

University Academic Framework – table of contents

This table of contents lists the documents which are on the project webpage, a brief summary about each and their status where applicable.

Document title and number on webpage	Brief Summary	Status (if applicable)
1. University Academic Framework Document	This is the master project document which was agreed at senate on 21.01.25.	n/a
2. Project Timeline Gantt Chart	This is the live project timeline accessible to all hope staff. The chart sets out the project and actions associated with the project for the next four years.	The Project Board have responsibility for reviewing progress in the areas outlined on the chart.
3. Project Management Documentation	This is the latest version of the new Project Management document required as part of the University's new process.	n/a
4. University Academic Framework Redesign Board Terms of Reference	This document sets out the membership and terms of reference for the Project Board.	The terms of reference will be reviewed regularly to ensure they are fit for purpose.
5. Equality Analysis	This is the master Equality Analysis document.	n/a
6. Draft 1 – Guide to Assessments	This two-page summary updates colleagues on assessment arrangements at Hope as a result of this project.	Colleagues are asked to share feedback which will be collated into a second draft.
7. Draft 2 – Guide to Assessments	This collates the feedback shared to the Registrar from draft 1.	This will be discussed at the next Board meeting.
8. Draft 1 – Letter to External Examiners	This is a draft of the letter produced by The Registrar which will be sent to all External Examiners updating them on the project.	Colleagues are asked to share feedback with the Registrar which will be collated into a second draft.
9. Draft 2 – Letter to External Examiners	This collates the feedback shared to the Registrar from draft 1.	This will be discussed at the next Board meeting.

10. Draft 1 – Guidance related to course documentation	This document explains what should happen to courses which are <u>currently in the process</u> of being approved.	Colleagues are asked to share feedback to the Senior Quality Officer on this.
11. Staff Bulletin (17.02.25)	This is a copy of the communication piece sent from the Project Board to all staff after their first meeting.	n/a
12. Staff Bulletin (3.03.25)	This is a copy of the communication piece sent from the Project Board to all staff after their second meeting.	The next update will be after the Project Board has met.