

From: Kate Norris, Head of Registry Services  
Academic Registry

To: See circulation list below

15 November 2019

## MEMORANDUM

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### IN-YEAR UPDATES TO THE QUALITY ASSURANCE CODE OF PRACTICE

1. A number of revisions to the [Quality Assurance Code of Practice](#) (QA CoP), have been approved by the Chair of University Learning, Teaching & Quality Committee (ULTQC) for immediate implementation (Appendix 1). The online version of the QA CoP is the primary source, and any previous paper or electronic copies held should be deleted or marked as obsolete.
2. Several factors have contributed to these amendments:
  - Approval by Senate in November 2018 of new role profiles for the Director of Teaching (DoT) and Director of Studies (DoS) and the subsequent mapping to the QA CoP.
  - To provide clarity for colleagues on the current approval process, and support required for students who teach and support learning
  - Approval of a set of principles for informing all affected students of the use of scaling.

### INTERMEDIATE AND MINOR CHANGES

3. Appendix 1 details the amendments that have been approved for immediate implementation.
4. **Please ensure that members of staff are aware of and use the updated statements and related forms.**
5. For queries regarding the changes that have been/will be made please contact Academic Registry. For queries regarding the content and implementation of QA statements please contact your Assistant Registrar in the first instance:

Faculty of Engineering & Design	Rachel Summers, Ext 6526, <a href="mailto:R.Summers@bath.ac.uk">R.Summers@bath.ac.uk</a> Ruth Burdett, Ext 6281, <a href="mailto:R.Burdett@bath.ac.uk">R.Burdett@bath.ac.uk</a>
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## Circulation List

Directors of Studies, UG, PGT, Doctoral  
Directors of Teaching  
Associate Deans (L&T) and (R)  
Faculty/School Directors of Doctoral Studies  
Deans  
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Heads of Department  
Directors of Administration

Director of Academic Registry (and senior team)  
Director of Centre for Learning & Teaching (and senior team)  
Director of the Doctoral College (and senior team)  
Director of Student Services  
Director, UG Student Recruitment and Admissions (and senior team)  
Director, PGT Student Recruitment and Admissions (and senior team)  
Head of Learning Partnerships  
Head of Student Immigration Service  
Head of Careers Service  
International Mobility Manager

Students' Union President  
Students' Union Education Officer  
Students' Union Postgraduate Officer  
Head of Student Voice & Engagement, Students' Union  
Insight & Engagement Manager, Students Union

Members of Programmes and Partnerships Approval Committee  
Members of Academic Programmes Committee  
Members of University Learning, Teaching and Quality Committee  
Members of University Doctoral Studies Committee  
Secretary to Senate

**Please forward this information to any others to whom it may be of interest.**

## Appendix 1 - QA Code of Practice: Amendments for immediate implementation

- This table details the incremental and generic amendments to the QA CoP, for immediate implementation.
- Details of previous updates from the 2019/20 academic year are available [online](#).

Statement	Updates
QA9 Professional Development and Recognition for All Staff and Students who Teach and Support Learning	<p>Clarification of role of Centre for Learning and Teaching.</p> <p>2.3.1 – Addition of ‘Equality, Diversity and Inclusion’ as a provider of training.</p> <p>4.2 Any development needs must be addressed.</p> <p>5.2.1 All students new to teaching must receive an appropriate induction, including any identified training.</p> <p>5.3.4 GTAs approved to undertake marking duties will normally be a doctoral student.</p> <p>5.4.1 For undergraduate and postgraduate taught students, approval is the responsibility of the Faculty/School Board of Studies; for doctoral students, it is the responsibility of the Board of Studies (Doctoral).</p> <p>5.4.3 Improved clarification on the approval of a unit to utilise GTAs to mark summative assessment contributing to a final award. Approval is considered by the Faculty/School Board of Studies, using QA9 Form 2.</p> <p>6.26 – Senior observations for probation are carried out by an approved Senior Observer, arranged via CLT.</p> <p>10.6 At the request of the University Doctoral Studies Committee, the Board of Studies (Doctoral) will submit a report to the Committee on the utilisation of doctoral students in teaching activities.</p>
QA12 External Examiners (Taught Provision)	<p>7.1 The External Examiner is involved in the setting of assessment questions.</p> <p>Further, minor updates for clarity.</p>
QA13 Degree Scheme Review	<p>All ‘Notes’ renamed to ‘Forms’ to align with statement.</p> <p>2.9 Panel membership will be decided in consultation with the DOS and the DOT.</p> <p>Further, minor updates for clarity.</p>
QA35 Assessment Procedures for Taught Programmes of Study	<p>3.2 Minor updates to clarify the roles of the BEU, BEP and BoS.</p> <p>5.1.3 Clarification of practice where the role of the BEU is subsumed by the BEP.</p>

	<p>NEW – 6.6.10 – All affected students will be informed about instances of scaling according to the principles set out in Appendix 4.</p> <p>7.3.4 The external examiner will be present at the meeting of the finalist BEP that includes a discussion of the programme overall, including standards and future developments.</p> <p>7.5.1 Minutes from the relevant BEU meeting(s) should be available for consideration by the BEP.</p> <p>Appendix 3. Matrix of expected attendance at all Boards updated.</p> <p>NEW - Appendix 4 now includes Annex 3, 'Principles for communicating BEU decisions about scaling'.</p>
<p>QA51 Annual Monitoring of Units and Programmes</p>	<p>3.2 The Director of Studies will support the Director of Teaching to ensure annual monitoring for each unit that the Department is responsible.</p> <p>3.10 The Director of Studies will support the Director of Teaching in ensuring that a summary of the outcomes of unit evaluation and unit convenors' feedback (strengths identified, areas for development, proposed actions) is fed back to students in a timely manner via Moodle (see 3.11 (iv)).</p> <p>4.4 The Director of Studies will support the Director of Teaching in their responsibility for compiling required annual monitoring reports, and for implementing associated action plans.</p> <p>Further minor updates for clarity.</p> <p>Forms 1 – 3 updated to remove reference to a specific academic year.</p>