

Policies Currently Screened

Policy Owner	Name of Policy	Policy Aims	Date received	Screening Decision	Documentation
Directorate of Academic and Student Affairs	Student Disability Policy	To outline the University's commitment to supporting students with disabilities, its legal obligations as per NI legislation and identifying the general principles in which the support is provided.	May 2017	Screened Out-No EQIA required	Screening form
Finance Directorate	Staff Expenses Policy	To ensure staff are reimbursed where they incur expenses wholly and necessarily on university business.	November 2017	Screened out- No EQIA required	Screening Form
People and Culture Directorate	Trans Equality Policy	This policy is designed to focus on the support and advice that the University can offer to both trans staff and students. It also aims to offer advice and guidance to managers or others who are helping to manage the support process at an individual level.	February 2018	Screened out with mitigation.	Screening Form
People and Culture Directorate	Tiered Recognition Policy	The aim of this policy is to improve and increase recognition of staff; Increase transparency and engagement with staff.	June 2018	Screened out with mitigation.	Screening Form
People and Culture Directorate	Policy and Guidance on Teaching and Teaching Support provided by PhD Students and Teaching Assistants.	The Policy is trying to establish consistency of practice, support for individuals and quality assurance guidelines for delivery of University teaching support by all Teaching Assistants including postgraduate research (PGR) students.	September 2018	Screened out with mitigation	Screening Form
Admissions and Access Service (MRCI)	Interviewing Applicants for Admission to Queen's University Belfast- An Internal Good Practice Guide for Schools and Institutes.	To provide guidance on good practice procedures for interviewing applicants for admission to the University, for use internally by Schools and Institutes.	September 2018	Screened out with mitigation	Screening Form
Admissions and Access Service (MRCI)	Postgraduate Admissions Policy-Entry in the Academic Year 2019- 2020	To provide guidance for potential PGT/PGR applicants for admission to University.	September 2018	Screened out with mitigation	Screening Form
Admissions and Access Service (MRCI)	Undergraduate Admissions Policy-Entry in the Academic Year 2019- 2020	To provide guidance for potential undergraduate applicants for admission to University	October 2018	Screened out with mitigation	Screening Form
Queen's Accommodation (Student Plus)	Accommodation Policy and Procedure for servicing of bedrooms following the departure of residents	To ensure that, following the departure of students from their accommodation, any belongings left behind in their bedrooms are not disposed of incorrectly.	January 2019		Screening Form
People and Culture Directorate (Learning and Development)	Guidelines on Staff Requests to Undertake Part-time Courses of Study	This guidance applies to courses of study leading to a qualification which are undertaken on a part-time basis; and how requests for approval, financial assistance or support may be made by staff members and managed by their Faculty and School or Professional Services Directorate.	June 2019		Screening Form

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People and Culture Directorate (Diversity and Inclusion)	QUB REF 2021 Code of Practice	Each institution making a submission to REF 2021 is required to develop, document and apply a Code of Practice on: the fair and transparent identification of staff with significant responsibility for research; determining who is an independent researcher; and the selection of outputs, including approaches to supporting staff with circumstances. The development of this Code has been informed by the guidance provided to institutions by Research England on behalf of regional funding bodies, which in the case of Northern Ireland is the Department for the Economy NI.	September 2019		Screening Form
People and Culture Directorate (Reward and Employee Relations)	PDR Policy	A new Personal Development Review (PDR) process has been developed in response to feedback from staff. This simpler and more streamlined process will make it easier for staff to take ownership of their development and achieve their potential. PDR provides the framework for an ongoing conversation between Reviewer and Reviewee to: review progress against previous Priorities; discuss future plans and career aspirations; co-create future Priorities and Development Goals; and, provide support, as appropriate.	November 2019		Screening Form
People and Culture Directorate (Reward and Employee Relations)	Smoking Policy	This policy aims to promote a safe and healthy working environment for University staff, students and visitors and to support University staff and students who wish to give up smoking.	November 2019		Screening Form
MRCI	Social Media Policy for Staff	The Social Media Policy for Staff (the 'Policy') has been created to ensure that all staff (which for the purposes of this Policy relates to employees together with workers and self-employed contractors, i.e. the extended workforce) are supported to use social media in an effective, positive and proactive manner.	December 2019	Screened out with mitigation	Screening Form
People and Culture (Organisational Development)	Guidelines on Learning and Career Development Days for Research Staff	In order to enable research staff to focus on their personal and professional learning and development, it has been agreed by the University Executive Board ¹ that all research staff are entitled to have access to 10 learning and development days per annum.	March 2020	Screened out with mitigation	Screening Form
People and Culture (Diversity and Inclusion)	Equality, Diversity and Inclusion Policy (2020)	The University seeks to be a place where all staff and students feel safe and welcome regardless of their identity or background, and to be a place where diverse perspectives are respected. * Further document received February 2021 and considered within the context of this policy, under the line 'where diverse perspectives are respected'	April 2020	Screened out with mitigation	Screening Form
Registrar's Office	Policy on the Acceptance of Gifts, Gratuities and Hospitality	This policy provides guidance to staff and to external lay members of Senate/University Committees on the circumstances in which it is, and is not, appropriate to accept gifts, gratuities and hospitality.	June 2020	Screened out	Screening Form
People and Culture	Supporting our Return to Campus Manager Guide	The resources in the guide are designed to support managers who are transitioning staff back on campus as lock down measures ease. Queen's has a duty of care and a legal obligation to identify and manage risks to ensure that the workplace is sufficiently safe to return to work.	July 2020	Screened out with mitigation	Screening Form
People and Culture	Extended Workforce Policy	The University aims to engage those in the extended workforce on contractual terms that are fair and appropriate, given our legal and ethical responsibilities as an employer.	August 2020	Screened out	Screening Form

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People and Culture (Organisational Development)	Workload Allocation Guidance	The purpose of the guidance is to ensure that there is a fair, reasonable and equitable allocation of work for all staff on all academic career pathways.	August 2020	Screened out with mitigation	Screening Form