**Submitting papers or agenda items to Quality and Standards Committee (QSC):**

**Who can submit a paper or agenda item?**

Papers to QSC can be submitted from any party with an interest in Academic Quality Assurance at the University, where there is a collective need for change or review of a specific policy or area of quality assurance. Typically, papers are submitted by QSC members or Professional Services. Papers are also sent to QSC from other University committees.

**Who should be consulted before submission of a paper to the committee?**

As a minimum consultation across UNUK, UNNC and UNM and with the PGR team is required even if the subject matter is not of direct relevance. This is to ensure that there are no unintended consequences for these areas from the proposals within the paper.

Process owners and the QSC member allocated responsibility for the affected Quality Manual section should also be consulted as they will be able to advise on any immediate Quality assurance or procedural issue that the paper should address. Please contact the [Secretary for the committee](mailto:BR-QSC@exmail.nottingham.ac.uk) who will be able to provide the relevant contact details and give advice and guidance on the process.

The above consultation is to be considered a minimum. If your paper is far reaching and additional consultation has been sought this should be noted in the box provided in the QSC paper cover sheet (please see below)

**How are papers or agenda items submitted to QSC?**

If you have a matter that you would like QSC to discuss, contact the [committee secretary t](mailto:BR-QSC@exmail.nottingham.ac.uk)o informally explore the proposed item is suitable for committee discussion. They will be able to provide advice and guidance, and establish whether more information is needed, and if it is suitable for QSC discussion, how this should be presented to the Committee. If a paper is developed, it will likely need to be discussed and developed with support from members of QSC and/or colleagues from Professional Services.

Final decisions on which items QSC reviews is the responsibility of the Chair of QSC who has responsibility for setting the agenda for each meeting of QSC.

**QSC Paper requirements:**

If it is established that a fully developed paper is to be submitted, it should satisfy the following criteria:

* The paper should include sections on the following: a) introduction; b) background and context; c) consultation; d) a clear proposal.
* The paper should include an explicit steer to QSC members on what exactly they are being asked to review/ approve (see cover sheet)
* The paper should make it clear what issue the proposal is addressing and/or the regulatory driver is prompting the action requested
* The paper should be written concisely and be accessible to those without subject-specialist knowledge.
* Where a new policy is being created, papers must propose where this will sit in the QM.
* Where a change to a current policy is being proposed, or a new policy is being created, wording used must be gender neutral and be written in plain English.
* The authors name should always be included, and date the proposal was written.
* To be discussed at a QSC meeting, a fully developed version of the paper must be sent to the [Secretary of the committee](mailto:BR-QSC@exmail.nottingham.ac.uk) No later than the published paper submission dates
* All papers must be submitted with fully completed cover sheet and if relevant Quality Manual template.
* If a paper does not adhere to the guidance set out in this document, it will be returned to the paper author for revision.
* All papers are considered as equally applicable across all the University’s campus. If this is not the case a strong rationale for local deviation must be included within the paper.

From 23/24 all papers will need to show that an Equality Impact assessment (EIA)has taken place. Information on how to conduct these and the copies of the templates that need to be completed and submitted with any paper can be found on the [EIA SharePoint site](https://uniofnottm.sharepoint.com/sites/UoNEqualityImpactAssessments)

**In addition,**

where a paper is proposing an update to the Quality Manual it must be accompanied by a completed Quality Manual template document. Further advice on this can be provided by the [committee secretary.](mailto:BR-QSC@exmail.nottingham.ac.uk)

**Please note**:

**Paper deadlines are final** and are required to ensure that we are able to check, collate and circulate papers to Committee members in sufficient time for reading, review, and consideration prior to the meeting. If there are any problems with papers this provides time for paper authors to rectify issues before papers are circulated. If a paper deadline is missed, **the item will be deferred until the next meeting** unless the Chair agrees otherwise.

Once papers have been circulated, it will not normally be possible to re-circulate them to include an additional paper, amended paper etc.

Please note, if changes are required in time for the next academic year early submission of these papers is encouraged. The latest we can accept any items which need to be live by the start of the next academic year is 1st May. The last full committee is held in June and normally no new papers for changes effective in the next academic year are accepted after that meeting. This is to allow time for the committee to review, for any necessary changes to be made, for other committees to approve (as needed), and for the changes to be made to the Quality Manual in sufficient time before start of session in order that preparations can be made for the next year (e.g., training needs, course handbooks). Ideally the latest we wish to be communicating any changes to the broader academic community is 31st July.

Please ensure that this 1st May deadline is considered when submitting cases for consideration. New items for immediate implementation over the summer will not be accepted after the deadline due to the need for time to consider, operationalise and communicate across the university that would be required to implement successfully.