

University of Birmingham

Title	Report of the Academic Policy and Regulations Committee
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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.
Executive Summary	<p>1. The Academic Policy and Regulations Committee reports the following substantive amendments/revisions to academic and student related legislation to come into effect in 2011/12:</p> <ul style="list-style-type: none"> a) The revision of Regulations 6.4.1, 6.4.3 and 6.4.4 with reference to institutions or organisations offering programmes leading to University of Birmingham awards and appeals within collaborative agreements (APRC 11.02.04). b) The revision of Regulation 8.3.5 and the of Code of Practice on Misconduct and Fitness to Practise Committee to enable cross-College membership on College Misconduct Committees when determining allegations of misconduct involving two or more students registered within two or more Colleges (APRC 11.02.06) c) The revision of the Codes of Practice on Student Development and Support in Schools 3.2.2 and Taught Programme and Module Assessment 7.1 relating to the four-week assessment feedback period (APRC 11.02.03). <p>2. The Academic Policy and Regulations Committee recommends a change to the Ordinances to come into effect in 2012/13 relating to the Degrees of the University.</p>
Timing	<p>1 to come into effect from 2011/12</p> <p>4 to come into effect from 2012/13</p>

University of Birmingham

**Report from the meeting of the Academic Policy and Regulations Committee
held on 3 February 2011**

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.

Revision to Regulations and Codes of Practice

- (i) The revision of Regulation 6.4.1, 6.4.3 and 6.4.4 relating to institutions or organisations offering programmes leading to University of Birmingham awards and appeals within collaborative agreements.

Regulations to read

6.4.1 *Collaborative arrangements for institutions or organisations offering programmes of study leading to awards of the University or dual or joint awards with other institutions or organisations are subject to ~~these~~ Regulations 5 - 8, but may be subject to separate programme regulations approved by Senate or its delegated authority. In the event of conflict between ~~these~~ Regulations 5 – 8 and the separate programme regulations, the separate programme regulations applicable to the collaborative arrangements shall apply. Such institutions or organisations shall not be involved in establishing Regulations for the University of Birmingham, but will be kept informed of any changes.*

6.4.3 ~~*Those institutions or organisations offering programmes leading to University Awards must ensure their regulations are broadly comparable to those of the University. Senate or its delegated authority will determine whether such regulations are comparable to those of the University.*~~

~~6.4.4~~

6.4.3 *Registered Students on programmes leading to University Awards have the right to make one final appeal to the University on the grounds of procedural or administrative irregularity in the operation and implementation of the programme regulations on the part of institutions or organisations concerned. Such an appeal may only be undertaken after the appeal procedure of the institution or organisation offering the programme of study has been exhausted **and providing that this does not conflict with any formalised agreement already in place between the University of Birmingham and the collaborative institution.***

- (ii) The revision of Regulations 8.5.3 and the Code of Practice on Misconduct and Fitness to Practise Committee to enable cross-College membership on College Misconduct Committees.

Regulations to read

- 8.3.5 *If the student denies the allegation, or does not wish the matter to be dealt with as a summary offence, or the Investigating Officer deems the offence more serious than a summary offence, the Investigating Officer shall report the alleged offence in writing to the Head of College for consideration by the College Misconduct Committee or College Fitness to Practise Committee. **In relation to alleged offences involving two or more Registered Students registered within two or more Colleges, if the Investigating Officer believes that it would be more appropriate for all the alleged offences to be heard by a single Misconduct Committee, the Investigating Officer may report the alleged offences in writing to the Director of Academic Services who will decide to which College Misconduct Committee the alleged offences should be referred, normally the Misconduct Committee of the College within which the majority of students involved are registered; this shall not apply to a Registered Student following a fitness to practise programme who must in every instance be referred to the Fitness to Practise Committee of the College within which the Registered Student is registered.***

Code of Practice on Misconduct and Fitness to Practise to read

- 2.1.4 *The Chair will then appoint two members of staff from the College Misconduct Committee pool. None of the members of the Committee shall have previously been involved with the case(s). **In relation to discipline cases involving two or more Registered Students registered within two or more Colleges which the Director of Academic Services has decided should be heard by a single College Misconduct Committee, the Chair of that Committee will in consultation with the Director of Academic Services then appoint two members of Academic Staff from the College Misconduct Committee pools of those Colleges within which the Registered Students involved are registered, to reflect as closely as possible the College membership of those students.***
- 3.1 *Where the student has denied the allegation, or does not wish the matter to be dealt with as a summary offence, or the Investigating Officer (as defined by Regulations Section 8, Student Conduct, 3.1) deems the offence more serious than a summary offence, the Investigating Officer shall report the alleged offence in writing to the Head of College for consideration by the College Misconduct Committee or College Fitness to Practise Committee. **In relation to alleged offences involving two or more Registered Students registered within two or more Colleges, if the Investigating Officer believes that it would be more appropriate for all the alleged offences to be heard by a single Misconduct Committee, the Investigating Officer may report the alleged offences in writing to the Director of Academic Services who will decide to which College Misconduct Committee the alleged offences should be referred, normally the Misconduct Committee of the College within which the majority of Registered Students involved are registered; this shall not apply to a student following a fitness to practise programme who must in every instance be referred to the Fitness to Practise Committee of the College within which the Registered Student is registered.***
- A.2 *~~If a student who is referred to a Misconduct Committee is a Registered Student in a College, the Misconduct Committee shall be that of the College within which the~~*

~~student is registered unless the allegation is made against two or more students registered within more than one College. In those circumstances the Investigating Officer in consultation with the Director of Academic Services may refer all such students to the Misconduct Committee of the College he or she considers to be most appropriate, normally the College within which the majority of students involved in the incident are registered, except that a student following a Fitness to Practise programme must be referred to the Fitness to Practise Committee of the College within which the student is registered. **If a Registered Student who is referred to a Misconduct Committee is a Registered Student in a College, the Misconduct Committee shall be that of the College within which the Registered Student is registered, unless, in exceptional circumstances, the Director of Academic Services has decided that the Registered Student be referred to the Misconduct Committee of another College (for example, in the interests of natural justice or where there may be a potential conflict of interest) in accordance with Student Conduct Regulation 8.3.5 and paragraph 3.1 above.**~~

- (iv) Revision to Code of Practice on Student Development and Support in Schools and Code of Practice on Taught Programme and Module Assessment

The substantive changes included:

- 1 Clarification of the “four weeks” timescale as: “20 working days of the submission date of the assessment/piece of work, including periods when the University is not in session, but excluding University closed days”.
- 2 Clarification of the expectations of staff on part-term contracts as regards their obligations relating to returning assessments within this time scale.

ITEMS FOR RECOMMENDATION

The Committee’s Terms of Reference state:

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.

1. Changes to Ordinances

The Committee **recommends** that following the following additions are made to the Ordinance are made, to take into account the changes to the University’s Research Masters Provision, with effect from 2012/13:

Part 4 Degrees of the University

4.1.1 In the University there shall be the following degrees

...

- (c) Master of Engineering M.Eng.
Master of Natural Science M.Nat.Sc.
Master of Arts M.A.
Master of Arts by Research MA.by Res
Master of Business Administration M.B.A.
Master of Education M.Ed.
Master of Jurisprudence M.Jur.
Master of Laws LL.M.
Master of Laws by Research LL.M. by Res

Master of Letters M.Litt.
Master of Music M.Mus.
Master of Philosophy M.Phil.
Master of Public Administration M.P.A
Master of Public Health M.P.H
Master of Research M.Res
Master in Science M.Sci.
Master of Science M.Sc.
Master of Science by Research MSc.by Res

Nina Morris
Secretary to Academic Policy and Regulations Committee
March 2011