

MEMORANDUM

From	Professor Jeff Bale (Deputy Pro-Vice-Chancellor, Teaching, Learning & Quality)	To	<ul style="list-style-type: none">• Heads of Schools• College Directors of Education• College Directors of Quality Assurance and Enhancement• College Heads of Operations• Sabbatical Officers of the Guild of Students• Collaborative partners
Date	20 July 2010	Tel	58079
		cc	
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Changes to University Regulations and Codes of Practice from 1 August 2010

The academic and student related Regulations (i.e. Sections 5 to 8 of the Regulations) and Codes of Practice are no longer cohort based but are updated annually on 1st August for all Registered Students for the proceeding academic session.

This memo includes information regarding substantive changes to academic and student Regulations and Codes of Practice, which were approved by the Academic Policy & Regulations Committee, and which come into effect on 1st August 2010. These are:

- (a) Inclusion in the Regulations of the opportunity for an aegrotat to be awarded to doctoral research students
- (b) Creation of Student Maternity Guidelines
- (c) Amendments to the Student Complaints Procedure
- (d) Creation of a new Code of Practice for the Admission of Students to replace the existing Code of Practice on Admission of Students to the University of Birmingham and Code of Practice on the Admission of Postgraduate Research Students
- (e) Amendment to the Code of Practice on Taught Programme and Module Assessment in respect of the profiling system
- (f) Amendments to the Code of Practice on Misconduct and Fitness to Practise Committees and Section 8 (Student Conduct) of the Regulations.

KEY POINTS

EXECUTIVE SUMMARY:

To notify Schools of changes to University Regulations and Codes of Practice, effective from 1st August 2010.

OF INTEREST TO:
All staff

DEADLINE:
1st August 2010

KEY WORDS:

Legislation
Regulations
Codes of Practice

- (g) Amendments to the Primary Appeals process and the Code of Practice on Primary Appeals
- (h) Revisions to Regulations with regard to Coursework Deadline and Extensions
- (i) Changes to the Regulations governing Coursework Submission
- (j) Inclusion of some principles regarding feedback on examinations in the Code of Practice on Taught Programme and Module Assessment
- (k) Inclusion of a number of proposals relating to feedback on assessment in the Code of Practice on Student Development and Support
- (l) Amendments to the Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Examinations
- (m) Additional clauses to Codes of Practice on conflicts of interest between staff and students

Please note that there will be a series of briefing sessions for Schools in the Autumn to discuss the changes in more detail and further information will follow.

The University Regulations and Codes of Practice are available at:
<http://www.as.bham.ac.uk/legislation/>.

Detailed changes are documented in the APRC Committee papers at:
<http://www.as.bham.ac.uk/legislation/APRC.shtml>

In the case of query, please contact: Dr Kieran McGovern, k.mcgovern@bham.ac.uk / 58079

Changes to University Regulations and Codes of Practice from 1 August 2010

(a) Aegrotat Awards

There is new provision within the regulations for an aegrotat to be awarded, in certain circumstances, to doctoral research students. This mirrors provision for students on taught programmes.

Regulations Section 7: Assessment, Progression and Award: clause 7.3.4
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(b) Student Maternity Guidelines

The new Guidelines supplement advice already in place for students wishing to take a leave of absence, as well as highlighting support mechanisms for students who are pregnant or have recently given birth.

(c) Student Complaints Procedure

The Procedure has been revised to include changes to the current 'informal' (School-level) stage and clarification of the role of the Complaints Officer. Details will be circulated by AQU shortly.

(d) Code of Practice on the Admission of Students

A single Code has been introduced to replace the separate Code of Practice on Admission of Students to the University of Birmingham and Code of Practice on the Admission of Postgraduate Research Students.

(e) Profiling

The boundary for consideration of a first class degree has been raised from ≥ 66.0 and < 69.5 to ≥ 67.0 and < 69.5 . Discussion is currently taking place on some further amendments (on the issue of rounding) and final decisions will be transmitted to Schools shortly.

Code of Practice on Taught Programme and Module Assessment: clause 13.3.3 (c).
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(f) Misconduct and Fitness to Practise Processes

Revisions include

- clarification of representation on College and University panels;
- a widening of sanctions to include remedial tuition or appropriate support to be required;
- clarification that only one sanction can be applied for each offence that has been found proven but that conditions can be attached
- the replacement of the terms *punishment* and *penalty* with *sanction*
- clarification that the admissibility of evidence shall be at the sole discretion of the Chair whose decision shall be final.

Code of Practice on Misconduct and Fitness to Practise Committee: clauses 2.2.3, 2.2.7, 2.3.4, 4.1, 4.5, 4.11, 5.1, 5.4.1(d), 5.5, 5.3, 5.3.1, 5.3.2, 5.3.3, 5.6.6 and 7.12.
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Regulations Section 8: Student Conduct: clauses 8.3.1, 8.3.2 (b), 8.3.2 (d), 8.6.2 and 8.8.3.

(g) Primary Appeals

Revisions include:

- allowing a wider range of options to be available to the Committee when deciding outcomes for research degree appeals without having to refer the case back to the College for reconsideration;
- clarification of when a student may not be allowed to continue in 'temporary' attendance on a programme when they have been required to withdraw but have submitted an appeal;
- allowing the School's Representative to be accompanied by another person acting as an Advisor to answer detailed questions on specific issues relating to collaborative programmes or student placement requirements or issues relating to other University Regulations, procedures or practices.

Code of Practice on Primary Appeals and to the Primary Appeals: clauses 1.6, 3.3.7, 3.5.6, 3.6.2 (f), 5.1.2 and 5.1.3.
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(h) Coursework Deadline and Extensions

Minor amendments have been made to regulations for clarification and to ensure consistency of approach across all Schools.

In addition, amendments have been made so that candidates in the Guild Officer Elections may be granted extensions to coursework due during the election period.

Regulations Section 7: Assessment, Progression and Award: clause 7.7.2

Code of Practice on Taught Programme and Module Assessment: clauses 11.3.1, 11.3.1 (a), 11.3.1 (b), 11.3.2, 11.3.2 (a), 11.3.2 (b), 11.3.4, 11.5.1, 11.5.2 and 11.5.4.

(i) Coursework Submission

An amendment has been made to regulations so that it is no longer a requirement, where coursework is submitted electronically, for a hard copy also to be submitted.

Code of Practice on Taught Programme and Module Assessment: clauses 11.1.2 and 11.1.3.

(j) Feedback on Examinations

Amendments to the Code of Practice have been made so that

- registered students, who are not in their final year of study, should be offered generic feedback on each examination question within an assessment, where appropriate (e.g. essay style or numerical problems), or for the assessment as a whole (e.g. MCQ-based examinations);
- registered students who have failed modules in the main examination period should be offered constructive feedback as soon as practicable after the publication of the examination results.

Code of Practice on Taught Programme and Module Assessment: clauses 8.1 and 8.2.

(k) Feedback on Assessment

Amendments to the Code of Practice have been made so that:

- Colleges/ Schools, as appropriate, should ensure that programmes publish prospectively the types of assessment and feedback on assessment that students should receive in each year of study;
- instances of non-compliance with the four-week deadline for the provision of feedback on assessment be referred by College Directors of Quality Assurance and Enhancement to College Directors of Education for action, and reported to the Pro-Vice-Chancellor (Teaching, Learning and Quality);
- requests for exemptions to the four-week deadline for the provision of feedback on assessment be submitted for approval, following consideration at College-level, to the Pro-Vice-Chancellor (Teaching, Learning and Quality).

Code of Practice for Student Development and Support in Schools: clauses 2.2.4, 3.2.2, 3.2.3 and 3.2.4.

(l) Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Examinations.

Amendments have been approved to formalise the attendance at an exam venue of a School representative if a query arises after the initial fifteen minutes of an exam.

An amendment has been made so that students are required to leave all question sheets and answer books provided during an examination sitting in the venue when they leave.

Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Examinations: clauses 6.5 and 6.18.
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m) Conflicts of Interest

New provision has been added to the Codes of Practice to cover conflicts of interest between students and staff.

Code of Practice on the Supervision and Monitoring Progress of Research Students: clause 2.7.

Code of Practice for Student Development and Support in Schools: clause 2.2.6 (b) and (c).
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