Introduction

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# QA Policy Statement

1.1 The University requires that there should be a Code of Practice for Quality Assurance that expresses the principles, responsibilities and structures through which it assures academic standards and the continuous improvement of the student academic experience.

1.2 This Code came into effect on 1 September 2001, having been approved by Learning and Teaching Board on 13 June 2001 and by Senate on 20 June 2001.

1.3 There will be a systematic process of review of this Code of Practice on an annual basis.

# Annexes

**Annex A**: Curriculum Policy

**Annex B**: Approval and Withdrawal of Modules

**Annex C**: Approval and Withdrawal of Taught Courses

**Annex D**: Information to Students

**Annex E**: Annual Monitoring

**Annex F**: Periodic Review

**Annex G**: Personal Academic Support System

Annex H: Divisional Directors of Education and UG Student Experience, Education and UG Student Experience Committees, Directors of Studies and Boards of Studies

**Annex I**: Divisional Directors of Graduate Studies and PG Student Experience and Graduate Studies and PG Student Experience Committees, Directors of Studies and Boards of Studies

**Annex J**: Meetings of Boards of Examiners

**Annex K**: External Examiners

**Annex L**: Quality Assurance Procedures for Courses of Study at Validated Institutions and Partner Colleges Leading to University Awards

**Annex M**: Student Evaluation

**Annex N**: Student Engagement in Quality Assurance and Enhancement

**Annex O**: Approval and Quality Assurance Procedures for Collaborative Partnerships – Part 1 Development of New Partnerships

**Annex P**: Approval and Quality Assurance Procedures for Collaborative Partnerships – Part 2 Quality Assurance and Operational Management of Collaborative Partnerships

**Annex Q**: Work-Based and Placement Learning

**Annex R**: Recognition of Prior Learning

**Annex S**: University Procedures for Engaging with Professional, Statutory and Regulatory Bodies (PSRBs) and Quality Assurance Agency (QAA) Subject Benchmark Statements

(Annex T deleted)

(Annex U deleted)

Annex V: Supervision and Dissertation Support for Postgraduate Taught Master’s Students

# Preamble

3.1 Senate is responsible for ensuring that arrangements are in place that will:

* stimulate, through regular critical self-evaluation, improvement of the quality of the education provided;
* inform and provide assurance to current and potential students, and relevant external agencies and interests, as to the high quality of the education provided.

3.2 This Code covers all courses of study leading to the award by the University of certificates, diplomas and degrees, at undergraduate, graduate and postgraduate level, including those delivered by other institutions. It does not cover courses leading to research degrees, (see the [Code of Practice for Quality Assurance of Research Courses of Study](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses)), and courses delivered under accreditation. The University’s Divisions, and institutions with validated courses, may, however, introduce requirements additional to these minimum University requirements for quality assurance, for example in relation to professional body accreditation.

3.3 The Code is reviewed at regular intervals by the Education and Student Experience Board (ESEB) and is revised from time to time by the ESEB in order to ensure that it continues to represent best practice and is effective.

# Terms Used

1. A module is a self-contained, separately assessed component of a course.
2. A course of study - hereafter "a course" - consists of an approved set of modules which leads when successfully completed to an award of the University.
3. Divisions include (a) Centres and Departments with responsibility for delivering courses and (b) institutions or organisations delivering courses under validation or other partnership arrangement. Directors of Division include Directors of these Centres, Departments and institutions/ organisations.

# Principles

This Code is based on the principles that quality assurance procedures will be simple and effective; will be integrated into the routine management of learning and teaching; and will harmonise as far as possible internal University and external agency requirements.

# Responsibilities

* 1. This section of the Code summarises where responsibility lies for the various elements of the arrangements for assuring the quality of education provided by the University via taught courses. Detailed requirements are set out in a series of Annexes to the Code.

## Divisions

Divisions are responsible for:

* ensuring that modules and courses submitted for approval conform with the requirements of this Code; (see Annex B: *Approval and Withdrawal of Modules* and Annex C: *Approval and Withdrawal of Taught Programmes*);
* delivering modules and courses as approved;
* providing a learning environment which will encourage students to flourish and achieve their potential;
* ensuring that all students are provided in good time with all appropriate information relating to their course and its modules (see Annex D: *Information to Students*);
* annual monitoring of modules, courses and student progress, determining action to be taken as a consequence and reporting on these matters to Divisional Boards (see Annex E: *Annual Monitoring*);
* responding to annual reports of External Examiners (see Annex E: *Annual Monitoring* and Annex K: *External Examiners*);
* providing academic advice and support for their students (see Annex G: *Personal Academic Support System*);
* obtaining and considering the views of students on the education which the Division provides (see Annex M: *Student Evaluation*);
* reflecting critically on the education which they provide, in particular as part of internal periodic review (see Annex F: *Periodic Review*) and of external review by the Quality Assurance Agency for Higher Education (QAA);
* responding to the reports of internal periodic review panels (see Annex F: *Periodic Review*);
* acting upon the decisions of Divisional Boards and the Education and Student Experience Board;
* appointing a Director of Education and establishing an Education and Student Experience Committee with responsibilities as set out in Annex H: *Divisional Directors of Education and UG Student Experience, Education and UG Student Experience Committees, Directors of Studies and Boards of Studies;*
* establishing as necessary Directors of Studies and Boards of Studies with responsibility for day to day quality management of specific courses or of cognate groups of courses (see Annex H: *Divisional Directors of Education and UG Student Experience, Education and UG Student Experience Committees, Directors of Studies and Boards of Studies;*
* reviewing and developing the Divisional Learning and Teaching Plan and monitoring and evaluating its implementation;
* approving minor changes to modules;
* maintaining a programme of peer review in keeping with University guidelines;
* Ensuring student engagement in quality assurance activities (see Annex N: *Student Engagement in Quality Assurance and Enhancement*).

## Divisional Boards

Divisional Boards are responsible for:

* approving proposed modules, having ensured that no module is approved unless it conforms to the requirements of this Code (see Annex B: *Approval and Withdrawal of Modules*);
* recommending approval of proposed courses, having ensured that no such approval is recommended unless the proposed course conforms to the requirements of this Code (see Annex C: *Approval and Withdrawal of* *Taught Courses*);
* approving withdrawal of modules and courses;
* reviewing annually Divisional Learning and Teaching Plans and forwarding such plans for approval by the Education and Student Experience Board;
* ensuring that schools' annual monitoring conforms to the requirements of this Code and reviewing the outcome of such monitoring (see Annex E: *Annual Monitoring*);
* ensuring that all students are provided in good time with all appropriate information relating to their course and its modules (see Annex D: *Information to Students*);
* organising and conducting periodic reviews on behalf of the University (see Annex F: *Periodic Revie**w*);
* monitoring the operation of peer review at school level;
* reporting annually to the Education and Student Experience Board on the exercise of powers delegated to it by that Board;
* reporting annually to the Education and Student Experience Board on the exercise of powers delegated to it by that Board with regard to undergraduate courses;
* reporting annually to the Graduate and Researcher College Board on the exercise of powers delegated to it by that Board with regard to taught postgraduate courses.

## Education and Student Experience Board

The Education and Student Experience Board (ESEB) is responsible for:

* approving undergraduate courses, having ensured that no course is approved unless it conforms to the requirements of this Code (see Annex C: *Approval and Withdrawal of Taught Courses*);
* determining, in the light of reports from review panels, whether courses may continue, may continue on satisfaction of specified conditions or shall be discontinued (see Annex F: *Periodic Review*);
* approving withdrawal of undergraduate courses;
* keeping under review this Code and its effectiveness;
* reporting annually to the Senate on the exercise of powers delegated to it by the Senate;
* considering the summary of recommendations from External Examiners to the University on undergraduate courses as prepared by the Quality Assurance and Compliance Office;
* overseeing arrangements for QAA Higher Education Review and ensuring the completion of any actions arising from these engagements;
* approving the University’s Learning, Teaching and Assessment Strategy and ensuring the completion of any steps necessary for meeting strategic objectives contained therein;
* reflecting upon the contents of this Code and ensuring its systematic review in keeping with internal and external drivers and agencies.

## Graduate and Researcher College Board

The Graduate and Researcher College Board (GRCB) is responsible for:

* approving taught postgraduate courses, having ensured that no such course is approved unless it conforms to the requirements of this Code (see Annex C: *Approval and Withdrawal of Taught Courses*);
* determining, in the light of reports from review panels, whether courses may continue, may continue on satisfaction of specified conditions or shall be discontinued (see Annex F: *Periodic Review*);
* approving withdrawal of taught postgraduate courses;
* keeping under review this Code and its effectiveness;
* reporting annually to the Senate on the exercise of powers delegated to it by the Senate;
* considering the summary of recommendations from External Examiners to the University on taught postgraduate courses as prepared by the Quality Assurance and Compliance Office.

## Boards of Examiners

Boards of Examiners are responsible for:

* reviewing the marking of assessed work and confirming the marks awarded to students;
* making recommendations for the award of qualifications;
* making recommendations with regard to progression, re-sit examinations and termination of registration (see Annex J: *Meetings of Boards of Examiners*).

## External Examiners

External Examinersare responsible for:

* monitoring, advising and reporting on standards in relation to assessment of students and the award of qualifications;
* ensuring that assessment of students is undertaken fairly and rigorously (see Annex K: *External Examiners*).

# Collaborative Provision

1. Collaborative courses of study leading to awards of the University are established and maintained in accordance with the University’s Collaborative Provision policies and procedures. All such courses are subject to Kent’s regulations, Codes of Practice for Quality Assurance and Credit Framework conventions, except in so far as these may be varied in a signed Memorandum of Agreement.
2. Institutions offering courses of study leading to University awards are required to have in place a quality assurance system that is consistent with the requirements of the University’s Codes of Practice for Quality Assurance.
3. The University will normally nominate a subject area and Division of the University to oversee the effective quality management of each collaborative course of study. The nominated subject area and Division will exercise such responsibilities for collaborative courses as are assigned to Divisions by the Code of Practice for Quality Assurance for courses leading to University awards.
4. For details see Annex O: *Approval and Quality Assurance Procedures for Collaborative Partnerships – Part 1 Development of New Partnerships* and Annex P: *Approval and Quality Assurance Procedures for Collaborative Partnerships – Part 2 Quality Assurance and Operational Management of Collaborative Partnerships.*

# Quality Management Structure for Taught Courses of Study

**ESEB GRCB**

**CASC**

**Divisional Education and Student Experience Board**

**Divisional Graduate Studies and Student Experience Board**

**Module Convenors**

**Student Voice Forum**

**Boards of Studies**

**SENATE**