

From: Kate Norris, Head of Registry Services
Academic Registry

To: See circulation list below

1 August 2019

MEMORANDUM

ANNUAL REVISIONS TO THE QUALITY ASSURANCE CODE OF PRACTICE

1. A revised [Quality Assurance Code of Practice](#) (QA CoP), approved by the University Learning, Teaching & Quality Committee (ULTQC) for 2019/20 is now available for implementation from **1 August 2019**. The online version is the primary source for our QA statements and any previous paper or electronic copies held should be deleted or marked as obsolete.
2. A number of factors have contributed to the amendments made to the QA CoP:
 - Decisions regarding our future approach for curriculum development, programme monitoring and programme review.
 - Approval by Senate in November 2018 of new role profiles for the Director of Teaching (DoT) and Director of Studies (DoS).
 - Periodic review, and annual monitoring requirements continue for 2019/20, as agreed by ULTQC (Paper 18/19 – 93a, minute 1197).
 - New teams and structures implemented in 2018 for recruitment, selection and admission of students.
 - Other generic updates.

MAJOR CHANGES

3. There were no major reviews of QA statements during 2018/19.

INTERMEDIATE AND MINOR CHANGES

4. Appendix 1 details the amendments that have been approved for 2019/20.
5. **Please ensure that members of staff are aware of and use the updated statements and related forms.**
6. The departments responsible for the recruitment and admission of students have jointly reviewed and revised *QA22 Recruitment, Selection and Admission of Students*. The revisions reflect the new teams and structures put in place in 2018 following the major restructures of international recruitment and postgraduate admissions.
7. The review of QA22 has also led to the relocation all recruitment guidance held within *QA31 Recruitment and Support of International Students* to QA22. As a result, the title of QA31 is updated to 'Support of International Students'.

8. 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, R.Summers@bath.ac.uk Ruth Burdett, Ext 6993, R.Burdett@bath.ac.uk
Faculty of Humanities & Social Sciences	Suzanne Jacobs, Ext 3417, S.Jacobs@bath.ac.uk Rachel Acres, Ext 3417, r.acres@bath.ac.uk
Faculty of Science	Marguerite Hallett, Ext 3433, m.hallett@bath.ac.uk
School of Management	Kay Elliott, Ext 6594, k.elliott@bath.ac.uk

Circulation List

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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
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Head of Careers Service
International Mobility Manager

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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 2019/20

1. The following tables details the proposed incremental and generic amendments to the QA CoP. Please note that for all statements the following generic changes have been made where required and are not detailed in the table:
- Reference to new NFAAR-CPD variant, *New Framework for Assessment: Assessment Regulations for CPD through Online Provision: Postgraduate Online Courses* ([NFAAR-PGOLC](#)).
 - Updates made to identify the appropriate teams and roles delivering recruitment, selection and admissions.
 - Updates to responsibilities for Directors of Teaching and Heads of Departments to align with role profiles for Directors of Studies and Directors of Teaching, approved by Senate in November 2018 (Minute 14533).
 - Updated to refer the reader to new UK Quality Code for Higher Education 'Advice and Guidance' documentation.

QA Statement	Owning service	Level of Change	Change made
Introduction/ Approach to Quality Management/ Approach to Code Development	Academic Registry	Generic	Minor updates for clarity.
QA3 Approval of New Programmes of Study	Academic Registry	Generic & incremental	4.5 Guidance for securing UEB Strategic Approval is relocated to 5.2, and expanded for improved clarity. Annex B Includes 'Master of Biomedical Sciences'. Further, minor updates for clarity, including links within supplemental guidance and UD Form 1.
QA4 Amendments to Programmes of Study and Units and Approval of New Units	Academic Registry	Generic & incremental	1.2 New units proposed as part of a new programme are considered under QA3. 1.3 New exit awards for existing programmes are considered under QA3. 2.5, 4.1 – The Student Protection Plan should be considered as part of any proposal to withdraw a programme.

QA Statement	Owning service	Level of Change	Change made
			<p>2.6 When considering an intermediate or major change to an existing programme, the DoS is expected to consult with the DoT prior to submission.</p> <p>4.5 & 4.6 rearranged for improved clarity.</p> <p>Further, minor updates for clarity including POLO and GOLF Forms 1-4.</p>
QA6 Placement Learning	Academic Registry	Generic & incremental	<p>Replacement of 'should' with 'will', 'normally' or 'are expected to'.</p> <p>'Annexes/Appendix' relabelled as 'Forms'.</p> <p>1.5 An apprenticeship programme is not a placement.</p> <p>13.4 Updated location of resources provided by Placement Teams to Moodle.</p> <p>Related Documentation: Addition of Student Protection Plan.</p> <p>Minor updates to links in all Forms.</p>
QA8 Professional Accreditation	Academic Registry	Generic & incremental	<p>Minor, generic updates.</p> <p>2.1 Where an accreditation relates to an individual programme, documentation for accreditation will normally be the responsibility of the DOS, working with the DOT.</p>
QA16 Assessment, Marking and Feedback	Academic Registry	Generic & incremental	<p>Various clarifications of terminology and procedure.</p> <p>Section 3 – 'Significant contribution' means a summative assessment task considered to make a significant contribute if its mark contributes 7% or more towards the calculation of the degree classification.</p> <p>Section 6 – Numbering and wording updated for clarity.</p>

QA Statement	Owning service	Level of Change	Change made
			<p>6.10 Students will normally receive particular information on an assessment task.</p> <p>6.11 Improved clarity that students will receive clear and accurate information which sets out the expectations of the assessment tasks, and what information this will include.</p> <p>8.1 Where requests for extensions provided using QA16 Form 1 should be submitted.</p> <p>10.17 Update of terminology from 'internal moderation of marking' to 'Moderation of Marking'.</p> <p>10.24 Individual feedback provided to students will meet the expectations of Section 11, Feedback.</p> <p>11.4 Where an amendment is required to a Feedback Policy for summative assessment, this should be approved by the DOT.</p> <p>New section added, <i>Deadlines</i> (11.13) to bring together information relating to the release of results to students.</p>
QA20 Collaborative Provision	Academic Registry	Generic & incremental	<p>1.1 Degree apprenticeships and online courses added to the University's definition of 'any educational provision leading to an award of the University of Bath'.</p> <p>Annex L – 3 Updated to remove duplication and make the format of information more clear. Some items merged.</p> <p>Annex M – 1 List of information required updated to remove duplication and ambiguity, and re-order the items into a more logical flow.</p> <p>Selected items are now the more specific details of what was provided at stage 1.</p>

QA Statement	Owning service	Level of Change	Change made
			Further, minor updates for clarity, including links within Forms 1b, 2, 3, 4 and 7.
QA22 Recruitment, Selection and Admission of Students	UG Admissions and Outreach PGT Recruitment and Admissions Doctoral College	Incremental	<p>Statement structure fully updated to reflect creation of two, separate recruitment and admissions departments, and associated allocation of responsibilities.</p> <p>A clearer definition of 'recruitment' and the scope of activities this statement is intended to address (in line with revised QAA guidance in this area).</p> <p>Delineation and clarity provided of responsibilities between recruitment teams and admissions teams (previously seen as one entity).</p> <p>Incorporation of content regarding the recruitment of international students previously covered separately in QA31.</p> <p>Content to clarify the role of the University Executive Board, Council and the Deans in the setting and delivery of recruitment and admissions strategy and objectives.</p> <p>Outlining the responsibilities of the Student Immigration Service, Access & Participation Office and Marketing in recruitment and admissions activities while removing references to the International Relations Office (whose responsibilities in this have passed to recruitment teams).</p> <p>Updated content regarding information provision to reflect the greater importance of Consumer Law to the HE Sector and to assign responsibility for communicating course changes to applicants to the relevant admissions teams.</p> <p>Other additions to incorporate new regulatory responsibilities and associated policies, such as GDPR</p>

QA Statement	Owning service	Level of Change	Change made
			<p>(and the new associated Applicant Privacy Notices) and OfS requirements regarding the University's Student Protection Plan.</p> <p>Introduced new selection principles to codify the University's existing approach to considering applicant context and mitigating circumstances.</p> <p>Removal of out-dated 'good practice'.</p> <p>Changes to the terminology used around the role of 'Admissions Tutors' to better reflect working practice for admissions to research degrees (where Directors of Studies are more commonly fulfilling the same responsibilities).</p> <p>Inclusion of specific guidance for international students, previously contained in QA31 Recruitment and Support of International Students.</p>
QA28 Conduct of Examinations	Academic Registry	Generic	Minor, generic amendments.
QA31 Support of International Students	Student Services Student Immigration Service Equality, Diversity and Inclusion	Incremental	<p>Specific references to recruitment and admissions removed. These are now covered in</p> <p>Title amended from <i>Recruitment and Support of International Students</i> to reflect relocation of recruitment information to QA22 Recruitment, Selection and Admission of Students.</p> <p>Updates throughout to reflect movement of responsibilities across the University, and the role of The SU in the support of International Students.</p>
QA33 Personal Tutoring	Student Services	Generic & incremental	1.3 Re-induction is covered by QA38.

QA Statement	Owning service	Level of Change	Change made
			<p>3.4 Online courses are a mode of delivery that may warrant support provided by staff other than a Personal Tutor.</p> <p>3.5 Personal Tutors should communicate to students that failure to attend meetings may result in generic references.</p> <p>3.11 Personal Tutors should work proactively to ensure they are aware of support available to staff and students.</p> <p>Further, minor generic amendments.</p>
QA37 Student Exchange Arrangements	Int. Relations Office	Generic & incremental	<p>12.5 Unit convenor, DOT and DOS to annually monitor outgoing student evaluation.</p> <p>Further minor, generic updates including updated links in Form 1.</p>
QA38 Induction of Students	Student Services Centre for Learning & Teaching	Generic and incremental	<p>5.6 Updated to align with QA33 requirement that new students have an opportunity to meet Personal Tutors at least three times during the first semester on a programme.</p>
QA41 Distance Learning Provision	Centre for Learning & Teaching	Generic & incremental	<p>Minor, generic updates to improve clarity.</p> <p>7.4 Updated requirement for the support of a student apprentice in the event of redundancy.</p>
QA44 Programme Handbooks and Programme Specifications	Academic Registry	Generic & incremental	<p>1.2 Handbooks may also be produced for distance-learning students, student on online courses, or student apprentices.</p> <p>3.11 Removal of responsibility for Assistant Registrars to ensure accurate and current programme specifications are published on the University website. (4.6 still applies)</p>

QA Statement	Owning service	Level of Change	Change made
			Related Documentation: Addition of Student Protection Plan
QA53 Examination and Assessment Offences	Academic Registry	Generic & incremental	6.12 – 6.14 updated for clarity, and to advise the outcome of the Chair of Board of Studies deliberations for an alleged offence must be communicated in writing within seven calendar days, and not immediately.

Appendix 2 - Director of Teaching and Director of Studies updates to Code of Practice from 2019/20

The proposed changes reflect the role descriptions agreed for Director of Teaching (DOT) and Director of Studies (DOS) by Senate in November 2019.

Statement	2018/19 Version	Applies from 2019/20	Applicable section of the DOS/DOT role profile
QA4 Amendments to Programmes of Study and Units and Approval of New Units	2.6 ...the DOS is expected to consult the Chair of the F/SLTQC on any intermediate or major changes considered necessary for existing programmes, prior to submission.	2.6 ...the DOS is expected to consult the DOT , and if necessary the Chair of the F/SLTQC ...	DOT: [The DOT has] general responsibility for the quality of learning and teaching, and departmental oversight of the monitoring and review of existing courses...
QA8 Professional Accreditation	2.1 Preparing Documentation for accreditation: The HoD/LPO or Dean ID the key liaison person for preparing a submission.	2.1 Additional clarification added that where an accreditation relates to an individual programme, this will normally be the DOS , working with the DOT .	DOT: [The DOT has] general responsibility for the quality of learning and teaching, and departmental oversight of the monitoring and review of existing courses... DOS: [The DOS will work with the DOT] to provide support for... preparation of accreditation documentation and visits.
QA16 Assessment, Marking and Feedback	11.4 Where an amendment is required to a Feedback Policy for summative assessment, this should be approved by the DOS.	11.4 Where an amendment is required to a Feedback Policy for summative assessment, this should be approved by the DOT .	DOT: [The DOT has] general responsibility for the quality of learning and teaching, and departmental oversight of ... assessment, marking and feedback...
QA37 Student Exchange Arrangements	12.5 Unit convenor and DOS to annually monitor outgoing student evaluations.	12.5 Unit convenor, DOT and DOS to annually monitor outgoing student evaluation.	DOT: [The DOT has] general responsibility for the quality of learning and teaching, and departmental oversight of the monitoring and review of existing

Statement	2018/19 Version	Applies from 2019/20	Applicable section of the DOS/DOT role profile
			courses, including reviewing and responding to student survey data.