



## Equality Impact Assessment

<p><b>A. Policy/Practice (name or brief description):</b> <b>Handbook for External Examining of Research Degrees</b></p>
<p><b>B. Reason for Equality Impact Assessment (delete as applicable):</b></p> <ul style="list-style-type: none"><li>• Update of guidance on existing practice to include quality assurance information.</li></ul>
<p><b>C. Person responsible for the policy area or practice:</b></p> <p>Name: Susan Hunter</p> <p>Job title: Academic Policy Officer</p> <p>School/service/unit: Academic Services</p>
<p><b>D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:</b></p> <ul style="list-style-type: none"><li>• affects primary or high level functions of the University</li></ul>
<p><b>E. Equality Groups</b></p> <p>To which equality groups is the policy/practice relevant and why?</p> <ul style="list-style-type: none"><li>• Age</li><li>• Disability</li><li>• <b>The handbook can be requested in an alternative format. Reasonable adjustments can be implemented where appropriate.</b></li><li>• race (including ethnicity and nationality)</li><li>• religion or belief</li><li>• sex</li><li>• sexual orientation</li><li>• gender reassignment</li><li>• pregnancy and maternity</li><li>• marriage or civil partnership<sup>1</sup></li></ul> <p>Add notes against the following statements where applicable/relevant:</p> <ul style="list-style-type: none"><li>• On any available information about the needs of relevant equality groups: <b>Consultation with College postgraduate committees and the Senate Researcher Experience Committee did not raise any significant positive or negative concerns around equality groups in relation to the handbook.</b></li><li>• Any gaps in evidence/insufficient information to properly assess the policy, and how this will be addressed: <b>The guidance will be reviewed following a period of use; any positive or negative comments and impacts will be taken into consideration during review.</b></li></ul>

<sup>1</sup> Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups: **We do not believe that the handbook will result in any negative treatment of equality groups.**
- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup> **No**
- If there is an opportunity in applying this policy/practice to foster good relations: **No**
- If the policy/practice create any barriers for any other groups?  
**It is not envisaged that the handbook will result in any barriers for any of the nine protected characteristics.**
- How the communication of the policy/practice is made accessible to all groups, if relevant?  
**Updates to the handbook are communicated via Academic Services annual email on policy updates. All communication on both the handbook is available in alternative formats upon request. This will be advertised to users.**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?  
**All feedback will be monitored for any negative or positive impact on any protected characteristics and acted on accordingly.**
- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations: **N/A**

#### F. Equality Impact Assessment Outcome

**Option 1:** No change required – the assessment is that the policy/practice is/will be robust.

#### G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).  
**The EqIA found that the guidance required no further amendments. We will make staff aware of making reasonable adjustments where appropriate and the need to provide all communication in alternative formats upon request. There will be continued monitoring of the feedback for any negative or positive impact on any protected characteristics and acted upon accordingly.**
2. When will the policy/practice next be reviewed?  
**March 2020**

#### H. Publication of EqIA

Can this EqIA be published in full, now? Yes

#### I. Sign-off

EqIA undertaken by: Susan Hunter, Academic Policy Officer

Accepted: Adam Bunni, Head of Governance and Regulatory Team, Academic Services

Date: 14<sup>th</sup> June 2016

Retain a copy of this form for your own records and send a copy to [equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership