

## ESL Policies Locator for Bath Spa University

This document provides general information in support of operational processes. Activities and responsibilities are outlined in the table below. Please refer to the Appendix of this document to acknowledge further information in relation to *hybrid* responsibilities.

Responsibilities could lie within one of the three below categories:

- **ESL:** This means Elizabeth School of London is responsible for conducting the activity
- **BSU:** This means Bath Spa University is responsible for conducting the activity
- **Hybrid:** This means both Elizabeth School of London and Bath Spa University have joint responsibilities for specific areas.

Activities / Responsibilities	Who is Responsible (BSU, ESL or Hybrid)?	Related Policies / Regulations	Notes
<b>Marketing, Recruitment and Admissions</b>			
Marketing and promotional materials	Hybrid		See Notes 1 in Appendix
Admissions Policy adopted	BSU	<a href="#">Link to BSU Admission Policy</a>	
Setting entry requirements	BSU		

Setting course fees	BSU		
Conduct Admissions entry test and interview for non-standard applicants	ESL		
Selection of potential students for entry onto the programme	BSU		
Criminal records checks	BSU		
Offer letters	BSU		
APL Policy adopted	BSU	<a href="#">Link to BSU Accreditation of Prior Learning Policy</a>	
Declaration of priority student status – i.e. disabled student, care leavers etc.	Hybrid		<i>See Notes 2 in Appendix</i>
Applicants Complaints and Appeals Policy adopted	BSU	<a href="#">Link to BSU Complaints and Appeals Procedure for Applicants</a>	
Applicant Complaints and Appeals			
Terms and Conditions	BSU	<a href="#">Link to BSU Terms and Conditions (October 2023 onwards)</a> <a href="#">Link to BSU Terms and Conditions (Prior to 2023)</a>	
<b>Enrolment and Induction</b>			

Students Enrolment	BSU	<a href="#">Link to BSU Academic Regulations</a>	
Student Finance enrolment confirmation	BSU		
Students Induction	ESL		
Student ID cards	BSU		
Learning Resources			
Production of module and programme student handbooks, documents and other materials	Hybrid		<i>See Notes 3 in Appendix</i>
Learning resources (physical space)	ESL		
Learning resources – access to online library	Hybrid		
Access to VLE	ESL		
BSU Student and Staff Login Details	BSU		
ESL Student and Staff Login Details	ESL		
Teaching and Assessment			
Delivery of teaching	ESL		
Student and Staff Timetable	ESL		

Assessment and Feedback Policy adopted	BSU	<a href="#">Link to BSU Assessment and Feedback Policy</a>	
1 <sup>st</sup> marking of assessment	ESL	<a href="#">Link to ESL Assessment and Moderation Process</a>	
2 <sup>nd</sup> marking of assessment	ESL		
Moderation of assessment	Hybrid		<i>See Notes 4 in Appendix</i>
Providing feedback to students	ESL		
Academic Misconduct Policy adopted	BSU	<a href="#">Link to BSU Academic Misconduct Policy and Procedure</a>	
Academic Misconduct	Hybrid		<i>See Notes 5 in Appendix</i>
Access to plagiarism detection software (i.e. Turnitin)	ESL		
Module Boards	BSU		
Assessment and Award Boards	BSU		

Academic Appeals Policy adopted	BSU	<a href="#">Link to BSU Appeals Policy and Procedure</a>	
Academic Appeals	Hybrid		<i>See Notes 6 in Appendix</i>
Complaints Policy adopted	ESL for Stage 1 and 2 BSU for Stage 3	<p>Link to ESL Student Complaints Policy and Procedure</p> <p><a href="#">Link to BSU Complaints Policy and Procedure</a></p>	
Student Complaints	Hybrid		<i>See Notes 7 in Appendix</i>
Assessment Extensions	Hybrid		<i>See Notes 8 in Appendix</i>

Exceptional Circumstances Policy adopted	BSU	<a href="#">Link to BSU Exceptional Circumstances Policy and Procedure</a>	
Process of Exceptional Circumstances claims			
<b>Student Attendance and Engagement</b>			
Attendance Policy adopted?	ESL	<a href="#">Link to ESL Attendance Policy or subsequent policy</a>	
Monitoring student attendance	ESL		
Deferrals, study break, course transfers and withdrawals polies and regulations adopted	BSU	<a href="#">Link to BSU Academic Regulations and Policies</a>	
Deferrals	Hybrid		

Study Break	Hybrid		See Notes 9 in Appendix
Course Transfers	Hybrid		
Withdrawals	Hybrid		
Fitness to Study Policy adopted	ESL	<a href="#">Link to ESL Fitness to Study Policy</a>	
Process of Fitness to Study cases	ESL		
<b>Student Voice (Student Surveys)</b>			
Student Staff (Forum) committees	ESL	<a href="#">Link to Guide to Student Voice Panels</a>	
Student feedback (Student Surveys)	Hybrid		See Notes 10 in Appendix
Student Representation System	ESL	Link to Student Representation System guide	
<b>Student Support</b>			
Academic Adviser / Personal Tutor	ESL	<a href="#">Link to ESL Personal Tutoring Policy</a>	
Student Support Services	ESL		
<b>Regulations, Quality and Standards</b>			

Programme development	BSU	<a href="#">Link to BSU Academic, Governance and Quality Policies and Procedures</a>	
Programme approval	BSU		
Programme reviews	Hybrid		<i>See Notes 11 in Appendix</i>
Modifications to modules and programmes	Hybrid		<i>See Notes 12 in Appendix</i>
Suspensions / Termination of Programmes	BSU		
Annual monitoring reports	Hybrid		<i>See Notes 13 in Appendix</i>
Recruitment and approval of academic staff	Hybrid		<i>See Notes 14 in Appendix</i>
Academic Regulations adopted	BSU	<a href="#">Link to BSU Academic Regulations</a>	
Academic and Awarding Framework	BSU	<a href="#">Link to BSU Academic and Awarding Framework</a>	
Disciplinary Policy adopted	BSU	<a href="#">Link to BSU Student Disciplinary Policy</a>	
Student Disciplinary	Hybrid		<i>See Notes 15 in Appendix</i>



External Examiners	BSU		
<b>Disability and Wellbeing</b>			
Prevent Duty	Hybrid		<i>See Notes 16 in Appendix</i>
Next of Kin (Emergency Contact)	ESL		
Support students with declared short and long-term disability	ESL		
Advice and support students with DSAs	ESL		
Ensuring anticipatory and reasonable adjustments in place as appropriate	ESL		
Additional exam arrangements in place for eligible students	ESL		
Access to counselling services	ESL		
Safeguarding Policy adopted	BSU	<a href="#">Link to BSU Safeguarding Policy</a>	
Safeguarding referrals / escalations	ESL		

Career and Employability			
Graduate Outcome Survey	BSU		
Provide career advice and support to students	ESL		
Access to Career Service	Hybrid		See Notes 17 in Appendix
Governance, Legal, Data and Finance			
Student Protection Plan	BSU	<a href="#">Link to BSU Student Protection Plan</a>	
HESA returns	BSU		
Inform SLC about student enrolment status and academic year dates (term dates, non-teaching periods, assessment dates)	BSU		
Equality, Diversity and Inclusion Policy adopted	ESL	Link to ESL EDI Policy	
Ethics Policy adopted	ESL	Link to ESL Research Ethics and Integrity Policy	
Graduation and Awards			

Graduation Ceremony	ESL		
Production of Award Certificates and Transcripts	BSU		

## Appendix

**Notes 1:** ESL produces marketing and promotional materials for courses offered in franchised partnership with Bath Spa University (BSU). BSU approves all ESL marketing materials before being used to promote any BSU course delivered by ESL.

**Notes 2:** ESL works with BSU to flag priority student cases as part of the admissions process.

**Notes 3:** ESL and BSU are responsible to provide access to online library resources to students as per contractual agreement.

**Notes 4:** ESL conducts internal moderation following first and second marking activity (where applicable). Once internal moderation is completed, BSU will conduct moderation prior to Subject Boards

**Notes 5:** ESL provide support and guidance to students in relation to Academic Misconduct in compliance with BSU Academic Misconduct Policy and Procedure. ESL deals with poor academic practice as part of marking and feedback process and initial stage of Academic Misconduct cases. The latter will be reported to BSU for final decision. Once investigation is concluded, BSU will communicate the outcome to ESL.

**Notes 6:** ESL advise and support students during Academic Appeal's process. BSU will assess academic appeals and provide students and ESL with final decision.

**Notes 7:** ESL deals with initial informal stage of Student Complaints under *Stage One: Local Informal Resolution and Stage 2 (Formal Complaint)* in compliance with ESL Student Complaints Policy and Procedure. If student wish to escalate the complaint, then BSU deals with *Stage 3 (Review)* as per BSU Complaints Policy and Procedure.

**Notes 8:** ESL deals with assessment extensions in compliance with BSU Assessment and Feedback Policy, involving BSU Link Tutor.

**Notes 9:** ESL deals with student requests in relation to deferrals, study break, course transfers and withdrawals in compliance with BSU Academic Regulations and relevant policies. Cases are referred by ESL to BSU for consideration and decision.

**Notes 10:** ESL deploys student surveys and conduct Student Staff committee to collect feedback on learning experience and academic support. BSU receive also feedback through meeting between students and BSU Link Tutors.

**Notes 11:** ESL completes programme reviews with the support of BSU Link Tutor by using specific template produced by BSU.

**Notes 12:** ESL proposes modifications to the curriculum / assessment to BSU for consideration. BSU may make modifications, preferably in consultation with ESL.

**Notes 13:** BSU completes annual monitoring reports. ESL provides information to ensure completion of this process.

**Notes 14:** ESL is responsible for recruiting academic staff. BSU approves academic staff prior to commencement of teaching to ensure requirements and competencies are met in compliance with Partnership Teaching Staff Approval guidance.

**Notes 15:** ESL deals with minor cases in compliance with BSU Student Disciplinary Policy. Major cases are dealt in conjunction with BSU for final decision in relation to possible suspension or termination of studies.

**Notes 16:** Both ESL and BSU are responsible for adhering to the Prevent Duty.

**Notes 17:** ESL provides career information and guidance to students. The latter can also access BSU online career advice.