Regulatory changes for 2014/15

At its meeting in July 2014 Senate agreed the new structure for the regulations which would streamline content and eliminate any duplication and overlap. Senate also agreed that, going forward, all sections of the regulations should be rolled over every year (even if there are no amendments) so that there is always a complete set with the most recent academic year date. In addition it was agreed that the most recent student facing regulations should replace all previous versions and that academic regulations apply to the year a student starts and they follow those regulations throughout their period of study unless a regulatory change is proposed that would be of benefit to all students.

In reviewing the regulatory structure, the following principles were applied:

1. The reduction of extraneous wording and simplifying the language.
2. No duplication of information in one set of regulations that is contained in another set – instead reference should be made to other areas of the regulations.
3. As far as possible the regulations should proceed in the order in which things happen, eg student lifecycle would be admission, registration, programmes of study, assessment, reassessment.
4. There should be an introductory section to the complete set of regulations that covers purpose, applicability (ie relevance to UG/PGT/PGR and AIs), general principles and list of University awards.
5. The programme specification should be the definitive source of programme information eg core module requirements, before the programme handbook.

As a result of the review of the Statutes and Ordinances, some content has been moved to the regulations, for example the list of University awards.

The recent Office for Fair Trading (OFT) report concluded that preventing students from graduating due to non-tuition fee debt could be liable to legal challenge. A University wide review group has met to consider the implications of the OFT report and recommended that regulations should be amended accordingly to reflect the OFT judgement.

Previous Section H Regulations for the conduct of examinations and other forms of assessment has been deleted. Relevant content will be moved to the Code of practice on assessment and the remainder will be part of operational guidance issued by the Academic Registry.

Previous Section H Regulations for External Examining duplicated most of what is in the Code of practice on external examining and so has been deleted.

The following lists the changes that have been made to the regulations for 2014/15.

Glossary
A single glossary has been produced that covers all sections of the regulations rather than having glossaries in individual sections. Some definitions have been removed from the glossary and added into the relevant sections of the regulations.

Introduction to the regulations
New for 2014/15. Contains the full list of University awards. Includes provision that 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.
ACADEMIC REGULATIONS

A1 Regulations for taught programmes
This section combines the UG and the PGT regulations, the general entry requirements and the regulations for the professional training year.

Additions/amendments have been made as follows:

- Inclusion of the new awards of BVMedSci, MFA
- Inclusion of the Euro Masters degree and credit requirements
- Inclusion of the broad semester structure
- Inclusion of the credit structure ie 15 credits with 30 credits or more for projects
- A section on the naming of awards which includes the guidance that was in the Code of Practice on Validation
- Removal of detailed information on entry requirements and reference instead to the admissions policy and information on the web
- Prohibition of dual registration on two full-time programmes
- A definition of alternative assessment
- Removal of the contribution of PTY marks towards the final degree classification for new entrants in 2014/14
- Clarifying the apparent conflict between old UG regulations 94 and 104 regarding resit timings
- Clarifying that the extension to indicative maximum periods of registration includes enforced suspensions as well as voluntary suspensions
- Re-phrasing old regulation 156 (UG) to ensure supremacy of regulations over a Memorandum of Agreement in relation to marks gained at another institution counting towards a University of Surrey award. Any such arrangement would have to be an agreed exemption.
- Removal of the process of requiring minor corrections to master’s dissertations (old PGT regulations 99 and 100).

A2 Regulations for research degrees
Additions/amendments have been made as follows:

- Rectifying the omission of Senior Research Fellows as Principal Supervisors
- Ruling out the use of an external examiner that has an extensive research relationship or personal relationship with a member of the supervisory team
- Clarifying when to appoint two external examiners for members of staff - this will normally apply to candidates holding permanent lectureship or research positions but not to candidates on short-term research contracts such as Research Associates
- Addition of the progression requirements for the integrated PhD - students on an Integrated PhD programme will additionally be required to successfully complete specified FHEQ Level 7 modules in order to progress to the research stage of their programme

A3 Regulations for research degrees on the basis of published works
No amendments.

A4 Regulations for practitioner doctorate degrees
As for A2 above (first three bullet points).

A5 Regulations for higher doctorates
No amendments.
A6 Regulations for academic dress of the University
No amendments.

STUDENT REGULATIONS

B1 Regulations for extenuating circumstances
The addition of a requirement that once extenuating circumstances have been accepted they cannot subsequently be withdrawn. Whilst not previously in the regulations, this condition is stated very clearly on the Student Union website
http://www.ussu.co.uk/advice/Pages/Extenuating%20Circumstances.aspx

B2 Regulations for academic integrity
No amendments to the substance of the regulations. Some process improvements are being made to create standing academic misconduct panels at set times during each semester as opposed to Faculty panels arranged when required. This will allow panels dates to be set well in advance and will reduce possible inconsistencies in panel outcomes.

Work is ongoing to review processes for dealing with academic integrity issues in relation to PGR students as a result of recently issued RCUK guidance. Once this work is complete there will be a new set of regulations which will supersede Annexe 1 of the Regulations for academic integrity which covers PGR students.

B3 Student disciplinary regulations
No amendments.

B4 Regulations for academic appeals
The regulations have been revised following a report from a steering group that had been established to review academic appeals procedures with a view to streamlining and optimising the current processes. Key principles underpinning the revised process which are reflected in the new regulations are:

- There should be a reduction in the overall timescale for each stage of the process
- The abolition of the Academic Appeals Filter Group as a stage in the process
- The creation of a permanent chair of a new “Process review panel”; the chair to be a senior academic with no Faculty allegiance.
- An onus put on the student to provide all the requisite information pertinent to their appeal in their submission and thus the removal of the stage of returning the dossier to the student to confirm it is complete
- The removal of responsibility of an individual office-holder for reviewing student challenges to the dismissal of an appeal
- The creation of a new “Process review appeal panel” to meet every three weeks

B5 Regulations for fitness to study
Following legal advice, there have been some amendments to replace the term “Specialist Services” with “Student Services”

B6 Regulations for fitness to practise
As for B5 above. Addition of the Royal College of Veterinary Surgeons to the list of registration bodies.

B7 Procedure for complaints
No amendments.
B8 Regulations for hearings by panels
No amendments.

GOVERNANCE REGULATIONS

C1 Regulations for Boards of Studies
No amendments. Note the provision for the definition of academic staff to include Professorial Teaching Fellows, Senior Teaching Fellows or Teaching Fellows.

C2 Regulations for Boards of Examiners
Some amendments to reflect current practice regarding the release of examination results. Note the provision for the definition of academic staff to include Professorial Teaching Fellows, Senior Teaching Fellows or Teaching Fellows.