



## Quality Assurance Code of Practice

### Approval of Courses under Curriculum Transformation (CT): Phase 3

This document is primarily intended for:

- CT course design teams
- Assistant Registrars (Faculty/School) or equivalent
- Curriculum Development Officers (CLT)
- Members of committees involved in the approval of CT courses

**Queries:**

**First point of contact**

- Curriculum Development Officers (CLT)

*Technical/specialist contact:*

- Academic Registry

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Related documents available at: [Code of Practice statements | University of Bath](#)

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| <a href="#">QA-CT-P3 Annex 10</a>     | Phase 3 information form   |
| <a href="#">QA-CT-P3 Annex 11</a>     | Assessment strategy and Course-level assessment mapping          |
| <a href="#">Assessment Guidance</a>   | Assessment Taxonomy<br>Assessment for Learning Design Principles |
| <a href="#">Phase 3 Guidance Note</a> | Guidance for F/SLTQCs on Phase 3 approvals                       |

## 1. Purpose and Scope

- 1.1 This statement is intended to supplement the statement [QA-CT Phase 2](#) by setting out further detail on Phase 3 approvals for CT courses launching in 2023/24. It should be read in conjunction with QA-CT Phase 2, but supersedes the information found there concerning Phase 3.

## 2. Timelines for Phase 3

- 2.1 For UG courses, CT course teams were encouraged to bring forward Phase 2 and Phase 3 outcomes separately for approval, in order to concentrate on material information for the prospectus in the first instance. For PGT courses, it is anticipated that it will usually be more practical to bring forward Phase 2 and 3 outcomes simultaneously for approval.
- 2.2 The Faculty/School Learning, Teaching & Quality Committee (F/SLTQC) will draw up a schedule for CT Phase 3 approvals, taking into account the organisation of CT approval

business needed for both UG and PGT courses for 2023/24 start, and the overall deadlines set out below. It is recommended that Phase 3 approval meetings take place in good time to ensure that any follow-up amendments can be completed by the overall Phase 3 deadline (July 2022). For UG courses, if Phase 3 plans involve any updating of information previously approved at Phase 2, consideration will also need to be given to ensuring that reapproved information is available for Open Days.

2.3 The following timelines cover the period after the completion of Phase 2 for UG courses, concerning the approval of UG and PGT taught CT courses for a **2023/24** start.

| <b>Deadlines</b>               | <b><u>UG courses:</u><br/>Placement<br/>Transition<br/>arrangements</b>      | <b><u>UG courses:</u><br/>Phase 3</b>   | <b><u>PGT courses:</u><br/>Phases 2 and 3</b>   |
|--------------------------------|--|---|---|
| December 2021/<br>January 2022 | Faculties/School confirm preferred approach to transition                    |   | Discussions with Faculties/School to confirm PGT intentions for 2023/24   |
| January 2022                   | Transition plans submitted 17 January for consideration by F/SLTQC/CTC.      | Assessment taxonomy circulated following EQSC, by end of January.   | Development of PGT course proposals   |
| February 2022                  |  | Development of Phase 3 course proposals   |   |
| March 2022                     | 2022 digital prospectus updates<br><br>Drafting of comms for 2022 applicants | Submission of Phase 3 course proposals to F/SLTQC in accordance with schedule set by Faculty/ School; F/SLTQC approvals                                   | Submission of PGT Phase 2 / 3 course documentation to Faculty/School<br><br>F/SLTQC scrutiny of PGT courses<br>CTC scrutiny of PGT courses/ exemptions where applicable |
| April 2022                     | Admissions contacts 2022 applicants as required.                             |   |   |
| May 2022                       | 2023 digital prospectus updates.<br>UG Open Days.                            |   |   |
| June 2022                      |  | UG Open Days<br><br>Any amendments required by F/SLTQC to Phase 3 detail completed for final sign-off in accordance with deadlines set by Faculty/ School | <b>Deadline for approval of all PGT Phase 2 information: 30 June 2022</b>   |

| <b>Deadlines</b>  | <b>UG courses:<br/>Placement<br/>Transition<br/>arrangements</b> | <b>UG courses:<br/>Phase 3</b>   | <b>PGT courses:<br/>Phases 2 and 3</b>  |
|-------------------|--|--|---|
| July 2022         |  | <b>Final deadline for approval of<br/>UG and PGT unit detail (Phase 3): 28 July 2022</b> |   |
| August<br>2022    |  |  | Approved Phase 2<br>information entered into<br>systems for preparation of<br>PGT course pages. |
| September<br>2022 | UG offers commence for 2023 entry.                               |  | PGT course pages go live<br>in early September.   |

### 3. Information required for Phase 3 approval

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- 3.1 Annex 10 (Phase 3 information form) and Annex 11 (assessment strategy and course-level assessment mapping) set out the information required for Phase 3 approval.
- 3.2 In December 2021/January 2022, UG digital prospectus content is populated with approved UG Phase 2 material course information. The UG digital prospectus course pages for 2023 entry are published in February 2022. The impact of any substantive changes to this information that are proposed subsequently (as part of Phase 3) will therefore need to be carefully considered.
- 3.3 Some changes to Phase 2 information may be necessary at Phase 3, although this should be kept to a minimum. Changes to approved unit synopses should be avoided at Phase 3 unless absolutely essential, to avoid unnecessary work associated with reapproval and updating of the digital prospectus.
- 3.4 Directors of Studies are responsible for checking that final information submitted for Phase 3 approval is correct. In order to maintain appropriate version control, the format for Phase 3 presentation must be followed as set out in Annex 10.
- 3.5 Faculties/the School are responsible for holding the master copies of all documentation during the Phase 3 approval process, with the exception of the course description and option blocks (formerly Annex 3), for which Typecase is now the definitive source of truth.
- 3.6 Following Phase 3 approval, final approved CT course and unit documentation must be provided to Academic Registry for entry of data into SAMIS.

### 4. Phase 3 committee approvals

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- 4.1 Phase 3 proposals are considered by an extraordinary meeting of the F/SLTQC, including at least two members of CTC in the membership and a representative from CLT and from Academic Registry in attendance.
- 4.2 The extraordinary F/SLTQC will:

- review Phase 3 proposals against the CT Principles, Success Criteria, and Academic Framework
  - review Phase 3 assessment information for alignment with the Assessment for Learning Design Principles and the Assessment Taxonomy
  - confirm that the overall package of course and unit information (across Phase 2 and Phase 3) is in alignment
  - approve Phase 3 outcomes, recommending on to Curriculum Transformation Committee (CTC) and/or Education, Quality & Standards Committee (EQSC) where required (see below).
- 4.3 The F/SLTQC will approve in principle notified changes to the course description and option blocks (information held in Typecase; formerly Annex 3), delegating to Faculty/School marketing teams the finalising of updated wording with CT course teams, to be signed off by the Head of Department.
- 4.4 CTC will approve Phase 3 outcomes for *new* courses (including reapproval of changes to Phase 2 information if applicable).
- 4.5 The F/SLTQC will recommend course-specific regulations (notified in Annex 10) to EQSC for final approval.

| Statement Details             |   |
|-------------------------------|---|
| <b>Issue Version:</b>         | 1.0   |
| <b>Date:</b>                  | January 2022  |
| <b>Antecedents:</b>           | <i>Education, Quality and Standards Committee</i>   21 January 2022, min tbc  |
| <b>Related Documentation:</b> | QA-CT <a href="#">Phase 2</a> (July 2021)<br>Academic Framework - <a href="#">key elements 2021</a><br>CT Outcomes and Success Criteria - <a href="#">Phases 2 and 3</a><br>CT <a href="#">Principles</a> |
| <b>Author:</b>                | Academic Registry   |