

**Summary of the main amendments and additions to the Regulations
for the 2020/21 academic year**

| <u>A0 Regulations for the Foundation Year</u> | | |
|--|---|--|
| Regulation reference | Amendment/addition | Rationale for amendment / addition |
| 4 | <p><u>Credit levels and credit values</u></p> <p>Credit is awarded in recognition of the verified achievement of designated learning outcomes at a specified level. One credit equates to ten hours of notional learning, this includes face-to-face teaching, group work, guided and self-directed learning and assessment.</p> | For clarity. |
| 10 | <p><u>Progression to Level 4: minimum credits requirement</u></p> <p>The Foundation Year programme does not lead to an award of the University. Students on a non-modular programme who successfully complete the programme by achieving 120 credits will progress to a named University undergraduate degree programme.</p> <p>For students on modular programmes to progress to a named University undergraduate degree programme, the University normally requires that they have achieved 120 credits.</p> <p>Where a student on a modular programme has achieved a minimum of 105 credits, they may be permitted to progress and simultaneously undertake an outstanding 15-credit module alongside the standard 120 credits on a full-time basis. This is referred to as trailing credit. There are two types of trailing credit: “deferred” (see Regulation 67 for deferred assessments) and “failed” (see Regulation 69 for failure and reassessment). Students must successfully complete trailed credits from the previous level in order for further progression to take place.</p> <p>Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.</p> <p>The aggregate mean mark for the programme is derived from aggregating module marks, weighted in accordance with the credit value of each module, and recorded as a whole integer. In calculations, aggregate marks of 0.01-0.49 are rounded down and marks of 0.5-0.99 are rounded up.</p> | <p>As part of the Covid-19 emergency regulations for 2019/20, students could trail credits.</p> <p>The University has retained the provision for students on <u>modular</u> Foundation Year programmes to trail 15 credits of “deferred” or “failed” credits onto a named University undergraduate programme.</p> <p>Students studying non-modular 120 credit programmes would still have to complete all 120 credits.</p> |
| 11 | <p><u>Programme completion requirement</u></p> <p>Students who successfully complete the programme by achieving 120 credits in accordance with</p> | To clarify that students must successfully complete 120 credits to qualify for the Certificate in |

| | | |
|----|---|--|
| | <p>Regulation 10 above but choose to leave rather than progress, will be given a Record of Achievement, the Certificate in Foundation Year Studies, which is not graded.</p> | Foundation Year Studies if they do not wish to progress to level 4. |
| 67 | <p><u>Deferred assessment</u></p> <p>Where a student has not completed all the units of assessment for one or more modules, and it has been confirmed that extenuating circumstances apply, they are allowed to be assessed in the relevant units of assessment for the module(s) as if for the first time through a 'deferred assessment', to be taken in the next University appointed assessment or reassessment period, i.e. semester two or the University appointed reassessment period. In cases where this means that the student is not yet in a position to meet the progression requirements for the Foundation Year programme at the end of the academic year they follow the University's procedure for reassessment with or without attendance (see Regulation 75 below). Access to email, Library and Virtual Learning Environment (VLE) facilities for such students is available.</p> <p>Students on modular Foundation Year programmes who have achieved a minimum of 105 credits may be permitted to progress onto a named University undergraduate programme and undertake deferred trailing credits from the Foundation Year alongside the standard 120 credits (FHEQ Level 4), in accordance with Regulation 10.</p> | <p>As part of the Covid-19 emergency regulations for 2019/20, students could trail credits.</p> <p>The University has retained the provision for students on <u>modular</u> Foundation Year programmes to trail 15 credits of "deferred" credits onto a named University undergraduate programme.</p> <p>Students studying non-modular 120-credit programmes would still have to complete all 120 credits.</p> |
| 69 | <p><u>Failure and reassessment</u></p> <p>Normally, a student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the named undergraduate degree programme. Reassessment takes the form of the original assessment as specified in the module descriptor, unless alternative assessment is being employed (see Regulation 68 above). Where a student passes the reassessment the mark used in calculating the student's overall module mark, is the pass mark for the unit.</p> <p>Additionally, a student who fails a single 15-credit module* at the second attempt may repeat the assessment on one further occasion during the next University-appointed assessment period.</p> <p>When a student trails a failed module into the next level of study, they must successfully complete the outstanding module in order to be eligible for further progression.</p> | <p>As part of the Covid-19 emergency regulations for 2019/20, the University exceptionally permitted a 3rd and 4th attempt at one failed 15-credit module.</p> <p>The University has retained the provision for students to undertake a 3rd attempt at one failed 15-credit module if they achieve 105 credits at that level.</p> |

| | <p>Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.</p> <p>* Assessment for eligible modules must have taken place after 13 March 2020.</p> | |
|--|--|--|
| 70 | In all cases, where a student is reassessed the mark recorded for the unit of assessment is the better of the two marks achieved by the student (assessment and reassessment) but the mark used to calculate the overall module mark is the pass mark. | To recognise that students would be permitted three attempts at one failed 15-credit module if they achieve 105 credits at that level. |
| <u>A1 Regulations for taught programmes</u> | | |
| Regulation reference | Amendment/addition | Rationale for amendment / addition |
| 7 | <p><u>Credit levels and credit values</u></p> <p>The University operates a credit framework for all taught programmes based on a 15 credit tariff. Credit is awarded in recognition of the verified achievement of designated learning outcomes at a specified level. One credit equates to ten hours of notional learning, this includes face-to-face teaching, group work, guided and self-directed learning and assessment. Two University of Surrey credits are equivalent to one European Credit Transfer and Accumulation System (ECTS) credit. Modules can be either 15, 30, 45 or 60 credits and, additionally for some Master's dissertations, 90 credits. Masters of Research (MRes) programmes are expected to be differentiated from other Master's programmes by the overall research focus of the programme.</p> | For clarity. |
| 12 | <p>If a student fails a module they are reassessed in the unit(s) of assessment that they have failed. Where the student passes the reassessment, the mark that is recorded for the unit of assessment, and which is used in calculating the overall mark for the module, is the pass mark.</p> | To avoid duplication (repetition of Regulation 162 fo 2019/20 version) |
| 13 | <p><u>Professional Training year</u></p> <p>The minimum aggregate period of Professional Training is 1125 hours, excluding local annual holiday entitlement but including any return period(s) to the University. Where there are valid extenuating circumstances a student may be able to complete their period of Professional Training in 900 750 hours. Students who cannot complete a minimum of 900 750 hours will normally be unable to complete level P and this will be considered on a case-by-case basis.</p> | Senate agreed at the meeting on 27 April 2020 that this amendment should apply to both the 2019/20 and 2020/21 academic years. |
| 48 | Former students whose registration has been terminated for academic or disciplinary misconduct as a result of an Academic Misconduct Panel or a | To clarify the process for readmission: non-academic reasons. |

| | | |
|--|---|--|
| | Student Disciplinary Panel/Student Disciplinary Appeal Panel decision will not be admitted to programmes or modules that lead to awards of the University. | |
| 49 | Students whose registration has been terminated as a result of a Fitness to Practise or Fitness to Practise Appeal Panel decision will not be admitted to a programme regulated by the same Registration Body. Applications for other programmes or modules that lead to awards of the University will be considered on a case by case basis. | To clarify the process for readmission: Fitness to Practice reasons. |
| 50 | Students whose registration has been terminated Where a student's registration has been terminated as a result of academic failure or for lack of academic progress will not be admitted to the same programme of study. the student may not re-apply for the same programme, with the exception of support to study cases where the student has subsequently been confirmed fit to study. Applications for other programmes or modules that lead to awards of the University will be considered on a case by case basis. | To clarify the process for readmission: academic reasons. |
| 51 | Where a student has withdrawn from the University, they may apply to be admitted to the same or another programme and to have the credits they formerly accrued exempt them from some part of the programme (see Regulation 52 below). Where exemptions are granted the student will be required to relinquish any intermediate exit awards they have taken before they register. Students whose registration was terminated as a result of the Support to Study Panel and where they have subsequently been confirmed fit to study, may be also be re-admitted to the same or another programme. In such cases, students will be required to relinquish any intermediate exit awards they may have taken before they are readmitted. | To clarify the process for readmission: withdrawals and Support to Study cases. |
| 67 (A1 Regs) And the same text for 10 (A2 Regs) | A student may not simultaneously register for two full-time programmes or a full-time and a part-time programme either at the University or at the University and another institution, with the following exceptions: <ul style="list-style-type: none"> - if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months - the programme of study has been approved as a dual or double award with another institution - if a student is registered to the Graduate Certificate in Learning and Teaching | At the time when the Grad Cert in Learning and Teaching programme was initially validated, it was designed for members of staff only and PhD students were gradually accepted on to this programme due to changes to the national funding bodies' requirements. For example, Law students are required to take this programme to fulfil their scholarship funding condition. Over the years, the programme has |

| | | |
|-----|--|---|
| | | expanded and is being offered to current staff and students involved in teaching demonstrations. |
| 89 | Students who wish to transfer their registration to another taught programme in the same or another Faculty at any point within the first six months of programme commencement are expected to have sought the advice of the Programme Leaders of both the relevant programmes before making an application to transfer. Applications by students to transfer their registration from one programme to another after the first six months of study must be approved by the relevant Faculty Executive Dean and Pro Vice-Chancellor. | For clarity. |
| 90 | Where the relevant Programme Leaders consider that there is sufficient commonality between the curricula of two programmes for the student to effect a seamless transfer that will not jeopardise their academic progress, students will be considered to have followed a continuing programme of studies and continue to accrue credits. In such a case marks for assessments already completed by the student will remain unchanged and be transferred to their record for the second programme. | See above |
| 91 | Where the relevant Programme Leaders consider there is not sufficient commonality between the two programmes for the student to effect a seamless transfer, but the Leader of the second programme agrees to admit the student for the following academic year, the student is advised to withdraw from their registration for the first programme, with the University's agreement that it will admit her/him to the second programme in the next academic year. | See above |
| 95 | Exceptionally, A decision to temporarily suspend the registration of a student on health grounds may be taken by the Executive Dean of Faculty on the recommendation of a Support to Study Panel convened in accordance with the Procedure for support to study. Again, Exceptionally, the University may suspend the registration of a student for a defined period where they are alleged to have acted in a manner that contravenes the University's Student disciplinary regulations | This decision is made by the Support to Study Panel in accordance with the Procedure for support to study , rather than by the Executive Dean. |
| 102 | Participation by students in the work of their programme The University requires that students participate fully in the work of their programme and complete the required assessments as set out in the programme specification and the programme handbook. For students learning at a distance, participation involves availing themselves of the virtual and other learning | To comply with the OfS funding rules. "Completion" is the official term used by OfS and in this context it means that students must take the final assessment of the module, irrespective of the |

| | | |
|-----|---|---|
| | opportunities provided for them by the University and completing the required assessments. Where there are no confirmed extenuating circumstances, students are expected to complete all required assessments of a module(s) within the same academic year in which they registered to take that module(s). | outcomes (failed or passed, etc) within the same academic year. These funding rules are applicable to all types and levels of academic programmes, including structured/unstructured undergraduate and postgraduate taught programmes. |
| 110 | <p>For a student to progress from one level or stage of a taught programme to the next level or stage, or to take their final award, the University normally requires that they have achieved the required credit for that level or stage and passed all units of assessment for any modules designated core modules in the programme specification and programme handbook (normally 120 credits for undergraduate and integrated Master's programmes on a full-time basis).</p> <p>Where a student has achieved a minimum of 105 credits, they may be permitted to progress to the next level or stage and simultaneously undertake an outstanding 15-credit module from the previous level or stage alongside the standard 120 credits on a full-time basis. This is referred to as trailing credit. There are two types of trailing credit: "deferred" (see Regulation 154 for deferred assessments) and "failed" (see Regulation 157 for failure and reassessment). Students must successfully complete trailed credits from the previous level or stage in order for further progression to take place, subject to Regulation 114.</p> <p>Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.</p> | <p>As part of the Covid-19 emergency regulations for 2019/20, students could trail credits.</p> <p>The University has retained the provision for undergraduate students to trail 15 credits of "deferred" or "failed" credits into the next level or stage.</p> |
| 126 | <p><u>Exchange students: credits and marks</u></p> <p>The University encourages its students to participate in educational exchange arrangements it has established with other Universities and in other recognised international study arrangements (with its approval) such as ERASMUS and ERASMUS Mundus. However, the final year of undergraduate programmes (FHEQ level 6 or 7) must be undertaken at the University of Surrey.</p> | To clarify existing practice. |
| 127 | Students undertaking approved educational exchanges are required to pass any required assessments taken on the exchange; normally , however, only the marks they achieve at the University of Surrey count towards their final award unless other arrangements have been approved | To clarify existing practice. |

| | | |
|-----|---|--|
| | <p>following due quality assurance processes. normally via validation or periodic review of the programme. Therefore, where a student on the exchange year has taken a full year of study that would normally contribute to the final degree classification, the revised weighting should be applied, on a pro rata basis, to the remaining years of study (see examples given in the <i>Code of Practice for Recognition of Prior Learning and Prior Credit: taught programmes</i>).</p> | |
| 158 | <p><u>Deferred assessment</u></p> <p>Where a student has not completed all the units of assessment for one or more modules, and it has been confirmed that extenuating circumstances apply, they are allowed to be assessed in the relevant units of assessment for the module(s) as if for the first time through a 'deferred assessment', to be taken in the next University-appointed assessment or reassessment period.</p> <p>Students who have achieved a minimum of 105 credits may be permitted to progress to the next level or stage and undertake outstanding deferred trailing credits from the previous level or stage alongside the standard 120 credits on a full-time basis, in accordance with Regulation 110.</p> | <p>As part of the Covid-19 emergency regulations for 2019/20, students could trail credits.</p> <p>The University has retained the provision for undergraduate students to trail 15 credits of “deferred” credits onto a named University undergraduate programme.</p> |
| 155 | <p>Where a student takes one or more deferred units of assessment in a module, and fails one or more of these, compensation can be applied in one or two modules if the criteria are met (see Regulations 181-1837 below for undergraduate programmes and Regulation 188 below for taught postgraduate programmes). If the student is not eligible for compensation they must submit for reassessment in the relevant units of assessment at the next University-approved assessment or reassessment period point, subject to the limits on progression set out in Regulations 109-110 and to the maximum number of reassessment attempts prescribed in Regulation 157.</p> <p>In such cases, the student may follow the University's procedure for reassessment without attendance. Access to email, Library and Virtual Learning Environment (VLE) facilities for such students is available</p> | <p>In line with proposed wording at 158.</p> |
| 157 | <p><u>Failure and reassessment</u></p> <p>Normally, a student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the next level or stage of their programme, or to take their award. Reassessment takes the form of the original assessment as specified in the module descriptor, unless alternative</p> | <p>As part of the Covid-19 emergency regulations for 2019/20, the University exceptionally permitted a 3rd and 4th attempt at one failed 15-credit module.</p> <p>The University has retained the provision for students</p> |

| | | |
|-----|--|---|
| | <p>assessment is being employed (see Regulation 160 above).</p> <p>Additionally, a student who has failed a single 15-credit module* at the second attempt may repeat the assessment on one further occasion during the next University-appointed assessment period.</p> <p>In cases where a student trails a failed module into the next level of study, they must successfully complete the outstanding module in order to be eligible for further progression.</p> <p>Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.</p> <p>* Assessment for eligible modules must have taken place after 13 March 2020.</p> <p>Where a student passes the reassessment the mark used in calculating the student's overall module mark, is the pass mark for the unit. Where a student fails a reassessment in modules other than core modules they may be entitled to pass the module via compensation (see Regulations 177-184 below).</p> | <p>to undertake a 3rd attempt at one failed 15-credit module.</p> |
| 158 | <p>In all cases, where a student is reassessed the mark recorded for the unit of assessment is the better of the two marks achieved by the student (assessment and reassessment). In cases where the student completed successfully the reassessment attempt, the unit mark recorded on the student's HEAR and used to calculate the overall module mark is the pass mark.</p> | <p>This amendment recognises that students may be permitted three attempts at one failed 15-credit module if they achieve 105 credits at that level.</p> |
| 160 | <p>Failure to attend for assessment/examination</p> <p>Where a student has failed an assessment, or reassessment attempts, for a module through failing to attend a required examination (including online timed open book examinations and online examinations available within a defined window), or by attending a required examination but not making (in the judgement of the Board of Examiners) a reasonable attempt to address the examination questions, and there are no confirmed extenuating circumstances, the student has failed that unit of assessment at that attempt and will be given a mark of zero. If the attempt was the first attempt and the student fails the module overall as a consequence, they may not progress without reassessment, as described in Regulation 161 above, and compensation will only be available after a re-assessment.</p> | <p>This wording was introduced as part of the Covid-19 emergency regulations for 2019/20.</p> <p>To clarify that the attendance requirement also applies to online assessments.</p> |

| 178 | <p>Reassessments for students undertaking Professional Training</p> <p>Normally, students who have registered to retake modules that have previously been failed and who subsequently fail one or more such modules may not progress and may not be reassessed further. Subject to Regulation 157 above, students may be permitted a further reassessment attempt for one 15-credit module only.</p> | In line with proposed wording at 157. |
|--|---|---|
| 180 | <p>Students at FHEQ levels 4, 5, 6 and level 7 on integrated Masters programmes have the option to decline compensation, in accordance with deadlines set by the Academic Registry, and attempt a reassessment. If a student passes the reassessment, the mark awarded is the pass mark and the compensation remains declined. If a student fails the reassessment, compensation is applied using the original mark or the reassessment mark, whichever is the higher. If a student who wishes to attempt a reassessment subsequently does not re-submit coursework or fails to attend an examination, compensation is applied using the original mark. Once the deadline for declining compensation has passed a student cannot subsequently request a reassessment</p> | To allow Level 4 students to decline compensation after first attempt and opt for reassessment instead. This is especially important in order to comply with various PSRB restrictions. |
| 188 | <p>In the event of a student's death prior to the completion of their degree, the student's next of kin may contact the Executive Dean and Pro Vice-Chancellor of Faculty to claim a posthumous qualification. Following this claim, the University will investigate whether such a qualification may be awarded. The final decision to recommend the posthumous award to SPACE will be made by the relevant Executive Dean and Pro Vice-Chancellor of Faculty and the Pro Vice-Chancellor, Education, supported by the Academic Registrar. Full details of the University's process are set out in the Procedure for awarding posthumous undergraduate and postgraduate taught degrees</p> | <p>Technical update. The Procedure for awarding posthumous undergraduate and postgraduate taught degrees was approved on 17/12/2019 by Senate with immediate effect and was published as an addendum to A1 Regulations for taught programmes.</p> |
| A2 Regulations for research degrees | | |
| Regulation reference | Amendment/addition | Rationale for amendment / addition |
| 10 | <p>A student pursuing a research degree may not simultaneously register for another award of the University, or any other university, except that:</p> <ul style="list-style-type: none"> • if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months | To reflect the current practice. At the time when the Grad Cert in Learning and Teaching programme was initially validated, it was designed for members of staff only and PhD students were gradually accepted on to this programme due to changes |

| | | |
|-----|--|---|
| | <ul style="list-style-type: none"> • if a student is studying for a dual award as approved in accordance with the <i>Code of practice for collaborative provision</i> • if a student is registered to the Graduate Certificate in Learning and Teaching | to the national funding bodies' requirements. For example, Law students were required to take this programme to fulfil their scholarship funding condition. |
| 107 | <p>The viva voce examination shall be conducted in the presence of the examiners at the University in Guildford. Exceptionally, and subject to the approval of the Admission Progression and Examination Sub-committee, the examination may be arranged at another venue, provided all parties, including the student, agree. Exceptionally, and subject to the approval of the Admission Progression and Examination Sub-committee, the viva voce examination may take place via video-conference. The student would normally be accompanied by at least one of the examiners.</p> | <p>This removal of the requirement for physical accompaniment was introduced as part of the Covid-19 emergency regulations for 2019/20.</p> <p>It was agreed by Senate that this flexibility is retained.</p> |

B1 Regulations for extenuating circumstances (to be published shortly)

| Regulation reference | Amendment/addition | Rationale for amendment/ addition |
|--|--|--|
| <p>On the 7th August 2020, Senate approved the introduction of limited self-certification of extenuating circumstances (ECs) for all students:</p> <ul style="list-style-type: none"> ○ Students would be required to select from a list of valid EC grounds when submitting a self-certificated application; ○ A student may submit a maximum of three self-certificated ECs applications per academic year; ○ Evidenced ECs applications would continue to be unlimited; ○ Each self-certification would last up to seven calendar days (i.e. a maximum extension of 7 calendar days would be provided); ○ Self-certification would be permitted for all types of assessment; ○ Self-certification could only take place prior to submission deadlines or the start of timed assessments. ECs applications received after a deadline or the start of a timed assessment would require evidence (including evidence of a valid reason for the non-disclosure of ECs prior to the assessment). | | |
| 22 | <p>Requests for the recognition of extenuating circumstances are normally processed within five working days of receipt of all required evidence. If the circumstances are deemed valid by an Academic Registry member of staff the outcome is one of the following:</p> <ul style="list-style-type: none"> • an extension to the coursework deadline • a deferral of the coursework/event to the next appropriate assessment period • the removal of a late submission penalty • an alternative assessment and/or extension and/or deferral • an extension to the deadline for submission of documents to a postgraduate research student progress review or confirmation review meeting and/or an extension to the date of the review meeting itself. <p>If the student requires additional time, or experiences further extenuating circumstances, they may submit a further application.</p> | To make the current practice more transparent. |
| 32 | <p>Provided that the work in question is not subject to an allegation of academic misconduct, in addition to the required evidence detailed in Regulation 9 above, the student is also required to show, with supporting evidence, why it was not possible for them to notify the University of their circumstances before the deadline or the event or at the time of the event. The following may be considered to be valid reasons for not having provided evidence of the extenuating circumstances at the time:</p> <ul style="list-style-type: none"> • that the student was awaiting a diagnosis of their illness or condition or its confirmation and they submitted a request at the appropriate time whilst awaiting receipt of the evidence | To make the current practice more transparent. |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> • that the nature of the illness affected the student's capacity to report it • that the student did not have access at the time to their medical practitioner (including GP or clinical specialist) or registered counsellor, their minister of religion, or solicitor, to provide support and the required independent evidence • that a significant traumatic event has impaired the student's capacity to report it | |
|--|--|--|

B2 Regulations for academic integrity

| Regulation reference | Amendment/addition | Rationale for amendment/addition |
|----------------------|--|---|
| | <p>On the 7th August 2020, Senate approved a number of substantive changes to these <i>Regulations</i>.</p> <p>Academic Misconduct Panels would only consider cases deemed particularly complex, of the highest severity or third offences. A streamlined approach would enable the University to ensure that decision-makers and Secretarial staff receive enhanced training, resources and support.</p> <p>This mirrors the successful approach taken to consider <u>non-academic</u> misconduct since the 2012/13 academic year. Cases would be resolved more quickly with the student retaining a full right of reply and appeal. The summary of these changes includes:</p> <ul style="list-style-type: none"> • Markers review work, they discuss their concerns and escalate to the formal academic misconduct process if appropriate. • The Academic Hive arranges a Formal Meeting between the student, marker and two Academic Integrity Officers. The matter can conclude here with no sanction or a finding of poor academic practice. Alternatively: <ul style="list-style-type: none"> ○ If it is concluded that it is more likely than not that academic misconduct has occurred, then a sanction will be issued. It is expected that most cases would conclude here. ○ If it was concluded that it is more likely than not that academic misconduct <u>of the highest severity has occurred or the case is particularly complex</u>, the matter will be referred for consideration by an Academic Misconduct Panel. • The Assessment & Awards Office arranges the Academic Misconduct Panel hearing attended by the student, three academics and a Secretary. Witnesses, for example the marker or Academic Integrity Officer, may also attend. • The student may appeal the findings. This concludes the internal procedure <p>Other amendments include explicit reference to support services available and inclusion of the OIA's suggested wording on the reconsideration of allegations.</p> <p>It has also been made clearer that when poor academic practice occurs, it would not normally be appropriate to attribute marks to the writing of others.</p> <p>Another change is the provision for Formal Meetings and Panel hearings to take place sooner than 5 working days in exceptional circumstances and with the student's written agreement.</p> | |
| 13 | <p><i>Declaration of originality</i></p> <p>In order to be sure that students understand the importance of academic integrity, work submitted for assessment must be</p> | To reflect the change to introduced in 2019/20. |

| | | |
|--|---|--|
| | <p>accompanied by a signed and dated 'Declaration of Originality'; the Declaration to be submitted in hard copy or digitally depending on the required medium of submission for the piece of work. The wording of this Declaration is as follows:</p> <p>"I confirm that the submitted work is my own work. No element has been previously submitted for assessment, or where it has, it has been correctly referenced. 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.</p> <p>I agree that the University may submit my work to means of checking this, such as the plagiarism detection service Turnitin® UK and the Turnitin® Authorship Investigate service. I confirm that I understand that assessed work that has been shown to have been plagiarised will be penalised.</p> <p>If in completing this work I have been assisted with its presentation by another person, I will state their name and contact details of the assistant in the 'Comments' text box below. In addition, if requested, I agree to submit the draft material that was completed solely by me prior to its presentational improvement.</p> <p>"In completing this work I have been assisted with its presentation by [state name and contact details of assistant] and, if requested, I agree to submit the draft material that was completed solely by me prior to its presentational improvement. [This paragraph is to be deleted where it is not relevant.]</p> <p><i>Note for students: you do not need to declare advice received from Academic Skills and Development or other University professional/study advisory service (eg Disability and Neurodiversity, English Language Support), the accessing of which is encouraged."</i></p> | |
|--|---|--|

B3 Student disciplinary regulations

| Regulation reference | Amendment/addition | Rationale for amendment/ addition |
|----------------------|---|-----------------------------------|
| New | (ii) any conduct that brings, or could reasonably be anticipated to bring the University into disrepute or otherwise could reasonably be anticipated to lower the University in the estimation of a reasonable person | Creation of new section. |
| 29 | <p>Examples of minor offences include but are not limited to:</p> <ul style="list-style-type: none"> • Failure to evacuate during fire alarms • Excessive noise • Unauthorised guests in University accommodation • Smoking in non-designated areas <p>Examples of major offences include but are not limited to:</p> <ul style="list-style-type: none"> • Causing harm to another person • Use of violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language • Sexual misconduct • Harassment • Any action likely to cause injury or impair the safety of others • Fraud, deceit, deception or dishonesty • Breach of a Managed Exclusion Order | For clarity. |
| 37 | In some circumstances Authorised Persons such as Wardens may issue penalties such as fines on the spot. This will only be appropriate when the student has been identified by the Authorised Person whilst committing the act of misconduct and has been given a reasonable opportunity to respond. On the spot penalties will not be applied when the Authorised Person believes that the student's ability to respond is inhibited as a result of drugs or alcohol. | To reflect the existing practice. |
| 52 | If in the course of their work and enquiries it becomes apparent to an Authorised Person or a Case Manager that an alleged misconduct may also constitute a criminal offence they will consult with the Chief Student Officer and/or the Head of Security to determine whether the matter has been or needs to be referred to the police and whether to continue with their investigations. | To reflect the current practice. |
| 53 | Where the University and the police or other authorities are simultaneously enquiring into the same alleged misconduct the University will normally confer with the relevant authorities, | To reflect the current practice. |

| | | |
|-----|---|---|
| | <p>subject to any general agreements that have been reached with the police. If, in such a matter it is stated to the University that to continue with its internal procedures will hinder or prejudice an investigation by the police, or criminal legal action, the University will normally suspend its own internal disciplinary action until advised by the police or the Crown Prosecution Service that their own proceedings have been concluded. A record of communications with the police or Crown Prosecution Service and the University will be kept by the Authorised Person or Case Manager OSCAR.</p> | |
| New | <p>It may be appropriate for the University to reconsider an allegation if new evidence emerges which, for good reason, could not have been obtained at the time. In deciding whether it is appropriate to consider an allegation for a second time, the University will consider:</p> <ul style="list-style-type: none"> (i) whether the outcome of the first process has been called into question, and if so why (ii) the strength and reliability of the evidence (iii) the length of time that has elapsed and the effect of this on the reliability of any evidence to be considered (iv) the severity of the alleged offence (v) the impact on the student; (vi) whether leaving the matter unaddressed would impact on matters of fitness to practise, or on any obligations the provider has to professional or regulatory bodies in respect of the particular student's character. <p>Reconsideration of an allegation will only take place in exceptional circumstances and following approval from the Academic Registrar</p> | <p>To bring the existing process in line with the procedural approach introduced in the revised B2 Regulations.</p> |

| <u>B4 Regulations for academic appeals</u> | | |
|---|--|--|
| Regulation reference | Amendment/addition | Rationale for amendment/ addition |
| New 18 | The University will not normally review an academic appeal about something which has already been, or is currently, the subject of legal proceedings in a court or tribunal unless those proceedings have been put on hold. | To reflect OIA practice. |
| 14 | <ul style="list-style-type: none"> • outcome of an Academic Misconduct Panel | B4 no longer applies to academic misconduct appeals. These appeals will be covered by B2.1 Regulations |

| <u>B5 Procedure for Support to Study</u> | | |
|---|--|---|
| Regulation reference | Amendment/addition | Rationale for amendment/ addition |
| 11 | <p>the Chairs of the following Panels and corresponding Appeal Panels:</p> <ul style="list-style-type: none"> • Academic Misconduct • The lead Academic Integrity Officer, the Head of Assessment & Awards and the Academic Registrar in relation to the consideration of allegations of academic misconduct • Disciplinary • The Head of the Office for Student Complaints, Appeals and Regulation | To reflect the change to this process introduced in 2019/20. |
| 31 | <p>The student will normally be provided with five working days' notice of the Professionals Meeting and will be provided with details of the purpose of the meeting and the names and professional titles of all attendees.</p> <p>Where a Professionals Meeting is to be held sooner than five working days, this will be arranged in consultation with the student.</p> | This is not a formal Panel hearing. To cater for situations when it is in the student's best interests to hold a meeting sooner than five working days ahead. |
| 46 ii | if the answer to the above question is 'yes', the Panel will either approve a new or amended support package or instruct the Chief Student Officer to convene and chair a Professionals Meeting | The requirement to convene a separate meeting is not normally necessary and delays resolution of the student's case. |
| 46 iii | determine the necessary return to study arrangements or instruct the Chief Student Officer to convene and chair a Professionals | The requirement to convene a separate |

| | | |
|--|--|---|
| | Meeting shortly before the period of temporary withdrawal/exclusion concludes. This Professionals Meeting will determine the necessary return to study arrangements. | meeting is not normally necessary and could delay resolution of the student's case. |
|--|--|---|

| <u>B6 Regulations for fitness to practise</u> | | |
|--|---|--|
| Regulation reference | Amendment/addition | Rationale for amendment/ addition |
| 11 | <p><i>Definition of fitness to practise</i></p> <p>Change to:</p> <p><i>Relationship between the University and Registration Body</i></p> | For clarity. |
| 12 | <p>Together, items (i), (ii) and (iii) above constitute the University's definition of professional behaviour for the purpose of these Regulations.</p> <p>Concerns in relation to a student's professional behaviour will likely trigger the fitness to practise process (see Regulation 20 below).</p> | To aid navigation of the regulations. |
| New | <p>Misconduct that may involves police and/or criminal proceedings</p> <p>- If in the course of their work and enquiries it becomes apparent to an Academic Registry member of staff or a Case Manager that an alleged fitness to practise issue may also constitute a criminal offence they will consult with the Chief Student Officer and/or the Head of Security to determine whether the matter has been or needs to be referred to the police and whether to continue with their investigations.</p> <p>- Where the University and the police or other authorities are simultaneously enquiring into the same alleged fitness to practise issue the University will normally confer with the relevant authorities, subject to any general agreements that have been reached with the police. If, in such a matter it is stated to the University that to continue with its internal procedures will hinder or prejudice an investigation by the police, or criminal legal action, the University will normally suspend its own internal action until advised by the police or the Crown Prosecution Service that their own proceedings have been concluded. A record of communications with the police or Crown Prosecution Service and the University will be kept by the Academic Registry member of staff or a Case Manager.</p> | <p>As a result of the OIA's Good Practice Framework.</p> <p>This is also in line with the <i>Student Disciplinary Regulations</i>.</p> |

| | | |
|-----|---|--|
| | - Where the University can be confident that continuing its own internal fitness to practise procedures will not hinder or prejudice simultaneous police or criminal proceedings it will allow its own fitness to practise action to take its course. | |
| 43 | A Fitness to Practise Panel may come to one of three findings: (i) that the student has not breached the University's requirements for professional behaviour, that no further action is required and that the matter is concluded; (ii) that the student has breached the University's requirements for professional behaviour, but that having considered the matter, and taken such advice as the relevant Registration Body has been able to offer, the Panel is satisfied that the breach has already been repaired or can be repaired via completion of a Corrective Action Plan and that once remedied, the breach is unlikely to compromise the student's eligibility to apply for Registration (see Regulation 45 below); (iii) that the student has breached the University's requirements for professional behaviour and that their programme of study will be terminated as the student cannot continue on a programme that leads to eligibility to apply for Registration. | To take account of situations where the breach has already been repaired by the time that the Panel meets. |
| 45 | Where a Fitness to Practise Panel finds that there has been a breach of the University's requirements for professional behaviour that can be repaired (see Regulation 43 (ii) above) the Panel will produce a Corrective Action Plan which will specify what the student needs to do to repair the breach and how the completion of the repair is to be monitored and confirmed. If a Corrective Action Plan to repair the breach cannot be identified, the student's programme of study will be terminated as the student cannot continue on a programme that leads to eligibility to apply for Registration. | To make the existing process clearer. |
| 52 | OSCAR will normally complete these checks within 5 working days of receipt of the appeal. | Add a timeframe to ensure that the entire process, including any appeal, is completed within 90 days. |
| 57 | The Appeal Panel hearing will normally be completed within 20 working days of the decision set out in Regulation 52 above. Where it is going to take longer than this, the student will be kept updated as to progress and likely timescales. | Add a timeframe to ensure that the entire process, including any appeal, is completed within 90 days. |
| New | It may be appropriate for the University to reconsider an allegation if new evidence | To bring the existing process in line with the |

| | | |
|--|--|---|
| | <p>emerges which, for good reason, could not have been obtained at the time. In deciding whether it is appropriate to consider an allegation for a second time, the University will consider:</p> <ul style="list-style-type: none"> (vii) whether the outcome of the first process has been called into question, and if so why (viii) the strength and reliability of the evidence (ix) the length of time that has elapsed and the effect of this on the reliability of any evidence to be considered (x) the severity of the alleged offence (xi) the impact on the student; (xii) whether leaving the matter unaddressed would impact on matters of fitness to practise, or on any obligations the provider has to professional or regulatory bodies in respect of the particular student's character. <p>Reconsideration of an allegation will only take place in exceptional circumstances and following approval from the Academic Registrar</p> | procedural approach introduced in the revised B2 Regulations. |
|--|--|---|

| <u>B7 Procedure for complaints</u> | | |
|---|---|--|
| Regulation reference | Amendment/addition | Rationale for amendment/ addition |
| New | The University will not normally review a formal complaint about something which has already been, or is currently, the subject of legal proceedings in a court or tribunal unless those proceedings have been put on hold. | To reflect OIA practice |
| New | Students will not be subjected to discriminatory treatment or victimisation as a result of making a complaint. | To link to the <i>Dignity at Work and Study Policy</i> |
| New 39 | <p>Complaints concerning student personal data</p> <p>Where a complaint includes allegations that a student's personal data has been misused by the University in whatever manner, the Complaint Handler will seek advice from the University's Data Protection Officer (DPO). This may result in that aspect of the complaint being considered and concluded by the DPO.</p> | To ensure a transparent, robust and 'joined-up' approach to allegations/complaints about misuse of personal data, where the student may have recourse to the Information Commissioner's Office either instead of or in addition to, the OIA. |

| | | |
|--------|--|--------------|
| New 48 | Where documentary evidence is relied upon in determining a complaint outcome, a copy of the documentation relied upon will normally be supplied with the Complaint Handler's note. | For clarity. |
|--------|--|--------------|

| <u>B8 Regulations for hearings by panels</u> | | |
|--|--|--|
| Regulation reference | Amendment/addition | Rationale for amendment/ addition |
| 1 | <p>These Regulations for hearings by panel provide a framework for the conduct of panel hearings linked to the following:</p> <ul style="list-style-type: none"> • a hearing to make recommendations on possible academic misconduct on the part of an undergraduate or taught postgraduate student(s) or students or an appeal linked to such a matter (see Regulations for academic integrity) • a disciplinary hearing or an appeal linked to such a matter (see Student disciplinary regulations) • an academic appeal by a student (see Regulations for academic appeals) • a hearing where there are concerns for a student's fitness to study or an appeal linked to such a matter (see Procedure for support to study) • a fitness to practise hearing or an appeal linked to such a matter (see Regulations for fitness to practise) • a complaint by a student about an aspect of learning opportunities or delivery of a service by the University (see Procedure for complaints) • a complaint by an employer about an aspect of learning opportunities or delivery of a service by the University (see Procedure for complaints—Apprentice Employer) | Technical amendments |
| 26 | For panel hearings linked to academic misconduct it is for the University to show that it is more likely than not that the relevant assessed work was the product of, or contained the products of, academic misconduct. The burden of proof switches to the student at the appeal stage. | For clarity |
| 43 | <p>Where a hearing by one of the following:</p> <ul style="list-style-type: none"> • an Academic Misconduct Panel or an Academic Misconduct Appeal Panel • a Disciplinary Panel and Disciplinary Appeal Panel • a Process Review Appeal Panel | In light of changes to the B2 Regulations. |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> • a Fitness to Practise Panel and Fitness to Practise Appeal Panel • a Complaint Review Panel • an Employer Complaint Review Panel • or raised via the Admission, Progression and Examination Sub-committee <p>leads the panel to consider that it is necessary for a matter to be dealt with under the University's Procedure for support to study, the Chair of the panel or the Subcommittee, as an Authorised Person for this purpose, may refer the matter to the Chief Student Officer and request that the matter is considered by a Support to Study Panel</p> | |
|--|---|--|