

Levels 1 & 2

REF	CATEGORY	SCOPE NOTES
A	Teaching	The function of providing teaching to deliver the School's taught programmes. Include here anything relating to undergraduate teaching. Include Quality Assurance here.
A.1	Taught Course Delivery	The activities involved in delivering teaching and supporting learning through lectures, tutorials, seminars, practical classes, fieldwork, work placements or other methods. Include here, enrolment, class lists, course information, regulations, Directors of Studies, visiting undergraduates.
A.2	Taught Course Assessment	The activities involved in setting and marking/grading course assessments. Include here: examinations, continuous assessment, external examiners.
A.3	Taught Course Evaluation & Review	The activities involved in reviewing courses to inform ongoing course development.
A.4	Projects	The activities involved in any kind of projects related to teaching and courses - e.g. the Curriculum Project.
B	Research	The activities involved in managing the overall quality and standards of research and research programmes in the School. Activities include: compiling the School's input to the Research Assessment Exercise (RAE) and responding to the results. Include here postgraduate students.
B.1	Research Quality & Standards	The activities involved in managing the overall quality and standards of research and research programmes in the School. Activities include: compiling the University's input to the Research Assessment Exercise (RAE).
B.2	Research Grants	The activities involved in applying for and administering Research Grants.
B.3	Research Student Assessment	The activities involved in conducting formal assessments of work undertaken by research students.
D	Academic and Student Administration	The function of providing administrative support for the School's academic work. Include here anything relating to students in general (i.e. both undergraduates and postgraduates).
D.1	Academic Calendar	The activities involved in compiling the School's entries for the University's academic calendar. Include activities involved in annual events such as Freshers Week.
D.2	Codes of Practice, Guidelines & Regulations	The University's academic codes of practice, guidelines and regulations relating to all students, both undergraduate and post graduate. Include here also codes of practice, guidelines and regulations specific to the School.

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D.3	Tuition Fees	Matters related to the University's fees policy and its implementation in the School.
D.4	Student Recruitment	The activities involved in recruiting students to the School.
D.5	Student Financial Support	The activities involved in administering support funds available to students of the School.
D.6	Student Discipline	The activities involved in conducting disciplinary proceedings against students for breaches of academic regulations (e.g. cheating in examinations) or for misconduct (e.g. improper use of computer systems).
D.7	Student Admission	The activities involved in admitting students to the School. Activities include: determining and applying admissions criteria; handling applications for admission; administering the clearing process; managing overall student numbers.
D.8	Student Matriculation	The activities involved in registering students on taught or research programmes.
D.9	Student Records Administration	The activities involved in: compiling and maintaining complete and accurate records of the progress and conduct of students throughout their relationship with the School; and making students' records, and aggregated student data and analyses available to support other activities.
D.10	Graduations	The activities involved in organising the School's input to awards ceremonies. For honorary award ceremonies, use Public Relations - Honorary Awards.
D.11	Student Relations Management	The activities involved in managing the School's relationship with its student body. Activities include: establishing and operating staff-student liaison committees and appointment of student representatives to the School's committees.
D.12	Careers	Include here anything related to subsequent careers of graduates, or coming from the Careers Office.
D.13	Awards	Include here anything related to awards either given out by the School/Subject Area or available to students within the School/Subject Area. This is different to Scholarships and Fellowships because the awards or prizes might not be always monetary.
D.14	Study Abroad	Activities involved in students within the School studying abroad. Include here Erasmus and Socrates programmes.
D.15	Visiting Academics	Include here anything related to the process of inviting and hosting Visiting Scholars/Academics.
D.16	Honorary Fellows	Activities involved in nominating and administering Honorary Fellows and their privileges.
D.17	Honorary Graduands	Activities involved in choosing and nominating honorary graduands and organising honorary graduations.
E	Public Relations and Events	The function of raising and maintaining the School's public profile and of managing its relationships with the public. Include here public lectures, conferences and honorary degrees.
E.1	Events Management	The activities involved in organising events and co-ordinating the School's input to, or participation in, events organised by others to enhance the School's public profile. Include here public lectures, conferences and open days.

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E.2	Marketing	Activities involved in marketing.
F	Strategic Planning and Performance Management	The function of developing and establishing the School's overall strategy, developing its strategic plan and managing its overall performance against the plan. Do not include Quality Assurance here, but under Teaching.
F.1	Strategic Planning	The activities involved in determining the School's and University's strategy and the means of achieving it.
F.2	Performance Management	The activities involved in monitoring the School's overall performance against its strategic plan.
H	Governance and Management	The function of developing the School's governance structure and rules, and of conducting School business in accordance with the established structure and rules. File here anything relating to School, College and University Committees and management structure.
H.1	Committees University	The activities involved in establishing and servicing the University's committees. Include here minutes of meeting, membership and remits.
H.2	Committees College	The activities involved in establishing and servicing the College's committees. Include here minutes of meeting, membership and remits.
H.3	Committees School	The activities involved in establishing and servicing the School's committees. Include here minutes of meeting, membership and remits.
H.4	Subject Areas and Centres	Specific to each School: anything very specifically related to a particular subject area or other organisational sub-division or the School.
H.5	School Management	Include here anything related to the organisational structure of the School.
N	Health and Safety	The function of managing the impact of the School's operations on the health and safety of its staff, students and others, and of ensuring compliance with health and safety legislation.
N.1	Emergency Planning	The activities involved in planning for the handling of health and safety incidents on School premises. Include here Fire Safety - fire alarm tests etc.

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N.2	Incident Recording, Reporting & Investigation	The activities involved in recording and investigating accidents and dangerous occurrences on School premises, and in reporting reportable incidents to the enforcing authorities.
N.3	Policy and Procedures	Include here the School's and University's health and safety management policies and procedures.
P	Estates and Buildings	The function of managing the School's buildings. Include here both buildings and contents. Include here matters related to use of the building, accommodation, and repair and maintenance.
P.1	Building Management	The activities involved in managing the School's buildings. Include here matters relating to individual room such as room bookings, and to the building in general such as disabled access, Doors Open Day.
P.2	Building Maintenance	The activities involved in maintaining properties. Activities include: carrying out routine maintenance and decoration on properties; carrying out repairs and upgrades to properties.
P.3	Furniture and Equipment	The function of managing equipment and consumables in the School, including furniture and furnishings.
R	Finance	The function of managing the School's financial resources.
R.1	Financial Planning & Budgeting	The activities involved in forecasting the School's annual income, planning the utilisation of these resources and setting and managing budgets.
R.2	Procedures	The activities involved in developing the School's finance management procedures.
R.3	Accounts	The activities involved in processing, recording, classifying and analysing information on financial transactions. Activities include: accounting for income; accounting for expenditure; accounting for payments to employees.
S	Human Resources	The function of managing the School's workforce as a whole and its relationship with individual employees.
S.1	Training & Development	The activities involved in training and developing the School's staff.
S.2	Employee Contract Management	The management of the School's contractual relationships with individual employees. Activities include: maintaining complete and accurate records of individual employees; dealing with health and welfare, holidays and leave of absence; providing employment references for current and former employees.

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S.3	Recruitment	The activities involved in recruiting employees to fill new or vacant jobs. Activities include: advertising vacancies; handling enquiries about vacancies; drawing up job descriptions.
S.4	Remuneration & Reward	The activities involved in developing and implementing workforce remuneration structures and reward schemes.
S.6	Chairs	Include here information about Chairs.
T	Information Mangement and Resources	The function of managing the information resources which are generated or acquired by the School in the course of its work or to support its work. File here anything related to FOI and records management.
T.1	Access to Information	The activities related in providing information under the term of the Freedom of Information Act.
T.2	Computing	The activites involved in managing the School's computing systems, liaisons with the University's computing support agencies. Include here Email, MIS, EUCS.
T.3	Copyright	The activities involved in managing the School's compliance with the Copyright, Designs and Patents Act 1988.
T.4	Correspondence	Include here correspondence material which needs to be kept, general enquiries.
T.5	Library	Activites involved in managing a library within a subject area and also relations with the Main Library.
T.6	Records Management (University Wide)	The activities involved in managing the University's business records at a University-wide level. Include here guidance material produced by Records Management Section.
T.7	Records Management (School)	The activities involved in managing the University's business records in an individual business unit. Include School filing schemes, inventories and retention registers here.
T.8	Reference Material	Include here reference material which neds to be kept, guidelines, policy, procedures, information about developments.
T.9	Websites	The activities involved in developing and managing School websites. Activities include: designing websites; developing policy on their access, content and use; producing, editing and publishing website content; monitoring website use; setting access permissions.
AB	Alumni Relations	The function of maintaining and fostering the School's relationship with its alumni.
AB.1	School of Divinity	General activities relating to maintaining and fostering the School's relationship with its alumni.

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AD	Risk Management	The activities involved in assessing and managing risks to the viability or success of the School.
AD.1	School of Divinity	General activities relating to assessing and managing risks to the viability or success of the School.