



# Introduction to the Regulations

Academic year 2015/16

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## Authority

1. These Regulations are made by Senate in accordance with Article 13 of the Charter and Ordinance 6.3.1.1, and may be amended from time to time by Senate on the advice of its sub-committees.
2. New or amended Regulations which are approved by Senate during an academic year will be published in the Regulations for the following academic year.

## ***Executive Deans of Faculty: operational responsibilities for quality and academic standards***

3. Executive Deans of Faculty have operational responsibility for ensuring that the University's Regulations and other requirements are met, for the quality of the academic provision offered by the University through their Faculty and for ensuring that the standards of University awards are safeguarded on behalf of Senate. Executive Deans of Faculty delegate aspects of their operational responsibilities in these matters to individuals and committees they nominate. The names of individuals identified by Executive Deans to act on their behalf in particular matters in their Faculty are provided to Senate by each Executive Dean of Faculty at the beginning of each academic year.
4. Throughout these *Regulations* the term 'Executive Dean of Faculty' is to be read as meaning the Executive Dean of Faculty or the person nominated by them to fulfil particular responsibilities or undertake particular duties. The terms 'Registrar' and 'Director of Quality Enhancement and Standards' should be read likewise.

## ***Academic staff***

5. For the purposes of these *Regulations* the term 'academic staff' will be taken to mean all persons holding appointments as Professors, Readers, Senior Lecturers, Lecturers of the University, Professorial Teaching Fellows, Senior Teaching Fellows or Teaching Fellows.

## Scope

6. The University *Regulations* contain the following sections:

### *Part A – Academic regulations*

- A1 Regulations for taught programmes: CertHe, DipHE, Foundation degree, Bachelor's, Integrated Master's, PGCE, PGCert, PGDip, Master's
- 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) and Doctor of Psychology (PsychD)
- A3 Regulations for research degrees on the basis of published works: Doctor of Philosophy (PhD) available to members of staff of the University and Associated Institutions only
- A4 Regulations for higher doctorates: Doctor of Letters (DLitt), Doctor of Science (DSc)
- A5 Regulations for academic dress of the University

### *Part B – Student regulations*

- B1 Regulations for extenuating circumstances
- B2 Regulations for academic integrity
- B3 Student disciplinary regulations
- B4 Regulations for academic appeals
- B5 Regulations for fitness to study
- B6 Regulations for fitness to practise

- B7 Procedure for complaints
- B8 Regulations for hearings by panel

### Applicability

7. *Academic regulations* apply to all students registered for an award of the University of Surrey and registered as a University of Surrey student and to students studying on programmes validated by the University at its Accredited and Associated Institutes (AIs).
8. *Student regulations* apply to all students registered as University of Surrey students. Particular sections may also apply to students studying on programmes validated by the University at its AIs and to students registered with another organisation operating in collaboration with the University and using University facilities. The relevance of each section to such students will be indicated in the individual section.
9. In relation to programmes of study, students follow the *Academic regulations* that were in place at the time of the commencement of their programme. If any subsequent changes to regulations are made that would be of benefit to students, they will be subject to those new regulations. The current versions of the *Student regulations* replace all previous versions.

### Principles

10. The University of Surrey is committed to the continuing development of its regulations in line with a number of key principles, set out below.
11. The University treats those who are subject to its regulations fairly and reasonably. This involves ensuring that students studying with the University, and for its awards with its AIs, are treated even-handedly, so that students across the University, in the AIs and studying with partners and at a distance who have similar circumstances will be treated comparably.
12. Fairness and reasonableness also involves the University:
  - using plain language in setting out its regulations as an aid to transparency
  - keeping the use of technical terms to a minimum consistent with the requirements of accuracy and certainty of meaning
  - where the use of technical terms is unavoidable, ensuring that they are defined in a glossary
  - providing guidance and advice for students and staff on how its regulations are to be applied, and training and updating for University staff applying the regulations and members of the University of Surrey Students' Union or its staff who advise students
  - making decisions that are governed by the regulations in a way that is proportionate to the seriousness of the consequences for those affected and is timely
13. The University ensures that its regulations are proportionate to its requirements and no more extensive than they need to be. For that reason the *Regulations* do not cover every possible set of circumstances that students and staff are likely to encounter. They do, however, set out a sufficient framework under which they have been developed and approved. For exceptional cases and novel situations the University expects its academic staff and professional administrators will seek advice from the Directorate of Quality Enhancement and Standards and apply the principles.

## Professional, Statutory and Regulatory Bodies (PSRBs)

14. Many of the University's programmes receive accreditation by PSRBs. There may be occasions when the requirements of a PSRB for accreditation do not accord with the University's regulations. Such cases will be considered at the validation/re-validation of the programme and submitted for approval to the University Learning and Teaching Committee (ULTC) via its Quality and Standards Sub-committee. If approved by ULTC, a request is made to Senate to agree to meet the PSRB's requirements.
15. If it is agreed by Senate that the PSRB's requirements should be met this agreement, together with the statement of the PSRB's requirements, is published in the relevant programme specification, the programme handbook and the exception to University regulations recorded in Senate minutes.

## Awards of the University

16. The following awards are made by the University. Where the introduction of an award not on the following list is proposed, advice should first be sought from the Directorate of Quality Enhancement and Standards.

### ***Taught awards at FHEQ<sup>1</sup> level 4***

- Certificate of Higher Education (CertHE)

### ***Taught awards at FHEQ level 5***

- Diploma of Higher Education (DipHE)
- Foundation degrees (Fd)
  - Foundation degree in Arts (FdA)
  - Foundation degree in Engineering (FdEng)
  - Foundation degree in Science (FdSc)
- Ordinary degree (Ord) (available as exit award only): BA, BSc, BEng, BMus, and LLB
- Certificate in Education (CertEd)

### ***Taught awards at FHEQ level 6***

- Graduate Certificate (GradCert)
- Graduate Diploma (GradDip)
- Bachelor's degrees (Hons)
  - Bachelor of Arts (BA)
  - Bachelor of Engineering (BEng)
  - Bachelor of Laws (LLB)
  - Bachelor of Music (BMus)
  - Bachelor of Science (BSc)
  - Professional Graduate Certificate in Education (PGCE)

### ***Taught awards at FHEQ level 7***

- First degrees - Integrated Master's degrees
  - Bachelor of Veterinary Medicine and Science (BVMSci)
  - Master of Business Management (MBus)
  - Master of Chemistry (MChem)
  - Master of Engineering (MEng)
  - Master of Mathematics (MMath)
  - Master of Osteopathic Medicine (MOst)

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<sup>1</sup> [Framework for Higher Education Qualifications in England Wales and Northern Ireland](#)

- Master in Physics (MPhys)
- Postgraduate Certificate (PGCert)
- Postgraduate Diploma (PGDip)
- Postgraduate Certificate in Education (PGCE)
- Master's degrees
  - Master of Arts (MA)
  - Master of Business Administration (MBA)
  - Master of Fine Arts (MFA)
  - Master of Laws (LLM)
  - Master of Music (MMus)
  - Master of Research (MRes)
  - Master of Science (MSc)
  - Master of Teaching (Dance) (MTD)

***Research degrees at FHEQ level 7***

- Master of Philosophy (MPhil)

***Research degrees at FHEQ level 8***

- Doctor of Business Administration (DBA)
- Doctor of Clinical Practice (DClinPrac)
- Doctor of Engineering (EngD)
- Doctor of Medicine (MD)
- Doctor of Philosophy (PhD)
- Doctor of Psychology (Psych D)

***Higher doctorates***

- Doctor of Letters (DLitt)
- Doctor of Science (DSc)