

Published Information Procedure

Purpose

This procedure arises from and seeks to support the School's [CMA Compliance Policy](#) and should be read in conjunction with it.

The purpose of this procedure is to provide assurance as to the accuracy and appropriateness of the information that the School publishes about itself, its provision, its programmes and its awards.

Scope

This procedure applies to electronic or printed documentary material covering:

- Information published on the School's website;
- The School's Vision, Mission and Values documents;
- The School's Prospectus;
- Descriptions of the School's facilities and student support provision;
- Student Handbooks;
- Programme Specifications;
- The School's Governance documents;
- Regulatory Policies and Procedures;
- The [Terms and Conditions](#) of acceptance of a place on a programme at the School;
- Marketing Materials;
- Material provided to official partners or other third parties (such as UCAS).

Responsibilities

The **Chief Executive** is ultimately responsible, on behalf of the School, for the accuracy and appropriateness of all publications within the scope of this procedure. The Chief Executive has delegated responsibility for oversight of compliance with [CMA](#) and [QAA](#) expectations in relation to published information to the **Registrar**.

Each of the **Heads of Department** is responsible for ensuring that any published information produced under their authority is clear, accurate and fair.

The **Director of Marketing and Recruitment** is responsible for ensuring that all approved material is version controlled, 'locked' and securely stored electronically; that no substantive amendments (i.e. amendments that claim or commit the School to a standard or provision of a service or might otherwise affect the meaning or interpretation of the published information) are made to the approved material without approval of those amendments and that there are systems in place to ensure that only approved material is used.

Approval

After review by the Registrar all new publications must be approved by the Executive Committee. In the case of marketing materials drawn from the Prospectus, or other low risk

materials for which there is good reason not to delay publication approval may be granted by the Chief Executive on the recommendation of the Registrar. All such approvals must be reported to the Executive Committee at its next meeting.

In addition to review and approval by the Executive Committee, the following documents must be presented to the Academic Council annually for consideration and approval and any amendments to them of a material nature must be noted and approved:

- The School's Vision, Mission and Values documents;
- The School's Prospectus;
- The Student Handbook;
- The Programme Specification;
- The School's Governance documents;
- Regulatory Policies and Procedures;

Any material translated into a foreign language must be verified as conforming to the original text in English both in expression and spirit.

Any material produced by a partner of the School or by a third party permitted to do so by the School must be approved by the School before publication.

The School does not accept responsibility for any material published about it by third parties with which there is no contractual relationship or where permission has not been granted. However, in cases where such information may be false or misleading the School will make every effort to have the information withdrawn.

Review

An annual review report on published information and the mechanisms to assure it shall be presented annually by the Registrar to the Executive Committee and the Academic Council.

Version control

Name of policy/procedure:	Published Information: Assurance and Approval Procedure
Document owner:	Chris Maguire, Registrar
Date Originally Created:	08/2019
Last reviewed:	10/2021
Reviewed by:	Dr Andrew Redford (Head of Quality) /C&MWG
Audited by:	Academic Council
Date of Audit:	12/2019, 03/2020 - approved
Date of next review: (annually unless otherwise agreed)	10/2022
Related documents: (e.g. associated forms, underpinning processes, related policies or overarching policies)	CMA Compliance Policy

Version Control			
Version	Author	Date	Brief summary of changes
1	Chris Maguire	01/08/2019	Original draft
2	Hannah Kohler (Director of Admissions and Student Support)	02/08/2019	Included reference to validating partner sign-off of materials
3	Executive Committee	08/08/2019	Approved
4	Academic Council	18/11/2019	Requires update given decision to pursue NDAPs
5	Hannah Kohler (Director of Admissions and Student Support)	02/02/2020	Removed reference to validating partner
6	Academic Council	16/03/2020	Approved