

## Quality Assurance Code of Practice

### Introduction

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#### Purpose

The University's Quality Assurance Code of Practice (QA CoP) is the key reference point for information on the academic processes and principles, roles and responsibilities through which the University develops and implements an effective and efficient quality management framework, assuring itself and external bodies of the quality and standards of its provision. It is also one of the channels of communication via which good practice in learning and teaching is encouraged and disseminated.

#### Scope

Each statement in the QA CoP sets out its specific scope. However, the QA CoP has a bearing on all academic provision of the University; taught and doctoral as well as Continuing Professional Development.

#### Status

The QA CoP supplements rather than supersedes University Ordinances and Regulations and Rules. It sets out the minimum expectations for practice and is intended to act as a framework.

**Links to the related regulatory documents (both external and internal) are set out in the appendix.**

#### Content

The QA CoP is arranged into a number of themed statements, each with an identifier (QA3, QA4, QA7 etc.) and presented in a standard format, with the content of each statement being composed of:

- elements drawn from *University Ordinances and Regulations and Rules*, compliance with which is mandatory;
- elements with a *code of practice status* that must be complied with unless an exemption is received from the Education, Quality and Standards Committee (EQSC). There are elements of discretion however, and responsibilities are assigned for individuals and groups;
- elements illustrating *good practice* that are commended for the enhancement of the student learning experience (shown in 'good practice boxes').

Each statement is assigned a version number, approval date and gives details of other related documents, as well as the approval details of previous versions.

#### Approval and Development

EQSC is responsible for approving on a periodic basis the detail of and revisions to the QA CoP statements. This is based upon academic principles and policies previously approved by Senate,

EQSC or other relevant bodies. EQSC has particular responsibility for the development, implementation and review of the quality management framework and the inclusion of elements illustrating good practice.

Occasionally it is necessary to seek approval of Senate for substantive issues of academic principle/policy, for example, issues of principle relating to programme approval as well as those elements which are based on decisions made explicitly by Senate (for example the core questions of the Unit Evaluation Questionnaire).

It is recognised that the QA CoP must be an evolving document and therefore is under review following a risk-based approach. Periodically, statements are substantially revised to ensure a continual process of reflection and enhancement. The EQSC approved '[Approach to Code Development](#)' document sets out how this development takes place including how the Code is developed with respect to equality and diversity. If you would like to comment on any aspects of the University's QA Code of Practice, please contact Academic Registry.

## **Publication**

Amendments to the QA CoP are implemented at the start of the academic year unless otherwise indicated and agreed by EQSC. Good practice examples, or amendments to reflect external regulatory requirements, may be introduced at any point in the academic year once approved by EQSC (or EQSC Chair's action).

A revised version of the QA CoP is published online on or around August each year. This is the definitive version and supersedes any printed copies.

## **Support and Advice**

Sources of advice relating to particular themes and processes are identified in individual statements. Advice regarding the QA Code of Practice in general can be obtained from Academic Registry.

## APPENDIX

### 1 External Documents (excluding legal requirements, such as equalities, health and safety legislation).

1.1 The University's QA Code of Practice, academic infrastructure and frameworks are based upon and informed by the national QA framework:

- [The UK Quality Code for Higher Education](#) including:

*(In italics are the University's matching statements from its QA Code of Practice):*

*The framework for higher education qualifications in England, Wales and Northern Ireland (FHEQ)*

[Subject Benchmark Statements](#)

Advice and Guidance:

[Course Design and Development](#) (QA3, QA4, QA44)

[Admissions, Recruitment and Widening Access](#) (QA22, QA31)

[Learning and Teaching](#) (QA3, QA4, QA6, QA9, QA16, QA41, QA44)

[Enabling Student Achievement](#) (QA31, QA33, QA55+ *University policies and statements*)

[Student Engagement](#) (*most statements but notably* QA3, QA4, QA13, QA33, QA38, QA48, QA51)

[Assessment](#) (QA16, QA35, QA45, *Regulation 15 and NFA:AR*)

[External Expertise](#) (QA12)

[Monitoring and Evaluation](#) (QA13, QA51)

[Concerns, Complaints and Appeals](#) (*Regulations*)

[Partnerships](#) (QA20)

[Research Degrees](#) (QA7)

[Work-Based Learning](#) (QA6, QA41)

#### 1.2 Other recent QAA publications

- [The UK Quality Code for Higher Education](#) pub. March 2018
- [Advice and Guidance on the UK Quality Code](#), pub Nov 2018
- [Master's degree characteristics](#), pub. Sept 2015
- [Doctoral degree characteristics](#), pub Sept 2015
- [Higher Education Review](#) Second Year findings 2014-15
- [Understanding assessment: its role in safeguarding academic standards and quality in HE](#) , pub Sept 2012
- [Explaining contact hours: Guidance for institutions providing public information about higher education in the UK](#), pub Aug 2011
- [Information for Students: A guide to providing information to prospective undergraduate students](#), pub 2017

#### 1.3 Competition and Markets Authority

- [Higher education: consumer law advice for providers](#), pub. March 2015

## 2 Internal Documents

2.1 The University's QA Code of Practice forms only part of the regulatory apparatus within the University. Some of the policies identified below interpret national legislation and are superior in that their requirements apply across the University and should be considered as inherent when reading the QA Code of Practice and elsewhere. The documents that may particularly have an effect in relation to Learning and Teaching are as follows (the list is not exhaustive):

- [University Charter and Statutes](#)

- [University Ordinances](#)
- [University Standing Orders](#)
- [University Regulation for Students](#)
- [New Framework for Assessment: Assessment Regulations: NFAAR](#)
- [Academic Framework](#)
- [Student complaints](#)
- [Fitness to study](#)
- [University Rule 2: Conduct of Examinations](#)
- [Individual Mitigating Circumstances – Assessment](#)
- [Academic Appeals](#)

## 2.2 [University Policies and Statements:](#)

- [University of Bath Records and Retention Schedule – including retention of assessments](#)
- [Data Protection](#)
- [Freedom of Information Statement](#)
- [Applicants with Criminal Convictions](#)
- [Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information](#)
- [Confidentiality relating to students statement](#)
- [Equality, Diversity and Inclusion objectives](#)
- [Disabled Students Policy](#)
- [Dignity and Respect Policy \(students and staff complaints\)](#)
- [Ethical Framework](#)
- [Public Interest Disclosure \(Whistleblowing\)](#)
- [Child protection policy – in relation to children with whom students/staff may work](#)
- [Health and Safety Policies](#)
- [Study abroad programmes \(see also QA37\)](#)
- [Admission and support of Students aged under 18](#)
- [Fitness to Practise policy](#)

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<b>Related Documentation:</b>	<a href="#"><u>University Strategy</u></a>
<b>Author:</b>	Academic Registry