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To: Circulation list (at end of this document)

M E M O R A N D U M

August 2024

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. Several revisions to the QA CoP have been approved by Education, Quality and Standards Committee (EQSC) for immediate implementation. 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. These changes, where appropriate, received scrutiny and feedback from relevant departments and technical specialists.
3. **Please ensure that members of staff are aware of and use the updated statements and related forms (including the bespoke forms for apprenticeship provision).**
4. 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 2024/25 Academic Year

QA CoP Statement	Update for 24-25
<p>QA3 Approval of New Courses of Study</p>	<p>Removed detail about the use of the Curriculum Planner system for submission of new course proposals. Details of this are under operational discussion for 2024/25 and will be communicated separately; the information requirements are unchanged.</p> <p>A new annex (Annex I: Apprenticeship Courses) has been developed outlining additional information course proposers should provide when seeking approval for new apprenticeship courses. Key additional information includes: a consideration of lead times required for employer and industry engagement, business development and course approval and/or accreditations from relevant PSRBs.</p> <p><i>QA3 Annex E (Assessment Taxonomy)</i> - a new category of study abroad assessment has been added following a request from the School of Management.</p>

	<i>Cert. HE/ Dip. HE programme specifications</i> – No substantive changes, but a clarificatory sentence has been added to both specifications to confirm existing provisions regarding condonement.
QA4 Amendments to Existing Units and Courses and the Approval of New Units	<p>From 24/25 onwards, Marketing Teams will be able to amend, without approval, typographical errors in the course specification/options blocks where this information also appears in the prospectus. All such changes will be checked in Curriculum Planner before they are deployed in SAMIS. This option will speed up the correcting of errors in the prospectus.</p> <p>For 2023/24 a requirement was introduced that intermediate changes that missed the deadline should be approved at University level. This was intended to ensure that there were no changes to the course specification following the deadline for intermediate change. This has now been clarified in the statement.</p>
QA-CT Approval of Courses under Curriculum Transformation during 2023/24	Statement retired.
QA7 Research Degrees	<p>Updated to reflect recent review and re-approval of Regulation 16 Doctoral and Research Degrees. Some policy elements were moved to the regulation document (e.g. Supervisor and BoE appointment criteria) but the substance was not changed.</p> <p>Information about the changes to Regulation 16 can be found here: Changes to doctoral regulations to come into effect from the start of academic year 2024/25 (bath.ac.uk)</p>
QA8 Professional Accreditation	<p>Explicit reference has been made to seeking approval for discontinuing a course accreditation (QA4 has also been updated to make this clearer).</p> <p>Some other amendments to wording have been made, mainly concerning the need for advance planning/notice in the preparation and approval of accreditation submissions.</p>
QA16 Assessment, Marking and Feedback	<p>Information has been added to provide clarity regarding the End Point Assessment for apprenticeship courses.</p> <p>An Apprenticeship Conflict of Interest Policy has been included as Appendix 2 of this CoP. Alongside EQSC approval, this policy was also approved by Human Resources and the Joint University Consultation & Negotiation Committee.</p>
QA22 Recruitment, Selection and Admission of Students	A paragraph has been inserted into to state that the university protects academic freedom and free speech in its recruitment and admissions processes, that an applicant's opinions or ideas will not be considered in recruitment or selection decisions, and that the University cannot revoke an offer on the grounds of an applicant's lawful speech.
QA22(A) Recruitment, Selection and Admission of Student Apprentices	As above for QA22

QA33	<p>The role of Personal Tutor has been renamed Academic Advisor in order to clarify the purpose of the role. A role description setting out the main responsibilities of the role has been developed as an appendix to the QA statement. However, the role has fundamentally not changed.</p> <p>Departments should incorporate an annual review of academic advising into department/School processes.</p> <p>Senior Tutors are now Senior Academic Advisors. Their role profile has been updated and appended to QA33.</p> <p>The Pro-Vice-Chancellor (Student Experience) has circulated slides and information on the change to departments.</p>
QA33(A)	<p>The CoP has been updated to reflect the name change of the Senior Academic Advisor (see above) and other general updates to QA33. However, for apprenticeship courses, the term “Personal Tutor” will remain in use as it includes more than the role of the Academic Advisor (QA33) and also covers the duties of an Apprenticeship Tutor.</p>
QA35 Assessment Procedures for Taught Programmes of Studies	<p>Attendance of Independent Observers at any BEUs or BECs will no longer be a general requirement but will be risk-based going forward. The Dean of the Faculty/School/Head of the LPO, in consultation with the Chair, will determine boards with potential risk-factors, at which an Assistant Registrar (Faculties/School) or appropriately trained professional services staff, should observe and report on practice. Further updates have been made to include typical/atypical mark ranges for the 50% pass mark for Level 7 units.</p>
QA44 Course Handbooks and Course Specifications	<p>A change to paragraph 3.2 has been made to make clear that, if there are multiple entry points to a course in an academic year, a separate handbook does not need to be produced for each cohort entering in that year.</p>
QA51 Education Annual Review and Enhancement (Formerly Annual Monitoring of Units and Programmes)	<p>No changes to monitoring of units or to EARE reporting, but continuous monitoring is being strengthened in the review and enhancement of education provision, supported by the introduction of an Education Action Plan at Department level. Relevant data will be released to academic departments as and when it becomes available and action planning can take place in response to this data. EARE becomes an annual snapshot of review and enhancement activity undertaken throughout the year.</p>
QA53 Examination and Assessment Offences	<p>Revised to remove reference to PGR students in the research phase of their programmes, which will be covered by the University’s Research Misconduct Policy instead.</p>

Minor housekeeping updates have been made to the following QA CoP statements:

- QA3 Approval of New Courses of Study
- QA4 Amendments to Courses of Study and Units and Approval of New Units
- QA7 Research Degrees
- QA8 Professional Accreditation

- QA9 Professional Development and Recognition for Staff and Students who Teach and Support Learning
- QA13 Degree Scheme Review
- QA16 Assessment, Marking and Feedback
- QA20 Collaborative Provision
- QA35 Assessment Procedures for Taught Programmes of Studies
- QA44 Course Handbooks and Course Specifications
- QA48 Student Engagement with Quality Assurance and Quality Enhancement
- QA51 Education Annual Review and Enhancement
- QA51(A) Monitoring and Enhancement (Apprenticeship Courses)
- QA53 Examination and Assessment Offences
- QA56 Continuing Professional Development

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