

Amendments to the Regulations for 2025/26

(approved by Senate on 30/10/2024 and 23/06/2025)

1. This paper lists amendments to the Regulations for 2025/26. Technical amendments have been made as required, but these are not listed here. For example, technical amendments were made to reflect changes to role titles/ structures/committees or rewording for clarity. References to programme handbooks have been removed as these are no longer produced and maintained centrally by the University.
2. **A1 Regulations for taught programmes** – the amendment allows postgraduate taught students, who have previously achieved a relevant PG Diploma award, to transfer in 120 credits at level 7 from their previous HE study (taught modules only) under the Recognition of Prior Credit (RPC) process. In cases of PSRB-accredited programmes (for example, Nursing) that require continuing registration with professional bodies, students are allowed to keep their previously achieved PG Diploma award without relinquishing it. There are two associated amendments to A1 regulations: a footnote against the “Master’s programme” entry in Table 5, *The minimum number of credits that must be taken by transferring students to achieve a University award* and an amendment to regulation 55 that specifies that the final Master’s award grade result for former Surrey students, who have retained their prior PG Diploma award due to PSRB requirements, “**is determined on the basis of the work they have undertaken at the University after being admitted to the new programme**”.
3. **A1 Regulations for taught programmes** - for clarity, a new footnote was added to *Table 1: University awards and credits* in regard to the Intermediate awards to avoid any confusion with the University final awards. The footnote includes a reference to regulations 34-37 and *Table 4, Intermediate exit awards for undergraduate programmes* and regulations 43, 68 and 69 for intermediate exit awards from taught postgraduate programmes.
4. **A1 Regulations for taught programmes/ Introduction to the Quality Framework** – over the past years, the University validated Top-Up undergraduate programmes at FCoT (for example, BA/BSc Media Production (Top-up)) and is setting up a new top-up Nursing Bachelor degree programme at its campus in Sri-Lanka. Therefore, *Table 1: University awards and credits* and the *Introduction to the Quality Framework*, Annex 2 (University awards) has been updated accordingly to reflect current practice.
5. **A1 Regulations for taught programmes – Table 6, Indicative maximum period for registration for undergraduate programmes** - the top limits for maximum periods for registration for Part-Time undergraduate programmes are revised to ensure greater consistency with their Full-Time equivalents. These maximum periods are increased for part-time versions of undergraduate degree programme on a pro-rata basis plus 2 extra years (to include any periods of temporary withdrawals, programme suspension, etc).
6. **A1 Regulations for taught programmes** - a few regulatory amendments to reflect current practice to manage study exchange periods.
 - Regulation 12: to include that “Students on Study Exchange will have check-ins with their Academic Exchange Coordinator”.

- Regulation 13 regarding the minimum aggregate period of Professional Training (minimum placement hours): the new amendment covers students on 50/50 study exchange/work placement combined Level P periods.
- Regulation 20 is amended to clarify current practice. This will ensure consistency with the following key principle of assessment regulations: only marks achieved at FHEQ level 5 and above at Surrey contribute towards the final degree classification/grade. Therefore, marks from Study Exchange are excluded from calculating the final degree classification.
- Regulation 127: it is clarified that this regulation applies to Surrey students only and not to students from partner institutions taking study exchange at Surrey as they are covered by their home institution's final degree classification algorithms.
- Regulation 128: to change terminology from "that institution" to "host institution".

7. **A1 Regulations for taught programmes, regulation 63** - includes a new clause to cover students who have registered online but failed to engage with the academic programme. The purpose of this amendment is to address changes to the forthcoming online registration process and the challenges this may present and is also consistent with the recent development of MSE/MSA and personal tutoring processes. The amendment is crucial to clarify cases where the University may need to terminate students who have failed to arrive on campus, given the shift to online registration. A cross-departmental working group, led by the CSO Directorate, had reviewed these proposals to ensure that there are sufficient resources to cover any (potential) additional work for professional services' teams in confirming student engagement during the first two weeks of the academic year and that various specific programme requirements, including a requirement for online/DL students to be engaged with SurreyLearn/online learning platforms in a timely fashion, were taken into account. This amendment also applies to *A0 Regulations for Foundation Year* (regulation 26).
8. **A1 Regulations for taught programmes, regulation 102** - to reflect the University's expectations that students should attend all scheduled lectures and field trips, as far as reasonably possible and subject to the Regulations for extenuating circumstances. This amendment is also more consistently aligned with A1 sections "Participation by students in the work of their programme" (regulations 102-104) and "Failure to make progress: termination of registration" (regulations 111-113). This regulatory amendment will be supported by the new C6. *Attendance and Engagement Student Procedure*. This amendment also applies to *A0 Regulations for Foundation Year* (regulation 49).
9. **B3 Student Disciplinary Regulations** - substantial amendment was made to these Regulations in response to the new Office for Students E6 Condition of Registration: Harassment and sexual misconduct. The original content of these Regulations remains. This document has been reordered, in places, and additions have been made, for example, definitions and aspects around notification of outcomes (introduction of the concept of Directly Affected Parties).

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

Introduction to the Quality Framework		
Regulation reference	Amendment/addition	Rationale for amendment/ addition

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:		
26	In the absence of confirmed extenuating circumstances, students who fail to register or to engage with the academic programme following the online registration process within two calendar weeks of the beginning of the academic year will not normally be considered to be a continuing student of the University	To reflect changes to A1 Regulations for taught programmes (a new online registration process)
49	The University requires that students should attend (as far as reasonably possible) all scheduled lectures and field trips. Non-attendance may result in action culminating in the discontinuation of registration. Students should also participate fully in the work of their programme and complete the required assessments as set out in the programme specification.	To reflect changes to A1 Regulations for taught programmes (this regulatory amendment is supported by the new C6. <i>Attendance and Engagement Student Procedure</i>)

A1 Regulations for taught programmes					
Regulation reference	Amendment/addition				Rationale for amendment/ addition
A new footnote to <i>Table 1: University awards and credits</i>	Regarding intermediate exit awards for undergraduate and taught postgraduate programmes, please see section <i>Intermediate exit awards</i> below, including <i>Table 4, Intermediate exit awards for undergraduate programmes</i>.				For clarity, a new footnote was added to <i>Table 1: University awards and credits</i>
<i>Table 1: University awards and credits</i>	Award title	FHEQ level of award	Credit value	Specific FHEQ qualification descriptors' requirements Requirements	To add a new top-up Bachelor's degree

	Bachelor's (honours) degree (top-up), one year	6	120	A minimum of 120 credits at FHEQ level 6	(honours) award
A new footnote to Table 5, <i>The minimum number of credits that must be taken by transferring students to achieve a University award</i>	In exceptional circumstances, where a student satisfied the University's admissions requirements for a postgraduate taught Master's programme and has been exempted from completing part(s) of the programme on the basis of prior higher education credit, having previously achieved a relevant Postgraduate Diploma award, the minimum number of credits that must be studied with the University (including with an Associated, Accredited or partner institution) as part of the new Master's degree award may be reduced from 90 to 60 credits to take into account their previous Postgraduate Diploma award				To allow a greater degree of flexibility for postgraduate taught students with prior formal HE credit: the cap on credit transfer has been limited to allow to transfer-in the full 120 credits (RPC only, not for RPLs). This was previously capped at 90 credits.
Table 6: Indicative maximum periods for registration for undergraduate programmes	Table 6: Indicative maximum periods for registration for undergraduate programmes				The top limits for maximum periods for registration for Part-Time undergraduate programmes are revised to ensure greater consistency with their Full-Time equivalents
	Award title	Indicative maximum period for registration¹			
		Full time	Part-time		
	Certificate of Higher Education	Three years	Four years		
	Diploma of Higher Education	Four years	Five Six years		
	Foundation Degree	Four years	Five Six years		
	Certificate in Education	Three years	Four years		
	Bachelor's Degree (Ordinary)	Five years	Six Eight years		

¹ The addition of two years to a maximum period of registration for a standard Full-Time taught programme (~~for Part-Time programmes — three additional years~~) includes periods of course suspension and temporary withdrawal. Any exceptions are to be considered on a case-by-case basis. Where a programme of study allows students to undertake an intercalation year, such periods are excluded from calculating the total maximum period of registration.

	Graduate Certificate	Three years	Four years	
	Graduate Diploma	Four years	Five Six years	
	Professional Graduate Certificate in Education	Three years	Four years	
	Bachelor's Degree (Honours)	Five years	Six Eight years	
	Bachelor's Degree (Honours), with professional training period	Six Years	Seven Ten years	
	Bachelor of Medicine, Bachelor of Surgery	Six Years	Seven Ten years	
	Integrated Master's Degree	Six Years	Seven Ten years	
	Integrated Master's Degree, with professional training period	Seven years	Seven Twelve years	
	Postgraduate Certificate in Education	Three years	Four years	
10	<ul style="list-style-type: none"> a core module is a module that is central to a programme of studies and which must be taken and passed, and all units of assessment within it passed, in order for the student to pass the module and to proceed to the next level or stage of the programme and/or to gain an award. Compensation cannot be applied to failure of a core module. 			For clarity, as students are allowed to trail core modules, unless there is a PSRB restriction
12	<p>All programmes have the option to offer a professional training year (hereafter called Professional Training), unless there are any PSRB requirements which might prohibit this, which is normally taken between FHEQ levels 5 and 6. The Professional Training year can be a paid or unpaid placement and cover a work, research and/or study abroad placement. Whilst on a Professional Training placement, students will be visited by an academic member of staff.² Students on Study Exchange will have check-ins with their Academic Exchange Coordinator.</p>			For clarity, to reflect the current process for students on Study Exchanges

² Further details of procedures can be found in the [Code of practice for Professional Training](#).

13	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 hours. Students who cannot complete a minimum of 900 hours will normally be unable to complete level P and this will be considered on a case-by-case basis. The minimum number of hours' requirement is calculated pro rata for students taking PTY/Study Exchange (50/50 split). Students on Study Exchange during Level P should refer to the <i>Code of practice for professional training</i> for minimum placement hours' requirements	Add required number of hours for a 50/50 study exchange / work placement module. This should be quantified here for clarity
20	Marks achieved at FHEQ level 4 do not contribute towards the final degree classification. Marks are weighted for FHEQ levels 5 and 6 (and level 7 for integrated Master's programmes) as shown in Table 2 below. Marks from Study Exchange (taken during FHEQ level 5 or 7) are not taken into account for calculating the final degree classification/grade. For further details, please see section "Exchange students: credits and marks".	To clarify that marks from Study Exchange (taken at FHEQ level 5 or 7) are excluded from calculation the final class/grade
55	Where a student admitted to a taught programme has been exempted from completing part(s) of the programme on the basis of prior higher education credit and/or prior experiential learning, having satisfied the University's requirements, their final result (including the classification of their degree, where relevant) is determined on the basis of the work they have undertaken at the University after being admitted to the programme. Where exemption from completing part(s) of the programme was granted on the basis of prior credit achieved at the University of Surrey, marks associated with this recognised prior credit will also be considered when determining the student's final result (including the classification of their degree, where relevant). In instances where former Surrey students have been accepted to a new Master's programme on the basis of prior credit and, due to specific PSRB requirements, were not permitted to relinquish their prior Postgraduate Certificate/Diploma award achieved at the University of Surrey, the final result (including the classification of their degree, where relevant) is determined on the basis of the work they have undertaken at the University after being admitted to the new programme.	To reflect PSRB restrictions on relinquishing prior professional accreditation qualifications. For example, NMC-registered Nurse, etc.
63	<i>Registration for taught programmes</i> In the absence of confirmed extenuating circumstances, students who fail to register, or re-register or to engage	The purpose of this amendment is to address

	<p>with the academic programme following the online registration process within two calendar weeks of the beginning of the academic year will not normally be considered to be a continuing student of the University. In exceptional cases, including extenuating circumstances, the Programme Leader should exercise their academic judgement to consider whether the student could be allowed to rejoin the programme after the initial two calendar weeks, or whether too much vital programme content has been missed, in which case a student may be offered a period of temporary withdrawal.</p>	<p>changes to the forthcoming online registration process and the challenges this may present and is also consistent with the recent development of MSE/MSA and personal tutoring processes</p>
102	<p>The University requires that students should attend (as far as reasonably possible) all scheduled lectures and field trips. Non-attendance may result in action culminating in the discontinuation of registration. Students should also 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 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).</p>	<p>To reflect the University's expectations that students should attend all scheduled lectures and field trips, as far as reasonably possible and subject to the Regulations for extenuating circumstances</p>
127	<p>Surrey students undertaking approved educational exchanges abroad are required to pass any required assessments taken on the exchange; however, only the marks they achieve at the University of Surrey count towards their final award unless other arrangements have been approved following due quality assurance processes.</p>	<p>Added clarification that this applies to Surrey students, not students from partners studying on exchange at Surrey</p>
128	<p>Credits and marks accrued by an exchange student while studying with another higher education institution are reported to the University with an official transcript by that institution from the host institution.</p>	<p>To clarify</p>

<u>A2 Regulations for research degrees</u>		
Regulation reference	Amendment/addition	Rationale for amendment/addition
Title page	Title page A2: Regulations for research degrees Master of Philosophy (MPhil) Doctor of Philosophy (PhD) Doctor of Medicine (MD) Doctor of Business Administration (DBA) Doctor of Clinical Practice (DClinPrac) Doctor of Engineering (EngD) Doctor of Psychology (PsychD) Doctor of Philosophy (PhD) by Prior Publication	To reflect current practice (there are no new registrations for the removed research degrees and they no longer run)
5	An applicant holding an appropriate degree may be admitted to a programme of study, research and, as appropriate, practice, leading to one of the following Practitioner Doctorate awards: <ul style="list-style-type: none"> • Doctor of Business Administration (DBA) • Doctor of Clinical Practice (DClinPrac) • Doctor of Engineering (EngD) • Doctor of Psychology (PsychD) 	To reflect current practice (there are no new registrations for the removed research degrees and they no longer run)
9	A research student must register at the start of the programme and shall undertake to comply with the Charter, Statutes, Ordinances and Regulations of the University. Research students will normally be able to register in October, January, April and July. A student must re-enrol by the specified date for each year the programme is pursued, and until award . The registration of a student who fails to re-enrol by the specified date may be deemed to have lapsed and will be terminated. No student is entitled to register or re-enrol unless the prescribed fees, if appropriate , have been paid.	To improve the accuracy of PGR data submitted to HESA there is a requirement that PGRs should now re-enrol until the point of award. Currently PGRs who have submitted their thesis before the 1 st November in the current academic year are not required to re-register. The addition of the minor changes is for clarity
22, Table, Footnote 7	PsychD in Clinical Psychology is available only on a full-time basis; PsychD in Psychotherapeutic and Counselling Psychology may be pursued on the basis of full-time study for the first 12 months, followed by part-time study over the following four years.	Remove the footnote statement that the PsychD is only available on a full-time basis. Confirmation has been received from the PsychD programme lead that in exceptional circumstances it is appropriate for a

		PGR to be on the programme part time for a temporary period of time. Approval for this has also been secured from the SBP NHS Trust.
31	<p>It is expected that registration for a research degree will be continuously pursued. However, the Pro-Vice-Chancellor, Executive Dean of Faculty may recommend to the Admission, Progression and Examination Sub-committee that a student be granted a period of temporary withdrawal. In all but the most exceptional cases Normally, students will not be permitted a period of temporary withdrawal in excess of twelve months aggregate over the period of registration, excluding parental leave. Should an application be made for temporary withdrawal, which exceeds 12 months aggregate over the period of registration, supporting evidence, including medical evidence, where appropriate, will be required. Temporary withdrawal cannot be indefinite, and a student will not normally be able to withdraw their registration for longer than two academic years.</p>	<p>To ensure that those who apply for parental leave are not unfairly disadvantaged.</p> <p>To clarify that medical evidence, where appropriate, needs to be provided should the 12-month aggregate withdrawal period be exceeded.</p>
36, footnote 9	<p>⁹Students holding 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 student visa can be viewed in the Immigration Control Policy at visas.surrey.ac.uk, or further information can be sought from visa-compliance@surrey.ac.uk by contacting International Student Advice (based in MySurrey Hive) by submitting an enquiry via Surrey Support.</p>	Amendment required due to change in method of contacting International Student Advice
43	<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 regulation 42 to serve as Co-supervisor. Such appointments include, but are not limited to, Visiting Staff and Collaborative Supervisors, subject to approval by the Dean of the Doctoral College and ratification by the Pro-Vice-Chancellor, Research & Innovation</p>	To remove collaborative supervisors in cases of exceptional changes to the supervisory arrangements for registered students
78	<p>A student may apply to register as completing status while writing-up the thesis or portfolio. The following criteria must be fulfilled for a student to transfer to completing status:</p> <ul style="list-style-type: none"> • that the supervisor will be required to confirm that they are satisfied that submission of the thesis within twelve months is feasible • that the student will no longer be using specialist resources for research 	The proposed change to 12 months for the maximum period of time on completing status is in response to current practice where a number of PGR

		students request a transfer to completing status (within the current regulation requirement of six months) and then make a further request to extend. By increasing the completing status to twelve months it is hoped that PGRs and supervisors will be more realistic regarding completion timeframes
79	<p>In order for the request to be considered, the following must be provided:</p> <ul style="list-style-type: none"> • a detailed plan covering both student and supervisor responsibilities for submission within the first six months twelve months of completing status or by the end of registration if completing status will last for fewer than six months twelve months • a draft table of contents for the thesis • the examination entry form <p>If the thesis is not submitted within the initial six month period twelve-month period of completing status, then an updated plan for submission within the remaining period of registration will be required in order to continue on completing status</p>	As above
124	<p>The viva voce 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 may the viva voce examination exceptionally be held outside of this period. The viva voce examination may exceptionally be held outside of this period with the agreement of the principal supervisor, student and examiners. A memorandum (Late Viva, Early Viva) will need to be completed and approved by the relevant Associate Dean of the Doctoral College. This will be noted by the Admission, Progression and Examination Sub-committee.</p>	To clarify the process for exceptions

B1 Regulations for extenuating circumstances

Regulation reference	Amendment/addition	Rationale for amendment/ addition
10 (i)	for bereavement: <ul style="list-style-type: none">• a death certificate or a signed and dated letter from a minister of religion, medical practitioner, police officer, solicitor, magistrate or other officer of the law or a person with equivalent professional standing who is not related to the student submitting the request, a funeral notice, an order of service, a published obituary;	Request received from Faculty.

B2 Regulations for Academic Integrity

Regulation reference	Amendment/addition	Rationale for amendment/ addition
Title	Changing the document name from: Regulations for Academic Integrity To Regulations for Academic Misconduct	This is the common usage and avoids confusion with artificial intelligence (also abbreviated to AI).
15	Poor academic practice involves collaboration or poor citation practice where there is evidence that the student did not appreciate the rules of academic writing for their discipline, for example where the extent of copied material can be considered so slight that it does not justify a penalty. Examples include, but are not limited to, the following: <ul style="list-style-type: none">• Poor use of referencing that has not materially given the student an unfair advantage• A very low volume of unattributed quotations that has not materially given the student an unfair advantage• A very low volume of incorrect citations that has not materially given the student an unfair advantage• A very low volume copying with correct citations that has not materially given the student an unfair advantage• Misconduct which can be shown to be entirely the result of technical issues and has not materially given the student an unfair advantage	Request received from Students' Union.
30	Special circumstances apply when there is valid evidence documented by a third party to demonstrate that the student's ability to make a rational choice was impaired at the time that they committed the misconduct. This evidence will be considered in the context of the other available information and on a case-by-case basis.	To reflect existing practice and to aid transparency.

36	<p>The formal discussion is also attended by the Module Leader or, in the case of dissertations, by the first marker. If these persons are unavailable, they can nominate another member of the module team to attend. The student and the AIOs will receive details of the allegation and the supporting evidence (e.g. a Turnitin®/Authorship Investigate report), where relevant. Except in the case of potential third offences, the AIOs will not be informed of any previous findings of either poor academic practice or academic misconduct until after they have made their decision and, if relevant, are determining the penalty. The only other exception is when the student misleads the AIOs in relation to any previous findings. If this occurs, the Academic Administration team will correct any inaccurate information.</p>	To reflect existing practice and to aid transparency.
65	<p>In any Academic Misconduct Panel hearing a student's friend accompanies them in a supportive role. They may speak to the student during the hearing and may speak for the student (with their permission) to the Panel; however, it is the normal expectation that the student will answer any questions from the Panel for themselves. The friend may also ask questions of the Panel and those providing advice or evidence with the permission of the Chair.</p>	Duplication.
66	<p>The University's academic misconduct procedure is not a legal process but an academic procedure. Where a student insists on legal support in a hearing by an Academic Misconduct Panel the University will also require legal support. In these circumstances it may take longer to convene the Panel.</p>	Duplication.
Table 1	<p>Penalties that an Academic Integrity Officer, the Academic Administration team and an Academic Misconduct Panel instructs a Board of Examiners to apply</p> <p>Proposed new penalty structure in Annex A.</p> <p>Footnote: Decisions as to whether misconduct should be categorised as standard, serious, or severe are made at the sole discretion of the AIO(s), AMP or Academic Administration staff members. They will consider the facts of the case alongside relevant, contextual evidence and make a determination on the balance of probabilities.</p>	Request received from Students' Union and supported by Academic Administration Team and OSCAR.
Appendix 1	<p>Cases involving alleged unauthorised use of artificial intelligence will normally involve academic judgment.</p>	To reflect existing practice and to aid transparency.

B4 Regulations for academic appeals

Regulation reference	Amendment/addition	Rationale for amendment/ addition
33	The responsible OSCAR Case Manager informs the student of the outcome within five University working days of the decision being made. The student is informed of their right to request a review of the decision to dismiss their appeal. If the student has no grounds upon which to make a Stage two appeal they may request a Completion of Procedures letter.	To reflect a recent OIA decision.

B5 Regulations for support to study

Regulation reference	Amendment/addition	Rationale for amendment/ addition
50	Following a hearing by a Support to Study Panel the Secretary conveys the findings of the Panel to the student and all relevant parties in writing. The student is informed of their right to appeal against the findings of the Panel within the specified time limit (see regulation 52 below), and that, if they have no grounds to appeal (see regulation 54 below), that they may request a Completion of Procedures letter.	To reflect a recent OIA decision.

B6 Regulations for fitness to practise

Regulation reference	Amendment/addition	Rationale for amendment/ addition
47	Following a hearing by a Fitness to Practise Panel the Secretary conveys the findings of the Panel to the student and all relevant parties in writing. The student is informed of their right to appeal against the findings of the Panel within the specified time limit (see regulation 51 below), and that, if they have no grounds to appeal (see regulation 53 below), that they may request a Completion of Procedures letter.	To reflect a recent OIA decision.

C1 Procedure for complaints

Section reference	Amendment/addition	Rationale for amendment/ addition
44	Within five University working days of receiving being assigned to a complaint, the Complaint Handler makes contact with the student and will invite invites the student to a meeting.	To reflect existing practice and aid transparency.
54	If the student is not satisfied with the outcome of the discussion with the Complaint Handler and they do not have any grounds to request a review, they may	To reflect a recent OIA decision.

	request a Completion of Procedures letter by contacting OSCAR.	
55	<p>Where the student is not satisfied with the outcome of the discussion with the Complaint Handler, they submit a request within 10 University working days of receiving the Complaint Handler's note, that a Complaint Review Panel is convened. Requests should be submitted to OSCAR by email and should include a statement, any relevant evidence and confirmation of the applicable grounds in accordance with published requirements as to the format, content and length of submission. Further details are available on the OSCAR web pages. If the request is received on time it will be assigned to an OSCAR Case Manager. If a student is unable to provide all supporting evidence by the deadline (for example, if they are awaiting receipt of a medical letter), then they are still required to submit their request within the standard timeframe (including a complete supporting statement and any available evidence) but may request an extension in respect of the submission of any pending evidence. Such requests should explain the reason the extension is required and be made by email to OSCAR at the time of the request for a Complaint Review Panel.</p>	To reflect existing practice and aid transparency.

C2 Procedure for hearings by Panels

Section reference	Amendment/addition	Rationale for amendment/ addition
2	<p>Reasonable adjustments to the processes within the Regulations and Procedures listed above, including the extending of deadlines for student responses, will be considered on a case-by-case basis and made upon the production by the student of relevant third party evidence which demonstrates the need necessity for an adjustment or these adjustments.</p> <p>The determination as to whether the request is reasonable will be made by the relevant Case Manager. When considering whether a request for an adjustment is reasonable, the Case Manager will consider factors including, but not limited to, the potential impact of the adjustment on any Reporting Party and the potential impact of the adjustment on the integrity of the process.</p>	<p>To reflect existing practice and aid transparency.</p> <p>And to bring into line with other Regulations.</p>
13	The University's preferred method for contacting students on any matter is via their University email address. Where a student is asked to attend a Panel hearing or meeting they will be given not less than five University working days' notice. In addition to email contacts the University may also use the telephone to check that a student has received the necessary	To reflect existing practice and aid transparency.

	information. At all times it is the responsibility of each student to ensure the University has their correct contact details.	
15	The information provided five University working days in advance of a Panel hearing for a member of staff or a student asked to attend to provide information or oral evidence to the Panel includes:...	To reflect existing practice and aid transparency.
New 16	There is a presumption that Panel hearings will be conducted remotely via Microsoft Teams unless indicated otherwise. Students have a right to request, with reasons, an in person hearing no later than three University working days prior to the date of the hearing. The final decision as to how to proceed rests with each Panel – the overriding objective is fairness.	To reflect existing practice and aid transparency.
New 26	Students requesting a postponement or adjournment of a Panel hearing must provide complete information in support of their request. Students must clearly identify the reason for the request and provide any relevant supporting evidence.	To reflect existing practice and aid transparency.
New 27	Students requesting a postponement or adjournment of a Panel hearing for medical reasons are normally expected to provide medical evidence to support their request. This medical evidence must: <ul style="list-style-type: none"> • specifically identify the relevant medical condition; • outline how the relevant medical condition affects the student's ability to participate in a Panel hearing; • provide a reasoned medical opinion as to when the student is likely to be sufficiently able to participate. 	To reflect existing practice and aid transparency.
26	When deciding whether to agree to a student's request to adjourn or postpone a Panel hearing the Chair will take into consideration the following: <ul style="list-style-type: none"> • the grounds and supporting evidence advanced by the student for requesting the adjournment or postponement • any unfairness to the student if the hearing is or is not postponed or adjourned • where medical evidence is provided, whether it is reasonably considered to contain an independent opinion • the consequences for the University of rearranging the hearing, possibly with another Panel 	To reflect existing practice and aid transparency.
43	At a Panel hearing the student and the University may each call witnesses to attend to give information to the Panel. Where the student or those representing the University intend to call one or more witnesses the names of the latter must be provided to all parties to the Panel hearing not less than three University working days before the hearing. It is at the discretion	To reflect existing practice and aid transparency.

	of the Chair whether to accept witnesses identified after this period. In all cases, the Chair will decide which witness(es) will be required to attend and their decision will be final. This decision will be based on whether the Chair reasonably believes that the attendance of the witness proposed is necessary to resolve the issue or issues in dispute.	
55	Following a first stage Panel the student is informed that if they have no grounds for appeal they may request a Completion of Procedures letter. Where a Panel hearing is the final stage in the procedure the letter states that it constitutes a completion of the University's procedures and that the student can request a review of the University's decision by the Office of the Independent Adjudicator.	To reflect a recent OIA decision.

Code of Practice for temporary and permanent withdrawals: taught programmes		
Section reference	Amendment/addition	Rationale for amendment/ addition
20	Retrospective applications will only be considered in exceptional circumstances and are highly unlikely to be approved in the absence of compelling evidence as to why the student was unable to apply sooner. Those involving Student Visa requirements, and those with student loan implications, are also highly unlikely to have an application accepted. It is the student's responsibility to formally notify the University at the point at which they intend to suspend their programme registration (see paragraph 25 below about strict time limits). Students with exceptional extenuating circumstances which prevented them from notifying the University at the correct time will be required to submit supporting evidence.	To avoid misleading reference to 'extenuating' circumstances. Which is the wrong test.
54	Where a student is unable to notify the University at the correct time due to exceptional extenuating circumstances, the application should be accompanied by compelling evidence as to why the student was unable to apply sooner. Those involving Student Visa requirements, and those with student loan implications, are highly unlikely to have an application accepted.	To avoid misleading reference to 'extenuating' circumstances. Which is the wrong test.

Annex A
(Penalties are cumulative)

Instances of academic misconduct	Scale of penalties where academic misconduct is found to have taken place during a first assessment attempt	Scale of penalties where academic misconduct is found to have taken place during a reassessment attempt
First instance	<p><u>Standard cases:</u></p> <p>Mark of zero for the unit of assessment.</p> <p>If the module is failed – reassessment is allowed. Reassessment penalty is applied to the re-assessed unit(s) of assessment.</p> <p><u>Serious cases:</u></p> <p>Mark of zero for the unit of assessment</p> <p>AND</p> <p>If the module is passed overall – the module mark is capped at the pass mark.</p> <p>If the module is failed – reassessment is allowed. Reassessment penalty is applied to the re-assessed unit(s) of assessment. In cases, where following the reassessment attempt, the module is passed, the module mark is capped at the pass mark.</p>	<p><u>Standard cases:</u></p> <p>Mark of zero for the unit of assessment.</p> <p>If the module is failed – no further reassessment is allowed unless the student is entitled to a third attempt. Regulations for taught programmes apply.</p> <p><u>Serious cases:</u></p> <p>Mark of zero for the unit of assessment</p> <p>AND</p> <p>If the module is passed overall – the module mark is capped at the pass mark.</p> <p>If the module is failed – no further reassessment is allowed unless the student is entitled to a third attempt. Regulations for taught programmes apply.</p>
Second instance	<p>Mark of zero for the unit of assessment</p> <p>AND</p> <p>If the module is passed overall – the module mark is capped at zero and module credits are awarded (for credit bearing modules).</p> <p>If the module is failed – reassessment is allowed. Reassessment penalty is applied to the re-assessed unit(s) of assessment. In cases, where following the reassessment attempt, the module is passed, the module mark is capped at zero and module credits are awarded (for credit bearing modules).</p>	<p>Mark of zero for the unit of assessment</p> <p>AND</p> <p>If the module is passed overall – the module mark is capped at zero and module credits are awarded (for credit bearing modules).</p> <p>If the module is failed – no further reassessment is allowed unless the student is entitled to a third attempt. The module mark is capped at zero. No module credits are awarded. Regulations for taught programmes apply.</p>
Third instances and severe cases (only applicable to Academic	Termination of registration. Regulations for taught programmes apply	Termination of registration. Regulations for taught programmes apply

Misconduct Panels)		
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