School's Outline Filing Scheme

		Level 1		Level 2		Level 3		Level 3		
School Ref	Main Ref	Main Heading	Sub Ref 1	Sub Heading 1	Sub Ref 2	Sub Heading 2	Sub Ref 3	Sub Heading 3		
		U								
	А	Teaching								
			A.1	Taught Course Delivery						
						Ad Hominem Degrees (Joint Degrees)				
						Class Lists				
						Concessions				
						Continuing Education				
						Costs				
								Programme		
								Research		
						Course Handouts				
						Course Organisers				
						Course Templates				
						Coursework Submissions				
						Director of Studies				
						Dissertation Policy - Honours				
						E-Learning				
						Enrolment				
						Handbooks				
						Postgraduate Tutoring				
								Tutors/Demonstrators		
						Prediction of Courses				
						Programme proposals				
						Programme Specifications				
						Student Transfers				
						Undergraduate Regulations				
						Visiting Undergraduates				
								Visiting Student Guide		
				1	1			5		
			A.2	Taught Course Assessment	1					
					1	Exam Marks				
				1	1	Board of Examiners				
						Class Exams				
						Essays				
						Exam Papers				
						Exam Scripts				
				1		Exam Timetables				
				1	1	External Examiners				
	1				1			Contracts		

		-			Expenses
					Reports
				Internal Examiners	
				Undergraduate Assessment Regulations	
			Taught Course Evaluation &		
		A.3	Review		
		A.0		Peer Observation	
				Course Evaluation Forms	
				Course Monitoring Forms	
				External Course Validation	
				Quality Assurance	Audit Files
			 		Audit Files
				Trachiantard	QAA Institutional Review
				Teaching Load	
				Teaching Programme Review	
		A.4	Projects		
				Curriculum Project	
					Joint Degrees Programme Proposals
					Programme Proposals
					Timetabling Tool
				Online Distance Learning Project	
В	Research				
			Research Quality and		
		B.1	Standards		
				AHRB Peer Review	
				Postgraduate Review Research Assessment Exercise (RAE)	
				Research Assessment Exercise (RAE)	
					RAE 1996
					RAE 2001
					RAE 2008
				Research Assessment Monitoring (RAM)	
		B.2	Research Grants		
		D.2		Applications	
			<u>_</u>		Small Direitant Orienta
				 	Small Project Grants
				Dide	Travel Grants
				Bids	
				ERI	

				Grant Application forms	
				Information	
				Proposals	
		-		Seminars	
			Research Student		
		В.3	Assessment		
				Marks and Transcripts	
				Postgraduate Regulations	
	Academic and Student				
D	Administration				
		D.1	Academic Calendar		
				Annual Calendars	
					[By year]
				Calendar Entries	
				Freshers Week	
				Term dates	
			Codes of Practice, Guidelines		
		D.2	& Regulations		
				Academic Policy Committee	
				Disability Matters	
					DDA (Disability Discrimination
					Act)
					Disability Policy
		-		General Student Guidelines	
				Non - Assessment Guidelines -	
		D 0	Tuition Food	Undergraduate/Postgraduate	
		D.3	Tuition Fees	Otwilant Error and Lange	
				Student Fees and Loans	
		D.4	Student Recruitment		
				International	
				Prospectus	
				RALS (Recruitment and Admissions Liaison	
				Service)	
				Student Advertising	
1		T		Visiting Students / Exchanges	
		D.5	Student Financial Support		
				Access Bursaries (Undergraduates)	
		1		Funded Places	
		1		Scholarships & Fellowships	
		+			Postgraduate Fellows
 		+			
		D.6	Student Discipline		
		0.0		Discipline / Exclusions Procedures	

			Discipline / Exclusions Cases	
				[Individual Case Name]
	D.7	Student Admission		
			Postgraduate	
				Post-Graduate Applications
			Undergraduate	
	D.8	Student Matriculation		
			Matriculation	
		Student Records		
	D.9	Administration		
			First Destination Survey Postgraduate Student Files	
			Postgraduate Student Files	
				[Name of Student]
			Undergraduate Intake Statistics	
			Staff / Student Ratios	
			Student Record Systems	
			Student Statistics	
			Undergraduate Student Files	
				[Name of Student]
	D.10	Graduations		[Name of etadom]
	D.10	Graduations		
		Ctudent Deletions		
	D 44	Student Relations		
 	D.11	Management	Student Denvegentetives	
 	— — — —	0	Student Representatives	
	D.12	Careers		
			Careers Service	
	D.13	Awards		
			Completed forms	
			Information	
	D.14	Study Abroad		
			Erasmus	
			Socrates	
	D.15	Visiting Academics		
			Visiting Scholars	
	D.16	Honorary Fellows		
	D.17	Honorary Graduands		
			Honorary - approved	
			Honorary - College	
			Honorary Graduands	
			Honorary - University	1

	Public Relations and				
E	Events				
		E.1	Events Management		
				Accommodation	
				Catering	
					Information
					Requests
				Conferences	
				Lectures	
				Open Days	
				Seminars	
				Workshops	
		E.2	Marketing		
		L.2	Marketing		
	Strategic Planning and				
	Performance				
F	Management				
	Management	F.1	Stratagia Dianning		
		Г. І	Strategic Planning	Business Development / KT	
				School	
				Strategic Plan	
				University	
		F.2	Performance Management		
				Annual Reports -University General	
				School Review	
				Transparency	
	Governance and				
н	Management				
		H.1	Committees: University		
				Membership & Remits (For all CHSS & Univ	
				Committees)	
				Academic Policy Committee (APC)	
	1			Central Management Group (CMG)	
				Chaplaincy	
				Health and Safety	
				International Committee	
				Senatus	
		ļ	_	Transport Advisory Group	
		H.2	Committees: College		
		1		Admin meetings	

				Fire Safety	
		N.1	Emergency Planning		
N	Health and Safety				
 				Management Structures	
					Meetings
					Correspondence
					Away Days
				Head of School	
		H.5	School Management		
				divisions like Institutes or Centres.	
				anything related to organisational sub-	
				Anything specific to a Subject Area or	
		H.4	Subject Areas and Centres		
			4	Research & Ethics	
				Quality Assurance Committee	
				Promotions	
			+	Postgraduate (PGSC)	
			+		
				Membership & Remits (For all School Committees)	
			+	Membershin & Remits /Ear all School	Permissions
			++	Management Group (SMG)	Dormionicas
			+ +	Health and Safety	
			+ +	Forum	
			+ +	Equipment	
			+ +	Administrative Working Groups Board of Studies	
		п. э		Administrativo Marking Crowns	
		H.3	Committees: School		
			+ +	Undergraduate Studies	
			+ +		
			++	Senior Directors of Studies Tutors and Demonstrators	
			+ +	Research	
			+ +	Quality Assurance and Enhancement	
		-	+ +	Planning and Resources Promotions	
			+ +	Planning and Pasaureas	
			+ +		
			+ +	Higher Degrees Committee	
			+	Forum General	

<u> </u>				Incident Recording, Reporting		
			N.2	& Investigation		
			IN.Z		Accident Report Book	
			N.3	Policy		
			N.5			
	P	Estates and Duildings				
	Р	Estates and Buildings		Duilding Management		
ļ			P.1	Building Management		
					Building Areas	
					Co-Location	
					Disabled Access	
					Doors Open Day	
					EUSA Parking	
					Parking	
					Recycling	
					Rooms	
						Room Moves
		I	1			Room Bookings
					Servitors	
					Space Management	
						Space Audit
				+		
			P.2	Building Maintenance		
			1.2		Capital Project Bids	
			-	-	Fault Reports	
					Major Works	
					Refurbishment	
	-		-			
		-			Small Capital Projects	
			P.3	Furniture and Equipment		
					Computing Hardware	
					Furniture	
						Removals
						Requests
					Photocopier	
			1		Telephones	
			1	1		
	R	Finance	1	1		
	-		1	Financial Planning and	1	
			R.1	Budgeting		
					Allocations	
			+	+	Capital Project Bids	
			+	+ - + + - +	Commercialisation income - consultancy	
			+	+ + - + -	Computing and Equipment - G10120	
				+	Endowments	
			+	<u>↓</u>	Forecasts	
		ļ			FUIELASIS	

,					Salaries
					Strategic Funding
			R.2	Procedures	
					Authorised Signatories
					Finance Manual
					Finance Payment Procedures / Forms
					Procurement
			R.3	Accounts	
					Accounts
					Ad Hoc Payments
					EO5268
				1	Financial Reports
				1	Finance Correspondence
					Insurance / Inventory
					Insurance
					Inventories
					Photocopying
					Post Graduate External Examiners'
					Expenses
					Restricted Accounts D, F, J
					Scholarships / Bursaries & Awards
					Scholarships / Bursanes & Awarus
					Telephone Bills
					Transactions - (151 Unreserved, "G" Codes)
					Unreserved Accounts Correspondence
					VAT
					Year End
	S	Human Resources			
			S.1	Training and Development	
					Staff Development & Training Information
				Employee Contract	
			S.2	Management	
					Awards
					Holidays
1					Honoraria
					Leave of Absence (including Sabbatical)
				1	Permits
				+	Work Permits

			Policy	
			Policy	
			Relefences	04=#
				Staff
				Former Staff
			Sickness	
			Staff Files by Subject Group, or 'School'.	
				By Name (Staff)
				Former Staff
	S.3	Recruitment		
			Agencies	
			Further Particulars	
			Human Resources Information	
				FTES
				Grades and Salaries
			Job Descriptions - Generic	
			Staff Dearwitment	
				Academic Staff
				Support Staff
	S.4	Remuneration & Reward		
			Regrading	
	S.5	Chairs		
Information				
Resources				
	T.1	Access to Information		
			Data Protection	
	1			
			Notification	
			Notification	
			Notification Publication Scheme Requests for Information	
	Image: Second	S.5 Information Management and	Image: Second	Image: Second

	T.2	Computing		
			Edinburgh University Computing Services	
	 		(EUCS)	
	_		Email	
				Distribution Lists
			IT Security Working Group	
			Management Information Services (MIS)	
				Visitor Registration Scheme
			Software	
	T.3	Copyright		
			Guidance	
			Licensing	
			Policy	
			Processes & Procedures	
	T.4	Correspondence		
	 	- <u>+</u>	College	
		+ +		
		+ +		
	 T.5			
	 1.5	Library	Oshaal	
	_		School	
	 		Strategy	
			University (Main)	
		Records Management		
	Т.6	(University Wide)		
			Policy	
			Committees & Working Groups	
			Guidance	
			Processes & Procedures	
				Committee Servicing
İ	1			
		Records Management (School		
	T.7	of *****)		
	1	· · · · · · · · · · · · · · · · · · ·	Committees & Working Groups	
		+ +	Guidance	
	 	+	Policy	
	 	+ +	Processes & Procedures	
		Boforopoo Motorial		
	 T.8	Reference Material	Appeloratio Affeire Dispering and Opperstanist	
			Academic Affairs, Planning and Secretariat	
		[(AAPS)	
			Chaplaincy Centre	
			Communications and Public Affairs	
	1		Corporate Services	

					Transport
				Estates and Buildings	
				Health Service	
				Institute for Advance Studies in the	
				Humanities (IASH)	
				Links/Interaction	
				Maps Rector	
				Rector	
		T.9	Websites		
		T.10	External Liasion		
AD	Risk Management				
		AD.1			
AB	Alumni Relations				
		AB.1			