Welcome to the Quality Assurance and Compliance Office Newsletter

**QA Clinics**

We are pleased to announce the launch of QA Clinics. These are bookable 20 minute sessions with a Quality Assurance specialist. You can discuss and troubleshoot specific QA matters, seek advice on implementing regulations and procedures, or request informal training on a 1-2-1 basis.

To book, complete our [QA Clinic Booking Form](#). Please provide a brief overview of your query so that we can allocate the most appropriate QA specialist.
Meet The Team

In each newsletter we'll be asking QACO Team members to tell us a bit more about themselves. Quality Assurance and Compliance Manager, Alison Webster, answered a few questions for the first in our 'Five Questions’ series:

1. **What is the best book you've read recently (or ever)?** River God by Wilbur Smith – was fascinated by the way ancient Egyptian life was brought to life and it had a great plot!

2. **What is a talent that you wish you had?** I’d love to be able to sing – my vocal skills leave a lot to be desired!

3. **Favourite thing to cook/eat?** Patatas Bravas from a restaurant called Tako in Pittsburgh – delicious!

4. **Most interesting country you've visited?** I would have to say Sweden. Back in November 2019 I visited Stockholm for a long weekend and really enjoyed the architecture, sightseeing (including the Abba Museum!) and the general chilled out and friendly vibe. I especially latched onto the Swedish tradition of Fika which means meeting up with friends/relatives/colleagues for a break to have coffee and cake.

5. **What is your go to karaoke song?** I was quite the karaoke fan when I was younger and my sister and I would always go for “I'm so Excited” by the Pointer Sisters!
Updates to Codes of Practice / Credit Framework

The following changes have recently been applied to the Code of Practice - Taught Courses of Study; Research Courses of Study

- **Annex P** (Approval and Quality Assurance Procedures for Collaborative Partnerships – Part 2 Quality Assurance and Operational Management of Collaborative Partnerships): Section 29.6 updated to include an additional section: "Where one or both parties decide to terminate the MoA, Division must notify QACO at gaco@kent.ac.uk. The Head of QACO will report the withdrawal to the accountable officer under the OfS requirements for reportable events."

Code of Practice - Taught Courses of Study:
https://www.kent.ac.uk/teaching/qa/codes/taught/documents/copt2020-introduction-v2.pdf

Code of Practice - Research Courses of Study:
https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-introduction.pdf

The following changes have recently been applied to the Credit Framework

- **Credit Framework** (Information for Students, Teachers and Examiners Credit Framework): Section 7.4.1.4 updated to include: "Where the Board of Examiners makes the recommendation set out in 7.4.1.3 above it should be satisfied that the due process for a student in attendance with very low engagement has been followed, as set out in the Academic Diligence procedures"
• **Annex 6** (Marking): 82% will be introduced in the categorical marking scale from the 2021/22 academic year.

• **Annex 9** (Mitigation of Extenuating Circumstances): Section 4.1.2 has been amended to provide clarification on coursework assessments being disregarded on an ad-hoc basis. The mitigation committee chair must ensure that the Learning Outcomes can be tested by other assessments in that module and that appropriate records are retained and reported to the Mitigation Committee in order to ensure that the cumulative disregarding limits are not exceeded.

• **Annex 9** (Mitigation of Extenuating Circumstances): Sections 6.4.1, 6.4.2 and 6.43 have been amended to provide clarification on disregarding.

• **Annex 10** (Academic Misconduct Principle and Procedures): Section 6 updated, clarification that first offence for stages 0-1 applies to UG only throughout the text.

• **Annex 13** (Procedure for Appeals Against Recommendations of Boards of Examiners): Several amendments have been made to the Annex, including the title having changed to Academic Appeals and amendments to sections 7.2, 10.4, 10.6 and 10.7. Clarification given that the decision regarding frivolous or vexatious appeals can be appealed to the Head of QACO (1.11). Clarification throughout that the Completion of Procedures letter will be issued automatically at relevant stages throughout the process. Amended to clarify that an academic member of the Panel can be from outside of the student’s School/Subject Area (whichever is more appropriate) and may be either from within the student’s Division or from another Division (10.7).


The following changes have recently been applied to the Academic Regulations

• [Kent Covid Impact Information March 2021](https://www.kent.ac.uk/teaching/qa/credit-framework/cf2020-credit-framework-sept2020.pdf) for PGR students, has been published.

Academic Regulations - Taught
Academic Regulations - Research

Please note that the Appeals form has also been revised to accommodate different types of appeal applications.
QA Training Schedule

Upcoming Training:

22nd April and 6th May: Academic Appeal Review Panels

4-7th May: Running and Supporting Boards of Examiners (for Board Secretaries).

If you would like to discuss specific training that may not already be available, please complete our Training Request Form.

QAC FAQs

These are QA questions that are asked regularly, that might be of general interest. If you have a questions that you would like to see answered here, please contact qacotraining@kent.ac.uk.

Q: What happens if a student does not submit the certificate from the Understanding plagiarism module? Should we chase the student for it? Does it go against students in future misconduct cases? In reference to Annex 10, if the student has not submitted the certificate from the Understanding plagiarism module, it would be a good idea to make a further request for this evidence. Procedurally, failure to submit this would not incur a formal penalty, however Panels may wish to take this into consideration or request this evidence in the future, should the student repeat an offence of Academic Misconduct.
Q: Is there a specific difference between Significant and Serious misconduct charges? If not, is it possible to use just one or the other term in the literature? These terms are not interchangeable, as penalties for a significant offence are not as severe as those incurred for a serious offence. Appendix A (Annex 10) provides an indication of the difference between minor, significant, and serious offences. For example, an offence may be deemed significant where large sections of a student's work contains material that is inappropriately close to the original source. This could potentially result in a variety of penalties, ranging from a penalised assessment mark appropriate to the nature of the offence (which may be greater than 10 percentage points) to a penalised module mark capped at the pass mark, depending on the committee's decision. An offence may be deemed serious if it contains little or none of the student's original work. Penalties for a serious plagiarism offence can vary from a penalised mark of zero for the assessment, to termination of studies or the revocation of an award. Information on penalties for Academic Misconduct can be found in Appendix B (Annex 10).

Will there be any changes to the submission of Pass Lists for research students, PGT students and ex-Sciences UG students when KentVision goes live? KentVision is scheduled to go live on Monday 19th April. To support the migration SDS will be down for all users for a week before this. As SDS is integral to the pass list process, please be aware that those submitted to QACO via SharePoint will only be accepted until 12pm on Thursday 8th April. Any submitted beyond this date will not be able to be verified and will need to be submitted on KentVision after the 19th. Once KentVision goes live, all taught pass lists will be approved through KentVision and you will no longer be required to upload these to SharePoint.

Useful weblinks

Academic Regulations – Research Courses:  
https://www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-courses-of-study

Academic Regulations – Taught Courses:  
https://www.kent.ac.uk/teaching/qa/regulations/index.html

Collaborative Partnerships:  
https://www.kent.ac.uk/teaching/qa/collaborative/index.html

Credit Framework:  
https://www.kent.ac.uk/teaching/qa/credit-framework/index.html
Research Code of Practice:
https://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-courses-of-study

Taught Code of Practice:
https://www.kent.ac.uk/teaching/qa/codes/index.html

If you would like to be added to the mailing list for this newsletter, please email qacotraining@kent.ac.uk.