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**Version Control Table**

<b>Version Number</b>	<b>Purpose / Changes</b>	<b>Author</b>	<b>Date</b>
1.0	Approved document	C Milne, Head of Information Assurance and Governance	03 January 2018
1.1	Minor updates: award ceremonies updated	C Milne, Head of Information Assurance and Governance	12-Feb-18

FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESSING (ARTICLE 6 OR ARTICLE 9)
TEACHING	Teaching	The function of delivering the institution's taught programmes which lead to academic awards.		<i>Superintend - management or arrangement of an activity</i>	This function is intended to cover the delivery of all taught programmes, regardless of the type of award they lead to and whether they are delivered using traditional teaching methods (e.g. lectures, seminars, practical instruction) or newer methods (e.g. distance learning, e-learning, blended learning, workplace learning). It is also intended to cover programmes delivered in collaboration with other HE institutions, with FE institutions or with other organisations.	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
TEACHING	Teaching Quality & Standards Management	The activities involved in managing the quality and standards of the institution's teaching.	Activities include: conducting internal reviews of teaching quality and standards, including peer reviews; facilitating and participating in <i>external reviews of teaching quality and standards</i> ; collecting data on teaching quality and standards (Teaching Quality Information) as required by the Higher Education Funding bodies.	<i>External reviews of teaching quality and standards</i> includes: Institutional Audit carried out by the QAA in HEIs; accreditation visits from professional bodies.	Guide for Members of Higher Education Governing Bodies in the UK, Committee of University Chairmen, 2004, Part III, para. 5.4: '... all HEIs will also be required (by the Higher Education Funding bodies) to publish a range of quantitative and qualitative information on quality and standards (referred to as Teaching Quality Information).'	Section 22 of the Further and Higher Education (Scotland) Act 2005 requires HE providers in Scotland to provide the Scottish Further and Higher Education Funding Council with "such information as it may reasonably require for the purposes of or in connection with the exercise of any of its functions."  Where the University Senate requires steps to be taken to provide for teaching and quality standards, then the powers provided to Senate via the Universities (Scotland) Act 1889 c.55, will provide the basis for the use of personal data to perform those tasks.	Article 6, Performance of a task carried out in the public interest,1(e) and/or Article 6, Legal obligation 1(c), where there is a requirement to report on quality standards to funding bodies directly or via HESA, as appropriate.  Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e).
TEACHING	Taught Programme Development	The activities involved in developing the institution's taught programmes.	Activities include: designing and developing new programmes and new modules in existing programmes; revising existing programmes and modules; withdrawing programmes or modules; obtaining and maintaining accreditation for programmes.		Accreditation activities with external bodies may involve review of student work and/or consideration of academic staff qualification and experiences	Where the University Senate requires steps to be taken to provide for teaching and quality standards, then the powers provided to Senate via the Universities (Scotland) Act 1889 c.55, will provide the basis for the use of personal data to perform those tasks.	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
TEACHING	Taught Programme Review	The activities involved in reviewing the institution's taught programmes to inform ongoing programme development.	Activities include: collecting and analysing student numbers and other programme statistics; collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.		Accreditation activities with external bodies may involve review of student work and/or consideration of academic staff qualification and experiences	Where the University Senate requires steps to be taken to provide for teaching and quality standards, then the powers provided to Senate via the Universities (Scotland) Act 1889 c.55, will provide the basis for the use of personal data to perform those tasks.	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
TEACHING	Taught Programme Delivery	The activities involved in delivering the institution's taught programmes.	Activities include: planning and conducting <i>teaching and learning events</i> ; providing opportunities for students to gain formative feedback on their learning (e.g. through peer assessment of presentations or completion of self-assessment tasks).			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
TEACHING	Taught Student Assessment	The activities involved in conducting <i>assessment</i> to measure students' achievement of the intended learning outcomes of the institution's taught programmes.	Activities include: setting assessments; marking/grading assessments; reviewing marks/grades awarded in response to notifications of mitigating circumstances; conducting meetings of examination boards; determining awards and classifications.	<i>Assessment</i> means all types of formative and summative assessment.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
TEACHING	Taught Student Assessment - plagiarism/academic misconduct assessment	The activities involved may include using student personal data to determine whether work is original or otherwise.				The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.
TEACHING	Taught Student Monitoring & Support	The activities involved in monitoring, reviewing and supporting students' progress and attainment on the institution's taught programmes.	Activities include: providing support and guidance to taught students on programme/module selection; providing academic feedback, advice and guidance to students; providing advice and guidance to students whose progress is unsatisfactory or who are considering suspending or terminating their studies.		This function is intended to cover the delivery of all learning support resources, regardless of what they are and how they are made available to students.	The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1889 c. 55, section 7 (Powers of Senatus Academicus) i.e. "To regulate and superintend the teaching and discipline of the University."	Article 6, Contract 1(b) and/or Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1(e), as appropriate.