

## Amendments to the Regulations for 2019/20

1. This paper lists amendments to the Regulations for 2019/20. Technical amendments have been made as required, for example to reflect any changes to role titles/ structures/committees or re-wording for clarity but are not listed here.
2. During 2018/19 the Regulations Working Group undertook a review of the *Student disciplinary regulations* to ensure compliance with the recently published OIA Good practice framework for disciplinary procedures and in light of recent cases requiring legal advice.
3. The Working Group also re-visited the outcomes of the review of the *Regulations for taught programmes* for those areas where change was not implemented for 2018/19 to see if there was any consensus for change and considered a request from the Students' Union to consider allowing self-certification of extenuating circumstances in particular circumstances.
4. There are a new set of programme regulations for Degree Apprenticeships. Those on Degree Apprenticeship programmes will be subject to the Student regulations in the same way as all students; specific references have been made, where relevant in those sets of regulations, where additions/differences apply to those on Degree Apprenticeship programmes.

New text is shown in **bold**, deletions in ~~strikethrough~~

Introduction to the Regulations		
Regulation reference	Amendment/addition	Rationale for amendment/ addition
Technical amendments only		

A0 Regulations for the Foundation Year		
Regulation reference	Amendment/addition	Rationale for amendment/ addition
Relevant amendments to the <i>Regulations for taught programmes</i> will also be made to these Regulations		
3	<u>Credit levels and credit values</u> The Foundation Year programme is situated at level 3 within the National Qualifications Framework and comprises 120 credits. <b>The programme may be composed of modules of varying size based on a 15 credit tariff (modular programme) up to a programme comprising a single 120 credit module (non-modular programme)</b>	To reflect the fact that FY programmes can adopt a synoptic/programmatic approach in which assessments are not linked to specific modules but are designed and operate at the programme level
54-55	<u>Failure to make progress: termination of registration</u> Where a student proves unable to make progress with their studies through failing	The view is that four weeks is too long a time

	<p>assessments and/or ceasing to participate in their programme it is not normally in their interest or that of the programme that they should continue. In such circumstances (and following the offer of academic advice) if there are no confirmed extenuating circumstances the Executive Dean of Faculty writes to the student stating that unless there is an improvement in their <del>performance</del> <b>engagement</b> within <del>four</del> <b>two</b> weeks their registration will be terminated for lack of academic progress.</p> <p>Where, after a written warning and the passage of <del>four</del> <b>two</b> weeks, there has been no improvement <b>and there are no confirmed extenuating circumstances</b> the Executive Dean of Faculty informs the student that their registration is to be terminated for lack of academic progress. ....</p>	<p>and that students who might be struggling need to be identified sooner</p>
62	<p><u>Submission of coursework</u> Where a student has not submitted a coursework unit of assessment by the deadline specified, which is either a Monday <del>or</del> <b>Tuesday or Wednesday</b> at 4pm and there are no confirmed extenuating circumstances, the mark given for that unit of assessment will be reduced by 10 percentage points for work submitted for each 24 hour period after the deadline, up to and including the <del>third</del> <b>second</b> day after the submission (<del>30</del> <b>20</b> percentage points)..... The mark recorded for assessed work submitted after 4pm on the <b>second</b> <del>third</del> day after the deadline (<del>48</del> <b>72</b>-hours), or not submitted at all, is zero and will not be marked</p>	<p>The permitting of work to be submitted up to three days after the deadline is overly generous (and does not reflect real-life work situations) and in practice very few students do so. By reducing the permitted lateness to two days it means that Wednesday can additionally be used as a submission day thus reducing deadline bunching.</p>
New after 76	<p><u><b>Failure and reassessment – non-modular programmes</b></u> <b>Where a student on a non-modular programme has failed assessments they may resit all failed assessments in the University appointed reassessment period. If following reassessment they have achieved 120 credits they may progress to the named undergraduate degree programme. If the student does not wish to retake the failed units of assessment and wishes to withdraw, or retakes the assessments and subsequently fails, their registration is terminated</b></p>	<p>For non-modular 120 credit programmes students will have to be allowed to resit all 120 credits if they need to otherwise they will not have been given the opportunity for an in-year resit and this will impact adversely on progression</p>

**A1 Regulations for taught programmes**

Regulation reference	Amendment/addition	Rationale for amendment/ addition
50	<p><u>Re-admission to taught programmes</u>  <b>Students whose registration has been terminated as a result of a Fitness to Practise or Fitness to Practise Appeal Panel will not be admitted to a programme regulated by the same Registration Body. Applications for other programmes (both regulated and non-regulated) will be considered on a case by case basis</b></p>	<p>Students whose registration has been terminated for academic misconduct cannot be re-admitted to the University. This is a parallel scenario and so needs to be stated</p>
115-116	<p><u>Failure to make progress: termination of registration</u>  Where a student proves unable to make progress with their studies through failing assessments and/or ceasing to participate in their programme it is not normally in their interest or that of the programme that they should continue. In such circumstances (and following the offer of academic advice) if there are no confirmed extenuating circumstances the Executive Dean of Faculty writes to the student stating that unless there is an improvement in their performance <b>engagement</b> within <del>four</del> <b>two</b> weeks their registration will be terminated for lack of academic progress.</p> <p>Where, after a written warning and the passage of <del>four</del> <b>two</b> weeks, there has been no improvement <b>and there are no confirmed extenuating circumstances</b> the Executive Dean of Faculty informs the student that their registration is to be terminated for lack of academic progress. ....</p>	<p>The view is that four weeks is too long a time and that students who might be struggling need to be identified sooner</p>
124	<p><u>Submission of coursework</u>  Where a student has not submitted a coursework unit of assessment by the deadline specified, which is either a Monday <del>or</del> Tuesday <b>or Wednesday</b> at 4pm and there are no confirmed extenuating circumstances, the mark given for that unit of assessment will be reduced by 10 percentage points for work submitted for each 24 hour period after the deadline, up to and including the <del>third</del> <b>second</b> day after the submission (<del>30</del> <b>20</b> percentage points).....  The mark recorded for assessed work submitted after 4pm on the <b>second</b> <del>third</del> day after the deadline (<del>48</del> <b>72</b>-hours), or not submitted at all, is zero and will not be marked</p>	<p>The permitting of work to be submitted up to three days after the deadline is overly generous (and does not reflect real-life work situations) and in practice very few students do so. By reducing the permitted lateness to two days it means that Wednesday can additionally be used as a submission day thus reducing deadline bunching.</p>
172	<p><u>Timing of reassessments</u></p>	<p>For clarity</p>

	In circumstances where a final year undergraduate student has failed <b>or deferred</b> a module in Semester 1 they may resit the failed <b>or deferred unit(s) of assessment of one module only</b> in Semester 2	
New after 176	<u>Reassessments for students undertaking Professional Training</u> <b>In cases where a student has not been able to take all their assessment attempts during the academic year due to confirmed extenuating circumstances, the local PTY tutor, with the approval of the Associate Dean (Education), can allow the student to progress to the Professional Training year if, in their academic judgement, this would be in the student's best interest. Any outstanding assessment to be taken at the next occasion the assessment is run</b>	Currently students who fall short of credits due to ECs are being penalised for having ECs by being denied the opportunity to do a PTY. Students should be able to make an informed choice having understood the risks this might entail
183	<u>Compensation</u> Students at FHEQ levels 5, 6 and level 7 <b>on integrated Masters programmes</b> have the option to decline compensation, in accordance with deadlines set by the Directorate of Student Services and Administration, and attempt a reassessment.	Declining compensation is not an option for PGT programmes as compensation is calculated after module resits will have taken place

<b>A2 Regulations for research degrees</b>		
<b>Regulation reference</b>	<b>Amendment/addition</b>	<b>Rationale for amendment/ addition</b>
22 table	<u>Minimum and maximum periods of study</u> <b>EngD part-time: minimum period of registration 54 months; expected period of registration N/A; maximum period of registration 108 months</b>	There is currently one student on the EngD Sustainability for Engineering and Energy Systems who transferred to a part-time mode of attendance. As there is now a precedent for EngD students to move to a part-time mode of attendance, the registration period for this mode should be included within the regulations
29	<u>Extensions and withdrawal</u> Footnote <b>Students on Tier 4 Visas are subject to Home Office regulations that may determine matters such as maximum length of study and opportunities to change a programme or extend registration. In such cases those regulations supersede the</b>	Section A2 of the regulations would benefit from the same signposting for Tier 4 sponsored students, as section A1. The footnote

	<p><b>University’s regulations. The current regulations for Tier 4 Visa extensions can be viewed in the Immigration Control Policy at <a href="http://visas.surrey.ac.uk">visas.surrey.ac.uk</a> or further information can be sought from <a href="mailto:visacompliance@surrey.ac.uk">visacompliance@surrey.ac.uk</a></b></p>	mirrors the wording in A1 plus some additional text from the Visa Compliance Manager
36	<p>Footnote</p> <p><b>Students on Tier 4 Visas are subject to Home Office regulations that determine whether the University can continue to sponsor a student through a period of absence, or whether sponsorship of the current visa will need to be withdrawn. In such cases those regulations supersede the University’s regulations. The current regulations for absences whilst studying on a Tier 4 Visa can be viewed in the Immigration Control Policy at <a href="http://visas.surrey.ac.uk">visas.surrey.ac.uk</a>, or further information can be sought from <a href="mailto:visacompliance@surrey.ac.uk">visacompliance@surrey.ac.uk</a></b></p>	Section A2 of the regulations would benefit from the same signposting for Tier 4 sponsored students, as section A1. The footnote mirrors the wording in A1 plus some additional text from the Visa Compliance Manager
40	<p><u>Supervisors</u></p> <p>At least one supervisor, the Principal Supervisor, shall be a member of the University’s staff holding an appointment as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, <b>Principal Research Fellow</b>, Senior Research Fellow, Research Fellow or <b>Professor in Practice</b></p>	New job titles eligible for a supervisory role
42	<p>The Co-supervisor should be appointed from among the following:</p> <ul style="list-style-type: none"> <li>a member of the University’s staff holding an appointment as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, <b>Principal Research Fellow</b>, Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Emeritus/a staff, and Honorary NHS Appointments and <b>Professor in Practice</b>, and, at the discretion of the Associate Dean (Doctoral College), Professorial Teaching Fellow, <b>Principal Teaching Fellow</b>, Senior Teaching Fellow and Teaching Fellow</li> </ul>	New job titles eligible for a supervisory role
New after 42	<p>Where there are exceptional changes to the supervisory arrangements for registered students, it is permissible for staff holding appointments other than those specified in paragraph 42 to serve as Co-supervisor. Such appointments include, but are not limited to, Visiting Staff and Collaborative Supervisors, subject to approval by the Director of the</p>	Chair of Senate has taken Chair’s Action to approve the addition of “new” paragraph 43. Student satisfaction and completion within regulatory timescales is paramount along with a

	Doctoral College and ratification by the Vice-Provost, Research & Innovation.	reduction in probable complaint; hence, the new regulation in exceptional situations.
48	<p><u>Reports to supervisors and reviews</u></p> <p>As a minimum, all research students will have at least one supervisory session per month. <b>The Visa Compliance team monitor the monthly contact activity of research students on a Tier 4 Visa. Withdrawal of sponsorship will take place if regular engagement throughout the registration period and during the examination period has not been logged on the student's online record. Where research is being conducted at a distance, an effective method of regular contact shall be agreed between the student and the principal supervisor (eg telephone, email, Skype).</b></p>	Following the implementation of a new student-led system for logging monthly supervisions, the regulations should make it clear what the visa implications are for Tier 4 students who do not log regular engagement.
98	<p><u>Internal examiner nominations</u></p> <p>Nominations for appointment of internal examiners should normally: ...</p> <ul style="list-style-type: none"> <li>hold appointments as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, <b>Principal Research Fellow</b>, Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Professorial Teaching Fellow, <b>Principal Teaching Fellow</b>, Senior Teaching Fellow, Teaching Fellow, Emeritus/a staff, Honorary NHS Appointments <b>or Professor in Practice</b></li> </ul>	New job titles eligible for an examiner role
103	<p><u>Viva voce examination</u></p> <p>The <i>viva voce</i> examination should normally be held not less than 30 days and not more than 90 days after submission of the thesis. Only with the approval of the Admission Progression and Examination Sub-committee <del>and with the written agreement of the examiners and the candidate</del> <b>may</b> the <i>viva voce</i> examination <del>may</del> exceptionally be held earlier</p>	Following instances of the <i>viva</i> being held after the 90 days period without the consent of the student, APESC would like prior approval to be sought for <i>vivas</i> being held in less than 30 days <u>and</u> more than 90 days.
111	<p><u>Examiners' recommendation</u></p> <p>They shall jointly make one of the following recommendations, as appropriate ...</p> <p>(v) that for those students registered for the PhD, MD <b>or EngD</b>, that the degree not be awarded but that the degree of Master of Philosophy be awarded, if appropriate ...</p> <p>(vi) that for those students registered for the</p>	To allow a lower award outcome for students registered on the EngD programme.

	PhD, MD <b>or EngD</b> , that degree not be awarded but the student be permitted to submit a revised thesis, for the degree of Master of Philosophy ..	To allow for a resubmission at MPhil for students on the EngD programme
113	Any corrections required to the thesis shall be completed and the thesis <b>submitted to the internal examiner</b> <del>uploaded to the online repository</del> within one month of receipt of the corrections and minor revisions shall be completed and the thesis <b>submitted to the internal examiner</b> <del>uploaded to the online repository</del> within six months of receipt of the corrections, unless the Admission Progression and Examination Sub-committee allows a longer time. <b>During the revision period the student is not required to be based at the University</b>	The corrections/revisions should be submitted to the internal before being uploaded to the online repository to ensure that an award is not made before the examiner has approved the corrections/revisions. The University would not normally support an extension to a Tier 4 visa based on an outcome of corrections/revisions
114	The internal examiner shall, within 20 working days of submission of the corrected thesis, certify that any specified, minor corrections or minor revisions have been carried out satisfactorily. Where there is no internal examiner on the panel, the Chair will ask the panel to agree who will assume responsibility for certifying completion of the specified, minor corrections or revisions. <b>The thesis must then be uploaded to the online repository in order for the award to be made</b>	Instruction to upload the final thesis has been removed from reg 112 and added to reg 113.
115	In the case of any resubmission, the student <del>will</del> may be liable for <del>additional composition and/or</del> re-examination fees <b>and, in cases where additional research is required, may be liable for additional bench fees. At is discretion the Admission Progression and Examination Sub-committee can extent the student's registration during the resubmission period if the examiners have recommended further research. A registration fee may apply</b>	The additional text attempts to clarify that an outcome of resubmission allows a student to re-register. This is essential for those students who need to extend their visa.
119	<u>Submission of revised thesis</u> A student may submit a revised thesis once only. The examiners shall determine the date by which the revised thesis shall be submitted, normally twelve months from the date that the Statement of Requirements is sent to the student. <b>Just as during their programme, the student will avail themselves of</b> <del>is entitled to</del> supervisory support in the form of monthly meetings during the resubmission period	Retain the same re-submission period for full-time and part-time students. This is consistent with sector norms. Language firmed up about access to supervision during the re-submission period

121	(iv) that for those students registered for the degree of PhD, MD or EngD that the degree not be awarded but that the degree of Master of Philosophy be awarded, if appropriate ...	To allow a lower award outcome following a resubmission for students registered on the EngD programme.
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### A3 Regulations for research degrees on the basis of published works

Regulation reference	Amendment/addition	Rationale for amendment/ addition
Footnote 1	Staff is defined as persons holding the appointment of: Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, <b>Principal Research Fellow</b> , Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Professorial Teaching Fellow, <b>Principal Teaching Fellow</b> , Senior Teaching Fellow, Teaching Fellow, Emeritus/a, Visiting Academic, Honorary NHS Appointments, Associate Tutors, <b>Professor in Practice</b> . The Admission Progression and Examination Sub-committee may extend this provision to other members of current or retired staff as appropriate	To recognise new job titles
8	<u>Supervisors</u> At least one supervisor, the Principal Supervisor, shall be a member of the University's staff holding an appointment as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, <b>Principal Research Fellow</b> , Senior Research Fellow, Research Fellow or <b>Professor in Practice</b>	New job titles eligible for a supervisory role
10	The Co-supervisor should be appointed from among the following: <ul style="list-style-type: none"> <li>a member of the University's staff holding an appointment as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, <b>Principal Research Fellow</b>, Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Emeritus/a staff, Honorary NHS Appointments or <b>Professor in Practice</b></li> </ul>	New job titles eligible for a supervisory role

### A4 Regulations for higher doctorates

Regulation reference	Amendment/addition	Rationale for amendment/ addition
9	<u>Supervision</u> <ul style="list-style-type: none"> <li>the Principal Supervisor will be a Lecturer, Senior Lecturer, Reader, Professor,</li> </ul>	New job titles eligible for a supervisory role



	<p>Research Fellow, Senior Research Fellow, <b>Principal Research Fellow</b>, Professorial Research Fellow or <b>Professor in Practice</b></p> <ul style="list-style-type: none"> <li>the Co-supervisor will be a Lecturer, Senior Lecturer, Reader, Professor, Research Officer/Research Assistant, Research Fellow, Senior Research Fellow, <b>Principal Research Fellow</b>, Professorial Research Fellow, <b>Professor in Practice</b> or hold an Emeritus/a position or honorary NHS appointment</li> </ul>	
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<b>B1 Regulations for extenuating circumstances</b>		
<b>Regulation reference</b>	<b>Amendment/addition</b>	<b>Rationale for amendment/ addition</b>
8	<p><u>Grounds for the recognition of extenuating circumstances</u></p> <p>....</p> <ul style="list-style-type: none"> <li><b>a flare-up of a chronic health problem</b></li> <li><b>a late diagnosis of additional learning requirements such that the student has not received the support they needed</b></li> </ul>	To recognise that such circumstances can impact on a student's ability to undertake an assessment
9	<p><u>Evidence required</u></p> <ul style="list-style-type: none"> <li>where the student and the deceased do not share a family name, <b>and the deceased is not listed by the University as next of kin</b>, independent evidence of the nature of the relationship of the deceased to the student submitting the request.</li> <li><b>where the patient has a chronic condition that is subject to flare-ups or a sudden worsening, a signed and dated letter from a medical practitioner (GP or clinical specialist) that states the nature of the condition and how flare-ups or a sudden worsening are likely to affect the student's ability to prepare, submit or attend for an assessment or other event. Once this evidence has been provided on the first occasion there is no need to do so on subsequent occasions, although the student will still need to submit a request for extenuating circumstances on each occasion</b></li> <li><b>for a late diagnosis of additional learning requirements confirmation from Disability and Neurodiversity Service of the diagnosis and the date it was made</b></li> </ul>	<p>To reduce administrative burden</p> <p>To reflect the addition of this as grounds for ECs</p>

11	<u>Insufficient grounds for extenuating circumstances</u> ..... <b>(xi) workload as a result of undertaking a course at an institution elsewhere</b>	For clarity
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## B2 Regulations for academic integrity

Regulation reference	Amendment/addition	Rationale for amendment/ addition
12 Also referenced in 26, 28	<u>Declaration of originality</u> I confirm that the submitted work is my own work and that I have clearly identified and fully acknowledged all material that is entitled to be attributed to others (whether published or unpublished) using the referencing system set out in the programme handbook. I agree that the University may submit my work to means of checking this, such as the plagiarism detection service Turnitin® UK <b>and the Turnitin® Authorship Investigate service</b> . I confirm that I understand that assessed work that has been shown to have been plagiarised will be penalised	To take account of this new service that the University has bought
27	<u>Instances of possible academic misconduct</u> Where possible evidence of academic misconduct is identified, the details are forwarded to the named contact in the Student Services Hub who will arrange for a formal discussion between the student and the relevant AIO. Where there is suspected collusion or evidence that a student has provided work for another student to pass off as their own <b>or possible academic misconduct in group work</b> , the AIO will meet with both/all students concerned <b>individually</b>	Additions for clarity in respect of dealing with academic misconduct in group work
29	The formal discussion provides an opportunity for the student to explain how they approached the assessment task and for the student to be shown how the suspected academic misconduct has been identified. In cases of suspected collusion consideration will be given as to whether the assessment instructions were sufficiently clear as to whether the work was to be undertaken singly or collectively. <b>In cases of possible academic misconduct in group work, consideration will be given as to whether the group work was designed to produce a single piece of work with a mark in common for all members of the group or</b>	Additions for clarity in respect of dealing with academic misconduct in group work

	<b>whether discrete elements were produced by individual members. ...</b>	
34	Where the outcome is that the work includes material that is likely to be the product of academic misconduct the case will be submitted to an Academic Misconduct Panel. <b>In cases of possible academic misconduct in group work referral to a Panel may involve all the students in the group or some of the students, depending on the requirements of the assessment brief and the nature of individual contributions.</b>	Additions for clarity in respect of dealing with academic misconduct in group work
35	There may be instances following the formal discussion when the AIO determines that the matter would be more appropriately or additionally dealt with under the University's <a href="#">Student disciplinary regulations</a> or <a href="#">Regulations for fitness to practice</a> and if so will refer the matter to the relevant Authorised Person. <b>Such instances include, but are not limited to, evidence that a student has provided work for another student to pass off as their own.</b>	For clarity
36	<u>Instances of possible academic misconduct during assessment</u> Where there is evidence that a student has brought unauthorised material or devices into an assessment venue or ancillary area or has them on their person and has not complied with the requirements for the storage of mechanical or electronic devices, as described in Regulation 18 (iv) and (v) above, the tutor, invigilator, or other person who has identified the possible academic misconduct reports the matter to the Assessment and Awards Office <del>who will convene</del> . <b>Two staff from the Office will decide whether the evidence is such that there is no doubt about the nature of the offence and if so will instruct the Board of Examiners to apply the relevant penalty listed in table 1. Where there is any doubt and/or the student requests it an Academic Misconduct Panel will be convened.</b>	To reduce administrative burden – if there is no doubt about unauthorised possession there is no point in convening a Panel as there is nothing further that the Panel can do other than to instruct the penalty to be applied
37	<u>Academic Misconduct Panels</u> ... Academic Misconduct Panels conduct their business in accordance with the <a href="#">Regulations for hearings by panels</a> which detail how <b>Panels work, including the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the regulations.</b>	To encourage full preparation by panel members

42	<p><u>Attendance of the student at an Academic Misconduct Panel</u></p> <p>A student can attend the Panel in person, or via Skype or telephone. <b>In cases of possible academic misconduct in group work students will attend the Panel separately.</b></p> <p>...</p>	Additions for clarity in respect of dealing with academic misconduct in group work
51	<p><u>Findings and outcomes of an Academic Misconduct Panel</u></p> <p>An Academic Misconduct Panel may come to one of five findings:...</p> <p>(iii) that the work includes material that is the product of academic misconduct. <b>In cases of group work the Panel will decide whether the academic misconduct applies to all or some of the students in the group depending on the requirements of the assessment brief and the nature of individual contributions</b></p>	Additions for clarity in respect of dealing with academic misconduct in group work

### B3 Student disciplinary regulations

Regulation reference	Amendment/addition	Rationale for amendment/ addition
New after 2	<p>The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Surrey is a member of this scheme. Students, who are unhappy with the outcome may be able to ask the OIA to review their disciplinary case. Students can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here: <a href="https://www.oiahe.org.uk/students">https://www.oiahe.org.uk/students</a>.</p>	<p>This addition brings these Regulations in full compliance with the new <i>Guidance for providers on signposting students to the OIA</i>:</p> <p>“...Member providers must make sure that they issue Completion of Procedures Letters in line with our <a href="#">published guidance</a>, and providers also need to include information about our Scheme within their procedures. For providers in England registered with the Office for Students, it's an ongoing condition of registration that they make students aware that they can use our Scheme (Condition C2).”</p>
New after 3	<p>Normally, students need to follow <i>Student disciplinary regulations</i> before they complain to the OIA. The University of Surrey will send a letter called a “Completion of Procedures Letter” when students have reached the end of disciplinary processes and there are no further steps they can take internally. If students' complaint/appeal is not upheld, the University of Surrey will issue them with a Completion of Procedures Letter automatically. If their complaint/appeal is upheld or partly upheld they can ask for a Completion of Procedures Letter if they want one. Students can find more information about Completion of Procedures Letters and when they should expect to receive one here:</p>	

	<a href="https://www.oiahe.org.uk/providers/completion-of-procedures-letters">https://www.oiahe.org.uk/providers/completion-of-procedures-letters</a>	
Appendix 1 shows the key changes made to the Student disciplinary regulations		

<b>B4 Regulations for academic appeals</b>		
<b>Regulation reference</b>	<b>Amendment/addition</b>	<b>Rationale for amendment/ addition</b>
New after 3	The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Surrey is a member of this scheme. Students, who are unhappy with the outcome may be able to ask the OIA to review their appeal case. Students can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here: <a href="https://www.oiahe.org.uk/students">https://www.oiahe.org.uk/students</a>	This addition brings these Regulations in full compliance with the new <i>Guidance for providers on signposting students to the OIA</i> :  “...Member providers must make sure that they issue Completion of Procedures Letters in line with our <a href="#">published guidance</a> , and providers also need to include information about our Scheme within their procedures. For providers in England registered with the Office for Students, it's an ongoing condition of registration that they make students aware that they can use our Scheme (Condition C2).”
New after 4	Normally, students need to follow <i>Regulations for academic appeals</i> before they complain to the OIA. The University of Surrey will send a letter called a “Completion of Procedures Letter” when students have reached the end of the academic appeal process and there are no further steps they can take internally. If students’ appeal is not upheld, the University of Surrey will issue them with a Completion of Procedures Letter automatically. If their appeal is upheld or partly upheld they can ask for a Completion of Procedures Letter if they want one. Students can find more information about Completion of Procedures Letters and when they should expect to receive one here: <a href="https://www.oiahe.org.uk/providers/completion-of-procedures-letters">https://www.oiahe.org.uk/providers/completion-of-procedures-letters</a>	
New after 24	<u>Stage 1:review by OSCAR</u> <b>In the event that the student is known to all OSCAR staff such that there would be a conflict of interest in them dealing with the case and any subsequent appeal (see Regulations 30 - 32 below), the case would be assigned to another member of staff within the Academic Registry</b>	To make provision for such an eventuality
34	<u>Grounds for requesting a review of the decision to dismiss an appeal</u> -... • <b>that the decision of the OSCAR Case Managers was unreasonable and/or the outcome was not proportionate in all of the circumstances</b>	This addition brings the Procedure into line with other areas of the Student Regulations. The benefit of this to the University is that it allows students unrestricted

		access to the final internal stage. This will mean that we have the opportunity to remedy any issues before they reach the OIA. It also means that students will not be able to skip straight to the OIA without exhausting our internal processes
36	<u>Stage 2: Process Review Appeal Panels</u> Process Review Appeal Panels are convened by OSCAR and conduct their business in accordance with the <a href="#">Regulations for hearings by panel</a> which detail how Panels work, including, where relevant, the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the <i>Regulations</i>	To encourage full preparation by panel members
New after 45	<u>Follow up to the findings and outcomes of Stage one and Stage two appeals</u> <b>In cases where an appeal or a request to review a decision to dismiss an appeal have been based on the grounds of extenuating circumstances, the Head of OSCAR or the Chair of a Process Review Appeal Panel as Authorised Persons under the Regulations for fitness to study, may request in writing that the Chief Student Officer initiates the fitness to study procedure.</b>	For clarity and completeness – the <i>Regulations for fitness to study</i> already allow referral from stage one and two appeals

### B5 Procedure for support to study

The name of the Regulations has been changed to *Procedure for support to study* to remove any punitive association with the process

New after 5	The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Surrey is a member of this scheme. Students, who are unhappy with the outcome may be able to ask the OIA to review their case. Students can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here: <a href="https://www.oiahe.org.uk/students">https://www.oiahe.org.uk/students</a>	This addition brings the Procedure in full compliance with the new <i>Guidance for providers on signposting students to the OIA</i> :  “...Member providers must make sure that they issue Completion of Procedures Letters in line with our <a href="#">published guidance</a> , and providers also need to include information about our Scheme within their
New after 6	Normally, students need to have completed the <i>Procedure for support to study</i> before they complain to the OIA. The University of Surrey will send a letter called a “Completion of Procedures Letter” when students have	

	<p>reached the end of this <i>Procedure</i> and there are no further steps they can take internally. If students' complaint/appeal is not upheld, the University of Surrey will issue them with a Completion of Procedures Letter automatically. If their complaint/appeal is upheld or partly upheld they can ask for a Completion of Procedures Letter if they want one. Students can find more information about Completion of Procedures Letters and when they should expect to receive one here:  <a href="https://www.oiahe.org.uk/providers/completion-of-procedures-letters">https://www.oiahe.org.uk/providers/completion-of-procedures-letters</a></p>	<p>procedures. For providers in England registered with the Office for Students, it's an ongoing condition of registration that they make students aware that they can use our Scheme (Condition C2)."</p>
36	<p><b>Support to Study Panels</b>  Support to Study Panels are convened by the Chief Student Officer and are organised through OSCAR. Support to Study Panels conduct their business in accordance with the <a href="#">Regulations for hearings by panels</a> which <b>detail how Panels work, including, where relevant, the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the Regulations.</b></p>	<p>To encourage full preparation by panel members  [Addition also applies to Support to Study Appeal Panels]</p>

<b>B6 Regulations for fitness to practise</b>		
<b>Regulation reference</b>	<b>Amendment/addition</b>	<b>Rationale for amendment/ addition</b>
New after 4	<p>The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Surrey is a member of this scheme. Students, who are unhappy with the outcome may be able to ask the OIA to review their fitness to practise case. Students can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here:  <a href="https://www.oiahe.org.uk/students">https://www.oiahe.org.uk/students</a></p>	<p>This addition ensures compliance with the new <a href="#">Guidance for providers on signposting students to the OIA</a></p>
New after 5	<p>Normally, students need to follow these <i>Regulations for fitness to practise</i> before they complain to the OIA. The University of Surrey will send a letter called a "Completion of Procedures Letter" when students have reached the end of</p>	

	<p>procedures and there are no further steps they can take internally. If students' complaint/appeal is not upheld, the University of Surrey will issue them with a Completion of Procedures Letter automatically. If their complaint/appeal is upheld or partly upheld they can ask for a Completion of Procedures Letter if they want one. Students can find more information about Completion of Procedures Letters and when they should expect to receive one here:</p> <p><a href="https://www.oiahe.org.uk/providers/completion-of-procedures-letters">https://www.oiahe.org.uk/providers/completion-of-procedures-letters</a>.</p>	
37	<p><b><u>Fitness to Practise Panels</u></b>  Fitness to Practise Panels are convened by the Chief Student Officer and are organised through OSCAR. Fitness to Practise Panels conduct their business in accordance with the <a href="#">Regulations for hearings by panels</a> which detail how Panels work, including, where relevant, the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the <i>Regulations</i>.</p>	<p>To encourage full preparation by panel members  [Addition also applies to Fitness to Practise Appeal Panels]</p>
New 13	<p><b><u>Criminal Convictions Policy</u></b>  The <i>Criminal Convictions Policy</i> should be read in conjunction with these Regulations. A failure to disclose any Relevant Criminal Conviction(s) (whether at application stage or once registered as a student) is taken seriously and could result in the student being expelled in accordance with the <a href="#">Student Disciplinary Regulations</a> or found unfit to practice in accordance with these Regulations.</p>	<p>To take account of the new Policy</p>
New after 63	<p><b><u>Re-admittance to the University</u></b>  Former students whose registration has been terminated as a result of a Fitness to Practise or Fitness to Practise Appeal Panel will not be admitted to a programme regulated by the same Registration Body. Applications for other programmes (both regulated and non-regulated) will be considered on a case by case basis</p>	<p>Students whose registration has been terminated for academic misconduct cannot be re-admitted to the University. This is a parallel scenario and so needs to be stated (will also be referenced in the <i>Regulations for taught programmes</i>)</p>

### B7 Procedure for complaints

Regulation reference	Amendment/addition	Rationale for amendment/ addition
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New after 6	<p>The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Surrey is a member of this scheme. Students, who are unhappy with the outcome may be able to ask the OIA to review their case. Students can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here:  <a href="https://www.oiahe.org.uk/students">https://www.oiahe.org.uk/students</a>.</p>	<p>This addition ensures compliance with the new <a href="#">Guidance for providers on signposting students to the OIA</a></p>
New after 7	<p>Normally, students need to have completed the <i>Procedure for complaints</i> before they complain to the OIA. The University of Surrey will send a letter called a "Completion of Procedures Letter" when students have reached the end of this <i>Procedure</i> and there are no further steps they can take internally. If students' complaint/appeal is not upheld, the University of Surrey will issue them with a Completion of Procedures Letter automatically. If their complaint/appeal is upheld or partly upheld they can ask for a Completion of Procedures Letter if they want one. Students can find more information about Completion of Procedures Letters and when they should expect to receive one here:  <a href="https://www.oiahe.org.uk/providers/completion-of-procedures-letters">https://www.oiahe.org.uk/providers/completion-of-procedures-letters</a>.</p>	<p>This addition ensures compliance with the new <a href="#">Guidance for providers on signposting students to the OIA</a></p>
51	<p><u>Grounds for requesting a Complaint Review Panel</u>  ...  <ul style="list-style-type: none"> <li>• <b>that the decision of the Complaint Handler was unreasonable and/or the outcome was not proportionate in all of the circumstances</b></li> </ul> </p>	<p>This addition brings the Procedure into line with other areas of the Student Regulations.  The benefit of this to the University is that it allows students unrestricted access to the final internal stage. This will mean that we have the opportunity to remedy any issues before they reach the OIA. It also means that students will not be able to skip straight to the OIA without exhausting our internal processes</p>
52	<p>Complaint Review Panels are convened by OSCAR, other than when OSCAR is the focus of the complaint. When this is the case, the Complaint Review Panel may be organised by another unit within the Academic Registry.</p>	<p>To encourage full preparation by panel members</p>

	Complaint Review Panels conduct their business in accordance with the <a href="#">Regulations for hearings by panels</a> which detail how Panels work, including, where relevant, the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the <i>Regulations</i>	
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<b>B8 Regulations for hearings by panels</b>		
<b>Regulation reference</b>	<b>Amendment/addition</b>	<b>Rationale for amendment/ addition</b>
5	<u>Membership of panels</u> ... <del>Unless chaired by a non-Faculty member of staff,</del> Panels must include individuals from more than one Faculty <b>School/department</b> in the interests of supporting and enhancing the consistency with which matters put to panels are treated.	For expediency – hearings are currently having to be delayed more regularly due to lack of Panel member availability so that this regulation can be met.
6	The constitution of the various panels that operate under the <i>Regulations</i> listed in Regulation 1 above are given in the individual sets of <i>Regulations</i> . <b>Where possible, consideration will be made to ensure the cultural mix or diversity of the panel</b>	This is a requirement of the OIA Good practice Framework. It is not always easy for the University to meet this type of stipulation and consideration will need to be given as to how to increase the diversity of the pool of trained panel members

<b>B9 Regulations for Managed Exclusion Orders</b>		
<b>Regulation reference</b>	<b>Amendment/addition</b>	<b>Rationale for amendment/ addition</b>
New after 2	The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Surrey is a member of this scheme. Students, who are unhappy with the outcome may be able to ask the OIA to review their appeal case. Students can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here: <a href="https://www.oiahe.org.uk/students">https://www.oiahe.org.uk/students</a>	This addition ensures compliance with the new <a href="#">Guidance for providers on signposting students to the OIA</a>
New after 3	Normally, students need to follow <i>Regulations for Managed Exclusion Orders</i> before they complain to the OIA. The University of Surrey will send a letter called a "Completion of	This addition ensures compliance with the new <a href="#">Guidance for providers on</a>

	<p>Procedures Letter” when students have reached the end of the appeal process and there are no further steps they can take internally. If students’ appeal is not upheld, the University of Surrey will issue them with a Completion of Procedures Letter automatically. If their appeal is upheld or partly upheld they can ask for a Completion of Procedures Letter if they want one. Students can find more information about Completion of Procedures Letters and when they should expect to receive one here:  <a href="https://www.oiahe.org.uk/providers/completion-of-procedures-letters">https://www.oiahe.org.uk/providers/completion-of-procedures-letters</a></p>	<p><a href="#"><u>signposting students to the OIA</u></a></p>
14	<p><u>Process for requesting a Managed Exclusion Order</u>  The OSCAR Case Manager will document the information received and request authorisation for an MEO from a Vice Provost. Before making such an Order the Vice-Provost will satisfy themselves that the underlying circumstances make such an Order necessary.  <b>In the event of either Vice-Provost being unavailable the authorisation can be granted by the Chief Operating Officer.</b></p>	<p>For expediency</p>
20	<p><u>Appeal against a Managed Exclusion Order or extension of a Managed Exclusion Order</u>  ...  <b>(vi) that the decision of the University was unreasonable and/or the outcome was not proportionate in all of the circumstances</b></p>	<p>This addition brings the Procedure into line with other areas of the Student Regulations.  The benefit of this to the University is that it allows students unrestricted access to the final internal stage. This will mean that we have the opportunity to remedy any issues before they reach the OIA. It also means that students will not be able to skip straight to the OIA without exhausting our internal processes</p>

### Amendments to the Student disciplinary regulations

A sub-group of the Regulations Working Group has undertaken a review of the *Regulations*, to:

- ensure compliance with the recently published OIA Good practice framework for disciplinary procedures (OIAGPF)
- consider amendments that were necessary in light of legal advice received by OSCAR regarding a possible lack of transparency within the *Regulations* as to what acts of misconduct constituted major offences and what constituted minor offences
- consider amendments arising from operational issues during the year

The following summaries the key amendments:

- New paragraph in the introduction noting the behavioural expectations of those involved in the disciplinary process (new reg 3)
- Additional Authorised Person – Criminal Convictions Group and Professionalism Group will act as an ‘Authorised Person’ in cases involving criminal convictions (new reg 7)
- New paragraph on the normal time expectations for disciplinary processes to be completed – this is in line with other sections of the student regulations that contain this information (new reg 16)
- Replacement of the list of illustrative acts considered to be misconduct with a more detailed list of actions and impacts (new regs 21-27)
- New paragraphs to provide students with the opportunity to provide information to an Authorised Person conducting an investigation and Panels (new reg 29)
- New paragraphs setting out factors to be considered by an Authorised Person and a Disciplinary Panel in deciding what penalty to apply (new regs 33 and 59)
- New paragraph to cover the issuing of on the spot fines (new reg 35)
- New paragraph to cover disclosing of disciplinary outcomes to a reporting party (new regs 37 and 66)
- New paragraphs following an appeal for consideration to be given as to whether there has been any adverse impact upon the student and whether the University should provide a remedy – as required by the OIAGPF (added to new regs 45 and 80)
- Deletion of the process for challenging the dismissal of an appeal against a penalty imposed by an Authorised Person – this is a third stage process which doesn’t exist in any other sections of the student regulations which have two stage processes