## 5. Our policies and procedures

### 5.1 Policies and procedures for conducting HEI business

Information	Format/Availability	Charge
<b>Instrument and Articles of Government</b>	<a href="#">Instrument and Articles of Government</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Nolan Code: 7 Principles of Public Life</b> (contained within Financial Regulations Appendix F)	<a href="#">Financial Regulations</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Collaborative Ventures</b>	<a href="#">Monitoring and Review</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Quality Frameworks</b>	<a href="#">Northumbria University – Framework for Quality and Standards</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Programme Approval</b>	<a href="#">Programme Approval</a>  <b>Paper copies available from:</b>	None



	Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
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## 5.2 Procedures and policies relating to academic services

Information	Format/Availability	Charge
<b>Academic Calendars</b>	<a href="#">Academic Calendar</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Assessment Procedures and Regulations</b>	<a href="#">Academic Regulations</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Postgraduate research code of practice</b>	<a href="#">PGR Code of Practice</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Student Appeals against Examination/Assessment Decisions</b>	<a href="#">Student Appeals and Complaints</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None



<b>Programme Change</b> (Transfer, Withdrawal, Repeats, Suspension etc)	<a href="#">Change of Circumstances</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Honorary Awards Policy</b>	Internal only. Available upon request from:  Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Congregation, Certificates and Award Verification</b>	<a href="#">Certificates and Awards</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Dates of ceremonies</b>	<a href="#">Congregations</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

### 5.3 Procedures and policies relating to student services

Information	Format/Availability	Charge
<b>University Admissions</b>	<a href="#">Applicant Terms and Conditions and Policies</a> <b>Paper copies available from:</b> Records and Information Manager	<b>None</b>



	Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
<b>DBS Policy and Procedures</b>	<a href="#">DBS Policy</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Enrolment Conditions</b> (Handbook section 2)	<a href="#">Handbook of Student Regulations</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Student Induction</b>	<a href="#">New Student Induction</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Research: Information about postgraduate study</b>	<a href="#">Post Graduate Study</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Student Accommodation</b>	<a href="#">Accommodation</a> <b>Paper copies available from:</b>	<b>None</b>



	Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
<b>Student Privacy Notices</b>	<a href="#">Privacy Notices</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Policy for Retention of Student Data</b>	<a href="#">Records Retention Schedule</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Student discipline procedures</b>	<a href="#">Handbook of Student Regulations</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Plagiarism</b>	<a href="#">Avoiding Academic Misconduct</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357	<b>None</b>



	<a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
<b>Student Complaints Procedure</b>	<a href="#">Handbook of Student Regulations</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Code of Practice for Student Withdrawal</b>	<a href="#">Handbook of Student Regulations</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Code of Practice on Academic Freedom of Speech (section 5)</b>	<a href="#">Handbook of Student Regulations</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Safe Guarding</b>	<a href="#">Safeguarding Policy</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Flexible Learning</b>	<a href="#">Flexible Learning</a> <b>Paper copies available from:</b> Records and Information Manager	<b>None</b>



	Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
<b>Guidelines for acceptable conduct in taught classes and other learning environments</b>	<a href="#">Student Terms and Conditions</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

#### 5.4 Procedures and policies relating to human resources

Terms and conditions of employment,

Information	Format/Availability	Charge
<b>Terms and conditions of employment</b>	Internal only. Available upon request from:  Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Staff Handbooks</b>	Internal only. Available upon request from:  Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

Grievance, disciplinary, harassment and bullying,

Information	Format/Availability	Charge
<b>Grievance,</b>		



<b>Disciplinary, Harassment and Bullying</b>	Internal only. Available upon request from:  Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
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Public interest disclosure

<b>Information</b>	<b>Format/Availability</b>	<b>Charge</b>
<b>Public Interest Disclosure Policy and Procedure</b>	<a href="#">Public interest Disclosure (Whistle Blowing)</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

Staff development (such as induction, probation, appraisal, promotions).

<b>Information</b>	<b>Format/Availability</b>	<b>Charge</b>
<b>People Training and Development</b>	Internal only. Available upon request from:  Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

Equality duties

<b>Information</b>	<b>Format/Availability</b>	<b>Charge</b>
<b>Equality</b>	<a href="#">Equality and Diversity Policy and Reports</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST	<b>None</b>





	Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
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#### Health and safety

Information	Format/Availability	Charge
<b>Health and Safety</b>	<a href="#">Health and Safety</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None

#### 5.5 Pay policy statement

Information	Format/Availability	Charge
<b>Attraction and Retention Award</b>	Internal only. Available upon request from:  Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None
<b>Benefits</b>	<a href="#">Rewards and Benefits</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	None

#### 5.6 Procedures and policies relating to recruitment

Information	Format/Availability	Charge
<b>Job Vacancies and Application Guidelines</b>	<a href="https://www.northumbria.ac.uk/work-for-us/">https://www.northumbria.ac.uk/work-for-us/</a>	N/A



### 5.7 Code of Conduct for members of governing bodies

<u>Information</u>	<u>Format/Availability</u>	<u>Charge</u>
<b><u>Nolan Code: 7</u></b> Principles of Public Life (contained within Financial Regulations Appendix F)	<a href="#">Financial Regulations</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

### 5.8 Equality and Diversity policies; Equality Scheme

*This will also include policies, statements, procedures and guidelines relating to equal opportunities.*

<u>Information</u>	<u>Format/Availability</u>	<u>Charge</u>
<b>Equality and Diversity</b>	<a href="#">Equality and Diversity Policy and Reports</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Disability Equality Scheme</b>	<a href="#">Inclusion Matters</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Protected Characteristics</b>	<a href="#">Protected Characteristics</a>  <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357	<b>None</b>



	<a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
<b>Equality and Diversity Overview</b>	<p><a href="#">Equality and Diversity</a></p> <p><b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a></p>	<b>None</b>
<b>Gender Equality Scheme</b>	<p><a href="#">Gender Equality</a></p> <p><b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a></p>	<b>None</b>

### 5.9 Health and Safety

Information	Format/Availability	Charge
<b>Health and safety policies</b>	<p><a href="#">Health and Safety Policies and Guidance</a></p> <p><b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a></p>	<b>None</b>

### 5.10 Estate management

Information	Format/Availability	Charge
<b>Environmental Policy</b>	<p><a href="#">Environmental Sustainability Policy</a></p> <p><b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a></p>	<b>None</b>
<b>Environmental</b>		<b>None</b>



<b>Sustainability and Reporting</b>	<a href="#">Environmental Sustainability</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
<b>Carbon Management</b>	<a href="#">Carbon Management Plan</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

#### 5.11 Records management and personal data policies

<b>Information</b>	<b>Format/Availability</b>	<b>Charge</b>
<b>Records Management and Retention</b>	<a href="#">Records Management Framework</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Data Protection Policy</b>	<a href="#">GDPR Policy</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>
<b>Privacy Notices</b>	<a href="#">Privacy Notices</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST	<b>None</b>



	Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	
<b>IT Policies</b>	<a href="#">IT Regulations and Guidance</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>

#### 5.12 Research policies

<b>Information</b>	<b>Format/Availability</b>	<b>Charge</b>
<b>Research Policies</b>	<a href="#">Research Ethics and Governance</a> <b>Paper copies available from:</b> Records and Information Manager Newcastle upon Tyne NE1 8ST Tel: 0191 243 7357 <a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>	<b>None</b>