



# Annual Policy Bulletin

Academic Year 2023/24

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](mailto:academicquality@bathspa.ac.uk)

## Academic and Student Policies

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Academic Regulations	Amendment	<ul style="list-style-type: none"> <li>• Housekeeping amendments to reference 'Academic Registrar' instead of 'Registrar'; and 'Central Assessment Board' instead of 'Final Awards Board'; and his/her to they/them/their.</li> <li>• Removal of the Admissions of Students and APL clauses to avoid overlap/duplication with the Admissions and APL policies</li> <li>• Amendment of module handbook terminology</li> <li>• Amendments to the Conferment of Awards section to reflect               <ul style="list-style-type: none"> <li>○ The delegated authority of Academic Board to the Central Assessment Board</li> <li>○ Graduation Ceremonies as the point of conferral</li> <li>○ Arrangements for delayed conferral</li> <li>○ Award of degrees 'in absentia'</li> <li>○ Powers to vary this element of the regulations in exceptional circumstances.</li> </ul> </li> </ul>	September 2023	Academic Governance and Quality

Assessment and Feedback Policy	Amendment	<ul style="list-style-type: none"> <li>• Inclusion of references to the use of AI and the Assessment Brief Template</li> <li>• Standardisation of the phrase 'marking criteria' rather than 'assessment criteria'</li> <li>• Clarification on the requirements to notify students that marks post moderation are provisional only before examining and boards</li> <li>• Reference that students need to leave sufficient upload time to the VLE</li> <li>• Amendments to clarify requirements for moderation where second marking has been undertaken.</li> <li>• Confirmation that assessed work and marks should be provided to External Examiners via the VLE where possible to avoid the use of email</li> </ul>	September 2023	Academic Governance and Quality
Admissions Policy	Amendment	To enhance the codification of BSU compliance with the relevant regulations and legislation and apply the UUK Fair Admissions guidance. Covers all applications for all modes and levels of study including educational partnership with Section 25 of the policy specific to educational partners.	Academic Year 2022/23	Admissions and Applicant Support
Additional Course Costs Policy	New	A new policy by which any additional course costs that are charged to students for trips, visit, kit, consumables, professional fees and resources are decided - to ensure a fair and transparent approach.	September 2024	Academic Governance and Quality
Accreditation of Prior Learning Policy	Amendment	Revisions to scope, structure and content with new sections on degree classification, appeals, reporting, monitoring and review and definitions.	January 2023	Admissions and Applicant Support
Complaints and Appeals Procedure for Applicants	Amendment	This procedure has been brought into line with the latest Admissions Policy and to ensure alignment with the University's complaint procedures for students.	January 2023	Admissions and Applicant Support
Fitness to Train to Teach Policy and Procedure	Amendment	<p>Clause added: Any change in the applicants or current students health and/or wellbeing will be initially assessed by the Medical Practitioner.</p> <p>There may be a requirement to complete a new Fitness to Train to Teach questionnaire following their or their Academic Tutors declaration of a change in their health and/or wellbeing. This is compulsory and failure to complete the request would result in the student being referred to the Fitness to Study (FtS) policy/procedure.</p>	November 2022	School of Education

Fitness to Study	New	New procedure for when an action plan under the Support to Study procedure has not been resolved or a risk assessment considers the risk too high	November 2022	Student Experience
Student Engagement and Attendance	Amendment	Added in a section on Educational Partnerships and minor housekeeping	April 2023	Student and Registry Services
Support to Study	Amendment	Streamlined and reframed to provide a holistic and supportive approach and respond where students are required to adhere to specific PSRB requirements	November 2022	Student Wellbeing Services/Student Experience
Undergraduate Academic Framework	Amendment	Embed additional design principles for joint honours degrees to ensure proper balance of semester credit load and remove the requirement for double dissertations.	March 2023	Academic Governance and Quality

## Finance and Risk

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Responsible Investment Policy	Amendment	This 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. Minor amends have been made to reflect the changes in oversight from the Board of Governors Financial Portfolio Committee (which was dissolved in December 2022) to the Finance and Infrastructure Committee.	1 March 2023	University Secretaries Office – Governance Manager
Risk Management Policy and Risk Appetite Statement	Annual Review – No amendment	The University's risk management framework incorporating Risk Management Policy and Risk Appetite Framework has been reviewed by management and no amendments were deemed necessary at this time.	12 July 2023	University Secretaries Office – Governance Manager
Financial Regulations	Amendment	The Board of Governors is responsible for the effective and efficient use of resources, the solvency of the University and for the safeguarding of assets. The Financial Regulations of the University form part of the overall system of accountability and fiscal management and control in support of these responsibilities which is overseen by the Board of Governors Finance and Infrastructure Committee. These Financial Regulations are BSU's rules for controlling resources and providing assurance of regularity and propriety. All staff must comply. Revisions have been made due to requirements for regular review, structural changes instigated regarding capital expenditure and due to the new finance system installation. Procurement thresholds have been reviewed with consideration of value for money and supporting business objectives.	15 March 2023	Finance

## Staff

Policy Name	Nature of Change (new/amendment/removal)	Summary of Change	With Effect From	Queries
Hosting of Visiting Scholars and Associates at Bath Spa University	Amendment	<p>Policy and procedure stream-lined to clarify the differences between the various routes of affiliation with the University.</p> <p>The policy and procedure clearly define the criteria for appointment, the appointment procedure and reporting requirements, alongside requirements in relation to monitoring, access to Library and IT Services and requirements for ethical approval and data management of research conducted at the University by visiting scholars and associates.</p> <p>Templates for application, appointment, extension and final reporting are included in the policy document.</p>	September 2023	Research and Graduate Affairs