Scheme for Published Information Appendix 2:
Information Owners and Compliance Monitoring

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
2.1	Mission and Values	**Planning and Governance Office**	Website and publication	Only changes when a new strategic plan is agreed (approximately every 5 years). Website checked annually.
	Strategic Plan	**Planning and Governance Office**	Website and publication	Only changes when a new strategic plan is agreed (approximately every 5 years). Website checked annually.
	History	**Planning and Governance Office**	'About the University' Website	Annual review.
	Profile	**Planning and Governance Office**	'About the University' Website	Annual review.
	Organisational structure	**Planning and Governance Office**	'About the University' Website	Annual review. Intermediate changes to organisational structure agreed by Executive and updated.
	Charitable status	**Planning and Governance Office**	Website, various publications	Details do not change. Annual review.
	Publication Scheme	**Planning and Governance Office**	Planning & Governance Website	Annual review.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Welsh Language Scheme	**Canolfan Bedwyr**	Canolfan Bedwyr Website	A bimonthly review panel chaired by the PVC (Welsh Medium). A published annual report submitted to the Welsh Language Commissioner. **Responsible officer**: Director of Welsh Language Scheme. This area is also subject to external compliance monitoring exercises.
	Composition of the student population	**Planning and Governance Office**	Facts & Figures on P&G Website, various publications and reports to Council and other committees and Task Groups	Data updated annually.
	Collaborative partnerships	**Academic Registry**	AR Website	The Register of Collaborative Provision will be reviewed annually prior to the commencement of the academic year in order to ensure that it remains current and complies with the expectations of the QAA in terms of content. A copy of the Register will be presented to Senate each year as part of the Annual Review of Collaborative Provision.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Responsible officer: Head of Quality Assurance and Validation.
	Research partnerships	**Research and Enterprise Office**	REO/FRS website	Annual Review by PVC Research and Impact and RSTG. In-year updates as required.
	Governance arrangements	**Planning and Governance Office**	Website	Updated as required and reviewed annually.
	Annual Reports	**Corporate Communications**	Publication and web link to PDF version	Content updated annually to reflect University news & activities.
3.1	Application and admissions policies and regulations for Home/EU/International students for taught and research courses	**Admissions Unit**	AU website, correspondence, welcome packs	
	Registration policies and regulations for Home/EU/International students for taught and research courses	**Academic Registry**	AR website	Annual review before start of each academic year. **Responsible officer**: Head of Student Administration.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Processes for rights of appeal against admissions decisions	**Admissions Unit**	AR Regulations webpage	Annual review of the Admissions Policy. **Responsible officer**: Head of Admissions.
	Course entry requirements	**Academic Schools; Corporate Communications and Marketing**	Websites, prospectuses	**Academic Schools:** Course pages, brochures, leaflets and letters updated in line with changes; printed prospectuses updated every two years (with re-prints in between, which gives opportunity to update information that is out-of-date since first published). **Responsible officer**: College Manager. **Corporate Communications and Marketing:** entry requirements updated for University prospectus on annual basis (UG version printed March: 18 months prior to relevant year of entry); updates transferred to online course information (held in central database March / April as require. **Responsible officer:** Director of Marketing & Recruitment.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	English language requirements for international students	**International Education Centre; Academic Schools**	Website, printed material such as University prospectus (UG & PG)	**International Education Centre:** Annual review at start of recruitment cycle. **Academic Schools:** Course pages, brochures, leaflets and letters updated in line with changes; prospectuses updated every two years (with re-prints in between, which gives opportunity to update information that is out-of-date since first published). **Responsible officer**: College Manager. **Corporate Communications & Marketing:** University prospectus updated on annual basis.
	Visa requirements for international students	**International Education Centre; Academic Registry**	IEC Website	**International Education Centre**: Information updated following twice-yearly UKVI updates. **Academic Registry:** Information on any changes to sponsorship license or duties shared with members of the UKVI compliance group and

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				University policies updated if applicable.
	Processes for the accreditation or recognition of prior learning	**Academic Registry; Admissions Unit; Academic Schools**	Regulations, AR website, Admissions Website	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. **Admissions Unit:** Part of the annual review of the Admissions Policy (references back to Reg 01). **Responsible officer**: Head of Admissions. **Academic Schools:** Schools must ensure that any information published by Schools about RPL is consistent with Regulation 01. **Responsible officer**: Director of Teaching and Learning.
	Fees, bursaries, scholarships and other forms of financial support available	**Academic Registry; International Education Centre; Academic Schools**	AR website and admissions information; IEC website and printed mediums	**Academic Registry:** January annual review and update. **Responsible officers**: Head of Student Administration (bursaries and scholarships), Head of Awards and Conferment (fees).

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
		Corporate Communications & Marketing	Website – Student Finance pages, external guides / online profiles	**International Education Centre:** Annual update at start of recruitment year following Executive approval of international tuition fees and scholarship schedule. **Academic Schools:** maintaining and updating School websites. **Corporate Communications & Marketing** – websites & online profiles reviewed and updated on a quarterly basis in line with recruitment cycle. **Responsible Officer** Director of Marketing and Recruitment.
	Information about any additional costs	**Academic Schools; Academic Registry**	AR and School websites, prospectuses	**Academic Schools:** Course pages, brochures, leaflets and letters and online profiles updated. Schools must ensure that prospective students are made aware of any additional costs they will incur by studying any programme. **Responsible officers**: Director of Teaching and Learning/College Manager.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Academic Registry: September annual fee schedule approval process. **Responsible officer**: Head of Awards and Conferment. **Corporate Communications & Marketing:** Annual Review.
	Information about living in the locality	**Corporate Communications and Marketing**	University website, prospectus, CRM communications, online profiles	**Corporate Communications & Marketing**: Review and update annually in line with recruitment cycle & deadlines. **Responsible Officer:** Director of Marketing and Recruitment.
	Details of Open Days to enable prospective students to visit the University	**Corporate Communications and Marketing**	University website, prospectus, CRM communications Websites, CRM communications, online profiles, prospectuses (general information only)	**Corporate Communications & Marketing:** information is updated in line with annual recruitment cycle. **Responsible officer** – Director of Marketing and Recruitment. **Academic Schools:** Information updated as dates are confirmed; historic dates automatically removed from the centrally-controlled webpages. **Responsible officer**: College Manager.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
3.2	Profiles of academic staff, including teaching and research expertise	**Academic Schools**	School websites	Academic staff responsible for submitting updates – profiles amended accordingly. Academic staff are required to review their profiles on at least an annual basis and to inform the College Marketing Officer of any changes that are required. **Responsible officer**: all academic staff/College Manager.
	Academic specialisms	**Academic Schools**	School websites, prospectuses, social media, CRM communications	Schools and College Marketing Officers to review relevant information on an annual basis. **Responsible officer**: Head of School/College Manager.
	National/international standing, including NSS and REF rankings	**Academic Schools; Corporate Communications and Marketing; Engagement Unit**	Websites, prospectuses, flyers, adverts, press releases, social media, CRM communications, Open Day presentations	**Academic Schools:** Rankings/statistics 'factsheet' kept by Marketing and updated in line with new rankings; webpages updated accordingly. **Responsible officer**: College Manager. **Corporate Communications & Marketing:** Corporate Communications and Marketing page with university rankings

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				(including league table / awards information) updated upon publication of rankings & used as basis for updating various media. **Responsible officer:** Director of Marketing and Recruitment.
	Specialist equipment or other resources available to support teaching and research	**Academic Schools**	School websites, prospectuses	Schools and College Marketing Officers to review relevant information on an annual basis. **Responsible officer**: Head of School/College Manager.
	Links with industry, business and the professions, including professional, statutory and regulatory bodies (PSRBs)	**Academic Schools; Academic Registry**	AR and School websites	**Academic Schools:** Summer annual review of School webpages. **Responsible officer**: Director of Teaching and Learning. **Academic Registry:** Summer annual review of QA webpages. **Responsible officer**: Head of Student Administration.
	Employability of graduates	**Planning & Governance Office; Academic Schools**	Websites, prospectuses, CRM communications Open Day presentations	Updates annually in line with latest DLHE data. **Responsible officer**: College Manager.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
3.3	Programme content and structure	**Academic Schools**	Websites, prospectuses, online prospectuses Open Day presentations	Crosscheck that all course information matches with validated documentation, webpages updated accordingly, information in School prospectuses kept minimal to avoid printed information becoming outdated. **Responsible officers**: Director of Teaching and Learning/College Manager.
	The circumstances in which the content and structure may change	**Corporate Communications & Marketing**	Websites, prospectuses	Disclaimers published on course pages and in prospectuses to advise that all course information is subject to change. **Responsible officer**: College Manager.
	Modes of study (for example, part time or distance learning)	**Academic Schools**	Websites	Updated in line with any changes to the course paperwork. **Responsible officer**: College Manager.
	Length of the programme	**Academic Schools**	Websites	Updated in line with any changes to the course paperwork. **Responsible officer**: College Manager.
	Entry requirements	**Academic Schools**	University prospectuses, Websites	**Corporate Communications & Marketing:** entry requirements updated for University prospectus on annual basis.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Academic Schools: Updated in line with any changes. **Responsible officer**: College Manager.
	Teaching methods, including contact hours	**Academic Schools**	Gazette	School Director of Teaching and Learning to review accuracy on an annual basis. **Responsible officer**: Director of Teaching and Learning .
	Assessment methods	**Academic Schools**	Gazette	School Director of Teaching and Learning to review accuracy on an annual basis. **Responsible officer**: Director of Teaching and Learning.
	Professional accreditations	**Academic Schools**	Websites, prospectuses, flyers, adverts, press releases, social media, CRM communications, Open Day presentations	Prospectuses updates every 2 years (with re-prints in between, which gives opportunity to update information that is out-of-date since first published). **Responsible officer**: College Manager.
	Career and employability prospects	**Academic Schools; Corporate Communications & Marketing**	Websites, prospectuses, flyers, adverts, press releases, social media, CRM communications	**Academic Schools:** Prospectuses updates every 2 years (with re-prints in between, which gives opportunity to update information that is out-of-date since first published).

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Responsible officer: College Manager. **Corporate Communications & Marketing:** updated for University prospectus on annual basis; any updates transferred to online course information as required.
	Location of study	**Academic Schools; Corporate Communications and Marketing**	Websites, prospectuses	**Corporate Communications & Marketing:** updated for University prospectus on annual basis; any updates transferred to online course information as required. **Academic Schools**: **Responsible Officer:** College Manager.
	Additional costs, including specialist equipment and field trips	**Academic Schools**	Websites, prospectuses, Open Day presentations	**Academic Schools** must ensure that prospective students are made aware of any additional costs they will incur by studying any programme. **Responsible officer**: College Manager.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Links with industry, business and the professions, including professional, statutory and regulatory bodies (PSRBs)	**Academic Schools**	Websites, prospectuses	Summer annual review of School webpages. **Responsible officer**: College Manager.
	Opportunities to study through the medium of Welsh	**Academic Schools**	Websites, prospectuses, CRM communications, Open Day presentations	**Responsible officer**: College Manager.
	Opportunities to undertake placements	**Academic Schools**	Websites, prospectuses, Open Day presentations	School Employability Officer. **Responsible officer**: College Manager.
	Opportunities to study abroad	**Academic Schools; International Education Centre**	Websites, prospectuses, Open Day presentations	Head of International Exchanges. **Responsible officer**: College Manager.
	The award to be received on successful completion of the programme	**Academic Schools**	Websites, prospectuses	Updated in line with any programme changes. **Responsible officer**: College Manager.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	KIS data	**Planning and Governance Office**	Website through HESA widget.	Annual submission of date to HESA subject to validation and quality checks.
3.4	The research environment in University Schools	**Academic Schools**	Websites, prospectuses	**Responsible officers**: Director of Graduate Studies/College Manager.
	Supervisory arrangements for research students	**Academic Schools**	Websites, prospectuses, correspondence with prospective research students	**Responsible officers**: Director of Graduate Studies/College Manager.
	Procedures for monitoring and requirements for research student progression	**Academic Registry; Academic Schools**	Regulations, AR and School websites, Online Handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. Summer annual review of centrally controlled Online Handbook pages so as to ensure consistency with Regulation 01. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools must ensure that School pages in

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				handbooks and web-based material are consistent with Regulation 01.
	Pastoral support for research students	**Academic Schools**	Websites, prospectuses, flyers, CRM communications, Open Day presentations	**Responsible officers**: Director of Graduate Studies/College Manager.
	Opportunities for research students to participate in teaching	**Academic Schools**	Website, Correspondence with prospective research students	**Responsible officers**: Director of Graduate Studies/College Manager.
3.5	Student support and pastoral care services	**Student Services**	Website (including MyBangor), service leaflets, prospectus, student handbook	Prospectus is reviewed annually in accordance with Marketing deadlines. Websites, student handbook and service leaflets monitored throughout the year to ensure accuracy. Director of Student Experience oversees annual review of all information by relevant Head of Service prior to the start of the academic year.
	Careers and employability	**Careers and Employability Services**	Website (including MyBangor), Careers CRM, service leaflets,	Prospectus is reviewed annually in accordance with Marketing deadlines. Websites, Careers CRM,

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
			prospectus, student handbook	student handbook and service leaflets monitored throughout the year to ensure accuracy. Director of Student Experience oversees annual review of all information by Head of Careers prior to the start of the academic year.
	Library and learning resources	**Library and Archives Services; IT Services**	Website	**Library & Archives Services:** Ongoing review as necessary. **IT Services:** Ongoing review as necessary.
	Facilities for learning	**Academic Schools**	Websites, prospectuses, Open Day presentations	**Responsible officers**: Director of Teaching and Learning/College Manager
	Student accommodation	**Halls of Residence; Student Services**	Website	**Halls**: Annual Review.
	Social and leisure facilities	**Sports; Students' Union**	Website	Annual Review.
	Students' Union	**Students' Union**	Website	Annual Review.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	The Peer Guide system	**Student Services; Academic Schools**	Website (including MyBangor), service leaflets, prospectus, student handbook	Prospectus is reviewed annually in accordance with Marketing deadlines. Websites, student handbook and service leaflets monitored throughout the year to ensure accuracy. Director of Student Experience oversees annual review of all information by Head of Student Support prior to the start of the academic year.
	Equality and diversity	**Student Services**	Website, including policies disseminated through website	Annual review by Director of Student Experience prior to the start of the academic year.
4.1.1	Dates of semesters, teaching and examination periods	**Academic Registry**	AR website	Summer annual review of AR webpages. **Responsible officer**: Head of Awards and Conferment.
	Registration requirements and procedures	**Academic Registry**	AR website, correspondence and Welcome Packs	Summer annual review and update before start of each academic year.
	How to change module/degree programme	**Academic Registry; Academic Schools**	Regulations, AR website, Online Handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Summer annual review of procedures and forms: Head of Student Administration. Summer annual review of centrally controlled Online Handbook pages so as to ensure consistency with Regulations 01 and 03. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools to ensure that any information given to students is consistent with Regulations 01 and 03 and that students are directed to the correct forms on the AR website. **Responsible officer**: School Director of Teaching and Learning.
	How to interrupt study	**Academic Registry**	Regulations, AR website, Online Handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Summer annual review of procedures and forms: Head of Student Administration.

Summer annual review of centrally controlled Online Handbook pages so as to ensure consistency with Procedure 07. **Responsible officer**: Head of Student Administration.

Academic Schools: Schools to ensure that any information given to students is consistent with Procedure 07 and that students are directed to the correct forms on the AR website. |
| | Requirements for paying fees | **Academic Registry** | Regulations, AR website | **Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer.

Summer annual review of information relating to fees, including Debt Management Policy. **Responsible officer**: Head of Student Administration. |

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	What constitutes unfair practice	**Academic Registry; Academic Schools**	Regulations, Online Handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. Summer annual review of centrally controlled Online Handbook pages so as to ensure consistency with Procedure 05. **Responsible officer**: Head of Student Administration. **Academic Schools:** Where relevant, Schools are to ensure that any information given to students is consistent with Procedure 05. **Responsible officer**: School Director of Teaching and Learning.
	Health and safety procedures	**Health and Safety Services**	Policies and standards documents, online information	Review cycle of policies, annual summer review of website. **Responsible officer**: Head of Health and Safety Services.
4.1.2	Names and contact details of key post holders, including the Head of School,	**Academic Schools**	Websites	Updated in line with new appointments/staff changes. **Responsible officer**: College Manager

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Director of Teaching and Learning, Senior Tutor, Examinations Officer, Employability Officer, Peer Guide Coordinator, Disability Liaison Officer, Student Engagement Officer, Exchanges Coordinator			
	Names and contact details of Programme Organisers	**Academic Schools**	Online Gazette	**Responsible officer**: School Director of Teaching and Learning
	Marking criteria for assessments	**Academic Registry; Academic Schools**	Online handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. Summer annual review of centrally controlled Online Handbook pages. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools to ensure that any information given to students is consistent with

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				regulations. **Responsible officer**: School Director of Teaching and Learning.
	Procedures for submitting assessments	**Academic Registry; Academic Schools**	Online handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. Summer annual review of centrally controlled Online Handbook pages. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools to ensure that any information given to students is consistent with regulations. **Responsible officer**: School Director of Teaching and Learning.
	Arrangements for returning marked work and providing feedback	**Academic Registry; Academic Schools**	Online handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Summer annual review of centrally controlled Online Handbook pages. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools to ensure that any information given to students is consistent with regulations. **Responsible officer**: School Director of Teaching and Learning.
	Procedures for reporting special circumstances	**Academic Registry; Academic Schools**	Online handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. Summer annual review of centrally controlled Online Handbook pages. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools to ensure that any information given to students is consistent with regulations. **Responsible officer**:

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				School Director of Teaching and Learning.
	Procedures for dealing with unfair practice	**Academic Registry; Academic Schools**	Regulations, Online Handbook	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. Summer annual review of centrally controlled Online Handbook pages so as to ensure consistency with Procedure 05. **Responsible officer**: Head of Student Administration. **Academic Schools:** Where relevant Schools to ensure that any information given to students is consistent with Procedure 05. **Responsible officer**: School Director of Teaching and Learning.
	Attendance policies	**Academic Registry**	Website	**Academic Registry:** Summer annual review of relevant Academic Registry webpages. **Responsible officer:** Head of Awards and Conferment.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Any special requirements relating to health and safety	**Academic Schools**	Website	**Responsible Officer**: College Health and Safety Officer.
	Supervision arrangements for postgraduate research students	**Academic Schools**	Website	**Responsible officer**: School Director of Graduate Studies.
	Structural and administrative arrangements for postgraduate research students	**Academic Schools**		**Responsible officer**: School Director of Graduate Studies.
4.1.3	Curriculum details	**Academic Schools**	Website, Online Gazette	**Responsible officer**: School Director of Teaching and Learning.
	Programme learning outcomes	**Academic Schools**	Websites (course pages), Online Gazette	Updated automatically with any changes to Gazette listing. **Responsible officer**: School Director of Teaching and Learning.
	The balance between scheduled learning and teaching activities; guided independent	**Academic Schools**	Website	**Responsible officer**: School Director of Teaching and Learning.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	study; time spent on placement/study abroad; or other learning activities			
	Opportunities to study through the medium of Welsh	**Academic Schools**	Website	**Responsible Officer**: College Manager.
	Opportunities for study abroad and other international learning experiences	**Academic Schools; International Education Centre**	Website, Online Handbook	**Responsible Officer**: Collage Manager.
	Opportunities for work-based learning	**Academic Schools**	Website, Online Handbook	**Responsible Officer**: College Manager.
4.1.4	Details of staff responsible for module delivery	**Academic Schools**	Website (course pages), Gazette, Module Handbook	Module convenors to review information annually. Course pages updated automatically with any changes in Gazette listing. **Responsible officers**: College Manager/School Directors of Teaching and Learning.
	Module learning outcomes	**Academic Schools**	Website (course pages), Module Handbook	Module convenors to review information annually. Course pages

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				updated automatically with any changes in Gazette listing. **Responsible officers**: School Directors of Teaching and Learning.
	Module pre-requisites/co-requisites	**Academic Schools**	Website (course pages), Gazette, Module Handbook	Module convenors to review information annually. Course pages updated automatically with any changes in Gazette listing. **Responsible officers**: School Directors of Teaching and Learning.
	Module content	**Academic Schools**	Website (course pages), Gazette, Module Handbook	Module convenors to review information annually. Course pages updated automatically with any changes in Gazette listing. **Responsible officers**: School Directors of Teaching and Learning.
	Module assessment methods, including word counts or equivalents	**Academic Schools**	Website (course pages), Gazette, Module Handbook	Module convenors to review information annually. Course pages updated automatically with any changes in Gazette listing. **Responsible officers**: School Directors of Teaching and Learning.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Weighting of module assessment components	**Academic Schools**	Website (course pages), Gazette, Module Handbook	Module convenors to review information annually. Course pages updated automatically with any changes in Gazette listing. **Responsible officers**: School Directors of Teaching and Learning.
	Location of module delivery	**Academic Schools**	Website (course pages), Gazette, Module Handbook	Module convenors to review information annually. Course pages updated automatically with any changes in Gazette listing. **Responsible officers:** School Directors of Teaching and Learning.
	Any additional module costs	**Academic Schools; Corporate Communications & Marketing**	Course information Pages Websites, prospectuses, Open Day presentations	**Corporate Communications and Marketing:** Annual Review. **Academic Schools** must ensure that prospective students are made aware of any additional costs they will incur by studying any programme. **Responsible officers**: College Manager.
	Module reading lists	**Academic Schools**	Module Handbook	Module convenors to review information annually. **Responsible**

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				officer: School Director of Teaching and Learning.
4.2	The Student Charter	**PVC Students; Students' Union**	Student Handbook	**Students' Union:** Annual Review at Students' Union Task Group.
	Regulations relating to student conduct	**Academic Registry; Academic Schools**	Regulations	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. **Academic Schools:** Any School-specific regulations (e.g. conduct in labs) must be consistent with Regulation 13 (para 5). **Responsible officer**: School Director of Teaching and Learning.
	Regulations relating to the use of IT and library resources	**Library and Archives Services; IT Services**	Website	**Library and Archives Service:** amended as changes are required. **IT Services:** amended as changes are required.
	Academic discipline procedures	**Planning and Governance Office**	Ordinances published and online.	Amended as changes agreed and reviewed annually.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Suitability for practice procedures	**Academic Schools**	School handbooks	Schools to review fitness to practice procedures annually. **Responsible officer**: School Director of Teaching and Learning.
	Fitness to study procedures	**Academic Registry; Student Services; Academic Schools**	Regulations	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. **Student Services:** **Academic Schools:** Schools and Student Services to ensure that their procedures are consistent with Procedure 08. **Responsible officer**: School Director of Teaching and Learning.
	Research ethics expectations	**Planning and Governance Office**	Research Ethics policy on Planning & Governance website	Reviewed annually by Ethics Committee and updates where necessary.
	Rules and Regulations	**Academic Registry**	Regulations	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Academic Schools: Schools must ensure that any information given to students is consistent with the University's academic regulations.
	How to report mitigating circumstances	**Academic Registry; Academic Schools**	Regulations	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. Summer annual review of centrally controlled Online Handbook pages. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools to ensure that any information given to students is consistent with regulations. **Responsible officer**: School Director of Teaching and Learning.
	Complaints and appeals procedures	**Academic Registry; Academic Schools**	AR website	**Academic Registry:** Summer annual review of AR webpages. **Responsible officer**: Regulations Officer.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
				Academic Schools: Schools to ensure that their procedures are consistent with Procedure 02.
	How to access External Examiners' reports	**Academic Registry**	Online Handbooks	Summer annual review of centrally controlled Online Handbook pages. **Responsible officer**: Head of Student Administration.
	Information about placement opportunities, work-based learning opportunities and opportunities for international learning experiences	**Academic Schools; Careers and Employability Service; International Education Centre**	Website, study abroad leaflet	**International Education Centre**: Annual review at start of study abroad recruitment cycle.
	Ownership of intellectual property generated by students	**Research & Enterprise Office**	REO/FRS Website – Strategies and Policy section	Annual Review by University's Intellectual Property (IP) Panel, though such ownership has a clear legal framework which we comply with rather than seek to amend.
4.4	Student Support Services	**Student Services**	Website (including MyBangor), service	Prospectus is reviewed annually in accordance with Marketing deadlines. Websites, student

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
			leaflets, prospectus, student handbook	handbook and service leaflets monitored throughout the year to ensure accuracy. Director of Student Experience oversees annual review of all information by relevant Head of Service prior to the start of the academic year.
	Library and learning resources	**Library and Archives Services; IT and Computing Services**	Website	**Library & Archive Service:** Ongoing review as necessary. **IT Services:** ongoing review changes made as required.
	Careers guidance	**Careers and Employability Service**	Website (including MyBangor), Careers CRM, service leaflets, prospectus, student handbook	Prospectus is reviewed annually in accordance with Marketing deadlines. Websites, student handbook and service leaflets monitored throughout the year to ensure accuracy. Director of Student Experience oversees annual review of all information by Head of Careers prior to the start of the academic year.
	Student accommodation	**Halls of Residence; Student Services**	Website	**Halls:** Annual Review.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Social and leisure facilities	**Sports**	Website	Annual Review.
	Students' Union	**Students' Union**	Website	Annual Review.
	The Bangor Employability Award	**Careers and Employability Service**	Website (including MyBangor), Careers CRM, service leaflets, prospectus, student handbook	Prospectus is reviewed annually in accordance with Marketing deadlines. Websites, student handbook and service leaflets monitored throughout the year to ensure accuracy. Director of Student Experience oversees annual review of all information by Head of Careers prior to the start of the academic year.
4.5	Mechanisms for gathering and responding to student feedback	**Academic Registry; Student Engagement Unit**	Online Handbook	**Academic Registry:** Summer annual review of centrally controlled Online Handbook pages. **Responsible officer**: Head of Student Administration. **Student Engagement Unit**: monitoring submissions to the 'Together We' campaign via School Directors of Student Engagement; Student Surveys.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Arrangements for student representation	**Academic Registry; Students' Union; Academic Schools**	Regulations, SEU website	**Academic Registry:** Summer annual review of regulations webpages. **Students' Union:** Work with Academic Registry to feed into review or regulations and work with schools to ensure compliance with Code 16. **Academic Schools:** Schools to ensure that their procedures are consistent with Code 16.
5.1	Records of study and academic achievement for students who have completed their study programmes and for those who exit before completion	**Academic Registry; Academic Schools**	Banner / Transcripts	**Academic Registry:** Transcripts are checked by the AR before awards are made. **Responsible officer**: Head of Student Administration. **Academic Schools:** Schools to ensure that data is entered correctly and in a timely fashion. **Responsible officer**: Head of Student Administration .
	Information relating to alumni services	**Development and Alumni Relations**		

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
6.1	Details about the Quality Assurance and Validation Unit	**Academic Registry**	AR website	Summer annual review of QA webpages. **Responsible officer**: Head of Quality Assurance and Validation.
	The Academic Quality Code	**Academic Registry; Academic Schools**	Regulations	**Academic Registry:** Summer annual review of regulations webpages. **Responsible officer**: Regulations Officer. **Academic Schools:** Schools must ensure that any information given to students is consistent with the University's academic regulations. **Responsible officer**: School Director of Teaching and Learning.
	Programme/Module approval processes	**Academic Registry**	Regulations; forms on AR website	Summer annual review of regulations webpages and Quality Assurance and Validation webpages to ensure that Code 08 is up to date and reflected in all related forms. **Responsible officer**s: Regulations Officer and Head of Quality Assurance.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	Annual review processes	**Academic Registry**	AR website	Summer annual review of QA webpages. **Responsible officer**: Head of Student Administration.
	External Examining arrangements	**Academic Registry**	AR website	Summer annual review of QA webpages. **Responsible officer**: Head of Student Administration.
	Internal Quality Audits	**Academic Registry**	AR website	Summer annual review of QA webpages. **Responsible officer**: Head of Student Administration.
	Information about Professional, Statutory and Regulatory Bodies	**Academic Registry; Academic Schools**	AR website	Summer annual review of QA webpages. **Responsible officer**: Head of Student Administration.
6.2	Information about collaborative provision, including how to establish collaborative partnerships	**Academic Registry; International Education Centre**	Regulations; AR website, IEC website	**Academic Registry:** Summer annual review of regulations webpages and Validation Manual. **Responsible officer**: Regulations Officer. Summer annual review of QA webpages. **Responsible officer**: Head of Student Administration. **International Education Centre:** Annual review of webpages.

Section of Scheme	Information	Primary/Secondary Information Owner(s)	Medium for Information	How Compliance is Monitored
	A register of the University's collaborative partnerships, including articulation arrangements	**Academic Registry; International Education Centre**	AR website IEC website	**Academic Registry:** Summer annual review of QA webpages. **Responsible officer**: Head of Student Administration. **International Education Centre:** Annual review of website and updates where necessary.