

UNIVERSITY OF  
BIRMINGHAM

**Academic Policy & Regulations Committee**

**26 May 2010**

**CONFIRMED MINUTES**

- Members present: Professor J S Bale, Deputy Pro-Vice-Chancellor, Teaching, Learning and Quality (in the Chair)  
Professor K Dowden, College of Arts and Law  
Ms B Jones, Birmingham University Guild of Students  
Professor G W Humphreys, College of Life and Environmental Sciences  
Professor A Jung, College of Engineering and Physical Sciences  
Ms C L McCauley, Academic and Student Administration  
Ms C M Pike, Legal Services  
Dr C Ryan, College of Social Sciences
- Apologies: Mr N M Ross, College of Medical and Dental Sciences
- In attendance: Ms Margaret Cannadine, Academic and Student Administration (In attendance for Minute 10/27)  
Ms Jackie Harris, Academic and Student Administration (In attendance for Minute 10/24 and 10/25)  
Mrs Elisa Parry, Academic and Student Administration (Secretary)  
Mr Roderick Smith, Admissions Office (In attendance for Minute 10/23)
- Papers The Minute Book contains copies of all written papers or reports referred to below. Agenda and papers are also available via <http://www.as.bham.ac.uk/legislation/APRC.shtml>.

10/21 **Vote of Thanks**

*Noted:*

That Ms Brigid Jones, the Birmingham University Guild of Students' Vice-President (Education and Access), has come to the end of her term of office.

*Resolved:*

That the Committee's thanks be recorded for all of the work undertaken and support given to APRC during 2009/10.

10/22 **Minutes**

*Resolved:*

That the minutes (APRC.10.05.09) of the meeting held on 20 May 2010 be approved.

10/23 **Proposed new Code of Practice on the Admission of Students (minute 10/08 refers)**

*Considered:*

A paper seeking approval for a new Code of Practice on Admissions to replace the existing Code of Practice on Admission of Students to the University of Birmingham and the Code of Practice on the Admission of Postgraduate Research Students (APRC.10.05.10).

*Resolved:*

- (a) That the proposed new Code of Practice on Admissions be approved.
- (b) That clause 5.1.1 (h) in the Regulations be deleted and the subsequent clauses re-numbered.
- (c) That the following proposed amendments to the Code of Practice on Split-Location Study for Research Students be approved (insertions underlined, deletions struck-through):

- (i) Clause 1.1.2 to read:

*the Code of Practice on Admission of ~~Postgraduate Research~~ Students;*

- (ii) Clause 3.1 to read:

*Registered students will be expected to meet the normal admission requirements for research students, as set out in ~~the Academic Regulations~~ Section 5 and in the Code of Practice on Admission of ~~Postgraduate Research~~ Students.*

10/24 **Proposed changes to the Code of Practice on Taught Programme and Module Assessment in relation to the profiling system**

*Considered:*

A paper seeking amendment to the Code of Practice on Taught Programme and Module Assessment in relation to the profiling system (APRC.10.05.11).

*Resolved:*

That the following proposed amendments to the Code of Practice on Taught Programme and Module Assessment be approved for effect in 2010/11 (additions underlined, deletions struck through):

- (i) Clause 11.3.3 (c) to read:

*The candidate has a weighted arithmetic mean in the ranges as follows:*

*≥ ~~66.0~~ 67.0 and ≤ 69.5 - for consideration for a 1<sup>st</sup>  
 ≥ 57.0 and ≤ 59.5 - for consideration for a 2i  
 ≥ 48.0 and ≤ 49.5 - for consideration for a 2ii  
 ≥ 38.0 and ≤ 39.5 - for consideration for a 3<sup>d</sup>*

- (ii) Clause 11.4.3 (a) to read:

*A Registered Student whose arithmetic mean mark lies between ~~66.00~~ 67.00 and 69.45, inclusive should be awarded a 1st class degree if they have achieved 240 units in class I, with not less than 80 units in class 2i and they have no fails.*

- (iii) Clause 11.4.5 (a) to read:

*A Registered Student whose arithmetic mean mark lies between ~~66.00~~ 67.00 and 69.45, inclusive should be awarded a 1st class degree if they have achieved 300 units in class I, with not less than 100 units in class 2i and they have no fails.*

*Noted:*

APRC transmits to the Learning and Teaching Committee its support for the establishment of a working

group to consider wider issues with the profiling system.

10/25

**Proposed amendments to the Misconduct and Fitness to Practise Processes**

*Considered:*

A paper seeking amendment to the Misconduct and Fitness to practise processes (APRC.10.05.12).

*Resolved:*

- (a) That the recommendations contained in the report be approved.
- (b) That the following proposed amendments to the Code of Practice on Misconduct and Fitness to Practise Committees be approved (additions underlined, deletions struck through):
  - (i) Clause 2.2.3 to read:  
*Pool B shall comprise at least six members who are either honorary members of staff or external ~~examiners of the College~~ profession-specific representatives who are associated with programmes of study that incorporate Fitness to Practise procedures.*
  - (ii) Clause 2.2.7 to read:  
*If the Guild of Students is unable to nominate a registered student to serve on the Committee, or if no registered students trained in fitness to practise procedures are available, then the Committee can proceed in the absence of a registered student member on receipt of notification from the Guild of Students to this effect. ~~If notification is not received within two working days of the date of the Committee hearing, the Committee will proceed in the absence of the registered student member.~~*
  - (iii) Clause 2.3.4 to read:  
*Pool 2 shall comprise at least twelve honorary members of staff or external ~~examiners~~ profession-specific representatives who are associated with programmes of study that incorporate Fitness to Practise procedures.*
  - (iv) Clause 4.1 to read:  
*When the members of the College Misconduct or Fitness to Practise Committee have assembled, the ~~Case Presenter~~ secretary to the Committee or his/her nominee will inform the Committee whether the student and the witnesses are present. If the student fails to attend, the Committee will decide whether to proceed in his absence or to adjourn the hearing. Similarly if any witness fails to attend, the Committee will decide whether to proceed in his absence or to adjourn the hearing. Witnesses shall not be put on oath. Where the student does not attend the hearing in person, the secretary to the Committee shall insure that members of the Committee are instructed that no adverse interference may be derived from the student's absence.*
  - (v) Clause 4.11 to read:  
*~~The ruling of the Chair as to whether any question or evidence is or is not permissible shall be final and the normal Rules of Evidence shall not apply. The issue of whether any evidence is admissible shall be at the sole discretion of the Chair whose decision shall be final.~~*
  - (vi) Clause 5.1 to read:  
*Committee may impose, after examining any information as to the character and circumstances of the student which the student wishes to present, only one of the following ~~punishment~~ sanctions:*

|        |   |
|--------|---|
| (vii)  | <p>Clause 5.4.1(d) to read:</p> <p><i>the mark obtained in the examination or the assessment is to be set at zero with no opportunity of re-assessment permitted <u>(where the offence occurs in a supplementary examination the committee must decide whether or not the original examination mark should stand or whether the final mark should be set at zero); or</u></i></p>   |
| (viii) | <p>Clause 5.5 to read:</p> <p><i>For students following fitness to practise programmes the College Fitness to Practise Committee, before <del>imposing</del> <u>deciding upon a sanction</u>, shall decide whether the nature of the matter raises specific concerns regarding fitness to practise. In that event the Committee may adjourn to consult the relevant professional body before determining the sanction.</i></p>  |
| (ix)   | <p>Clauses 5.1.4 and 5.3 to be deleted, with the other clauses in the Code of Practice being renumbered to follow in sequence;</p>  |
| (x)    | <p>The following clauses to be inserted, with the other clauses in the Code of Practice being renumbered to follow in sequence:</p> <p>5.3 <u><i>In addition to any of the above, the Committee may:</i></u></p> <p>5.3.1 <u><i>disqualify the student from use of or access to any University service or facility or premises for such period as the Committee may decide; or</i></u></p> <p>5.3.2 <u><i>order a student to make good in whole or in part any damage resulting from a disciplinary offence. This includes damage to the property of the University or of any member, office or employee of the University, either by payment of the cost of reinstatement or otherwise as may be appropriate (a compensation order); or</i></u></p> <p>5.3.3 <u><i>accept an undertaking from the student as to his or her behaviour or to engage with appropriate student support and/or remedial tuition.</i></u></p> <p>5.6.6 <u><i>whether the University may be required to make a referral to the Independent Safeguarding Authority (in cases where there is concern that the student's conduct gives rise to concerns about harm or the risk of harm to children or vulnerable adults).</i></u></p> <p>7.12 <u><i>For the avoidance of doubt, all of the sanctions as set out in Section 5 are available, if the Committee feels that the sanction imposed by the College Misconduct or College Fitness to Practise Committee was not appropriate.</i></u></p> |
| (c)    | <p>That the following proposed amendments to the University Regulations be approved (additions underlined, deletions struck through):</p> <p>(i) Clauses 8.3.2 (b) to read:</p> <p><i>imposing a <del>penalty</del> <u>fine</u> subject to a maximum to be determined by the Senate or under delegated authority from time to time; or</i></p> <p>(ii) Clauses 8.6.2 to read:</p> <p><i>The College Misconduct Committee or the College Fitness to Practise Committee must meet to hear the student's case as soon as practicable <del>and certainly no later than three weeks</del> <u>and normally within six weeks</u> from the date of the suspension.</i></p> <p>(iii) The following clauses to be inserted, with the other clauses in the University Regulations being renumbered to follow in sequence:</p>  |

8.3.2(d) accepting an undertaking from the student as to his or her behaviour or to engage with appropriate student support and/or remedial tuition.

8.8.3 The University has a duty to refer to the Independent Safeguarding Authority any information about a student's conduct where such conduct gives rise to concerns about harm or the risk of harm to children or vulnerable adults.

- (d) That the words *punishment and penalty* be substituted with the word *sanction* throughout the University Regulations Section 8 – Student Conduct, the Code of Practice in Residences and the Code of Practice on Misconduct and Fitness to Practise Committees;
- (e) That the following additional clause of the Code of Practice on Misconduct and Fitness to Practise Committees be circulated to members by correspondence for approval:

4.5 The student (or the friend) may make a final statement. The student may at this point raise any mitigating circumstances he/she wishes the committee to consider.

*Note added 4<sup>th</sup> June 2010:*

Following circulation, the wording of the additional clause was approved.

- (f) That the following additional amendment to the University Regulations Section 8 – Student Conduct be circulated to members by correspondence for approval (additions underlined, deletions struck through):

8.3.1 Every alleged offence shall first be investigated by the Investigating Officer . ~~The Investigating Officer shall be either: a member of the same College as the Registered Student, and shall be appointed by the Head of College; or shall be the Director of Academic Services, or his nominee. , who shall be the Director of Academic Services or his nominee. The Investigating Officer may be nominated by the Head of College for students on programmes subject to Fitness to Practise procedures or for allegations of serious plagiarism.~~

*Note added 4<sup>th</sup> June 2010:*

Following circulation, the wording was confirmed as:

8.3.1 Every alleged offence shall first be investigated by the Investigating Officer. ~~The Investigating Officer shall be either: a member of the same College as the Registered Student, and shall be appointed by the Head of College; or shall be the Director of Academic Services, or his nominee. , who shall normally be the Director of Academic Services or his nominee. Where the allegations relate to serious plagiarism or students on programmes subject to Fitness to Practise procedures, the investigating officer shall be nominated by the Head of College (or delegated authority).~~

10/26

#### **Proposed amendments to the Primary Appeals Process**

*Considered:*

A paper seeking approval to amendment of the Code of Practice on Primary Appeals and to the Primary Appeals process (APRC.10.05.13).

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*Resolved:*

- (a) That the following proposed amendments to the Code of Practice on Primary Appeals be approved (additions underlined, deletions struck through):
- (i) The following clauses to be inserted, with the other clauses in the Code of Practice being renumbered to follow in sequence:
    - 3.3.7 In exceptional cases, a University nominee may provide written comments in response to the student's submission if a student raises any issues that require clarification with regard to other University regulations, procedures or practices.
    - 3.5.6 For appeals from students on collaborative programmes or student placements or those relating to other University Regulations, procedures or practices, the representative of the School may if they so wish be accompanied by another person, acting as an advisor. The role of the advisor shall be to provide the Committee with clarification on questions of detail. The School's Representative shall be responsible for inviting the advisor to attend, and notifying the time and place of the hearing.
    - 3.6.2(f) The School's representative, through the Chair, may question the student.
    - 5.1.2 Uphold the appeal and permit the student to be re-assessed in specific named module(s), specifying the status of assessment, for example, sit, resit, repeat, resubmission in the case of assignments. In all cases, clear deadlines for the re-assessment should be agreed by the Chair, in consultation with the School.
  - (ii) Clause 5.1.3 to read:
 

~~Refer the matter back to the college for reconsideration of the case in light of the new evidence presented at appeal. The University Research Progress and Awards Sub Panel will ratify the new decision of the college. Uphold the appeal and permit the student to continue on their programme of study (see subsection 5.4).~~
- (b) That the following additional amendment to the Code of Practice on Primary Appeals be circulated to members by correspondence for approval (additions underlined, deletions struck through):
- Clause 1.6 to read:
- Any student who submits an appeal will normally be permitted to continue in temporary attendance on the programme for which they are registered, pending the outcome of the appeal, depending on the circumstances of the particular programme. Students seeking to continue in attendance must consult their School on their intended course of action. Exceptionally a student may not be allowed to continue in temporary attendance.*

*Note added 4<sup>th</sup> June 2010:*

Following circulation, the wording was confirmed as:

- 1.6 *Any student who submits an appeal will normally be permitted to continue in temporary attendance on the programme for which they are registered, pending the outcome of the appeal, depending on the circumstances of the particular programme. Students seeking to continue in attendance must consult their School on their intended course of action. Exceptionally*

*the School may not allow a student to continue in temporary attendance.*

10/27 **Collaborative Doctoral Researcher Provision**

*Considered:*

A paper setting out a policy on collaborative doctoral researcher provision, together with potential amendments to the Collaborative Provision policy and the processes and procedures for Schools and Colleges (APRC.10.05.14).

*Resolved:*

That, following one amendment about the role of PARC, particularly in relation to the role of Doctoral Training Centres and individual students, the revised paper be submitted for Chair's approval.

10/28 **The report of the Working Group on Research Masters Degrees and proposed amendments to University Regulations in respect of Research Masters Degree Provision**

*Considered:*

A paper setting out the findings of the Working Group on Research Masters Degrees and inviting APRC to consider the recommendations made by the Working Group APRC.10.05.15.

*Resolved:*

- (a) That the following proposed amendments to the University Regulations be approved for effect in 2011/12 (additions underlined, deletions struck through):

6.1.3 (a) *The University defines its research degree programmes as follows:*

~~(i) One-year Master of Philosophy (MPhil)~~

*Either*

~~(Mode A): A programme, normally of one year's duration, in which the key activity is undertaking research, combined with appropriate training. Registered Students must produce a thesis containing research work of merit. Any training is expected to involve no more than the equivalent of 10 to 30 credits from a notional 180 credits for the programme; or~~

~~(Mode B): A programme, normally of one year's duration, of training in research with an emphasis on the acquisition of research skills. The programme of 180 credits comprises between 30 and 70 credits of taught modules from a notional 180 credits for the programme together with one or more research report(s) or a thesis.~~

(i) One year Master of Arts/Jurisprudence/Law/Science by Research (MA/MJur/LLM/MSc)

A programme, normally of one year's duration, in which the key activity is undertaking research, combined with appropriate research training (which may be credit-bearing). Registered Students must produce a thesis containing research work of merit.

*(iv) Two-year Master of Philosophy (MPhil)/Master of Letters (MLitt)*

*A programme, normally of two years' duration, in which the key activity is undertaking research, combined with appropriate training, which may be credit-bearing. Registered*

Students must produce a thesis containing original work of merit, worthy of publication. The training is expected to involve no more than the equivalent of 20 to 50 credits spread over the two years from a notional 360 credits for the programme.

#### 6.1.4 Research Degree Programmes with Taught Elements

6.1.4 (a) The Professional Doctorate (including the EngD), PhD with Integrated Study, MMus, and MRes ~~and MPhil (B)~~ are programmes consisting of a set of modules and a set of one ~~of~~ or more reports. The modules have a defined set of learning outcomes including intellectual and practical skills which a Registered Student must complete to the satisfaction of a Board of Examiners in order to be eligible for the Award.

6.1.4 (e) The programme requirements for programmes leading to a Professional Doctorate (including the EngD), PhD with Integrated Study, MMus, and MRes ~~and MPhil (B)~~ may provide for the award of a Postgraduate Certificate or a Masters degree upon completion of appropriate modules, unless Senate or delegated authority permits an exception.

#### 6.2.3 Research Degree Programmes

6.2.3 (a) The minimum and maximum periods of study permitted for programmes prescribed for res degrees of the University shall be:

| Award   | Minimum period                | Maximum period                 |
|---|-------------------------------|--------------------------------|
| One-year MRes                                   | 1 year (full-time)            | 2 years (full-time)            |
| <del>One-year MPhil (Mode A)</del>              | <del>1 year (full-time)</del> | <del>2 years (full-time)</del> |
| <del>One-year MPhil (Mode B)</del>              | <del>1 year (full-time)</del> | <del>2 years (full-time)</del> |
| <del>One-year MA/MSc/LLM/MJur by Research</del> | <del>1 year (full-time)</del> | <del>2 years (part-time)</del> |
| MMus  | 1 year (full-time)            | 2 years (full-time)            |
| Two-year MPhil                                  | 2 years (full-time)           | 3 years (full-time)            |
| Professional Doctorate                          | 3 years (full-time)           | 4 years (full-time)            |
| PhD   | 3 years (full-time)           | 4 years (full-time)            |
| PhD with Integrated Study                       | 4 years (full-time)           | 5 years (full-time)            |
| EngD  | 4 years (full-time)           | 5 years (full-time)            |
| DDS   | 2 years (part-time)           | 6 years (part-time)            |
| MD  | 2 years (part-time)           | 6 years (part-time)            |

#### 7.4.2 Format of theses or reports

7.4.2 (d) The maximum number of words in the thesis or report, excluding supplementary material such as tables, diagrams, appendices, references, the bibliography and any bound published material is as follows:

| College                               | One Year MRes | <del>One year MPhil (Mode B)</del> | <del>One year MPhil (Mode A)</del> | <u>One Year MA/MSc/LLM/MJur</u> | Two year MPhil | Professional Doctorate | PhD    | PhD with Integrated Study | Eng D DDS MD |
|---------------------------------------|---------------|------------------------------------|------------------------------------|---------------------------------|----------------|------------------------|--------|---------------------------|--------------|
| Arts and Law; Social Sciences         | 20,000        | <del>20,000</del>                  | <del>40,000</del>                  | <u>40,000</u>                   | 60,000         | 50,000                 | 80,000 | 80,000                    | NA           |
| <del>Dentistry, Health Sciences</del> | 15,000        | <del>15,000</del>                  | <del>30,000</del>                  | <u>30,000</u>                   | 40,000         | 40,000                 | 50,000 | 50,000                    | 50,000       |

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|---|--|--|--|--|--|--|--|--|--|
| and<br>Medicine;<br>Medical<br>and Dental<br>Sciences;<br>Life<br>and<br>Environmental<br>Sciences;<br>Engineering<br>and<br>Physical<br>Sciences |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|

#### **7.4.8 Transfer between Research Degree Programmes**

7.4.8 In the following Regulation, Masters by Research refers to any programme leading to the award of a Master's degree assessed and awarded as a research postgraduate degree, including but not exclusively MA/MSc/MJur/LLM by Research, MPhil, MRes and MMus (as defined in Regulations 6.1.3 (a) (i-iv)).

##### **7.4.8 (a) Transfer from one year Masters by Research to two-year MPhil/MLitt**

*Transfer to the two-year MPhil/MLitt may be permitted by the Senate or under delegated authority, provided that the Registered Student has passed any taught elements and produced a satisfactory report or detailed research proposal in accordance with the requirements laid down by the Senate or under delegated authority. The time limits for the two-year MPhil/MLitt programme will be calculated from the initial date of registration for the one year Masters by Research.*

- (b) That consultation take place with Corporate Relations, Research Student Administration and Legal Services on implementation of the amendments and a report be brought forward to the next meeting of the Committee.
- (c) That the secretary liaise with the Department of Music on whether the MMus and the MRes programmes could be conflated.

#### **10/29 Thematic Review of Postgraduate and Undergraduate Teaching Assistants**

*Considered:*

A paper seeking approval to minor amendments to the Code of Practice on the Teaching and Academic Support of Undergraduate and Postgraduate Taught Students by Postgraduate Teaching Assistants and Undergraduates.

*Resolved:*

- (a) That the following proposed amendments to the Code of Practice on the Teaching and Academic Support of Undergraduate and Postgraduate Taught Students by Postgraduate Teaching Assistants and Undergraduates be approved, (additions underlined, deletions struck through):

- 1.1 *This Code of Practice applies to all teaching and academic support of undergraduate and postgraduate taught students by postgraduate students or other undergraduate students where the student providing the teaching or support is doing so in addition to their own programme of study. It does apply to students carrying out teaching or academic support duties as a condition of receipt of a studentship.*

- 1.4.2 **'Academic support'** includes laboratory demonstrating and helping students in classes with practical work including laboratory-based work, study skills workshops, assisting with fieldwork activities, mentoring, managing e-learning discussion boards, peer assisted support and language laboratory support. The academic support should not involve any substantial<sup>1</sup> amount of preparation and should be closely supervised by the academic staff member responsible for the module.

<sup>1</sup> Substantial preparation for students involved in academic support is considered to be where the time spent on preparation is equal to, or more than, the time spent on delivery of the academic support.

- (b) That clause 5.1 be amended as follows, subject to the changes being ratified by the Pro-Vice-Chancellor (Teaching, Learning and Quality).

- 5.1 *Postgraduate Teaching Assistants and undergraduates involved in academic support must receive appropriate training and support for the duties they are required to perform. This ~~shall include attending generic recognised training courses provided by the University/College/School or externally, but should also include discipline-specific and module-specific training and approved by the College Director of Education.~~*

*Note added 1<sup>st</sup> June 2010:*

- (a) Following consultation with the Pro-Vice-Chancellor and circulation to members of the Committee, the following wording was confirmed:

- 5.1 *Postgraduate Teaching Assistants and undergraduates involved in academic support must receive appropriate training and support for the duties they are required to perform. This ~~may~~ shall include attending generic training provided by the University but should also include discipline-specific and module-specific training provided by the School/College.*

- (b) The Committee were also of the view that externally-provided additional training may be appropriate, and that all training provided by the College, School or external sources should be approved by the College Director of Education. These ideas will be discussed at the next meeting of the Committee.

10/30 **Request for exemption from Regulations concerning the use of pre-awarded credits towards the award of the professional Doctorate in Forensic Psychology**

*Considered:*

A paper seeking an exemption from Regulations to allow students applying to the Doctorate in Forensic Psychology to use more than one-third pre-awarded credit towards the degree (APRC. 10.05.17).

*Resolved:*

That students applying to the Doctorate in Forensic Psychology be granted an exemption from Regulation 5.1.2 (b) (ii), with no time limit.

10/31 **Coursework Deadline and Extensions**

*Considered:*

A paper proposing amendments to the University Regulations governing coursework deadlines and extensions to deadlines for Guild of Students' election candidates (APRC.10.05.18) and a revised tabled appendix (APRC.10.05.18.r1).

*Resolved:*

- (a) That the proposed amendment to clause 7.7.2 of the University Regulations be approved to read (additions underlined, deletions struck through):

7.7.2 *Where a registered student submits assessed work that contributes to a final module mark after a prescribed deadline, or after an agreed extension, a penalty in the form of a reduction of the mark shall be imposed in accordance with the Assessment Protocols Code of Practice on the Assessment of Taught Programmes and Modules.*

- (b) That the following proposed amendments to the Code of Practice on Taught Programme and Module Assessment be approved (additions underlined, deletions struck through):

- (i) The following clauses to read:

9.3.1 *The principal academic unit should have a clear procedure for granting extensions including guidance on circumstances that will and will not be considered acceptable. Each Valid circumstances must normally involve both substantial and unforeseeable disruption, but each case should be considered on its merits. and below are eExamples of acceptable and unacceptable circumstances are provided below as a guidance.*

9.3.1(a) *Examples of acceptable circumstances include: major computer problems (e.g. failure of university IT systems, such as network or server failure), significant medical problems, personal problems and compassionate matters (for example, family bereavement).*

9.3.1(b) *Examples of unacceptable circumstances include: minor computer problems (e.g. lost or damaged disks, printer breakdown), lost assignment, desired books not in library, unverifiable travel difficulties and failing to plan properly for a deadline.*

9.3.3 *To ensure equity of treatment for all Registered Students, only one person should grant extensions. This would normally be the Head of principal academic unit (or Department) that owns the module, or authorised nominee extensions should normally be granted by one person from the principal academic unit or Department that owns the module, or authorised nominee, such as the Year Tutor, who has oversight of the Registered Student's programme of study.*

9.5.1 *It is recommended that if work is submitted late and no extension has been granted, or there is not sufficiently good cause for work being submitted late, then a penalty of 5% marks on the mark actually achieved should be imposed for each day that the assignment is late until 0 is reached, for example mark of 67% would become 62% marks on day one, 57% marks on day two, and so on. The days counted should not include weekends, public and University closed days. When setting deadlines, weekends and closed days should be borne in mind to minimise student manipulation of penalties. Principal academic units who wish to adopt a different penalty should liaise with the relevant Head of College. In certain circumstances, for example, where assignments or the content are to be discussed in class shortly after the deadline, other penalties will need to be applied.*

9.5.3 *The original mark and the penalty should be clearly indicated in documentation submitted to Boards of Examiners. In exceptional circumstances, Boards of Examiners may modify decisions that have been implemented in accordance with standard procedures, but which seem excessively harsh or generous.*

- (i) The following clauses to be inserted, with the other clauses in the Code of Practice being renumbered to follow in sequence:

- 9.3.2 In addition to the acceptable circumstances under 9.3.1 (a), Registered Students who are standing for election to Guild Officer posts during the main Officer Elections (which are normally held in March, as notified to the Head of School by the Guild of Students, will be eligible for extensions to their coursework deadlines (where coursework is understood as work being submitted where the question paper has been set in advance. This does not include class tests or presentations or preparation for seminars or online multiple choice questions or equivalent). Registered Students acting as campaigners for candidates will not be eligible.
- 9.3.2 (a) Under these circumstances, extension to coursework deadlines will be for the purpose of replacing time lost through election commitments. Therefore, the extension period will relate to the deadline and not to the size of the piece of coursework.
- 9.3.2 (b) The campaigning period for Guild elections is two weeks, with dates confirmed by January of each year. Extension to coursework deadline will not be granted to Registered Students whose deadline for submission falls before or in the first seven days of campaigning. If the deadline falls within the final seven days of campaigning, the Registered Student is entitled to a two week extension from the expected date of submission for each piece of work. If the deadline falls between one week and two weeks after the end of the voting, the candidate is entitled to an extension of one week from the expected date of submission for each piece of work.
- 9.5.2 Those principle academic units that wish to adopt a different penalty from that as set out in 9.5.1 above must seek the approval of the College Learning & Teaching Committee. This may be appropriate for those programmes of study where Registered Students are required to complete assessed work on a regular basis, for example the weekly exercise or problem sheets in numerical disciplines, and when the smaller contribution of the overall module mark of this work would mean that a 5 % penalty would not sufficiently discourage the late submission of the assessed work.

10/32 **Dates of meetings for the Academic Year 20010/11**

*Noted:*

That meetings of APRC (venue to be arranged) will be held on:

- Wednesday 6<sup>th</sup> October 2010 at 10.00 am
- Thursday 3<sup>rd</sup> February 2011 at 10.30 am
- Thursday 19<sup>th</sup> May 2011 at 2.30 pm