

Annual Policy Bulletin

Academic Year 2024/25



BATH SPA
UNIVERSITY

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 academicquality@bathspa.ac.uk

Academic and Student Policies

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Student Trusted Contact Policy	New	<ul style="list-style-type: none"> New policy to replace Emergency Contact Policy. 	March 2024	Student Wellbeing Services
Emergency Contact Policy	Removal	<ul style="list-style-type: none"> Replaced by Student Trusted Contact Policy (see above) 	March 2024	n/a
Appeals Policy	Amendment	<ul style="list-style-type: none"> General revisions to make policy student-focused and principles led. Revisions to ensure the policy is current and ties in with wider assessment framework. Revisions to the criteria for academic appeal to enhance clarity, including explicit reference to academic access plan. Inclusion of an informal resolution step, and reference to other pertinent policies, including Academic Misconduct and Exceptional Circumstances. 	30 th Sept 2024 Assessment submissions made before this date are considered under the previous version	Student & Registry Services
Student Attendance and Engagement Policy	Amendment	<ul style="list-style-type: none"> Policy written to student audience to emphasise their responsibility to demonstrate meaningful engagement, with clear guidance on the requirements of the University to regulators and student finance providers, with indication of consequences of non-compliance. Policy revised to include Bath Spa University London students. 	01 September 2024	Student & Registry Services

		<ul style="list-style-type: none"> • Inclusion of guidance on responsibilities of Class Lecturer responsibilities with respect to attendance monitoring. • Inclusion on guidance on consequences of persistent misuse of engagement monitoring systems. 		
Academic Integrity Policy and Academic Misconduct Procedure	New: Academic Integrity Amendment: Academic Misconduct	<p>The existing academic misconduct policy has been reframed and incorporated into a new student-centered, principles-based policy on academic integrity, which:</p> <ul style="list-style-type: none"> • explains why academic integrity is important • provides information about sources of support and guidance about academic integrity and good academic practice • outlines clear definitions of what academic practice is acceptable and what is not acceptable and therefore what constitutes academic misconduct • confirms the procedure that will be used to investigate potential cases of academic misconduct and the way in which the University will engage with a student/s in this process • details how the University will determine the outcome of a potential case of academic misconduct and the actions it may take in response to that outcome • includes information on how the Academic Integrity Policy fits with other University policies, including the Ethics Policy • outlines the University's position with respect to the use of Generative Artificial Intelligence, defining what is acceptable and unacceptable practice with the use of GenAI. • redefines requirements around self-plagiarism, to clarify when students can re-use any piece of work for reassessment and when this is unacceptable practice. • introduces a new Academic Integrity Case Report Form, which will be used to set out cases of potential academic misconduct and be used to decide routing of cases dependent on severity. • allows for inclusion of Students' Union representation on the Panel which considers Academic Misconduct cases. 	<p>For submissions from 30th September 2024</p> <p>Assessment submissions made before this date are considered under the previous version</p>	Student & Registry Services
Student Disciplinary Policy	Amendment	<ul style="list-style-type: none"> • Confirmation that misuse of the attendance monitoring systems will be considered a disciplinary matter. 	01 September 2024	<p>Academic Governance and Quality</p> <p>academicquality@bathspa.ac.uk</p>

Learning and Teaching Delivery Statement	Amendment	<ul style="list-style-type: none"> • Addition of following paragraph in the introduction section “<i>This statement outlines information about online and in person activities, your workload and the structure of your learning, resources to support you, and time for extracurricular activities. Please note that some aspects of learning and teaching delivery for some courses and students may be required to be varied from this model where professional and regulatory bodies require, including for accrediting, funding and visa compliance purposes. Please see the Student Terms and Conditions for more information.</i>” 	March 2024	Academic Governance and Quality academicquality@bathspa.ac.uk
Withdrawal Policy	New	<ul style="list-style-type: none"> • New policy to formalise current operational practices, presenting a student-centered, transparent and accessible approach to how the University manages student withdrawals. 	01 September 2024	Student & Registry Services
Study Breaks Policy	New	<ul style="list-style-type: none"> • New policy to formalise current operational practices, presenting a student-centered, transparent and accessible approach to how the University manages study breaks. 	01 September 2024	Student & Registry Services
Assessment and Feedback Policy	Amendment	<ul style="list-style-type: none"> • General refinement of points to clarify operation expectations around assessment and feedback. • Revisions to the Assessment Tariff section to emphasise importance of student effort and remove specific word count expectations for typical credit amounts at different levels of study. • Revisions to further define and clarify expectations around moderation for partner provision, making distinct the separate process of partner moderation and university moderation. • Addition of ability, at Head of School discretion, to extend feedback deadlines for partner provision from the standard 15 days to 20 days, to allow for additional moderation process. • Inclusion of definition and reference to reasonable adjustments to ensure these are explicitly considered as part of the processes of marking, moderation and quality assurance. 	01 September 2024	Academic Governance and Quality academicquality@bathspa.ac.uk
Grading and Marking Criteria toolkit	New	<ul style="list-style-type: none"> • A new toolkit which is designed to support academic staff when developing marking criteria for module assessments, enabling a more standardised provision of feedback to students which has been mapped against UK sector recognised standards. • The main part of the toolkit is a range of grading descriptors which detail the level of achievement that correlate to different bands of marks across the full range of marks, running from ‘Low Fail’ to ‘Outstanding’, for a series of different marking criteria. • The toolkit also provides some model examples of sets of criteria that would be selected for a range of assessment types. • A Marking Criteria template is provided at the end of the toolkit, 	Pilot year commences September 2024	Learning, Innovation and Skills Team learninginnovation@bathspa.ac.uk

		intended to be used for each assessment piece to indicate which marking criteria apply to that assessment and be used to show how a student has performed against each of the criteria.		
Admissions Policy	Amendment	<ul style="list-style-type: none"> • Introduction of new section which states that contextual admissions offers are being made for UCAS undergraduate provision in Bath (does not include BSUL or partner provision), the eligibility criteria for being considered for a contextual admission offer, and the steps that will be taken when a contextual offer is made. 	01 September 2024	<i>Portfolio and planning</i>
Declaration of Criminal Conviction Policy	Amendment	<ul style="list-style-type: none"> • The review period is now annual to allow for necessary updates related to statutory guidance such as KCSIE. • The definition and explanation of relevant criminal convictions has been expanded and updated. • A signposting link to Unlock's disclosure calculator has been added to support students in understanding what they need to declare. This is also included in the questionnaire. • Language throughout the policy has been adjusted to ensure that both applicants and current students are fully covered by the policy and procedures. • Associated paperwork, such as the questionnaire and risk assessment, has been comprehensively updated to align fully with the policy and procedures and a third-party consent form created. • Explanation of the scope to escalate to the CCP panel has been expanded to include consideration of occasions when students have not made a full and candid disclosure of a relevant and unspent conviction and for applicants to courses exempt from the Rehabilitation of Offenders Act 1974. • Differing requirements for courses exempt from the ROA 1974 have been further clarified. • References and signposting to the University's Terms and Conditions, Academic Regulations, Appeals procedure for Applicants and Student Complaints policy and Procedure have been added. 	01 September 2024	registrycompliance@bathspa.ac.uk
Module Evaluation Policy	New	<ul style="list-style-type: none"> • New policy defining the principles and expectations for the student evaluation of modules, including the means by which feedback will be gathered, and how the data will be used. 	July 2024	<i>Student Experience</i>
Academic Regulations	Amendment	<ul style="list-style-type: none"> • References to Academic Governance and Policy have been updated to Academic Governance and Quality • 'Collaborative Provision' is amended to read 'Educational Partnerships' • 'Academic Misconduct' is amended to read 'Academic Integrity', with associated updates to Section 11 to reflect the new Academic Integrity 	01 September 2024	<i>Academic Governance and Quality</i> academicquality@bathspa.ac.uk

		<p>Policy</p> <ul style="list-style-type: none"> Proposed approval of the Study Break Policy and Withdrawal Policy have been reflected in the relevant sections Separation of the sections relating to the approval of posthumous and aegrotat awards, to confirm the automatic award of posthumous qualifications, and the decision of the Central Assessment Board for aegrotat awards. 		
Undergraduate Academic Framework	Amendment	<ul style="list-style-type: none"> Revision of rules around awarding of Ordinary degree to allow these to be conferred to students that enroll directly on to level 6 and complete 100 credits of study. 	01 September 2024	<i>Academic Governance and Quality</i> academicquality@bathspa.ac.uk
Safeguarding Policy and Procedure	New	<ul style="list-style-type: none"> This Policy outlines the University's approach to safeguarding children and adults who are connected with members of the Bath Spa University community. The Policy has been reviewed and redeveloped to introduce enhancements to the safeguarding reporting process, and provide further clarification, streamlining and expansion of safeguarding roles and responsibilities. 	26 September 2024	<i>Governance Legal and Compliance</i>

Finance and Risk

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Risk Management Policy and Risk Appetite Statement	Regular review amendments	This policy sets out an overarching framework for the identification, mitigation and management of key risks to the University's strategic and operational objectives. Minor amendments have been made to clarify the core principles and particularly the ownership of responsibilities for the management and oversight of risks. The risk appetite statement has been revised to ensure risk domain status is aligned with the University's posture on risk, and with the strategic risk register.	July 2024	Governance Legal and Compliance - Risk and Assurance Manager
Responsible Investment Policy	Annual Review	This policy 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. Minor amends have been made which provide clarification relating to investments, financial gains, the use of expert financial advisors and the inclusion of Responsible Treasury Management criteria.	July 2024	Governance Legal and Compliance – Governance Manager
Data Assurance Policy	New	New policy to codify the University's arrangement for data quality and assurance	March 2024	Data and insights

Information, Data and Research

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Endpoint Device Purchasing, Deployment and Management Policy	Amendment	The Policy was updated as follows: Scope: to include mobile phones and reference to BYOD Policy Updated standard device lifetime from 4 to 5 years Added sections on repurposing and disposal. Updated service levels	April 2024	IT Services
Bring Your Own Device Policy	New	A new policy which sets out the requirements for the secure use of personally owned devices to access University systems and data.	1 July 2024	IT Services
Mobile and Remote Working Policy	New	A new policy which sets out how the University provide mobile and data services to support secure flexible working.	April 2024	IT Services

Staff

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Carers Leave Policy	New	A new policy detailing the legislative introduction of unpaid Carer's Leave to support employees with the equivalent of one week of time away from work to focus on their caring responsibilities	April 2024	Human Resources
Flexible Working Policy	Amendment	An amendment to the policy following a change to legislation. The changes include the allowance for 2 flexible working requests per 12 months, a reduction in required from an employee when submitting a flexible working application and a shortening of the timescales from receiving an application to providing an outcome.	April 2024	Human Resources
Partner Leave	Amendment	An amendment to the policy following a change to legislation, as well as an internal decision to change the name of the policy from Paternity Leave to Partner Leave to ensure it is inclusive of all relationships. Leave can now be taken any time within the first year after the birth or placement of a child (with correct notice given), and there is more flexibility given to how the leave is taken - individual or consecutive week blocks.	April 2024	Human Resources
Redundancy and Redeployment Policy	Amendment	An amendment to the policy following a change to legislation. Increased rights in redundancy situations for those who are pregnant, and on or returning from family leave - maternity, adoption, shared parental.	April 2024	Human Resources
Absence Management Policy	Amendment	An amendment to the policy to provide clarity on the reporting procedure, occupational health process and absence management stages.	July 2024	Human Resources