**Implementation Plan: Framework for the Development, Approval, Implementation, Monitoring and Review of Institutional Policy and Procedure (GET)**

X = responsibility for task/ significant involvement

**GET** = Graduate Education Team

**ADs** = Associate Deans of Faculty

**MDC =** Manchester Doctoral College committee (ADs/ AVP/ Director of RBESS/ Dr. SRID/ PGR reps/ UNION reps)

**HOS/ HOSA** = Head of School/ Head of School Admin

**Dn/ DoFO** = Deans of Faculty/ Director of Faculty Operations

**GAG** = Graduate Administrators Group (Heads of Faculty PGR Admin)

**WG** = Working Group

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| **Stage 1: Policy Development** | | |  |  |  | | |
| **Tasks to be delivered** | **GET** | **ADs** | **MDC** | **HOS/HOSA** | **DN/ DoFO** | **GAG** | **WG** |
| Policy/ procedural development need confirmed | X |  |  |  |  | X |  |
| Consider objectives of the WG/ GAG, leading to a plan of work and initial recommendations | X |  |  |  |  | X | X |
| Any good practice to be identified | X |  |  |  |  | X | X |
| Agree initial recommendations | X | X |  |  |  | X |  |

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| **Stage 2: Consultation** | | |  |  |  | | |
| **Tasks to be delivered** | **GET** | **ADs** | **MDC** | **HOS/HOSA** | **DN/ DoFO** | **GAG** | **WG** |
| Manage Stakeholder consultation | X |  |  |  |  |  |  |
| Redrafted policy, (with any relevant summary report, framework or flow chart) to be emailed to all stakeholders for comment | X | X | X |  |  |  |  |
| Policy sent for open consultation via intranet pages | X |  |  |  |  | X |  |
| Comments collated for MDC/ GAG for consideration and approval. | X |  | X |  |  | X |  |
| Develop final draft of policy for approval at Senate | X |  |  |  |  |  |  |

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| **Stage 3: Policy Approval** | | |  |  |  | | |
| **Tasks to be delivered** | **GET** | **ADs** | **MDC** | **HOS/HOSA** | **DN/ DoFO** | **GAG** | **WG** |
| Approval by GAG. | X |  |  |  |  | X |  |
| Approval by MDC. | X |  | X |  |  |  |  |
| Approval by SENATE | X |  |  |  |  |  |  |

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| **Stage 4: Policy Implementation** | | |  |  |  | | |
| **Tasks to be delivered** | **GET** | **ADs** | **MDC** | **HOS/HOSA** | **DN/ DoFO** | **GAG** | **WG** |
| Oversee Implementation at institutional level. | X |  |  |  |  |  |  |
| Send email to Schools; cc Faculty PSS to indicate expectations as per the implementation plan. | X |  |  |  |  | X |  |
| Ensure consistent implementation at School level & disseminate responsibilities of all staff with regards implementation and consequences of non compliance. | X |  |  | X |  | X |  |

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| **Stage 5: Monitoring and Review** | | |  |  |  | | |
| **Tasks to be delivered** | **GET** | **ADs** | **MDC** | **HOS/HOSA** | **DN/ DoFO** | **GAG** | **WG** |
| Embed the annual review of any new policies in the cycle of annual monitoring of programmes and Periodic review. | X |  |  |  |  |  |  |
| Maintain an oversight of the appropriateness of existing policies and monitor the effectiveness of new policies via management groups. Set up reviews as required. | X |  |  |  |  |  |  |

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| **Stage 6: Evaluation** | | |  |  |  | | |
| **Tasks to be delivered** | **GET** | **ADs** | **MDC** | **HOS/HOSA** | **DN/ DoFO** | **GAG** | **WG** |
| Conduct a review of the effectiveness of the implementation of the Policy after 6 and 12 months. To include stakeholder feedback | X | X | X | X | X | X | X |