**Quality Manual template – please submit using these headings.**

**Page location**

[Insert weblink to QM page you are proposing to update/amend. If this is a new policy insert weblink to where you think it should sit/be linked from in the QM.]

**Audience**

[Insert the intended audience of the new policy, or update/amend to existing policy, i.e., staff and/or students; UG/PGT/PGR.]

**Campus application**

[Insert the campuses which the new policy, or update/amend to existing policy, is relevant to i.e., UNUK, UNM, UNNC.] In this section if a new country specific entry is being requested, please indicate if current content will remain unchanged for other campuses.

**Ownership**

**Longevity of policies**: it is the role of the Education Excellence team to ensure that the QM is up to date on instruction from those who are accountable/responsible for each section. As part of an annual process the team will send out a standard email asking you to ensure that your section is up to date. For these purposes, for new entries we require you to advise who is:

1. Accountable: Please advise who is accountable for the policy you are submitting. This should be the head of the Department, School, or Service
2. Responsible: Please advise who is responsible for the accurate content and will be advising the QM enquiries inbox of updates. If this is person is different for the submitter there should be confirmation that the responsible person has been consulted and agrees to the proposed changes.

[Insert the name and role of the person who is accountable for the new policy. This field is not applicable for updates/amends to existing policies.]

[Insert the name and role of the person who is responsible for the new policy. This field is not applicable for updates/amends to existing policies.]

**Queries**

[Insert the email address(es) for where enquiries may be sent relating to the new policy. This email address(es) will appear on the corresponding QM page. This field is not applicable for updates/amends to existing policies.] Please note that this should reflect the agreed contact point/method for communication with those responsible for the delivery of the policy and not an individual personal email address.

**Proposed changes.**

*See general considerations for additional information.*

[Insert clear tracked changes on current QM text when proposing to update/change an existing policy. If this is a new policy provide the text as you think it should appear on the page.]

**Links to other pages**

*See general considerations for additional information.*

[Insert links required to other webpages.]

**Date effective from**

[Insert date of when new policy, or update/amend to existing policy, should be effective from.]

**Coming soon – pre-release date**

[Insert date of when new policy, or update/amend to existing policy, should be included on the QM ‘Coming soon’ page. This is only applicable for a new policy, or an update/amend to an existing policy, which requires communication prior to the actual date it is effective from i.e., for changes that will be effective from the start of the next academic year.]

**Coming soon Text**

**[**Insert text to be included on the QM ‘Coming Soon’ page to inform of new policy or update/ament to existing policy that will be applicable for the next academic year. Summary should be concise]

**Communication requirements**

Briefly summarise your communication strategy should the paper be approved.  Please note that any change to the QM will be included in the changes section of the QM but the further dissemination to interested parties outside of this process is the responsibility of the paper author at the point of approval.

**Key search words**

Please provide key search words that can be attributed to this page as meta data to help users find your content.

**Quality Manual changes Template General Guidance notes**

If proposing a new\* Quality Manual (QM) policy, process, or regulation or an update/amend to an existing entry, please consult the considerations for format of entries to the QM guidance below and follow the template for structure and content. Please then submit the below template to br-QSC@exmail.nottingham.ac.uk .

\*For new policies, process or regulations and significant updates/amends, the QM template will need to be accompanied by a paper to Quality and Standards Committee (QSC) for approval prior to inclusion in the QM. Please refer to the following QM page for more information on paper submission to QSC:

<https://www.nottingham.ac.uk/qualitymanual/governance/qsc.aspx>

**General considerations for format of entries to the Quality Manual**

**Acronyms**: ensure that all acronyms are expanded in the first instance – e.g., Quality and Standards Committee (QSC)

**Consideration for show/hide sections**: content is organised into show/hide sections, to help draw distinctions between specific elements. When submitting your proposed changes please indicate where new sections are required – by adding **[NEW SECTION]** in bold.

**Links to other pages** please be clear where links are required to other pages, either within the QM, the University’s website, or to those of external websites. If there is a specific route within the University’s CMS structures, please indicate this as appropriate – e.g., Folder name > Page name.

If only the URL is known, please indicate the page title followed by the URL link. – e.g. The Quality Assurance Agency homepage [www.qaa.ac.uk]

Consideration of application to overseas campuses: Please state explicitly if the required changes relate to UNUK, UNNC or UNM or all three. If the amendment will mean the creation of a country specific entry, please indicate if original text will remain current for other campuses.

**Language**: proposed wording must be gender neutral, written in the third person in plain English, and align with the University’s Style Guide:

<https://www.nottingham.ac.uk/externalrelations/services/service-details/style-guide/style-guide.aspx>

**Word**: the QM template must be submitted in Word format