**Implementation Plan: Advising Policy**

1. **List of Stakeholders**

**HAP** = Head of Academic Policy

**VP/AVP** = Vice President / Associate Vice President (Teaching, Learning and Students)

**HOS/HOSA** = Head of School/ Head of School Admin  
**Dn/HOFA** = Deans of Faculty/ Heads of Faculty Administration

**ADs** = Associate Deans of Faculty

**F PSS** = Faculty PSS staff (T&L)

**UMSU** = University of Manchester Students’ Union

1. **Stages, Tasks and Roles/ Responsibilities**

X = indicates those responsible for completion of the task

+X = indicates significant involvement in the task

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| **Stage 1: Policy development** | | |  |  |  | | | |
| **Tasks to be delivered** | **HAP** | **VP/AVP** | **HOS/HOSA** | **Dn/HOFA** | **ADs** | **F PSS** | **UMSU** | ***Deadline*** |
| Review existing Policy on Personalised Learning and current academic advising across the institution. |  | X |  |  |  |  |  | *Complete* |
| Draft a new Advising policy. |  | X |  |  |  |  |  | *Complete* |
| Draft accompanying Guidance. | X |  |  |  |  |  |  | *Complete* |
| Produce associated Toolkit. | X |  |  |  |  |  |  | *Sept 14* |
| Produce final version of Policy and Guidance for TLG then Senate. | X | X |  |  |  |  |  | *Jan 15* |

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| **Stage 2: Consultation** | | |  |  |  | | | |
| **Tasks to be delivered** | **HAP** | **VP/AVP** | **HOS/HOSA** | **Dn/HOFA** | **ADs** | **F PSS** | **UMSU** | ***Deadline*** |
| Manage stakeholder consultation. | X |  |  |  |  |  |  | *Mid-Nov 14* |
| E-mail stakeholders to indicate consultation expectations as per the Implementation Plan. | X |  |  |  |  |  |  | *Aug 14* |
| Initiate consultation in Schools via Teaching and Learning Committees |  |  |  |  | X | +X |  | *Sep 14* |
| Return consolidated Faculty responses to HAP |  |  |  |  | X | +X |  | *Mid-Nov 14* |

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| **Stage 3: Policy Approval** | | |  |  |  | | | |
| **Tasks to be delivered** | **HAP** | **VP/AVP** | **HOS/HOSA** | **Dn/HOFA** | **ADs** | **F PSS** | **UMSU** | ***Deadline*** |
| Present comments and feedback to TLG for consideration and approval in principle of policy and guidance. | X | X |  |  |  |  |  | *Jan 15* |
| Approval by Senate |  | X |  |  |  |  |  | *Feb 15* |

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| **Stage 4: Implementation */* communication** | | |  |  |  | | | |
| **Tasks to be delivered** | **HAP** | **VP/AVP** | **HOS/HOSA** | **Dn/HOFA** | **ADs** | **F PSS** | **UMSU** | ***Deadline*** |
| Oversee Implementation at institutional level. | X |  |  |  |  |  |  | *Oct 15* |
| Publish Policy and Guidance and publicise in TLSO Bulletin. | X |  |  |  |  |  |  | *Aug 15* |
| Send email to Schools (cc Faculty PSS) to indicate expectations as per the Implementation Plan. | X |  |  |  |  |  |  | *Aug 15* |
| Ensure consistent implementation at School level & disseminate responsibilities of all staff with regards implementation. |  |  | X |  |  |  |  | *Oct 15* |
| Communicate with student reps regarding the implementation. |  |  |  |  |  |  | X | *Aug 15* |

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| **Stage 5: Monitoring and Review** | | |  |  |  | | | |
| **Tasks to be delivered** | **HAP** | **VP/AVP** | **HOS/HOSA** | **Dn/HOFA** | **ADs** | **F PSS** | **UMSU** | ***Deadline*** |
| Review initial implementation. |  |  |  |  | X | +X |  | *Dec 15* |
| Embed the annual review of the Policy in the cycle of annual monitoring of programmes and Periodic review |  |  |  |  | X | +X |  | *Jun 16* |
| Seek feedback from student reps to feed into the review process. |  |  |  |  |  |  | X | *Jun 16* |

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| **Stage 6: Evaluation** | | |  |  |  | | | |
| **Tasks to be delivered** | **HAP** | **VP/AVP** | **HOS/HOSA** | **Dn/HOFA** | **ADs** | **F PSS** | **UMSU** | ***Deadline*** |
| Conduct an institutional review of the effectiveness of the *Advising policy* after six and 12 months. To include stakeholder feedback. | X |  |  |  |  |  |  | *Apr 16, Oct 16* |

Version 3, 04.08.14