



Equality Impact Assessment

A. Policy/Practice (name or brief description):

Programme and Course Handbooks Policy

B. Reason for Equality Impact Assessment (delete as applicable):

- **Proposed new policy**

C. Person responsible for the policy area or practice:

Name: **Nichola Kett**

Job title: **Head of Enhancement Team**

School/service/unit: **Academic Services**

D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- affects primary or high level functions of the University? **Yes**
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? **Yes**
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? **Yes**

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (delete any that are not relevant): **All of the following groups are relevant because handbooks are pertinent to all students:**

- **Age**
- **Disability**
- **race (including ethnicity and nationality)**
- **religion or belief**
- **sex**
- **sexual orientation**
- **gender reassignment**
- **pregnancy and maternity**
- **marriage or civil partnership¹**

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups: **Staff from across schools and relevant services have been involved in the development of the policy. The policy aligns with the Accessible and Inclusive Learning Policy and incorporates parts of the 'Creating Accessible Course Handbooks' guidance.**

¹ 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.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: **Academic Services is discussing with Student Systems what reports could be considered to monitor the impact of new policies and activities (such as this) on the protected characteristic groups.**
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups: **No**
- If the policy/practice contributes to advancing equality of opportunity² **Yes**
- 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? **No**
- How the communication of the policy/practice is made accessible to all groups, if relevant? **The information can be made available in different formats.**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **The Programme and Course Information Management project has widespread representation, including from Edinburgh University Students Association (EUSA), to gain input into the development of activities and their review and monitoring.**
- 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 Senatus Curriculum and Student Progression Committee has responsibility for overseeing the implementation and subsequent monitoring of the introduction of the new policy, including any impact on different protected characteristic groups.**
2. When will the policy/practice next be reviewed? **Academic Session 2018/19**

H. Publication of EqIA

Can this EqIA be published in full, now? **Yes**

I. Sign-off

EqIA undertaken by: **Nichola Kett, Head of Enhancement Team, Academic Services**

Accepted by: **Sara Welham, Head of Governance and Regulatory Framework Team, Academic Services**

Date: **25 May 2015**

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk

² This question does not apply to the protected characteristic of marriage or civil partnership