

11 August 2025

From: Gitte Sparding (Deputy Head of Academic Quality & Standards)
To: Circulation list (at end of this document)

**MEMORANDUM
UPDATES TO THE QUALITY ASSURANCE CODE OF PRACTICE**

Dear Colleagues,

1. All [Quality Assurance Code of Practice](#) (QA CoP) Statements have been reviewed and updated in line with general housekeeping principles (e.g. updating weblinks or job titles).
2. As part of the review exercise for 25/26, all statements have also been reviewed to improve their digital accessibility. Changes include:
 - Using black font throughout, in minimum size 12
 - Using consistent Header styles throughout documents for titles and sub-titles
 - Providing alternative text to included images
 - Removing merged cells from tables

Documents have been tested for accessibility using the Microsoft Word built-in accessibility checker.

3. Several revisions to the QA CoP have been approved by Education, Quality and Standards Committee (EQSC) for implementation from academic year 2025/26. The online version of the QA CoP is the definitive source, and any previous paper or electronic copies held should be deleted or marked as obsolete. The changes, where appropriate, received scrutiny and feedback from relevant departments and technical specialists.
4. Please ensure that colleagues in your departments are aware of and use the updated statements and related forms.
5. The distribution list for this memo is included at the end of this document. For queries regarding the changes to the CoP please contact academic-standards@bath.ac.uk.

QA CoP Amendments effective from 2025/26 Academic Year

QA CoP Statement	Update for 25-26
QA3 Approval of New Courses of Study	<p>In order to evidence compliance with the OfS Sector Recognised Standards more clearly at course approval, updated templates have been developed for mapping of CILOs. These will apply for new course proposals from 2025/26 onwards but won't be applied retrospectively.</p> <p>Section 6 of the main QA3 statement has been updated to reflect EQSC decisions taken in 2023/24 in relation to improved compliance with OfS condition B5.</p> <p>Additionally, there has been some reorganisation of the associated QA3 annexes and forms for improved clarity. Some existing annexes have now moved elsewhere and a new annex to QA3 has been created to incorporate elements relevant to the initial design and approval stage moved across from QA16 Assessment, Marking and Feedback. The following templates have been created:</p> <ul style="list-style-type: none"> • CPAC Stage 2 new course proposal cover template (6a) • Academic Framework exemption request template (6b) • Academic Quality & Standards comments template (new courses) (6c). <p>Minor updates have also been made to the QA3 Annex regarding apprenticeships.</p>
QA4 Amendments to Existing Units and Courses and the Approval of New Units	<p>Updates have been made to reflect the current practice of consulting Student-Staff Liaison Committees (SSLCs) on changes of options on undergraduate courses. This course change does not represent a material change, as the full range of options is not published in the course specification. Therefore, this practice is acceptable.</p> <p>Clarification of housekeeping changes to course specifications. The table in Annex A has been revised to include definitions and approving committees. Guidance to support these processes is in development and will be made available on SharePoint. Links to guidance documents have been embedded in the statement.</p> <p>Removal of Section 10 on Subject Benchmark Statements</p>
QA6 Placement Learning	<p>Clarification that all students will be briefed on their rights and responsibilities prior to go out on placement, and that this information must be provided in writing. Previous versions of QA6 stated that this would be included in the handbook.</p>
QA9 Professional Development and Recognition	<p>Clarification that where Departments use the HR-owned Stonefish-based method of recruiting Graduate Teaching Assistants (GTAs) for low-fractional contracts, these GTA</p>

for Staff and Students who Teach and Support Learning	appointments still require approval through the QA9 processes (i.e. Board of Studies approval).
QA13 Degree Scheme Review	A pilot of DSR will run in 2025/26 and an updated DSR policy proposed for consultation and approval during 2025/26.
QA20 Collaborative Provision	<p>References to articulation agreements have been removed following the Senate approval of a new Progression and Articulation Arrangements Policy and Procedure.</p> <p>The requirement for the Collaborative Provision Register to be publicly available on the University website has been removed. The register will be made available on SharePoint instead.</p> <p>Updates have been made to Annex B to add a new section outlining University and partner institution responsibilities relating to the new OfS Condition E6 Annex A: Condition E6: Harassment and sexual misconduct.</p>
QA33(A) Personal Tutoring (Apprenticeship Courses)	Removal of reference to the Level 2 Maths and English functional skills requirement following confirmation from the Department for Education (DfE) in February 2025 that this requirement would no longer be in place for adult learners with immediate effect.
QA37 Student Exchange Arrangements	Minor legal clarifications have been made on some sections of QA37 Form 3 Memorandum of Agreement for Student Exchanges. And a new addendum template has been created to support the agile addition of departments to existing memoranda of agreement.
QA41 Distance Learning Provision	Clarification that the distinction between how closed-book invigilated exams and open-book/non-invigilated exams which are carried out remotely are overseen.
QA44 Course Handbooks and Course Specifications	A change has been made to reflect the current practice of making handbooks available via Moodle rather than on the website; and that Academic Registry will publish course specifications centrally on a SharePoint site, this year. It will be the responsibility of the Faculty Assistant Registrar to ensure that students receive a link to their course specification. Guidance to support these processes is in development and will be made available on SharePoint.
QA45 Accreditation of Prior Learning	<p>Addition of the following text to the statement to provide further clarity regarding the question of double counting:</p> <p><i>Double-counting:</i> Credit that has already contributed to an award cannot normally be counted again towards a second award. For example, if a student had previously studied for and been awarded a Postgraduate Certificate and returned to complete the full Masters course ('top-up' qualification), for the</p>

	<i>previously completed units to be exempted by APL, the Postgraduate Certificate would need to be rescinded at the point of awarding the Masters degree. This would need to be made clear to the student at the point of application to the Masters.</i>
QA51 Education Annual Review and Enhancement (Formerly Annual Monitoring of Units and Programmes)	<p>No changes to monitoring of units or to EARE reporting.</p> <p>Following improvements made to continuous monitoring processes for 2024/25, QA51 has been updated to reflect current practice and formalise processes.</p> <p>A requirement has been introduced for EAPs to be reviewed at every D/SLTQC in line with a schedule outlining relevant data publication points throughout the year, and to become a standing item at FLTQC for Faculty level concerns to be flagged.</p>
QA55 Careers Education, Information, Advice and Guidance	Following the change to the Director of Student Services role and remit, the statement now indicates that the Director of Employability and Student Success is responsible for ensuring that students are signposted from Student Services to Careers.

Circulation List

PVC (Education)
PVC (Student Experience and Sport)
APVC (Quality and Standards)
APVC (Student Voice)

Associate Deans (Education)
Heads of Department
Directors of Teaching
Faculty/School Assistant Registrars
Education Managers

University Secretary and Registrar
Director of Academic Registry
Director of Centre for Learning & Teaching
Director of Doctoral College Operations
Director of Employability and Student Success
Director of International Relations Office
Director of Student Support and Safeguarding
Director of Student Recruitment and Admissions
Head of Learning Partnerships Office
Head of Student Immigration Service

Students' Union President
Students' Union Education Officer
Students' Union Postgraduate Officer

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