

Academic Policy Review Schedule

POLICY DETAILS:

Purpose of this policy	The schedule collates all of GSA's academic, quality, and student-facing policies under Academic Council's remit, and establishes frequency and responsibility for reviewing each policy.
Date of approval	November 2025
Approving body	Academic Council
Supersedes	n/a – new schedule
Date of EIA	EIAs are associated with individual policies included in the review schedule.
Date of next review	October 2026
Author	Academic Quality Office
Responsible Executive Group area	Secretary & Registrar
Related policies and documents	All policies listed in the review schedule.
Benchmarking	Sector practice University of Glasgow

Academic Quality Office					
Policy Title	Proposed Author	Date of last approval	Session of next review	Proposed Review Frequency	Notes
Course Approval Policy	Head of Academic Quality	October 2022	2029-30	5 yearly	During academic session 2025-26, the AQO will be undertaking an exercise to ensure that all of GSA's quality assurance related policies are aligned to the requirements of the new Tertiary Quality Enhancement Framework in Scotland. This is likely to result in several changes being proposed to these policies and their associated guidance and forms. The dates proposed for these policies next updates take account of this work but may be subject to change following the above review work.
Course Closure and Suspension Policy	Head of Academic Quality	October 2022	2029-30	5 yearly	
External Examiner Policy (UG and PGT programmes)	Head of Academic Quality	May 2022	2028-29	5 yearly	
Major Programme Amendment Policy	Head of Academic Quality	October 2024	2028-29	5 yearly	
Minor Programme and Course Amendment Policy	Head of Academic Quality	October 2022	2029-30	5 yearly	
Periodic Review and revalidation Policy (taught programmes)	Head of Academic Quality	October 2022	2026-27	5 yearly	
Programme Monitoring and Annual Reporting	Head of Academic Quality	December 2021	2027-28	5 yearly	
Programme Approval (Validation) Policy	Head of Academic Quality	October 2024	2028-29	5 yearly	
Programme Closure and Suspension Policy	Head of Academic Quality	December 2021	2029 -30	5 yearly	
Student-facing Professional Services Review Policy	Head of Academic Quality	May 2021	2026-27	5 yearly	
Code of Procedure for Appeals	Senior Compliance Officer	May 2022	2026/27	5 yearly	

Complaints Handling Procedure Policy	Senior Compliance Officer	March 2021	2026/27	5 yearly	
Student Conduct Policy and Misconduct Procedure	Senior Compliance Officer	October 2021	2025-26	5 yearly	

Academic Registry					
Policy title	Proposed Author	Date of last approval	Session of next review	Proposed Review Frequency	Notes
Admissions Policy	Head of Academic Registry	October 2024	2029/30	5 yearly	
Appeals Process for Applicants	Head of Academic Registry	October 2016	2025/26	5 yearly	For implementation in session 2026/27
Terms and Conditions of Admission (2025-26)	Head of Academic Registry	October 2024	2025/26	Yearly	
Examination Board Policy	Head of Academic Registry	May 2017	2025/26	5 yearly	For implementation in session 2026/27
Supporting Student Continuation, Progression and Retention Policy	Head of Academic Registry	November 2024	2029/30	5 yearly	
Student Attendance Policy	Head of Academic Registry	May 2016	2025-26	5 yearly	Academic Registry and the Learning and Teaching Team have agreed that the best course of action is to withdraw the Teaching and Student Engagement in Learning Guidance and incorporate the type of guidance/expectations into the review of the Attendance Policy.

					For implementation in session 2026/27
Leave of Absence Guidance	Head of Academic Registry	2024-25 (August 2025)	2029/30	5 yearly	EQIA to be updated by Registry. Implemented from September 2025
Student Withdrawal Policy	Head of Academic Registry	2024-25	2029/30	5 yearly	
Posthumous Awards Policy	Head of Academic Registry	2012-13	2025-26	5 yearly	For implementation in 2026/27
UKVI Tier 4 Policy	Head of Academic Registry	2024-25	2025-26	Yearly	
Regulations GSA Section 2025-26	Head of Academic Registry	2024-25	2025-26	Yearly	
Internal Student Transfer Policy	Head of Academic Registry	N/A – this policy is new	2025-26	5 yearly	This policy is new and will be developed and considered by Academic Council during session 2025-26
Student Criminal Conviction Policy	Head of Academic Registry	N/A – this policy is new	2025-26	5 yearly	This policy is new and will be developed and considered by Academic Council during session 2025-26

Academic Development					
Policy title	Proposed Author	Date of last approval	Session of next review	Proposed Review Frequency	Notes
Common Academic Framework for Taught Degree Provision	Head of Academic Development	May 2022	2027-28	5 yearly	During session 2025-26, the Head of Academic Development and the School ADLs will be concluding their evaluation of the CAF implementation process. This is likely to result in a small number of potential changes to CAF. It is therefore proposed that a wholesale review of the CAF should take place during session 2027-28, with any changes being introduced on 2028-29.

Learning and Teaching					
Policy title	Proposed Author	Date of last approval	Session of next review	Proposed Review Frequency	Notes
Code of Assessment	Head of Learning, Teaching and Enhancement and Head of Academic Registry	October 2024	2029/30	5 yearly	
Exceptional Circumstances: Adjustments to Learning, Teaching and Assessment	Head of Learning, Teaching and Enhancement	October 2023	2028/29	5 yearly	

Student Engagement and Representation Policy	Head of Learning, Teaching and Enhancement	April 2024	1 year review being undertaken in session 2025-26	5 yearly	
Student Experience Surveys Policy	Head of Learning, Teaching and Enhancement	October 2024	2028-29	5 yearly	
Policy on the use of Turnitin Software	Head of Learning, Teaching and Enhancement and Head of Library Service	December 2013	2026-27	5 yearly.	
Undergraduate Ethics Policy	Head of Learning, Teaching and Enhancement	December 2016	2026-27	5 yearly	This policy is currently being reviewed by the L&T team and will be presented to Academic Council in session 2026/27. They are likely to combine this and the PGT policy.
Postgraduate Taught Ethics Policy	Head of Learning, Teaching and Enhancement	December 2016	2026-27	5 yearly	See note above

Student Support and Development					
Policy title	Proposed Author	Date of last approval	Session of next review	Proposed Review Frequency	Notes
Reasonable Adjustment Policy and Procedure	Head of Student Support	October 2022	205-26	5 yearly	
Support to Study Policy and Procedure	Head of Student Support	June 2023	2027-28	5 yearly	

Strategy and Marketing					
Policy title	Proposed Author	Date of last approval	Session of next review	Proposed Review Frequency	Notes
International Foundation Programme (Programme Regulations 2025-26)	Head of Continuing Professional Development	May 2025	2025-26	Yearly	
Portfolio Preparation Course – Creative Practices Course Regulations 2025-26)	Head of Continuing Professional Development	May 2025	2025-26	Yearly	
Collaborative Provision: UK Articulation Policy	Head of Continuing Professional Development	March 2016	2025-26	5 Yearly	