



Annual Policy Bulletin

Academic Year 2022/23

The Governance, Legal and Compliance produces this Annual Policy Bulletin. The purpose of the Bulletin is to inform staff and students of policies that have been introduced or amended, and ensure they are aware of how the changes might affect them.

You can find the latest version of all policies on the University's '[Policies](#)' webpage - please note that this page will be updated when the policies come into effect.

If you have any queries about this Bulletin, please contact academicpolicy@bathspa.ac.uk

Academic and Student Policies

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Exceptional Circumstances Policy	New	Replaces, formalises and renames our Mitigating Circumstances Policy and Procedure.	Start of AY 22/23	Student and Registry Services
Learning Analytics Policy	New	New Policy	Start of AY 22/23	Student and Registry Services
Fitness to Train to Teach	New	New Fitness to Train to Teach policy - (Reflects current practice)	April 2022	School of Education
Transfers Policy	New	New Transfers policy	Start of AY 22/23	Student and Registry Services
Undergraduate Academic Framework	Amendment	<ul style="list-style-type: none"> - New clause at section 4.2 to remove the ability of students to carry forward failed Level 4 credit into their Level 6 year of study. This will only apply to students who started their studies in or since September 2021. - New clauses to confirm existing arrangements for the awarding of Cert 	Start of AY 22/23	Academic Governance and Policy

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
		<p>HEs, Dip HEs, and Ordinary Degrees</p> <ul style="list-style-type: none"> - Inclusion of duplicated clauses from the Accreditation of Prior Learning Policy to highlight that credit gained elsewhere is not included in classification. - Housekeeping updates including minor clarification wording on some clauses and new footnotes to confirm the phase out of major/minor awards 		
Student Engagement and Attendance Policy	Amendments	<ul style="list-style-type: none"> - Reflect changes on how students can register their attendance online using the University's online Attendance Monitoring system and - Make specific reference to the way we monitor the engagement of our sponsored international students - Amendments to reflect the introduction of the Learning Analytics software 	<p>April 2022</p> <p>April 2022</p> <p>Start of AY 22/23</p>	Student and Registry Services
Academic Regulations	Amendments	<ul style="list-style-type: none"> - Addition of a clause confirming that the Academic Board has the authority to void and revoke awards - Amendments to the minimum and maximum registration requirements - A clause at 8.6 has been added to confirm the requirement of students to engage with their learning in accordance with the Student Attendance and Engagement processes. The clause also confirms that registration can be terminated for failure to engage. - Inclusion of reference to the CPD and Co-Curricular Frameworks 	Start of AY 22/23	Student and Registry Services
Student General Regulations	Amendments	<ul style="list-style-type: none"> - Addition of a clause with the Student General Regulations confirming that students are required to regularly check their BSU email account whilst a registered student, as this forms the primary and formal mode of communication to students for important information and updates about their studies. - Updates to reflect the requirement of students to adhere to the Student Attendance and Engagement processes 	Start of AY 22/23	Academic Governance and Policy
Postgraduate Taught Academic Framework	Amendments	<ul style="list-style-type: none"> - Reinstatement of a clause from the previous framework, confirming that classification is determined on the basis of graded modules (i.e pass/fail modules are not included in overall classification). 	Start of AY 22/23	Academic Governance and Policy

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
		<ul style="list-style-type: none"> - Additional clause confirming that the 60 credit dissertation module must be a graded piece of work and therefore 120 credits maximum can be pass/fail for Masters level qualifications - A new clause to confirm the current awarding practice that Postgraduate Certificates and Postgraduate Diplomas awards are only classified at pass/fail (and not merit/distinction). 		
Assessment and Feedback Policy	Amendments	<ul style="list-style-type: none"> - Confirmation that assessment briefs and timelines should be posted on the VLE - A new clause confirming the process for requesting exemptions to the Assessment Tariffs section of the Policy - Amended clauses in the Assessment Submission section of the Policy to confirm: <ul style="list-style-type: none"> - The VLE should be the online portal for the submission and marking of work; and other electronic portals will not be permitted - Digital versions of all submitted assessments should be stored on the VLE - e.g photographs of artefacts or recordings of presentations - to ensure compliance with sector assessment retention regulations. - For pass/fail assignments, an amendment to confirm that the 7 day 'late submission' will not apply and students should submit by the published deadline or request an extension in advance - The inclusion of the requirement that a record of moderation is recorded on the Moderation Form and submitted to the Subject Board. - Confirmation that written examinations should be submitted online wherever possible, in the interests of inclusion. - A new clause on the principle for external examiner sampling of assessed work; and confirmation of the treatment of samples for pass/fail assignments. - Minor updates to wording to improve clarification 	Start of AY 22/23	Academic Governance and Policy
Student Protection Plan	Amendments	<p>The revised SPP strengthens the University's approach in key areas. We have committed to a set of overarching principles which will inform how the University will respond in the event that the SPP needs to be initiated:</p> <ol style="list-style-type: none"> 1. The student interest will be first and foremost in the University's considerations; 2. The University will communicate with affected students in a timely manner; 	Start of AY 22/23	Student and Registry Services

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
		<p>3. The University will promptly prepare a Student Protection Implementation Plan that is specifically designed to respond effectively to the scenario that emerges;</p> <p>4. Students will be made aware of appropriate sources of advice and support, including the independent support that is available from the Students' Union.</p>		

Finance and Risk

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Responsible Investment Policy	New	This is a new policy which sets out the principles for responsible investing that includes consideration of environmental, social and governance issues relating to all decisions regarding the University's investment portfolio.	16 February 2022	
Risk Management Policy	Amendment	<p>The Risk Management Policy sets out the principles which underpin the University's approach to the management of risk to support the achievement of corporate objectives and ensure financial sustainability. Following management review, no material changes to the policy were made but a number of 'housekeeping' amendments have been made in order to improve the clarity of the document:</p> <ul style="list-style-type: none"> • A small number of finessing amendments have been made to strengthen the policy, including to the articulation of its stated purpose and by giving explicit recognition to the fact that it is not the University's intention to eliminate risk from its activities but to enable managers to mitigate and manage it appropriately. This dovetails with the revisions which have been made to the University's Risk Appetite Statement (below). • Some additional amendments have also been incorporated into the Policy in response to feedback from the Audit Committee, namely that a) the Policy should make more explicit that it was the role of the University Secretary to review the risk management framework and to confirm this to the Audit Committee and b) that it would be helpful for the Policy to make reference to IT 	13 July 2022	

		/ cyber / information governance policies and the way in which the University expected people to work in relation to those.		
Risk Appetite Statement	Amendment	<p>In pursuing its vision and strategic aims, the University must assess the level of risk associated with its various activities. The Risk Appetite Statement has been refreshed to align with the development of the University's strategy. The higher education sector is dynamic and ever-changing, and the Risk Appetite Statement must be responsive to significant changes in the environment, regulatory movements, risk-adjusted return opportunities, and the University's risk profile and risk capacity. As such, the Risk Appetite Statement has been revived with the intention that it will be an enabling and "living document" that is regularly reviewed and updated in response to key changes to the environment in which the University operates.</p> <p>In summary, the changes that have been made to the document are:</p> <ul style="list-style-type: none"> • Clearer alignment with the University's top 10 risks (whilst noting that the top 10 risks ought to change more dynamically than the risk appetite statement); • Simplification and consolidation of risk domains; • Separation of 'sustainability' from 'estates & infrastructure' into separate domains in their own right; • Broadening of 'human capital' domain into a more explicitly inclusive 'people and culture' domain; • Improved clarity as to risk boundaries; • A more meaningful articulated expression of risk appetite. 	13 July 2022	
Reportable Events Policy	Amendment	<p>On 20 October 2021, the OfS issued a notice about some changes to its ongoing condition of registration F3 in relation to Reportable Events. In summary:</p> <ul style="list-style-type: none"> • The OfS revised the definition of a reportable event, which took effect from 1 January 2022; it was already very wide and is arguably now even wider but introduces a 'materiality test'. The reportable events regime is a key tool in the OfS 'risk based' approach to regulation. • Regulatory Guidance has been published which provides more detail and is accompanied by a non-exhaustive illustrative list of events that will always be reportable. • We have updated our internal Reportable Events Policy accordingly in order to align with the changes. 	1 January 2022	

Information, Data and Research

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Data Protection Policy	Amendment	New policy to replace the previous Data Protection Policy, as part of a wider University project on strengthening Data Protection compliance. The new policy sets out the roles and responsibilities of stakeholders across the University. It also gives more detail about the University's approach on key aspects of Data Protection laws, including the Data Protection Principles and Data Subject Rights. Some changes were also needed post-Brexit.	14 June 2022	

Staff

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Whistleblowing Policy	Amendment	These were minor administrative changes.	N/A	

Sustainability, Environment and Transport

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries

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