

University of Birmingham

Title	Report of the Academic Policy and Regulations Committee
Author / contact	Mr P A Fantom (p.a.fantom@bham.ac.uk ; tel. 48471)
Senate "sponsor"	Professor J S Bale, Deputy Pro-Vice-Chancellor (Teaching, Learning and Quality)
Purpose	Senate is invited to receive the attached Report and to note the Committee's action.
Executive Summary	<p>1. The Academic Policy and Regulations Committee reports the following amendments/revisions to academic and student related legislation to come into effect in 2010/11:</p> <p>(a) Revision to the existing Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Examinations.</p> <p>2. The Academic Policy and Regulations Committee reports the approval of the Terms of Reference and Membership of the Progress and Awards Board.</p> <p>3. The Academic Policy and Regulations Committee reports the consideration of the proposed new Code of Practice on Admissions</p>
Timing	<p>1(a) to come into effect from 2010/11</p> <p>2 to come into immediate effect</p>

University of Birmingham

**Report from the meeting of the Academic Policy and Regulations Committee
held on 16 February 2010**

ITEMS FOR REPORT

The Committee's Terms of Reference state:

To consider and, if thought appropriate, approve on behalf of the Senate proposals for amendments to, exemptions from and creation of new academic and student-related Regulations and guidance / policies / Codes of Practice below the level of Regulation.

1. Accordingly, under delegated authority, the Committee **reports** that it has approved revisions to academic and student legislation, to come into effect in 2010/11.

(a) Revision to Codes of Practice

The Committee **reports** that it considered and approved a revision to the existing Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Examinations:

- A new clause 6.18 to be incorporated to read:

Registered Students must leave all question sheets and answer books provided during an examination sitting in the examination venue when the Registered Student leaves the venue.
- A further paper on the development of a system for the early release of question papers would be submitted to the next meeting of the Committee.

2. Terms of Reference and Membership

The Committee **reports** that it considered and approved revised terms of reference and membership of the Progress and Awards Board, attached as Appendix A.

3. Proposed new Code of Practice on Admissions

The Committee **reports** that it considered the proposed Code of Practice on Admissions, together with a supporting paper outlining the reasons for its creation, and the replacement of the current Code of Practice on Admission of Students to the University of Birmingham and the Code of Practice on the Admission of Postgraduate Research Students. The Committee resolved that, following consultation with the Director of Legal Services, the Associate Professor of Medical Education, and the University's Disability and Learning Support Service, a revised Code of Practice should be submitted for approval to the next meeting of APRC.

Paul Fantom
Secretary to the Academic Policy and Regulations Committee
February 2010

Progress and Awards Board
(A sub-committee of Academic Policy and Regulations Committee)

Secretary: Clare McCauley (Academic and Student Administration)

Terms of Reference

Taught Programmes

1	To determine recommendations made notwithstanding regulations (where special or mitigating circumstances have not been considered by the School) received from Boards of Examiners for taught programmes.
2	To ensure that the recommendations of Boards of Examiners have been made in accordance with Regulations and relevant Codes of Practice, including the Code of Practice on Student Attendance and Reasonable Diligence.
3	To determine cases where a procedural irregularity has been made during the proceedings of Boards of Examiners and a decision has been made contrary to Regulations.
4	To identify quality issues relating to examination processing and to report, as appropriate, to the Quality Assurance and Enhancement Committee (QAEC).
5	To identify academic policy and regulatory issues and to report, as appropriate, to the Academic Policy & Regulatory Committee (APRC).
6	To approve a request for a change to the minimum period of study (i.e. a reduction in the minimum period of registration).
7	To receive annually: <ul style="list-style-type: none"> - Reports of Schools' examination procedures including those for special or mitigating circumstances and information provided by Schools to students on mitigations. - Anonymised summary data on special circumstances or mitigations considered by Schools. - Summary data on cases heard under the Code of Practice on Student Attendance and Reasonable Diligence. - Summary data on Primary Appeals Committee cases referred back to Boards of Examiners. - Examination processing guidance and requirements.

Research Programmes

See the terms of reference for the Research Progress and Awards Sub-Panel.

Composition and Membership for 2008/09

Deputy Pro-Vice-Chancellor (Teaching, Learning and Quality) in the Chair	Professor Jeff Bale
Two representative from Heads of Schools	(1) Professor Kevin Chipman, College of Life & Environmental Sciences.
	(2) Professor Ken Dowden, College of Arts & Law
One representative from Head of Academic Programmes or equivalent	Dr Ray Jones, College of Engineering & Physical Sciences
One representative from College Directors of Graduate Schools/ Directors of Research and Knowledge Transfer	Professor John Gordon, College of Medicine & Dentistry
One representative from the Exams Officers	Mr Ralph Bailey, College of Social Sciences

In attendance as appropriate

Student Records Manager (Taught Programmes), Academic & Student Administration

Meeting frequency

The Board shall meet up to 4 times per year:

- March (if required) - to review examination processing guidance and requirements.
- June - to consider issues arising from the Main Summer examination period.
- September - to consider issues arising from the Supplementary examination period.
- November - to consider issues arising from the Taught Postgraduate final examination period.

Reporting relationship

Reports to Academic Policy and Regulations Committee on policy and regulatory issues arising from Boards of Examiners and can provide reports to the Quality Assurance and Enhancement Committee on the examination process and on general issues that may arise.