

University of Birmingham

Title	Report of the Academic Policy and Regulations Committee
Author / contact	Ms N L Morris (n.l.morris@bham.ac.uk ; tel. 42265)
Senate "sponsor"	Professor J Bale, Pro-Vice-Chancellor (Teaching, Learning and Quality)

Purpose	Senate is invited to receive the attached Report and to note the Committee's action.
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Executive Summary	<p>1. The Academic Policy and Regulations Committee reports the approval of amendments to the Student Complaints Procedure, to clarify terminology, to come into effect in 2011/12. The Procedure will be retitled the "Student Concerns and Complaints Procedure".</p> <p>2. The Academic Policy and Regulations Committee reports the following amendments/revisions to academic and student related legislation to come into effect in 2011/12:</p> <p style="padding-left: 40px;">The revision of Regulation 6.2.3 (a), relating to the maximum length of the write-up period, and to 7.4.8 (b), relating to transfer from Masters by Research to Doctoral programme for the 2011/12 session (APRC.10.10.04)</p> <p>3. The Academic Policy and Regulations Committee reports an exemption from Regulation 7.3.2 (a) for the PhD with Integrated Study in Physical Science of Imaging in the Biomedical Sciences (PSIBS)), in order to allow a student to graduate (but not progress) with a MSc having achieved a proportional number of credits at Level M.</p> <p>4. The Academic Policy and Regulations Committee reports the approval of its Terms of Reference and Membership for 2010/11.</p>

Timing	<p>1 to come into effect from 2011/12</p> <p>2 to come into effect from 2011/12</p> <p>3 and 4 to come into effect immediately</p>
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University of Birmingham

**Report from the meeting of the Academic Policy and Regulations Committee
held on 6 October 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 substantive revisions to academic and student legislation, to come into effect in 2011/12.

Student Complaints and Concerns Procedure

The Committee **reports** that it considered a paper seeking amendment to the Student Complaints Procedure to clarify terminology. The substantive changes included:

- 1 Renaming of the procedure to "Student Complaints and Concerns Procedure"
- 2 Replacement of the term "Informal Complaints" with "Concerns"
- 3 More detailed procedural guidance for the informal/concerns and formal levels
- 4 Clarification on the process for dealing with concerns around individual members of staff
- 5 The reorganisation of key information into 4 Appendices as follows:

Appendix 1: Operation of the Procedure

Appendix 2: Scope of the Procedure

Appendix 3: Monitoring and Oversight of Concerns and Formal Complaints

Appendix 4: Advice and Support for Students

2. Accordingly, under delegated authority, the Committee **reports** that it has approved other revisions to academic and student legislation, to come into effect in 2011/12.

Revision to Regulations

The revision of Regulation 6.2.3 (a), relating to the maximum length of the write-up period, and to 7.4.8 (b), relating to transfer from Masters by Research to Doctoral programme for the 2011/12 session (APRC. 10.10.04):

- (i) Regulation 6.2.3 (a) to read:

The minimum and maximum periods of study permitted for programmes prescribed for research degrees of the University shall be:

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

- (ii) Regulation 7.4.8 (b) to read:

Transfer from Masters by Research to a PhD Doctoral programme
Transfer to a PhD Doctoral programme may be permitted:

- (i) *After the award of the Masters by Research degree.*
In such cases Registered Students may apply for admission to a PhD Doctoral programme after being awarded the Masters by Research degree. If the proposed area of research for the PhD Doctoral degree is deemed by the Senate or a delegated authority to be sufficiently closely related to the research done by the Registered Student for the Masters by Research degree, then the period of study taken for the degree of Masters by Research will be deducted from the time required for the PhD Doctoral programme. In such cases, the Masters by Research degree must be returned to the University before the PhD Doctoral degree may be awarded;
- (ii) *After successful completion of the Masters by Research programme but before the degree has been awarded.*
Provided the Registered Student has passed any taught modules, the examiners, when recommending the award of the degree of Masters by Research, may also recommend that a Registered Student should have the option of proceeding to further work for the Doctoral degree of PhD. If the Registered Student opts to transfer to the PhD Doctoral programme, then the Masters by Research will not be awarded. The time limit for the PhD Doctoral programme will be calculated from the initial date of registration for the Masters by Research;
- (iii) *or after a minimum of nine months' full-time study for the Masters by Research programme:*
Transfer to the Doctoral degree ~~of PhD~~ 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 Principal Academic Unit or College's requirements. The time limits for the PhD Doctoral programme will be calculated from the initial date of registration for the Masters by Research
- (iii) Regulation 7.4.8 (c) to read:

A Registered Student who has transferred to ~~the PhD~~ a Doctoral programme and subsequently withdraws or fails to reach the required standard for the Award of the PhD Doctoral degree will be entitled to the Award of the degree of Masters by Research, provided that the Registered Student has satisfied the requirements for the Masters by Research degree.

3. Accordingly, under delegated authority, the Committee **reports** that it has approved the following exemption to Regulations to come into effect in 2010/11.

That the PhD with Integrated Study in Physical Science of Imaging in the Biomedical Sciences (PSIBS) be granted an exemption from Regulation 7.3.2(a), in order to allow a student to graduate (but not progress) with a MSc having achieved a proportional number of credits at Level M.

4. Terms of Reference and Membership

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

Nina Morris
Secretary to Academic Policy and Regulations Committee
November 2010

Academic Policy & Regulations Committee

Secretary: Ms Nina Morris (Academic and Student Administration)

Terms of Reference

- a) To keep under review policy and academic regulations for the operation of taught and research programmes.
- b) To monitor national and international developments in relation to academic policy and to recommend appropriate actions and responses. This includes policy developments related to academic provision and experience, including student complaints and discipline.
- c) 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.
- d) To consider and make recommendations to the Senate and the Council regarding proposals for amendments to, exemptions from and creation of new academic and student-related clauses of Statute, Charter and Ordinances.
- e) To monitor strategic risks relevant to the work of the Committee as determined by the Strategic Risk Register.
- f) Acting as a Progress and Awards Board:
 - To determine recommendations made notwithstanding regulations (where special or mitigating circumstances have not been considered previously) received from Boards of Examiners for taught programmes.
 - To determine decisions concerning the progress and status of individual research students, within and notwithstanding regulations.
 - To approve, for research students, recommendations relating to the nonstandard appointment of supervisors, examiners and Chairs.
 - To identify quality issues related to teaching, student progress, and examination processing, and to forward exception reports as appropriate to the Quality Assurance and Enhancement Committee.
 - To receive annually, for taught programmes:
 - Reports of Schools' examination procedures, including those for special or mitigating circumstances;
 - Summary data of Primary Appeals Committee cases referred back to Boards of Examiners.
 - To receive annually, for research programmes:
 - A report on completion and submission rates;
 - A report on examiners' recommendations;
 - A report on student statuses;

- A report on the non-standard appointment of supervisors, examiners and Chairs.

Constitution and Membership for 2010/11

		Term of office (to 31 July)
Deputy Pro-Vice-Chancellor (Learning, Teaching and Quality)	Professor Jeff Bale	2011
Vice-President (Education and Access) of the Guild of Students	Mr Rob Hunter	2011
One representative from Directors of Research & Knowledge Transfer	Professor Glyn Humphreys, College of Life and Environmental Sciences	2011
One representative from Directors of Education	Professor Cillian Ryan, College of Social Sciences	2011
Two representatives from Heads of Schools	Professor Achim Jung, College of Engineering & Physical Sciences	2011
	Professor Ken Dowden, College of Arts & Law	2011
One Representative from HoAPs or equivalent	Professor Nick Ross, College of Medical & Dental Sciences	2011
Director of Legal Services	Ms Carolyn Pike	<i>Ex officio</i>
Interim Director (Academic Student Administration)	Ms Clare McCauley	<i>Ex officio</i>

In Attendance

Representatives from Corporate Services (where appropriate): Student Life, Academic Quality Unit, Hospitality and Accommodation Services, Corporate Relations, Academic Services.

Reporting Relationship

Reports to Senate and provides advice and reports to the Quality Assurance and Enhancement Committee and Learning and Teaching Committee on academic policy and regulations and on general issues that may arise.