The aim of the QA newsletter is to provide:

- a summary of changes in QA procedures and processes approved by the Education Board and the Graduate School Board;
- an update on external QAA (Quality Assurance Agency) reviews, consultations and developments;
- an update on developments in collaborative provision;
- a note of KentVision (SITS)-related matters.

More information can be accessed through the relevant weblinks below and any queries should be forwarded to qa@kent.ac.uk.

If you currently do not get this newsletter and would like to be informed when a new QA newsletter is available, please send an email to qa@kent.ac.uk and we will arrange for you to be added to the QA News alert.

**Key Quality Assurance weblinks**

- **Code of Practice for Taught Programmes of Study:**
  [https://www.kent.ac.uk/teaching/qa/codes/taught/code_taught.html](https://www.kent.ac.uk/teaching/qa/codes/taught/code_taught.html)

- **Annexes to the Taught Code of Practice:**
  [https://www.kent.ac.uk/teaching/qa/codes/index.html](https://www.kent.ac.uk/teaching/qa/codes/index.html)

- **Code of Practice for Research Programmes of Study:**
  [https://www.kent.ac.uk/teaching/qa/codes/research/code_research.html](https://www.kent.ac.uk/teaching/qa/codes/research/code_research.html)

- **Annexes to the Research Code of Practice:**
  [https://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes](https://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes)

- **Credit Framework:**
  [https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfo.html](https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfo.html)

- **Annexes to the Credit Framework:**
  [https://www.kent.ac.uk/teaching/qa/credit-framework/index.html](https://www.kent.ac.uk/teaching/qa/credit-framework/index.html)

- **Academic Regulations – Taught Programmes:**
  [https://www.kent.ac.uk/teaching/qa/regulations/index.html](https://www.kent.ac.uk/teaching/qa/regulations/index.html)

- **Academic Regulations – Research Programmes:**
  [https://www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-programmes](https://www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-programmes)

- **Managing Higher Education With Others:**
  [https://www.kent.ac.uk/teaching/qa/collaborative/index.html](https://www.kent.ac.uk/teaching/qa/collaborative/index.html)

- **Collaborative Provision: Policies and Procedures:**
  [https://www.kent.ac.uk/teaching/qa/collaborative/policies.html](https://www.kent.ac.uk/teaching/qa/collaborative/policies.html)
Guidance, Policies and Procedures:  
https://www.kent.ac.uk/teaching/qa/guidance/index.html

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   ii) Annex C Programme Specification Templates
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3. Attendance and Engagement Policy
4. Collaborative Partnerships Developments

1. Code of Practice for Taught Programmes of Study  
   i) Annex C: Approval and Withdrawal of Taught Programmes  
The annex has had the following additions:

3. Stages of New Programme Development and Approval  
3.1 Planning and Development Stage (Executive Group/Business Case Committee)  
   o The relevant Associate Dean will determine whether the proposal constitutes a new programme of study or an amendment to an existing programme:

3.2 Curriculum Development and Approval Stages  
The Curriculum Development Stage  
3.2.1 Following BCC approval of the business case, a Programme Curriculum Development Team will be formed to draw up the detailed submission for the new programme. The team will consist of the following individuals:
   - At least one of the above individuals must be a representative of the specific campus or campuses where the programme will be delivered.

Annex C can be viewed at https://www.kent.ac.uk/teaching/qa/codes/taught/annexc.html.

ii) Annex C Programme Specification Templates  
The programme specification templates for undergraduate and postgraduate taught programmes have had the following additional guidance inserted at section 18:
If the programme includes study abroad for any students, make reference in this section to Annex 14 of the Credit Framework (Procedures for Periods of Study Abroad https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex14.html)

The templates can be accessed at https://www.kent.ac.uk/teaching/qa/codes/index.html, listed under Annex C.

2. Credit Framework
   i) Annex 6: Marking

   The following revision has been made:

   Where a selection is made, External Examiners should normally see a reasonable sample of assessed work taken from each class band, and all a reasonable sample of fails.

   Annex 6 can be accessed at https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex6.html

   ii) Annex 9: Mitigation of Extenuating Circumstances

   The annex has had the following additional section inserted

   Where, following the conclusion of a period of self-certificated absence, a student returns to their studies on a date which falls prior to one or more assessment deadlines, the Chief Examiner (or nominee) may exercise their discretion and permit an extension for these assessments should they accept that it is reasonable to assume that the period of self-certificated absence has impacted negatively on the student's ability to prepare for and complete the assessments in question by the original deadline. In such cases, no further evidence of illness other than the already provided self-certification for absence will be required. In exercising their discretion the Chief Examiner (or nominee) will take into account the student's number of certified absences to date. Where an extension is granted under these circumstances it will count towards the maximum number of two occasions in any academic year that a student might self-certify for periods of absence that coincide with coursework assessment deadlines.

   Annex 9 can be viewed at https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html.

3 Attendance and Engagement Policy

   The policy has had the following amendment:
Most students may occasionally have to miss some of their teaching due to illness or other unforeseen reason. If this happens, students should notify their Academic School of the absence in advance where possible or on the first day they are unable to attend. Typically, when a student misses more than one whole day of teaching events, it is helpful for the student to inform their academic School.

Once a student has been absent from all events during a period of more than seven consecutive calendar days during term time, written evidence will be required to explain the absence. For example:

- absence due to medical reasons will require a medical certificate (or a related Inclusive Learning Plan);
- absence from the university to deal with an unavoidable and unscheduled personal matter, such as a family bereavement or the requirement to attend an interview, will require appropriate written evidence.

For students who have regulated residency permits to study in the UK, evidence must comply with one of the following reasons to be acceptable:

- a period of absence for more than seven consecutive calendar days due to medical reasons will require a medical certificate;
- a short period away from the university to deal with an unavoidable and unscheduled personal matter, such as a family bereavement or the requirement to attend an interview, will require appropriate written evidence.

The Policy can be viewed at https://www.kent.ac.uk/teaching/documents/quality-assurance/guidance/pdf/attendance_engagement_policy.pdf

4. Collaborative Partnerships Developments

A register of all approved partner institutions can be viewed at https://www.kent.ac.uk/teaching/qa/collaborative/documents/collabprovregister%2031-10-19.pdf