

School's Outline Filing Scheme

School Ref	Level 1		Level 2		Level 3		Level 3	
	Main Ref	Main Heading	Sub Ref 1	Sub Heading 1	Sub Ref 2	Sub Heading 2	Sub Ref 3	Sub Heading 3
	A	Teaching						
			A.1	Taught Course Delivery				
						<i>Ad Hominem Degrees (Joint Degrees)</i>		
						<i>Class Lists</i>		
						<i>Concessions</i>		
						<i>Continuing Education</i>		
						<i>Costs</i>		
								<i>Programme</i>
								<i>Research</i>
						<i>Course Handouts</i>		
						<i>Course Organisers</i>		
						<i>Course Templates</i>		
						<i>Coursework Submissions</i>		
						<i>Director of Studies</i>		
						<i>Dissertation Policy - Honours</i>		
						<i>E-Learning</i>		
						<i>Enrolment</i>		
						<i>Handbooks</i>		
						<i>Postgraduate Tutoring</i>		
								<i>Tutors/Demonstrators</i>
						<i>Prediction of Courses</i>		
						<i>Programme proposals</i>		
						<i>Programme Specifications</i>		
						<i>Student Transfers</i>		
						<i>Undergraduate Regulations</i>		
						<i>Visiting Undergraduates</i>		
								<i>Visiting Student Guide</i>
			A.2	Taught Course Assessment				
						<i>Exam Marks</i>		
						<i>Board of Examiners</i>		
						<i>Class Exams</i>		
						<i>Essays</i>		
						<i>Exam Papers</i>		
						<i>Exam Scripts</i>		
						<i>Exam Timetables</i>		
						<i>External Examiners</i>		
								<i>Contracts</i>

						Grant Application forms		
						Information		
						Proposals		
						Seminars		
			B.3	Research Student Assessment				
						Marks and Transcripts		
						Postgraduate Regulations		
	D	Academic and Student Administration						
			D.1	Academic Calendar				
						Annual Calendars		
								[By year]
						Calendar Entries		
						Freshers Week		
						Term dates		
			D.2	Codes of Practice, Guidelines & Regulations				
						Academic Policy Committee		
						Disability Matters		
								DDA (Disability Discrimination Act)
								Disability Policy
						General Student Guidelines		
						Non - Assessment Guidelines - Undergraduate/Postgraduate		
			D.3	Tuition Fees				
						Student Fees and Loans		
			D.4	Student Recruitment				
						International		
						Prospectus		
						RALS (Recruitment and Admissions Liaison Service)		
						Student Advertising		
						Visiting Students / Exchanges		
			D.5	Student Financial Support				
						Access Bursaries (Undergraduates)		
						Funded Places		
						Scholarships & Fellowships		
								Postgraduate Fellows
			D.6	Student Discipline				
						Discipline / Exclusions Procedures		

						<i>Discipline / Exclusions Cases</i>		
								<i>[Individual Case Name]</i>
			D.7	Student Admission				
						<i>Postgraduate</i>		
								<i>Post-Graduate Applications</i>
						<i>Undergraduate</i>		
			D.8	Student Matriculation				
						<i>Matriculation</i>		
			D.9	Student Records Administration				
						<i>First Destination Survey</i>		
						<i>Postgraduate Student Files</i>		
								<i>[Name of Student]</i>
						<i>Undergraduate Intake Statistics</i>		
						<i>Staff / Student Ratios</i>		
						<i>Student Record Systems</i>		
						<i>Student Statistics</i>		
						<i>Undergraduate Student Files</i>		
								<i>[Name of Student]</i>
			D.10	Graduations				
			D.11	Student Relations Management				
						<i>Student Representatives</i>		
			D.12	Careers				
						<i>Careers Service</i>		
			D.13	Awards				
						<i>Completed forms</i>		
						<i>Information</i>		
			D.14	Study Abroad				
						<i>Erasmus</i>		
						<i>Socrates</i>		
			D.15	Visiting Academics				
						<i>Visiting Scholars</i>		
			D.16	Honorary Fellows				
			D.17	Honorary Graduands				
						<i>Honorary - approved</i>		
						<i>Honorary - College</i>		
						<i>Honorary Graduands</i>		
						<i>Honorary - University</i>		

	E	Public Relations and Events						
			E.1	Events Management				
						Accommodation		
						Catering		
								Information Requests
						Conferences		
						Lectures		
						Open Days		
						Seminars		
						Workshops		
			E.2	Marketing				
	F	Strategic Planning and Performance Management						
			F.1	Strategic Planning				
						Business Development / KT		
						School		
						Strategic Plan		
						University		
			F.2	Performance Management				
						Annual Reports -University General		
						School Review		
						Transparency		
	H	Governance and Management						
			H.1	Committees: University				
						Membership & Remits (For all CHSS & Univ Committees)		
						Academic Policy Committee (APC)		
						Central Management Group (CMG)		
						Chaplaincy		
						Health and Safety		
						International Committee		
						Senatus		
						Transport Advisory Group		
			H.2	Committees: College				
						Admin meetings		

					<i>Chair Committees</i>		
					<i>Forum</i>		
					<i>General</i>		
					<i>Higher Degrees Committee</i>		
					<i>Planning and Resources</i>		
					<i>Promotions</i>		
					<i>Quality Assurance and Enhancement</i>		
					<i>Research</i>		
					<i>Senior Directors of Studies</i>		
					<i>Tutors and Demonstrators</i>		
					<i>Undergraduate Studies</i>		
			H.3	Committees: School			
					<i>Administrative Working Groups</i>		
					<i>Board of Studies</i>		
					<i>Equipment</i>		
					<i>Forum</i>		
					<i>Health and Safety</i>		
					<i>Management Group (SMG)</i>		
							<i>Permissions</i>
					<i>Membership & Remits (For all School Committees)</i>		
					<i>Postgraduate (PGSC)</i>		
					<i>Promotions</i>		
					<i>Quality Assurance Committee</i>		
					<i>Research & Ethics</i>		
			H.4	Subject Areas and Centres			
					<i>Anything specific to a Subject Area or anything related to organisational sub-divisions like Institutes or Centres.</i>		
			H.5	School Management			
					<i>Head of School</i>		
							<i>Away Days</i>
							<i>Correspondence</i>
							<i>Meetings</i>
					<i>Management Structures</i>		
	N	Health and Safety					
			N.1	Emergency Planning			
					<i>Fire Safety</i>		

			N.2	Incident Recording, Reporting & Investigation			
						<i>Accident Report Book</i>	
			N.3	Policy			
	P	Estates and Buildings					
			P.1	Building Management			
						<i>Building Areas</i>	
						<i>Co-Location</i>	
						<i>Disabled Access</i>	
						<i>Doors Open Day</i>	
						<i>EUSA</i>	
						<i>Parking</i>	
						<i>Recycling</i>	
						<i>Rooms</i>	
							<i>Room Moves</i>
							<i>Room Bookings</i>
						<i>Servitors</i>	
						<i>Space Management</i>	
							<i>Space Audit</i>
			P.2	Building Maintenance			
						<i>Capital Project Bids</i>	
						<i>Fault Reports</i>	
						<i>Major Works</i>	
						<i>Refurbishment</i>	
						<i>Small Capital Projects</i>	
			P.3	Furniture and Equipment			
						<i>Computing Hardware</i>	
						<i>Furniture</i>	
							<i>Removals</i>
							<i>Requests</i>
						<i>Photocopier</i>	
						<i>Telephones</i>	
	R	Finance					
			R.1	Financial Planning and Budgeting			
						<i>Allocations</i>	
						<i>Capital Project Bids</i>	
						<i>Commercialisation income - consultancy</i>	
						<i>Computing and Equipment - G10120</i>	
						<i>Endowments</i>	
						<i>Forecasts</i>	

			T.2	Computing			
						Edinburgh University Computing Services (EUCS)	
						Email	
							Distribution Lists
						IT Security Working Group	
						Management Information Services (MIS)	
							Visitor Registration Scheme
						Software	
			T.3	Copyright			
						Guidance	
						Licensing	
						Policy	
						Processes & Procedures	
			T.4	Correspondence			
						College	
			T.5	Library			
						School	
						Strategy	
						University (Main)	
			T.6	Records Management (University Wide)			
						Policy	
						Committees & Working Groups	
						Guidance	
						Processes & Procedures	
							Committee Servicing
			T.7	Records Management (School of *****)			
						Committees & Working Groups	
						Guidance	
						Policy	
						Processes & Procedures	
			T.8	Reference Material			
						Academic Affairs, Planning and Secretariat (AAPS)	
						Chaplaincy Centre	
						Communications and Public Affairs	
						Corporate Services	

								<i>Transport</i>
								<i>Estates and Buildings</i>
								<i>Health Service</i>
								<i>Institute for Advance Studies in the Humanities (IASH)</i>
								<i>Links/Interaction</i>
								<i>Maps</i>
								<i>Rector</i>
			T.9	Websites				
			T.10	External Liasion				
	AD	Risk Management						
			AD.1					
	AB	Alumni Relations						
			AB.1					