UNIVERSITY OF BIRMINGHAM

REGULATIONS

2007 - 2008

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Executive Brief

Contain principles and standards designed to control or govern conduct or provide direction at a more detailed level than Ordinances. They may be amended or augmented through the University's own committee system.

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1. Interpretations and Definitions:

1.1 "Academic year" means the period of twelve calendar months beginning on the first day of October in each year.

1.2 The University shall be "in session" during three terms in each year to be called respectively the Autumn, Spring and Summer terms, commencing with the Autumn Term.

1.3 Unless the context otherwise requires words defined in the Charter, Statutes or Ordinances shall have the same meaning in these Regulations.

2.1. Meetings of the Senate:

2.1.1 At least three ordinary meetings of the Senate shall be held during each session. Special meetings of the Senate may when necessary be convened by the Vice-Chancellor and Principal or, if absent, by the Vice-Principal. At any time when the University is in session the Vice-Chancellor and Principal, or, if absent, the Vice-Principal, shall, on receiving the written requisition of ten members of the Senate, stating the business they desire to submit, direct that a special meeting of the Senate be called, and the meeting shall be held within fourteen days from the receipt of such requisition. Not less than one clear day's notice of a special meeting shall be given, and no business shall be considered at such a special meeting other than that contained in the notice calling the meeting.

2.1.2 Five days' notice of all ordinary meetings of the Senate, specifying the business to be brought forward at the meetings, shall be sent by the Registrar and Secretary to every member of the Senate. All reports and details of business to be brought forward on behalf of Boards, and Standing Committees which report to the Senate, and all notices of motions shall be sent to each member of the Senate before the meeting at which such business is to be considered; and no meeting shall be competent to transact any business other than such as shall directly arise out of the business so brought forward, or business brought before the meeting from the Chair, or business for which urgency has been claimed and obtained by a vote of a majority of two-thirds of those present and voting. In the event of there being no business to lay before an ordinary meeting of the Senate, the Vice-Chancellor and Principal may, at his or her discretion, direct that notice be sent to every member that such meeting will not be held.

2.1.3 The Vice-Principal shall chair the Senate in the absence of the Vice-Chancellor and Principal.

2.1.4 The Registrar and Secretary shall be the Secretary of the Senate, Boards and Standing Committees responsible to Senate, and of all their Sub-Committees.

2.1.5 Members of the Senate shall give at least forty-eight hours' notice in writing to the Registrar and Secretary of any business which they desire to lay before an ordinary meeting of the Senate.

2.1.6 One-third of the members shall form a quorum, and a majority of those present and voting shall decide all questions; in the case of an equality of votes the person chairing the meeting shall have a second and casting vote. In the absence of the Vice-Chancellor and Principal and of the Vice-Principal from any meeting of the Senate, the members present, being a

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quorum, shall appoint one of their number to chair the meeting.

2.1.7 At every meeting of the Senate and Committees of the Senate, attendances shall be recorded, and all proceedings entered in Minute Books which shall be kept by the Registrar and Secretary.

2.1.8 After each meeting the recommendations of the Senate for transmission to the Council shall be prepared by the Registrar and Secretary under the direction of the person chairing the Senate, to be laid before the next meeting of the Council.

2.2: Deans and the Deputy Deans:

Responsibilities of Deans

2.2.1 A Dean, individually and where appropriate jointly with other Deans, shall be responsible for:

a. co-ordinating academic policy development and bringing forward academic initiatives
b. facilitating inter-disciplinary developments in teaching, learning and research
c. providing advice in the academic planning process and the implementation of plans
d. monitoring the achievement of Schools in relation to quality and standards in teaching learning and research in accordance with procedures agreed by Senate.
e. ensuring that satisfactory arrangements exist for consultation with students
f. acting as a member of relevant Electoral Boards
g. assisting in the assessment of School recommendations in the annual review of staff and of recommendation for promotion
h. the appraisal of Heads of Schools and ensuring that the appraisal process is working satisfactorily
i. advising the Vice-Chancellor on staff disciplinary matters
j. advising the Vice-Chancellor on problems that may arise from time to time within Schools or in the field of inter-School relations
k. advising the Vice-Chancellor and central University bodies on academic policy issues
l. representing the interests of the University in relevant external professional matters
m. presenting candidates for degrees, other than Honorary and Ex Officio degrees, at Degree Congregations
n. such other duties as may be requested by the Vice-Chancellor

2.2.2 Deputy Deans

1. Each Dean shall be assisted in the discharge of his or her responsibilities by one or more Deputy Deans.
2. A Deputy Dean shall be appointed by the Vice-Chancellor on the recommendation of the Dean. The functions of a Deputy Dean shall be subject to approval by the Vice-Chancellor.

2.2.3 Dean's Forum

1. Each Dean shall have a Dean's Forum. All members of University

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academic, administrative or support staff who work in the Schools which fall fully or partly within the remit of the Dean shall be members of the Dean's forum for that Deanery. Membership shall also include student representatives from each of those Schools.

2. Each Dean shall convene a meeting of his or her Forum at least three times each academic year, to discuss issues which are of common interest and/or concern to the staff and students of the Deanery.
3. Meeting of the Dean's Forum shall normally be chaired by the Dean or, in his or her absence, by the Deputy Dean, or in the absence of the Deputy Dean, by a Head of School nominated by the Dean.
4. The Vice-Chancellor will normally attend at least one meeting of each of the Dean's Fora each year.

2.3: Schools:

2.3.1 Membership of the School Committee

1. Unless the Senate and Council approve Regulations, proposed by a Head of School following consultation with the staff of the School, which define the membership otherwise, the membership of each School Committee shall be:
   i. The Head of School (who shall chair the Committee)
   ii. Every member of the Academic Staff of the School
   iii. At least two members of the administrative and support staff of the School nominated or elected (in accordance with arrangements approved by the School Committee) by from among those staff.
   iv. At least four student members nominated by and from among the student members of the Staff/Student Consultative Committee(s) within the School, including where possible at least one undergraduate, one taught postgraduate and one research postgraduate student.
2. Any Regulations recommended to Senate and Council in accordance with Regulation 2.3.1(1) shall provide for membership on the School Committee of at least one member of each organisational unit within the School, the establishment has been approved by the Vice-Chancellor on behalf of the Senate in accordance with Ordinance 2.6, nominated or elected (in accordance with arrangements approved by the School Committee) by and from among the academic staff members of the unit.

2.3.2 Responsibilities of School Committee

1. Except where such matters are delegated by the School Committee, each School Committee shall be expected to reach a consensus on the following matters:
   a. The pattern of programmes and modules in the School.
   b. Arrangements for the teaching and study of interdisciplinary courses.
   c. The general principles and guidelines for the distribution of teaching duties among the Academic Staff of the School.
   d. The promotion and management of research and allocation where applicable of research scholarships and Research Council awards among the Academic Staff of the School.
   e. The requirements for admission of students to the School.
   f. General considerations affecting the assessment and

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examination of students in the School.

g. The nomination of a Professor from outside the School or Department for membership of an Electoral Board set up in respect of a vacancy in an established Chair in the School or in a Department within the School.
h. The nomination of a Professor from outside the School or Department to report, after consultation with the staff concerned, to the Vice-Chancellor concerning the general requirements for refilling the Headship of the School or Department.
i. The nomination as required of a member of the School for membership of a Selection Committee set up in respect of a vacancy for academic staff within the School.

2. The Head of School shall seek the advice of the School Committee when allocating available School resources, including finance, space and equipment; when formulating School development plans and when considering staff vacancies and appointments.
3. The Head of School shall summon a meeting of the School Committee at least twice a session. The Minutes of the relevant staff/student consultative committee(s) shall be considered at this meeting.

   Additional meetings may be held either at the discretion of the Head of School or upon receipt by him or her of a written request for a meeting, stating the reasons for this request, signed by at least twenty percent of the members of the Committee. When such a request is made, a meeting shall be convened to take place within three weeks of its receipt.

2.3.3 Staff/ Students Consultative Committees

1. There shall be a Staff/Student Consultative Committee or Committees in each School.
2. The terms of membership of the Committee (s) shall be determined by the School Committee so as to ensure appropriate representation of the main programmes or disciplines within the School and to provide each registered student within the School with an opportunity to participate in the selection of at least one representative student member.
3. The function of the Committee(s) shall be to provide a forum for consultation and discussion between student representatives and staff responsible for programme provision on all relevant matters affecting students in the School.

<u>Members of Staff Attached to a School or Department</u>

2.3.4 A School Committee may attach to the School such members of University staff from outside the School as it considers will further the work of the School and may assign them to a Department or Departments in the School and/or to an electoral constituency for the purpose of School elections.

<u>Members of Staff Associated with a School or Department</u>

2.3.5 A School or Department may admit to Associate Membership a member of staff of the School of Continuing Studies or a member of University staff from outside the School or Department with whom it has a close working relationship in matters of common academic concern. Such Associate Membership shall not entitle the member to participate either as voter or candidate in School or Department elections.

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2.4: Use of the University Seal:

2.4.1 All deeds and documents requiring to be sealed by the University shall be sealed in the presence of a member of the Council and of the Registrar and Secretary.

2.4.2 A seal book shall be kept in which shall be recorded particulars of all deeds and documents to which the University Seal is affixed.

2.4.3 A report shall be submitted to each meeting of the Council recording the deeds and documents to which the University Seal has been affixed since the date of the last meeting of the Council.

2.5: Title Deeds and Documents:

2.5.1 All title deeds and other such documents belonging to the University shall be kept under the charge of the Registrar and Secretary, in such place of safe custody as the Registrar and Secretary shall select.

2.5.2 The Registrar and Secretary shall keep a register of particulars of such deeds and documents, and shall keep the same entered up so as to show in what manner all such deeds and documents are from time to time disposed of.

3.1: Appointment to a Vacant Chair:

3.1.1 In Regulations 3.1-3.4 "Professor", as well as meaning a Professor from within the University as defined in Statute 1, shall include the Librarian and Director of Information Services, and the Head of the School of Continuing Studies as members of academic staff of professorial status and 'Chair' shall include their posts.

3.1.2 An Electoral Board shall be established in respect of each vacant Chair. Where there is a vacancy both for a Chair and the Headship of a School or Department the Electoral Board shall advise the Vice-Chancellor regarding the appointment to the Headship.

3.1.3 The Vice-Chancellor and Principal or, if absent, the Vice-Principal, except in circumstances prescribed by Sub-regulations 9, 10 or 11, shall be an ex-officio member and shall chair every Electoral Board.

3.1.4 The Dean concerned shall be an ex-officio member of an Electoral Board except in circumstances prescribed by Sub-regulations 9, 10 or 11.

3.1.5

1. The Dean concerned shall nominate three Professors, or four where the Dean is ineligible for membership to the Electoral Board.
2. Where the Chair is established in a School the Head of which is a member of the non-Professorial staff, the Head of School may be nominated by the Dean concerned for appointment to the Electoral Board in place of one of the Professors referred to in Regulation 3.1.5(1).

3.1.6 The Promotions and Titles Committee shall appoint to an Electoral Board one Professor who is not a member of the School concerned.

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3.1.7 The School Committee may nominate for appointment to the Electoral Board one Professor who is not a member of the School or Department concerned.

3.1.8 The appropriate Health Authority or Authorities shall nominate in total not more than two professional members to Electoral Boards established in respect of vacancies for Clinical Chairs in the Schools of Medicine and Dentistry.

3.1.9 A retiring Head of School or Department or retiring Professor shall not be a member of the Electoral Board responsible for recommending the appointment of a successor.

3.1.10 A Dean, Pro-Vice-Chancellor or Professor who has indicated that he or she wishes to be considered for a vacancy shall not be a member of the Electoral Board set up in respect of that vacancy.

3.1.11 No Dean, Pro-Vice-Chancellor or Professor in a School or Department shall be a member of the Electoral Board which is considering the Headship of that School or Department.

3.1.12 The Electoral Board for a vacant Chair shall consult at least two expert External Advisers.

3.1.13 The External Advisers may be invited to attend meetings of the Electoral Board but shall not be entitled to vote.

The names of the External Advisers shall be included in the report of the Electoral Board.

3.1.14 Except where he or she is not a member of the Electoral Board, in which case the person chairing the Committee will act, the Dean concerned shall consult in writing each member of the Academic Staff of the School or Department concerned regarding the general requirements for filling the Chair and, where there is also a vacancy in the Headship of a School or Department, for filling the Headship. Those members of staff shall also be invited to suggest the names of expert External Advisers for consideration by the Electoral Board.

3.1.15 All vacancies for Chairs shall be advertised unless an Electoral Board considers it not in the best interests of the University to advertise a vacancy for a Chair, and the Vice-Chancellor concurs.

3.1.16 Except in the case of a recommendation for the appointment of a Librarian and Director of Information Services (for which authority to give final approval rests with the Council) the Vice-Chancellor shall be empowered to give final approval to the recommendation of an Electoral Board, and shall report thereon as soon as possible to the Pro-Chancellor and the Treasurer. Report shall also be made of the approval to the Council the Senate.

3.1.17 Should an Electoral Board be unable to agree on a recommendation the Vice-Chancellor shall decide the course of action to be taken, if necessary referring the matter to the Promotions and Titles Committee.

3.2: Appointment to the Headship of a School or Department:

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3.2.1 Where a vacancy occurs in the Headship of a School or Department the Vice-Chancellor shall consult in writing each member of the academic staff of the School or Department concerned regarding the general requirements for filling the Headship.

3.2.2 The Professor nominated by the School or Departmental Committee concerned in accordance with Regulation 2.3.2(1)(h) shall consult appropriately the staff of the School or Department about the filling of the Headship and shall report thereon to the Vice-Chancellor.

3.2.3 In the case of a Head of School, the Vice-Chancellor, after consultation with the Dean and the Professor nominated under Sub-regulation 2, shall then make recommendation to the Council whose approval shall be reported to the Senate.

3.2.4 In the case of a Head of Department, the Vice-Chancellor, after the consultations prescribed in Sub-Regulation 3, shall then make an appointment which shall be reported to the Council and the Senate.

3.3: Conferment of Title of Professor, Associate Professor or Reader:

3.3.1 The title of Professor may be conferred on an existing member of academic staff where he or she has shown a record of achievement comparable with that expected of an external candidate for a Chair, in the following respects:

1. outstanding distinction in scholarship or original research;
2. leadership or leadership potential in teaching;
3. a significant contribution to the management of financial or human resources or the potential to make such a contribution.

3.3.2

a. The title of Associate Professor may be conferred upon an existing member of the academic staff where he or she had shown outstanding leadership in teaching, management and administration.
b. The title of Reader may be conferred on an existing member of the academic staff where he or she has shown distinction in scholarship or original research.
c. The standard form of address for Associate Professors and Readers shall be the member of staff's normal academic title. Associate Professors or Readers shall not be entitled to describe themselves as Professor.

3.3.3 The procedure shall be as follows:-

1.

a. Each year the Vice-Chancellor shall invite the Deans to make proposals for consideration by the Promotions and Titles Committee for the conferment of the title of Professor, Associate Professor or Reader in accordance with 3.3.1 or 3.3.2 above. The invitation shall specify the consultation required before proposals are submitted, how proposals shall be formulated and the procedure and timetable for decision on proposals.
b. Each year a notice shall also be issued inviting members of the academic staff to apply for the conferment of the title of Professor, Associate Professor or Reader and setting out

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the appropriate procedures.

c. For the purpose of considering cases for the conferment of the title of Professor, the Promotions and Titles Committee shall constitute itself as an Electoral Board under Ordinance 3.16.1. On the basis of its consideration of a proposal and with the expert advice of such external and/or internal advisers as may be appropriate, the Promotions and Titles Committee [of Principals and Deans] shall determine whether a prima facie case has been established for the conferment of the title of Professor, Associate Professor or Reader, under 3.3.1 or 3.3.2 above.

2. If the Promotions and Titles Committee determines that a prima facie case has been established, it shall, on the recommendation of the Dean concerned, specify the title to be conferred, if the proposal is finally approved.
3.
    a. Where a prima facie case has been established, external advice shall be sought where it has not already been obtained. Where external advice has been obtained to help determine a prima facie case, any further advice shall be sought from a different adviser or advisers.
    b. If the external advice confirms the prima facie case, the Vice-Chancellor shall be empowered to approve the proposal and shall report the approval to the Promotions and Titles Committee, the Council, and the Senate.
    c. If the external advice raises any element of doubt, the Promotions and Titles Committee shall give further consideration to the proposal before determining whether it be forwarded to the Vice-Chancellor for approval as in 3.3. 3(b) above.
    d. If the Promotions and Titles Committee determines that the proposal be not forwarded to the Vice-Chancellor, no further report shall be made.

3.4: The Appointment of Visiting Professors:

3.4.1 A Visiting Professor whose employment will be supported by outside funds administered by the University or by University General Funds specifically allocated for this purpose may be appointed for a period of not more than one year.

3.4.2 The procedure shall be as follows:-

1. A Head of School who is a Professor and who wishes to propose the appointment of a Visiting Professor within the School shall first discuss the proposal privately with the Dean concerned. A Head of Department who wishes to make such a proposal shall discuss it privately with the Head of School.
2. Where a School or Department has a non-professorial Head, the Dean may, following appropriate consultation, initiate a proposal for the appointment of a Visiting Professor within that School or Department.
3. The Dean may then discuss the proposal with the Vice-Chancellor and if they are agreed that a prima facie case for the appointment has been made the Vice-Chancellor shall refer the proposal to the Promotions and Titles Committee.

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3.4.3 The Promotions and Titles Committee, if it is satisfied that a prima facie case has been made for the appointment, shall constitute itself an Electoral Board to examine the proposal and may, but need not, consult outside opinion.

3.4.4

a. If the Electoral Board decides to recommend the appointment, it shall specify the period of the appointment.
b. The Vice-Chancellor shall be empowered to give final approval to the recommendation and shall report thereon as soon as possible to the Pro-Chancellor and the Treasurer. Report shall also be made of the approval to the Council, and the Senate.
c. If the recommendation is not approved, no further action shall be taken.

3.5: Promotion to Senior Lecturer and Similar Posts:

3.5.1 In these Regulations "Senior Lecturer" shall include Senior Research Fellow; "Lecturer" shall include Research Fellow.

3.5.2 The intention to make promotions to Senior Lecturer shall be advertised within the University annually.

3.5.3 A Lecturer who wishes to apply personally for promotion may submit an application to the Dean through the Head of School or, in the case of multi-Departmental Schools, through the Head of Department. The applicant shall submit a curriculum vitae and a list of publications and may cite persons within the University or outside it who have an intimate knowledge of the applicant's work and these may be approached at the discretion of the Dean.

3.5.4 A Head of School may also make a proposal to the Dean for the promotion of Lecturers in the School who have not applied personally for promotion. The Head of School shall inform each Lecturer concerned of such a proposal and allow an opportunity to cite referees.

3.5.5 A promotion may not proceed without the confirmation by the Director of Finance that sufficient funds are available for the purpose, whether provided from a special pool set up by the Strategy, Planning and Resources Committee, from University funds otherwise available to the School, from self-financing activities or from external sources.

3.5.6 A Head of School shall list the names of the personal applicants and of those nominated in accordance with Sub-Regulation 4 in a single recommended order of priority and submit the list together with the applications to the Dean.

3.5.7 Each Dean shall submit a list of the names of those recommended for promotion in order of priority for the consideration of the Promotions and Titles Committee.

3.5.8 The intention to make promotions within the Senior Library, Senior Computer, Administrative and Other Related scales will also be advertised annually within the University. Personal applications and the nominations of Heads of Budget Centre will be considered by the Staffing Committee.

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3.6: General Provisions:

3.6.1 In Sub-Sections 3(2) and 9 of this Regulation "Dean" shall include the Registrar and Secretary.

3.6.2 Recruitment to vacant posts shall be carried out in accordance with the University's Guidelines on Recruitment and Selection and its strategic plan for the time being.

3.6.3 Selection Committees shall be appointed for each vacant post under arrangements approved by the Pro Vice-Chancellor with responsibility for resources or his/her nominee subject to the following:

1. The Vice-Chancellor and Principal shall be an ex-officio member of every Selection Committee and may be represented by the Vice-Principal or a Pro-Vice-Chancellor.
2. The Dean shall be an ex-officio member of and shall chair a Selection Committee, subject to Regulations 3.7.7 and 3.7.8, and may be represented by a duly approved deputy, except that a Selection Committee for a non-clinical Readership, Associate Professorship, senior Lectureship of Senior Research Fellowship must be chaired by a Dean personally.
3. The person appointed under sub-section (2) above shall have the duty of representing the interests of the University and, as such, must not be a member of the School or Budget Centre in which the vacancy occurs.
4. The membership of a Selection Committee may be varied at the discretion of the Pro Vice-Chancellor with responsibility for resources or his/her nominee.
5. The provisions applying to specific grades of post as detailed in Regulation 3.7.

3.6.4 Each member of the Selection Committee must be of a status equivalent to or higher than the appointment under consideration.

3.6.5 A retiring or resigning member of staff shall not without the agreement of the Pro Vice-Chancellor with responsibility for resources or his/her nominee be a member of the Selection Committee considering the appointment of a successor.

3.6.6 All applications for a vacant post and the replies from referees shall be available on request to every member of the Selection Committee. The Committee shall have power to determine the shortlist of applicants for interview.

3.6.7 The Selection Committee shall have discretion to dispense with an interview where an applicant is outside the United Kingdom or for other good reason.

3.6.8 If in the opinion of the Selection Committee there is a suitable applicant for the post the Committee shall recommend appointment to the Pro Vice-Chancellor with responsibility for resources or his/her nominee. If any member of the Selection Committee records a vote against such a recommendation the Selection Committee shall instead report the circumstances to the Pro Vice-Chancellor with responsibility for resources or his/her nominee who may:

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either

1. recommend
    a. that the applicant supported by the majority on the Selection Committee be appointed; or
    b. the vacancy be left unfilled; or
    c. appoint a new Selection Committee.

3.6.9 If the Pro Vice-Chancellor with responsibility for resources or his/her nominee considers that a recommended applicant lacks the qualities necessary to discharge the duties attached to the vacant post, s/he shall consider the views of the Head of School or Budget Centre and the Dean before making a decision on the appointment.

3.6.10 Other than in exceptional circumstances, the responsibilities of the Pro Vice Chancellor with responsibility for resources set out in this Regulation are delegated to the Director of Human Resources.

3.7: Membership of Selection Committees:

In addition to the members provided for under Regulation 3.6.3, subject to the approval of the Dean or the Dean's nominee:

3.7.1 There shall be appointed to the Selection Committee for a non-clinical Lectureship:

a. The Head of School concerned or a nominee of the Head of School.
b. One Professor, Reader, Associate Professor, Senior Lecturer, Senior Research Fellow, Lecturer or Research Fellow nominated by the Head of School.
c. One or two Professors, Readers, Associate Professors, Senior Lecturers, Senior Research Fellows, Lecturers or Research Fellows who may be drawn from inside or outside the School in which the vacancy occurs.

3.7.2 There shall be appointed to the Selection Committee for appointment to Research Associate and Research Fellow (non-clinical):

a. At least two Professors, Readers, Senior Lecturers, Senior Research Fellows, Lecturers or Research Fellows, one of whom, if not the Head of School, would normally be the chief investigator on the project concerned.

3.7.4 There shall be appointed to a Selection Committee for a non-clinical Senior Lectureship or Senior Research Fellowship:

a. The Head of School concerned or a nominee of the Head of School.
b. One Professor, Reader, Associate Professor, Senior Lecturer or Senior Research Fellow nominated by the Head of School.
c. One or two Professors, Readers, Associate Professors Senior Lecturers or Senior Research Fellows who may be drawn from inside or outside the School in which the vacancy occurs,

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nominated by the Dean with responsibility for the School.

3.7.5 The membership of a Selection Committee for appointment to a Clinical non-professorial post shall be as defined for a non-clinical post with the addition of such persons nominated by the appropriate Health Authority and Royal College as may be required by NHS regulations.

3.7.6 An Instructor may be appointed by the University, normally following an interview with the Head of School concerned (or his/her nominee) and one or two senior colleagues.

3.7.7 There shall be appointed to a Selection Committee for a non-clinical Readership:

a. The Head of School concerned or a nominee of the Head of School.

b. One Professor or Reader nominated by the Head of School.

c. One or two Professors or Readers, who may be drawn from inside or outside the School in which the vacancy occurs, nominated by the Dean with responsibility for the School.

The chair of the Selection Committee for a non-clinical Readership, who will normally be the Vice-Chancellor or a Pro Vice-Chancellor, will co-opt one or more external advisers to advise the Selection Committee, as appropriate.

3.7.8 There shall be appointed to a Selection Committee for a non-clinical Associate Professorship:

a. The Head of School concerned or a nominee of the Head of School.

b. One Professor or Associate Professor nominated by the Head of School.

c. One or two Professors or Associate Professors, who may be drawn from inside or outside the School in which the vacancy occurs, nominated by the Dean with responsibility for the School.

The chair of the Selection Committee for a non-clinical Associate Professorship, who will normally be the Vice-Chancellor or a Pro Vice-Chancellor, will co-opt one or more external advisers to advise the Selection Committee, as appropriate.

3.8: Conferment of the Title of Honorary Professor:

3.8.1 The title of Honorary Professor may be conferred for a specific period, subject to renewal, upon (a) persons of suitable distinction from outside the University who are making a significant and continuing academic contribution to its work and (b), in relation to the University's external links, upon other persons of suitable distinction.

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3.8.2 The procedure shall be as follows:-

a. The Director of Staffing Services shall circulate annually information on current Honorary Professors and shall invite proposals for further conferments of this title. Where appropriate, proposals may also be submitted at other times.
b. A Head of School who is a Professor and who wishes to propose the conferment of the title of Honorary Professor within the School shall first discuss the proposal privately with the Dean concerned. A Head of Department who wishes to make such a proposal shall discuss it privately with the Head of School.
c. Where a School or Department has a non-professorial Head, the Dean may, following appropriate consultation, initiate a proposal for the conferment of the title of Honorary Professor within that School or Department.
d. The Dean shall then discuss the proposal with the Vice-Chancellor and if they are agreed that a prima facie case has been made the Director of Staffing Services shall refer the proposal to the Promotions and Titles Committee.

3.8.3 The Promotions and Titles Committee, if it is satisfied that a prima facie case has been made, shall constitute itself as an Electoral Board to examine the proposal and may, but need not, consult outside opinion.

3.8.4

a. If the Committee decides to recommend the conferment of a title it shall specify the period of the conferment. This period shall normally be five years unless some shorter period is proposed and approved.
b. the Vice-Chancellor shall be empowered to give final approval to the recommendation and shall report thereon to the Promotions and Titles Committee which shall in turn report to the Senate and the Council.
c. If no title is to be conferred no further action shall be taken.

3.8.5

a. A recommendation for the renewal for a further specific period, normally five years, may be made by the Dean concerned to the Promotions and Titles Committee which shall, if it approves the recommendation, submit it to the Vice-Chancellor.
b. The Vice-Chancellor shall be empowered to give final approval to the recommendation and shall report thereon as soon as possible to the Promotions and Titles Committee which shall in turn report to the Senate and Council.

3.9: Conferment of the Title of Honorary Reader:

3.9.1 The Promotions and Titles Committee may confer the title of Honorary Reader on any person of postdoctoral or equivalent status who has shown distinction in scholarship or original research; who is undertaking appropriate academic work in a School or Department of the University and who does not hold an appointment financed from University funds or from outside funds administered by the University.

3.9.2 The procedures for the conferment of the title of Honorary Reader shall thereafter follow those prescribed by Regulation 3.3.2-3.3.3.

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3.10: Conferment of Honorary Teaching Titles:

3.10.1 A Head of School may recommend, for approval on behalf of the Promotions and Titles Committee, the conferment for a defined period the title of Senior Clinical Lecturer and Tutor, Senior Clinical Lecturer, Clinical Lecturer, Postgraduate Clinical Tutor, Honorary Senior Lecturer, Honorary Lecturer or Honorary Tutor on any person of appropriate status who is undertaking teaching for or on behalf of the University and does not hold an appointment financed from University funds or from outside funds administered by the University.

3.10.2 The proposal shall be made by the Head of the School concerned and shall indicate the nature and period of the teaching duties to be undertaken and the status and qualifications of the person concerned and the period of conferment proposed. A Head of Department who wishes to make such a proposal shall discuss it privately with the Head of School.

3.10.3 Holders of Honorary Teaching titles may register under Ordinary Regulations for higher degrees, but will be charged fees under the full or part-time rates and not at the concessionary staff rate.

3.11: Conferment of Honorary Research Titles:

3.11.1 A Head of School may recommend, for approval on behalf of the Promotions and Titles Committee, the conferment for a defined period the title of Honorary Senior Research Fellow, Honorary Research Fellow or Honorary Research Associate or Honorary Fellow on any person who:

1. is undertaking appropriate research in a School or Department of the University and is of appropriate academic standing.
2. is not registered for a higher degree save in exceptional cases.
3. does not hold an appointment financed from University funds or from outside funds administered by the University.

3.11.2 The procedure shall be that prescribed in Regulation 3.10 for the conferment of honorary teaching titles, except that a proposal may be initiated only by the Head of School or Department who shall indicate the nature and period of the research work to be undertaken in the School or Department and the period of conferment proposed.

3.11.3 Honorary Research Titles shall cease to be held should any of the conditions (1), (2) and (3) above not continue.

3.12: Award of Recognised Lecturer Title:

3.12.1 A Head of School may recommend for approval to the Senate or delegated authority the award, for a defined period, of the title of Recognised Lecturer on a member of staff of a partner organisation. The member of staff should normally meet specified criteria and be undertaking teaching and/or assessment on a programme in that partner organisation which leads to an award of the University.

3.12.2 The award is subject to the following conditions:

a. The individual does not hold an appointment financed from University funds or from outside funds administered by the University;

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b. The individual is not subject to the Conditions of Employment Governing Honorary Staff, but to the employment, disciplinary and other staffing procedures of the partner organisation.

3.12.3 Recognised Lecturers may be entitled to certain benefits from the University as notified from time to time.

3.13: Leave of Absence:

3.13.1 Leave of absence may be granted to Professors, Readers, Senior Lecturers, and Lecturers for a specific assignment such as working temporarily on public service; or working for an international organisation; or holding a visiting fellowship or teaching appointment outside the University; or for similar purposes.

3.13.2 During the vacations Professors, Readers, Senior Lecturers and Lecturers may be absent from the University subject to the requirements of School or departmental duties prescribed by the Head of School or Department and subject to the obligation to obtain permission under the current arrangements before engaging in outside work. A member of staff absent from the University during vacation is required to provide the Head of School or Department with a forwarding address.

3.13.3 During term, leave of absence up to a total of 14 days may be granted to Professors, Readers, Senior Lecturers and Lecturers by Heads of School or Department. In the case of Heads of School or Department during term, no formal action is required for absences up to a total of 14 days. Application for leave of absence for a longer period during term should be submitted to the Head of School or, in the case of multi-Departmental Schools, through the Head of Department to the Head of School for approval. Applications for leave of absence in the case of Professors and non-Professorial Heads of School and Department are subject to the approval of the Vice-Chancellor. Details of the full period of absence including periods occurring during the vacation should be given.

3.13.4 Research Associates, Research Fellows and Senior Research Fellows may be granted leave of absence by their Head of School or Department for the purpose of attending learned conferences or for any other appropriate reason.

3.13.5 Unless specifically excluded under the Conditions of Service leave of absence may be granted to other members of staff though the circumstances giving rise to an application will be exceptional.

3.13.6 The amount of salary and other expenses, if any, to be paid by the University to members of staff during leave of absence will be determined by the Head of School/Budget Centre (or by the Vice-Chancellor in the case of Professors and non-Professorial Heads of School or Department) in consultation with the Director of Staffing Services on the general principle that the members of staff concerned, as a result of action by the University, should not be financially worse off or be appreciably better off than if they had remained in post. In examining each case on its merits, account will be taken of the following factors:

a. the value of the fellowship, or the emolument of the post, to be taken up;

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b. whether travelling expenses are provided;
c. whether the member of staff is married or single, and whether the expense of house and family has to be maintained during absence.
d. the cost of living in the country in which the leave will be spent.

3.13.7 Salaries in respect of earnings during the long vacation will not normally be adjusted but in the case of such employment being continuous with the term before or after the long vacation, any adjustment in respect of such term may take account of the earnings over the whole period.

3.14: Study Leave:

3.14.1 Heads of Schools and Departments will encourage teaching staff in their Schools or Departments to take Study Leave. An application for Study Leave will be submitted to the Head of School or, in the case of multi-Departmental Schools, through the Head of Department to the Head of School.

3.14.2 A member of the teaching staff may be granted one semester's Study Leave by the Staffing Committee on the recommendation of the Head of School after the completion of a minimum of three years' service in a teaching post in the University. The semester, for the purpose of study leave, is taken to include the Christmas Vacation with the first and the Easter Vacation with the second, but will not include the examination period except by agreement in individual cases. Professors and non-professorial Heads of Schools and Departments must obtain the approval of the Vice-Chancellor.

3.14.3 After an initial period of Study Leave granted under Sub-Regulation 2 above, further Study Leave may be granted only at the rate of one semester after the completion of each further three-year period of service. Every effort will be made to allow for any postponements of a period of Study Leave occasioned by illness or any other appropriate cause.

3.14.4 Study Leave for periods longer than one semester plus the Long Vacation will only be allowed in justified circumstances. Applications for longer periods of Study Leave should be accompanied by appropriate supporting documents.

3.14.5 The full salary of a member on Study Leave and the University's contribution to superannuation and National Insurance will normally be paid.

3.14.6 A limited contribution towards travel or, less typically, other specified expenses may be made from the University funds, but applicants should wherever possible apply for funds from outside sources.

3.14.7 A member of staff is required to submit a report on conclusion of the period of leave.

3.15: Secondment from the University:

3.15.1 A member of staff may be seconded to work in another institution or elsewhere on behalf of that institution. The authority for approving such an arrangement is the Head of School or other appropriate body.

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3.15.2 The salary and other expenses, if any, to be paid by the University will be determined in the same way as if the member of staff was proceeding on Leave of Absence.

3.16: Special Leave:

3.16.1 The Staffing Committee may grant members of the Academic Staff special leave in exceptional circumstances which are inappropriate for leave of absence, study leave or secondments for limited periods.

3.16.2 Applications shall be made in writing through the Head of School (via the Head of Department in multi-Departmental Schools) to the Vice-Chancellor and Principal who, after receiving comments from the Dean concerned, shall make recommendation to the Staffing Committee.

3.17: Patents and the Exploitation of Inventions:

3.17.1

1. When a member of the staff makes an invention or discovery in the course of his or her normal duties or in such other circumstances that by law the invention or discovery belongs to the University and which he or she has reason to believe may be commercially exploitable he or she will report the same to the Managing Director, Birmingham Research and Development Limited (BRDL) for action and to the Head of School or, in the case of multi-Departmental Schools, through the Head of Department to the Head of School, for information. "Member of Staff" in this Regulation shall include all those engaged in work on behalf of the University without exception whatsoever, and 'invention or discovery' shall include the production and development of computer software. Those with responsibilities for exploitation in this Regulation shall always act with all due expedition, according to the circumstances of the case.
2. The Managing Director of BRDL will consult the Inventor and the Head of School and will recommend to the Registrar and Secretary whether and how steps shall be taken to protect and exploit the invention.
3. If the Registrar and Secretary, advised by the Managing Director of BRDL, concludes that the University does not wish to participate in the development or exploitation of the invention the benefit thereof shall belong exclusively to the Inventor as between himself or herself and the University.
4. Members of staff shall consult the Managing Director of BRDL as to the timing and procedure to be followed in connection with the publication of the results of researches likely to form the subject of a patent application by the University, or to lead to exploitation in which the University has an interest.

3.17.2 BRDL on behalf of the University will normally undertake financial responsibility for the preliminaries for further development and exploitation of inventions within a budget agreed between BRDL and, if appropriate, the Head of School concerned. The member of staff concerned shall, as directed by BRDL acting on behalf of the University, do any one or more of the following:

1. assist the University in applying for patent protection in the University's name in the UK or elsewhere;

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2. enter into appropriate agreements for protecting the secrecy of the invention unless and until it is patented;
3. collaborate with BRDL, acting on behalf of the University, in the exploitation of the invention.

3.17.3 Patents and Licences will be written in the name of the University, and Licences will be subject to formal authorisation by the Registrar and Secretary of the University.

3.17.4 BRDL will make arrangements, acting on behalf of the University, to share any returns on the invention in such a way as to ensure that after BRDL has been reimbursed for the initial costs and administration the member of staff and, if appropriate, the School concerned obtain a fair share (whether in a lump sum, by periodical payments, or both) having regard to all the circumstances, and, in particular to:

1. whether the invention was made in the course of his or her normal duties or of duties specially assigned to him or her;
2. whether the circumstances were such that an invention might reasonably be expected to result from the carrying out of his or her normal duties or duties specially assigned to him or her;
3. whether, because of his or her special responsibilities, he or she had a special obligation to further the interests of the University;
4. the nature of his or her duties and the remuneration and other advantages which he or she derives or has derived from his or her position with the University;
5. the effort and skill which he or she has devoted to making the invention;
6. the extent to which the invention was made jointly by him or her with any other person and the effort and skill which such other person has devoted to the invention;
7. the extent of the advice and assistance contributed by any other member of the University who is not a joint inventor of the invention;
8. the contribution made by the University to the making, developing and working of the invention by the provision of advice, facilities and other assistance and by its managerial skill and activities;
9. the extent of the return and other benefits derived from the invention.

3.17.5 Any rights in a discovery arising from the work of a member of staff sponsored by outside bodies, or those directly employed by outside bodies, shall be subject to this Regulation unless any special conditions relating to patents and commercial exploitation have been agreed by the University and included in the terms of the relevant contract or agreement with the outside body.

4.1: New Programmes:

4.1.1 No new degree, diploma and certificate programme shall be introduced until its introduction has been approved by the Senate.

4.1.2 The curricula and requirements for degree diploma and certificate programmes shall be approved by the Senate, and shall be published in appropriate University publications.

4.1.3 All courses of lectures, laboratory or other instruction shall be subject to

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approval by the Senate or delegated authority and only such approved courses shall be published.

4.2 UNDERGRADUATE PROGRAMMES

4.2.1 Introduction

1. These regulations were originally approved by Council on 21 June 2000, and this version contains changes approved by Senate in June 2007.
2. These regulations apply to all students entering on or after October 2007 to programmes leading to the award of a Certificate of Higher Education, a University Certificate, a Diploma of Higher Education, a University Diploma, an Advanced Certificate, a Foundation Degree, a Graduate Certificate, a Graduate Diploma, a Bachelor's degree, or an undergraduate Master's degree. Some programmes may require additional regulations to these general ones and, where this is the case, these will be included in published programme requirements. In the event of any conflict, these general regulations shall have precedence over any such additional regulations. Where exemptions to these general regulations are necessary they are articulated as such within the main body of the regulations.
3. These regulations also apply as appropriate to programmes leading to other undergraduate awards of the University. The requirements of such programmes in relation to credits, levels, time limits and decisions on progression and awards shall be as specified in published programme requirements.
4. Where the introduction of these regulations affects arrangements for students who entered before October 2007, the Senate or delegated authority will ensure that there is appropriate consultation with, and information provided to, the students concerned.
5. The underlying principles of the regulations are that they should provide for consistent treatment of all students covered by the Regulations, allow flexible modes of study and facilitate entry for students from other institutions with credit.
6. Collaborative arrangements with partner institutions leading to undergraduate awards of the University or joint undergraduate awards with partner institutions are subject to these general regulations, but may be subject to separate regulations approved by the Senate or delegated authority. In the event of conflict between these general regulations and the separate programme regulations, the separate programme regulations applicable to the collaborative arrangement shall apply.

4.2.2 The Academic Year

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Years, Sessions, Semesters and Terms

1. Students normally register for an academic year on either a full-time or part-time basis. Exceptions may include students registered for modules on a credit accumulation basis, students repeating modules, AP(E)L students, those on exchange visits and students who may have taken an approved interruption of studies.
2. The 30 weeks when the University is "in session" (see Part I of University Regulations) is divided into two semesters, each notionally comprising fifteen weeks of learning, teaching and

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assessment, organised as follows:

Learning and teaching for Semester 1: 11 weeks
Learning and teaching for Semester 2: 11 weeks

Combined semester 1 and semester 2 revision and examination period: 8 weeks, comprising 2 weeks for revision and 6 weeks for examinations and results processing.

These three periods correspond to the three terms of the University session.
The above model does not apply to part-time programmes provided as part of the University's continuing education activity, or to the clinical years of BDS and MBChB and the longer taught years of the BNurs, DipHE Nursingand BSc in Physiotherapy. In addition, some taught elements may be undertaken outside the 30 weeks when the University is in session. Where this is the case, it shall be specified in published programme requirements.

4.2.3 Time Limits

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1. Subject to Ordinance 4.5, programmes of study prescribed for degrees of the University shall extend for at least the periods indicated below

Bachelors (unless otherwise stated below)	3 years
BPhil	1 year
LLB for Graduates, BA in Community Justice (Probation Studies), BD	2 years
BNurs, Bachelors, including year in industry or additional year abroad	4 years
BDS, MB ChB	5 years
	4 years
Undergraduate Masters including year in industry or additional year abroad	5 years
Foundation Degree	2 years

2. Programmes of study prescribed for Certificates and Diplomas of Higher Education shall extend for periods of at least one year and two years respectively.
3. Programmes of study prescribed for the University Certificate, University Diploma and Advanced Certificate shall extend for periods of at least one semester (or equivalent).
4. Foundation years, when taken, shall extend the period of prescribed study by a period of at least one year beyond the periods listed in (1) above.
5. The period of study required in the University of individual students may be reduced in accordance with the provisions of Ordinance 4.5 and in accordance with any Regulations which the Senate or delegated authority may approve from time to time.
6. The maximum time within which a student may complete an award is calculated from the date of first registration to the date of the final award and is three times the minimum period stated in (1) (2), (3) and (4) above, subject to an overall maximum of 12 years, except in the case of the University Certificate, University Diploma and Advanced Certificate for which the maximum time is three years.

4.2.4 Admission and Attendance

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1. Every student shall on admission comply with the entry requirements approved by the Senate or delegated authority for the programme or module(s) concerned.

Patterns of Attendance

2. The standard pattern of attendance, for a student who is registered on a full-time basis, is based on a credit load of 120 credits per session. Other patterns of attendance, for students registered on either a full-time or part-time basis, within the overall time limits for the award concerned, shall be subject to the agreement of the School(s) concerned and subject to a maximum registration for 140 credits in any one session.

Transfer

3. Where programmes are available in both full-time and part-time modes, students may be permitted to transfer either from full-time to part-time or from part-time to full-time at an appropriate point in the programme as specified by the School(s) concerned.

4.2.5 Programme of Study

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1. A programme of study consists of a set of modules, which together have a defined set of learning outcomes including intellectual and practical skills and which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. Certain programmes may also include clinical training and other elements, which a student must complete to the satisfaction of the Board of Examiners.
2. Each programme comprises a number of stages, at the completion of which a formal decision is taken as appropriate on progress to the next stage or on the award of the qualification. Each stage normally consists of modules amounting to 120 credits (taken, in the case of full-time students, within a single academic year) except stage 3 of Undergraduate Masters programmes, which consists of 240 credits (taken, in the case of full-time students, over two academic years). Where an additional year of study abroad/in industry is included as a requirement of a programme to which a student has been admitted, the year abroad shall be regarded, for purposes of credit and progression, as an additional stage between stages 2 and 3.
3. All modules and programmes of study must be approved by the Senate or delegated authority before they are advertised and before any students may be admitted.
4. Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually by the Academic Office.

Programme Requirements

5. The specific requirements for every award of the University approved by the Senate or delegated authority are detailed in the programme requirements. Programme requirements must include, as appropriate, the reference number, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements which may be required for the award.

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6. Where identified in a programme, students may take optional modules from a range of subjects identified by the programme requirements. There may be one or more such modules. They may be in a subject distinct from the students' main discipline and may be taught in a different Department or School.
7. Subject to programme requirements approved by the Senate or delegated authority, modules taken for a Bachelors degree with Honours (360 credits or 480 credits) or an Undergraduate Masters degree (480 credits):
   a. at stage 1 shall normally be at level C
   b. at stage 2 shall normally be at level I, but may include up to 20 credits at level C
   c. at stage 3 of a 360 credit Bachelors degree with Honours shall normally be at level H , but may include up to 20 credits at level I
   d. at stage 3 of a 480 credit Bachelors degree with Honours shall normally be at level H , but may include up to 20 credits at level I
8. The programme requirements may indicate specific modules, which must be passed at each stage and any other requirements for progression or for successful completion of the programme.
9. All requirements for an award of the University will normally bear credit. Where exceptions are necessary (e.g. for reasons of professional accreditation) they must be specifically approved by the Senate or delegated authority.
10. Where programme requirements include a year of study abroad or in industry, it will normally be assessed and contribute to the final degree classification. Where exceptions are necessary (e.g. for years leading to separate qualifications) they must be specifically approved by the Senate or delegated authority. The year abroad/in industry shall comprise 120 credits in order to denote the notional learning hours undertaken.

4.2.6 Modules

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A Module

1. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes and which generates a single mark. Modules provided for undergraduate programmes of study, which are available on a full-time basis will be taught within an academic year. Where two modules are linked across adjacent semesters within (unless the Senate or delegated authority agrees otherwise) a single session they will have an integrated assessment, which generates a single mark.
2. Modules which, for sound academic reasons, require inputs outside the normal semester period (e.g. field courses) shall require specific approval by the Senate or delegated authority.
3. Module credit values shall be expressed only in multiples of ten credits, up to a maximum of 60 credits, unless otherwise permitted by the Senate or delegated authority, (except in the case of study undertaken as a year abroad/in industry which may be defined in terms of a single module of 120 credits).

Module Descriptions

4. There shall be a module description for every module approved by the Senate or delegated authority, which includes the following: School/Department, title and code number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module,

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whether it is taught in semester 1 or 2, the objectives and learning outcomes, a brief description of the content, the form of delivery (eg number of hours of lectures), key texts and means of assessment.

Pre-requisites, co-requisites and prohibited combinations

5. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules.
6. A co-requisite is a module, which a student must take in conjunction with another module or modules within a single stage.
7. A prohibited combination is two or more modules, which cannot be taken together within the same programme.

Module Registration

8. Registration for modules shall be within parameters defined in programme requirements and may be subject to other factors such as the student's prior subject knowledge, or timetabling or resource constraints. It is the responsibility of individual students to ensure that they are correctly registered for modules, which meet programme requirements.

4.2.7 Credit Framework

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Credit

1. The award of credit certifies that the learning outcomes of the module have been achieved. The credit value indicates the notional number of study hours (including contact time and time spent on assessed work) required to achieve the learning outcomes. One credit represents 10 notional hours of learning. A standard full-time undergraduate programme comprises 120 credits each academic year.

Accreditation of Prior Learning and Prior Experiential Learning (AP(E)L)

2. Students may be admitted to a programme on the basis of credit achieved on another programme or at another institution or through work experience, which has been accredited. Credit achieved in this way may, where relevant, contribute towards the achievement of the credit requirements of the programme concerned in accordance with procedures approved by the Senate or delegated authority.
3. Where a student is permitted to use pre-awarded credit towards a University qualification, satisfactory completion of that qualification will be dependent upon the further achievement of at least one third of the total credits required for the award. The achievement of these credits must be at the same or at a higher academic level than the pre-awarded credits and must include any compulsory dissertation or thesis element stated in the programme requirements.

Work-based Learning

4. Programmes may include work-based learning, which is assessed and given appropriate credit. This should be specified in the programme requirements and modules approved via the usual module approval mechanisms. Programmes leading to a Foundation Degree qualification should normally include work-based or experiential learning modules of at least 20 credits at each of levels F, C and I.

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4.2.8 *Credit Requirements*

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(1) For all awards the full number of credits must be attempted as follows:

University Certificate	60 credits
University Diploma	60 credits
Advanced Certificate	60 credits
Certificate of Higher Education	120 credits
BPhil	120 credits
Diploma of Higher Education	240 credits
Foundation Degree	240 credits
Bachelors degrees (unless specified otherwise below)	360 credits
Bachelors with an additional year in industry or year abroad	480 credits
Undergraduate Masters (to include at least 120 credits at level M)	480 credits
Undergraduate Masters (with additional year in industry or year abroad)	600 credits
LLB for Graduates, BA in Community Justice (Probation Studies), BD	240 credits

(Note: These credit numbers exclude those, which must be attempted as part of a Foundation year).

2. The credits to be attempted for the following awards: BSc in Physiotherapy, BNurs, DipHE Nursing, BDS and MBChB shall be as specified in published programme requirements approved by the Senate or delegated authority.
3. Awards may be made on the achievement of a lower number of credits as specified in 4.2.12 below or in published programme requirements approved by the Senate or delegated authority.
4. All Bachelors degree programmes should include at least 20 credits of independent learning (e.g. dissertation, project work) at level I (ex-2) or higher.

Single Honours Degree Programmes

5. The credits will be predominantly in the main subject discipline but, unless the Senate or delegated authority agrees otherwise, all programmes must include the opportunity for students to take at least 20 credits from outside the main subject.

Joint Honours and Major/Minor degree programmes

6. The credits required for Joint Honours and Major/Minor programmes will normally be distributed between the subjects in the following ratios at each level:

Joint Hons: 50% each subject (i.e. students must complete 180 credits in total in each of the two subjects) split in equal proportions across the levels. The dissertation or project may be in either subject or both subjects.

Major/Minor: two thirds Major; one third Minor (i.e. students must complete a total of 240 credits in the Major subject and 120

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credits in the Minor subject) split in equal proportions across the levels. A dissertation or project should be taken in the major subject.

4.2.9 Level
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1. All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, depth of study and learner autonomy involved in the module. It does not necessarily coincide with the stage or year of the programme in which the module is taken. Levels descriptors shall be approved by the Senate or delegated authority (from 2003/04 these conform to the Higher Education Qualifications Framework).
2. Only one level may be assigned to a module, although there may be occasions when it may be possible for some or all of the content to be delivered in common for modules at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment and will be identified by separate module code numbers.

4.2.1 Assessment
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1. The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose. The general principles of assessment shall be consistent with University Assessment Protocols and with the Code of Practice on the External Examiner System for First Degree and Taught Masters Programmes.

Assessment of Modules

2. All modules must be assessed. Linked modules may be assessed by means of combined assessment, e.g. a single examination paper, essay or project. Modules must normally be assessed within the academic year in which they are taken and may be assessed within the semester in which they are taken.

Assessment Load

3. The assessment should be appropriate for the learning and teaching outcomes and should not be excessive. Normally, there should be no more than six formal written examinations of three hours' duration or equivalent for each 120 credits of an undergraduate programme.

Marks

4. A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for level C, I, and H modules is 40% except that, where required by external bodies, as in the case of BDS and MBChB, modules may be permitted by the Senate or delegated authority to have a pass mark other than 40%. The pass mark for level M modules is 50%.
5. Linked modules shall produce a single mark.
6. Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners. Subject to this provision, students shall be given informal guidance with regard to their academic performance at such times as Schools may determine

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in accordance with the relevant Codes of Practice.

7. A candidate who fails to attend a required examination without adequate cause or who fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of 0% for that examination or assessment.
8. Marks will be expressed as percentages on students' transcripts.

Assessment and Credit

9. In order to obtain credit in a module a candidate must have gained at least the specified pass mark for the module and completed any other requirements to the satisfaction of the Board of Examiners.

Compensation

10. Credit may only be awarded for successful completion of the stated learning outcomes of the module. Where the positive aspects of the overall performance within the module outweigh the area of failure, 'compensation' of a weak achievement by a strong performance elsewhere should only be allowed in relation to assessments within a single module, or between assessments across linked modules which share an integrated assessment, which leads to a single mark.

4.2.1 Progression

1.

1. Schools shall monitor and inform students of their academic progress in accordance with procedures approved by the Senate or delegated authority.
2. All students, irrespective of the number of credits completed within a session, shall have their performance reviewed by the relevant Progress Board at the end of every session.
3. The minimum credits for progression on programmes shall be 100 credits passed at each stage. To be eligible for progression to any year abroad/in industry required by the programme of study, the preceding credit requirements (stated above) must have been satisfied. For eligibility to progress to the stage of the programme following the year abroad/in industry, that year must be passed satisfactorily (i.e. at least 100 credits attained).
4. Progression is no guarantee of achievement of the requirements for the final award, (see 4.2.12 below). Thus failed credits may need to be redeemed even if progression is allowed.
5. Any additional requirements for progression shall be stated in published programme requirements approved by the Senate or delegated authority.
6. The requirements for progression on programmes for the DipHE Nursing and the degrees of BNurs, BSc Physiotherapy, BDS and MBChB shall be stated in published programme requirements approved by the Senate or delegated authority.
7. The requirements for progression from Foundation Degree to a honours degree shall be as stated in published programme requirements approved by the Senate or delegated authority, and will include at least 240 credits, 100 credits of which must be at level I or higher, which may include the 40 credits taken following successful completion of the Foundation Degree, as a bridging module.
8. To be eligible to proceed to stage 3 of an undergraduate master's programme, students must have accumulated 220 credits by the end of stage 2 and the average mark for all modules taken in stage 2 must normally be 55 percent or better. Where required for

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professional accreditation or other academic purposes, Schools may introduce additional requirements for progression to an undergraduate master's programme, subject to the approval of the Senate or delegated authority. Any such additional requirements will be clearly indicated in Programme Requirements and in information provided to students. Students who do not meet the requirements to proceed to the undergraduate master's programme will proceed to an appropriate bachelor's programme.

9. Credits from level F modules do not contribute to progression from stage 1 or above, except for Foundation Degrees.
10. The Progress Board may permit students on relevant programmes to intermit their studies, normally between stages 2 and 3, in order to undertake an industrial placement. The requirements relating to such placements shall be specified separately in programme requirements.

4.2.12 Awards

Credit and Level Requirements

1. A student may be awarded only one University qualification following completion of a programme of study.
2. Credits and module marks from level F modules shall not contribute to the award or classification of any award apart from a Foundation degree.
3. Subject to any additional requirements specified in programme requirements approved by the Senate or delegated authority, a student must achieve the credit requirements indicated below in order to be eligible for the award of a degree:

(a) **Classified Bachelors degrees with Honours (360 credit programmes)**

At least 320 credits, including
at least 100 credits at level C or above, and
at least 200 credits at level I and H but with a minimum of100 credits at level H or above.

(b) **Classified Bachelors degrees with Honours (480 credit programmes)**

At least 440 credits, including:
at least 100 credits at level C or above
at least 300 credits at level I and H or above, but with a minimum of 100 credits at level H or above.

(c) **Undergraduate Masters degrees**

At least 440 credits (560 credits with additional year abroad/in industry) including:
at least 100 credits at level C or above
at least 300 credits at level I, H or above, but with a minimum of 100 credits at each of levels H and M.
[with at least 220 credits at the end of stage 2 and a stage 2 average of at least 55%]
(if taken, at least 100 credits from the year abroad/in industry at level I or above).

(d)

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Adjusted Regulations (web link to document regarding Adjusted Regulations)

Adjusted Regulations for the award of a degree at the University of Birmingham are available for students graduating from 2006/7 for the Schools of Biosciences, Chemistry, Computer Science, Engineering, Physics and Mathematics.

(e) **Bachelor of Philosophy**

At least 120 credits at level H.

(f) **Foundation Degree**

At least 200 credits, including at least 60 credits at level I or above.

4. The credit and level requirements of other awards, including the LLB for Graduates, BA in Community Justice (Probation Studies), BD, BNurs, DipHE Nursing, BSc Physiotherapy, BDS and MB ChB shall be specified in programme requirements approved by the Senate or delegated authority.
5. Where a student has completed less than 300 credits an award of Certificate of Higher Education or Diploma of Higher Education may be made provided the required number of credits have been achieved as follows:

   Certificate of Higher Education: at least 100 credits at Level C or above

   Diploma of Higher Education: 200 credits of which 100 must be at level I or above

   Only the Certificate of Higher Education and Diploma of Higher Education may be awarded in this way. All other awards are only made on successful completion of the specified programme of study for that award.
6. A student must achieve at least 60 credits at level H or above in order to be eligible for the award of an **Advanced Certificate**.
7. A student must achieve at least 60 credits at level C or above in order to be eligible for the award of a **University Certificate**.
8. A student must achieve at least 60 credits at level I or above in order to be eligible for the award of a **University Diploma**.

<u>Contribution of Marks to Class of Degree</u>

10. Marks from the stages of a programme are to contribute to the classification of the degree in the following proportions.

	Programmes with Modules at Levels C to H	Programmes with Modules at Levels C to M
Stage 1	0	0
Stage 2	25%	20%
Stage 3	75%	80%

-

Where a student has progressed to a classified honours degree following successful achievement of a Foundation Degree, the final award will be calculated as for Programmes with Modules at

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levels C to H or Programmes with Modules at levels C to M above, as appropriate. The additional 40 credits required before progression to a classified honours degree will be included in the classification of the degree as part of the stage 2 contribution.

Classified Honours Degrees

11. Final awards will be calculated using a scheme or schemes based on weighted averages taking account of the credit value and level of the modules concerned as agreed by the Senate or delegated authority (see above).
12. *Except when otherwise approved by the Senate or delegated authority, where a year of study abroad/in industry between stages 2 and 3 is included as a requirement of the programme of study to which a student has been admitted, the achievement of the learning outcomes shall be assessed and used, in a proportion to be agreed by the Senate or delegated authority, towards the overall stage 2 contribution to the degree classification.*
13. *Normally where a year of study abroad is an equivalent alternative to study that would otherwise have been taken within this University, it must be assessed and it should contribute to the classification in the same way as the equivalent study undertaken within the University.*
14. In order to achieve a particular classification a candidate must obtain a mark or marks within the appropriate range and also satisfy any further requirements specified in the relevant module descriptions.
15. Level M module marks should not be converted when calculating the final award.
16. The percentage mark ranges used in determining classifications are as follows:

70 or above	Class I
60-69	Class II i
50-59	Class II ii
40-49	Class III

Bachelor's Degree for students on Undergraduate Master's Programmes

17. On the recommendation of the examiners, a student on an Undergraduate Master programme who cannot, or who fails to, satisfy the requirements for the award of Undergraduate Master, may be awarded a Bachelors degree if the requirements specified for that corresponding programme and award have been met.

Pass Degree

18. A Pass degree is awarded on the completion of an Honours degree programme, to a student whose performance merits the award of a degree, but who has not achieved the requisite number of credits and is not therefore eligible for the award of a classified Honours degree.
19. A Pass degree may be awarded on the recommendation of the Board of Examiners to a student who has achieved at least 300 credits including at least 80 credits at level H.

Other Degrees

20. The degree of BDS may be awarded with Honours, according to classification criteria identified in programme specification, relating to the award of honours points throughout the programme. Distinction may be awarded in subjects or strands based on published criteria, but not at programme level.

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21. The degree of MBChB may be awarded with Honours according to classification criteria identified in programme specification, relating to the award of honours points throughout the programme. Honours and Distinction may be awarded in subjects or strands based on published criteria.

Unclassified Degrees

22. The degree of BPhil and the Foundation degree shall not be classified.

4.2.13 Failure in Assessment or Examinations

1. All students who fail a module (other than, subject to 4.2.13 (12) below, modules taken in the final stage of a programme) shall have one opportunity to retrieve the failure, either by re-assessment or by repeating. Such opportunity shall be provided and taken within one year of the initial failure except when, for reasons of frequency of module delivery, the Senate or delegated authority has agreed otherwise.
2. For re-assessment a student is required to complete such further assessments specified by the Progress Board as necessary to demonstrate achievement of the stated learning outcomes at the next available opportunity. This will normally be by or at the time of the August/September supplementary examinations. Unjustified absence from the re-examination or failure to submit required work will be counted as failure in the re-assessment and a mark of 0% shall be awarded.
3. A student who is required to repeat a module is required to attend all teaching sessions and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes. Repeat students should normally repeat the module within one year of the initial failure.
4. In some modules the nature of the module will be such that retrieval of failure can only be by means of repeat (e.g. laboratory-based modules). Such modules should be designated repeat only in module descriptions.
5. The decision on whether a student be allowed to be re-assessed or repeat should be made by the relevant Progress Board on the recommendation of the Board of Examiners.
6. Boards of Examiners shall normally recommend that students be re-assessed in a failed module at the next available opportunity except where a recommendation to repeat the module is specifically justified (because of either the nature of the module or the student's academic circumstances).
7. Students shall normally be required to take the opportunities permitted to them to retrieve failure in all failed modules, irrespective of whether successful completion of the module or modules is defined as a requirement for progression or for the award of the qualification.
8. With the agreement of the Head of School, or designated deputy, a student required to resit or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessments.
9. Students may not normally be reassessed in or repeat any module for which they have obtained credit, except for students in exceptional personal difficulties who for sound educational

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reasons may be allowed to repeat modules for which they have already obtained credit.

10. Following successful re-assessment of a failed module, the mark used for the purpose of arriving at decisions on progress or the final degree classification will be the minimum pass mark for the module. The mark actually achieved in any re-assessment will however be recorded on the student's transcript.

11. Following unsuccessful re-assessment of a failed module, the mark used for arriving at decisions on progress or the final degree classification shall be the higher of the two fail marks achieved, at initial assessment and at re-assessment.

12. No opportunity is normally provided to retrieve failure in a module in the final stage of a classified honours degree programme: the fail mark is taken into account in determination of the award. Unless specified otherwise in programme requirements and approved by *the Senate or delegated authority*, the only exceptions to this are the DipHE Nursing, BNurs and BSc in Physiotherapy programmes.

Withdrawal

13. Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, Schools will normally be expected to make a provision for a further opportunity to satisfy the programme requirements equivalent to that required for academic components of the programme.

    Where a student's performance in relation to professional requirements other than academic failure is considered irredeemable following a further opportunity to satisfy the programme requirements, but their academic performance merits it, the student may be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the programme specification.

14. A student may be required by the Senate or delegated authority to withdraw on the grounds of failure to submit work of a satisfactory standard or of failure to pursue the course of study with reasonable diligence (see University Regulation 5.2).

15. A student who is required to withdraw or who is to be debarred from further examination shall be given the opportunity to submit an appeal in accordance with the University Appeals Procedure (See Regulation 4.7.5).

Postgraduate and Graduate Taught Regulations 2007/08

4.3. Preliminary

1 (1) These regulations apply to students registered on taught programmes leading to the award of the MA, MSc, MBA, MPH, MEd, or LLM (which shall in these regulations be collectively referred to as "Taught Postgraduate Degrees"), the Postgraduate Diploma or the Postgraduate Certificate, Graduate Diploma or Graduate Certificate and any other programmes of the University designated by the Senate as being ones to which these regulations apply.

(2) Where the introduction of these regulations would affect students who registered for a taught postgraduate programme before September 2003 the regulations prevailing at the time of such registration shall continue to apply to such students.

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(3) 'Stage' shall have the same meaning as in regulation 4.2.

(4) Collaborative arrangements with partner institutions leading to postgraduate awards of the University or joint postgraduate awards with partner institutions are subject to these general regulations, but may be subject to separate regulations approved by Senate. In the event of conflict between these general regulations and the separate programme regulations, the separate programme regulations applicable to the collaborative arrangements shall apply.

4.3.2 Time Limits

(1) The period of registration for a taught postgraduate programme, which shall be specified in the programme requirements, shall be for a period not shorter than the periods indicated below and for a period not longer than six times the periods indicated below, except in the case of the Graduate Certificate for which the maximum time is three years:

Taught Postgraduate Degrees	12 months
Postgraduate Diploma	8 months
Postgraduate Certificate	4 months
Graduate Diploma	9 months
Graduate Certificate	4 months

(2) Periods of Leave of Absence are included in the calculation of the maximum period of registration.

(3) In individual cases, the Pro-Vice-Chancellor (Quality and Students) may approve applications to extend the maximum period of registration to reflect part of or all periods of Leave of Absence, even when the end date is not specified.

4.3.3 Admission and Attendance

(1) Every student shall on registration for a taught postgraduate programme comply with the entry requirements approved by the Senate or delegated authority for that programme.

(2) Unless otherwise stated in programme requirements, a student's registration on a programme shall begin at the start of an academic session.

(3) A student may be required to attend outside the weeks when the University is "in session" within the meaning of University Regulation 1.

4.3.4 Programmes of Study

(1) A programme of study consists of a set of modules, which together have a defined set of learning outcomes including intellectual and practical skills and which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification.

(2) A programme shall have a Programme Specification which shall include the information prescribed by the Senate or delegated authority.

(3) Subject to Regulations 4.3.2, 4.3.4(7) and 4.3.8, the University shall continue to offer the opportunity to continue on a programme of study to all students eligible to so continue.

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(4) All programmes of study must be approved by the Senate or delegated authority before they are advertised and before any students may be admitted.

(5) Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually by the Academic Office.

Programme Requirements

(6) The specific requirements for every award of the University approved by the Senate or delegated authority shall be detailed in programme requirements. Programme requirements shall include, as appropriate, the reference number, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional. Where identified in programme requirements, students may take optional modules from a range identified by the programme requirements. There may be one or more such modules. They may be in a subject distinct from the students' main discipline and may be taught in a different Department or School.

(7) The programme requirements shall specify the duration of the programme. Where a programme is to be delivered in several different modes, the programme duration for each mode shall be specified.

(8) The programme requirements may indicate specific modules which must be passed for successful completion of the programme.

(9) All requirements for a taught postgraduate programme of the University shall bear credit.

(10) Programme Requirements for a programme leading to a Taught Postgraduate Degree shall provide for the award of a Postgraduate Diploma and Postgraduate Certificate upon completion of appropriate modules, unless the Senate or delegated authority permits an exception.

4.3.5 Modules

Modules

(1) A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes and which generates a single mark.

(2) The credit values of modules shall be expressed only in multiples of 10 credits, unless otherwise permitted by Academic Board, up to a maximum of 60 credits.

Module Descriptions

(3) There shall be a module description for every module. Such descriptions shall require the approval of the Senate or delegated authority .

Pre-requisites, co-requisites and prohibited combinations

(4) A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules.

(5) A co-requisite is a module which a student must take in the same stage as another module or modules.

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(6) An exclusion is a combination of two or more modules which cannot be taken together within the same programme.

Module Registration

(7) Registration for modules shall be within parameters defined in programme requirements and may be subject to other factors such as timetabling or resource constraints. It is the responsibility of individual students to ensure that they are correctly registered for modules which meet programme requirements.

Dissertation components

(8) Programme Requirements for Taught Postgraduate Degrees shall designate one or more Level M modules to be "dissertation components" which shall (individually or as a collection of related modules with a total credit value of 60) consist of at least a research project and a substantial piece of written work or such other work as may be accepted by the Senate or delegated authority as equivalent.

(9) Where a student registered for a taught postgraduate degree fails to achieve the required number of credits for the taught component of the degree, but has successfully completed the dissertation, the credits awarded for the dissertation shall be taken into account for the award of the Postgraduate Diploma or Postgraduate Certificate, subject to any specific requirements for those awards.

Assessment

(10) A student shall be assessed for a module within 12 months of commencing study on it, unless otherwise specified in the appropriate module description and agreed by the Senate or delegated authority .

Pass Mark

(11) A student passes a Level M module if he/she gains a mark of at least: 50% in that module.

(12) A student passes a Level C, I or H module if he/she gains a mark of at least 40% in that module.

(13) Programme calculations under Regulation 4.3.7 are based on the 50% passmark for Level M modules and 40% pass mark for modules taken at Levels C, I and H.

4.3.6 Credit Framework and Level

Accreditation of Prior Learning and Prior Experiential Learning (AP(E)L)

(1) Students may be admitted to a programme on the basis of credit achieved on another programme or at another institution or through work experience which has been accredited. Credit achieved in this way may contribute towards the achievement of the credit requirements of the programme concerned in accordance with procedures approved by the Senate or delegated authority .

(2) Where a student is permitted to use pre-awarded credit towards a University qualification, satisfactory completion of that qualification will be dependent upon the further achievement of at least one third of the total credits required

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for the award. The achievement of these credits must be at the same or at a higher academic level than the pre-awarded credits and must include any compulsory dissertation or thesis element stated in the programme requirements.

Work-based Learning

(3) Programmes may include modules consisting wholly or in part of work-based learning. Such modules shall be specified in programme requirements.

Level

(4) Taught postgraduate programmes shall consist of level M modules and may consist partly of credit at levels C, I or H. The maximum total number of credits from modules at levels C, I or H which may contribute to a taught postgraduate degree, postgraduate diploma or postgraduate certificate shall be as follows:

Taught Postgraduate Degree	30 credits
Postgraduate Diploma	30 credits
Postgraduate Certificate	20 credits

4.3.7 Credit Requirements and Awards

(1) A student may be awarded only one University qualification following completion of a programme of study.

(2) A student registered on a taught postgraduate programme shall attempt modules with a minimum number of credits as indicated below:

Taught Postgraduate Degree	180 credits
Postgraduate Diploma	120 credits
Graduate Diploma	120 credits
Postgraduate Certificate	60 credits
Graduate Certificate	60 credits

(3) To be awarded the Postgraduate Certificate a student must:

(a) have achieved a mark of 40% or more in at least 60 credits and

(b) have gained at least 40 credits at Level M in modules taken as part of the programme and

(c) have gained a weighted mean mark of at least 50% in Level M modules.

(4) To be awarded the Postgraduate Diploma a student must:

(a) have achieved a mark of 40% or more in at least 120 credits and

(b) have gained at least 80 credits at Level M in modules taken as part of the programme and

(c) have gained a weighted mean mark of at least 50% in Level M modules.

(5) To be awarded a Taught Postgraduate Degree a student must

(a) have gained at least 80 credits at Level M in modules taken

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as part of the taught component of the programme, and

(b) have gained credit in dissertation components with a total credit value of 60 credits at level M taken during the course of the programme and

(c) have gained a weighted mean mark of at least 50% in the taught component of the programme, and

(d)have achieved a mark of 40% or more in all taught modules.

(6) To be awarded a Graduate Diploma a student must achieve at least 100 credits at level H or above.

(7) To be awarded a Graduate Certificate a student must achieve at least 60 credits at Level H or above.

(8) Programme requirements may specify that a student must:

(a) gain more credits than the numbers specified in regulations 4.3.7(3)(b), 4.3.7(4)(b) or 4.3.7(5)(a) in order to be awarded the relevant award; and/or

(b) gain credit in one or more particular modules in order to be awarded a particular award.

Merit

(9) To be awarded the Postgraduate Certificate or Postgraduate Diploma with merit a student must:

(a) pass all modules taken as part of the programme; and

(b) achieve a weighted mean mark of at least 60% in all modules.

(10) To be awarded a Taught Postgraduate Degree with merit the student must:

(a) pass all modules taken as part of the programme; and

(b) achieve a weighted mean mark of at least 55% in the taught components; and

(c) achieve a weighted mean mark of at least 55% in the dissertation component at level M; and

(d) achieve a weighted mean mark of at least 60% calculated across all modules.

Distinction

(11) To be awarded the Postgraduate Certificate or Postgraduate Diploma with distinction a student must:

(a) pass all modules taken as part of the programme; and

(b) achieve a weighted mean mark of at least 70% in all modules.

(12) To be awarded a Taught Postgraduate Degree with distinction the student must:

(a) pass all modules taken as part of the programme; and

(b) achieve a weighted mean mark of at least 65% in the taught components; and

(c) achieve a weighted mean mark of at least 65% in the

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dissertation component at level M; and

(d) achieve a weighted mean mark of at least 70% calculated across all modules.

(13) In this regulation 4.3.7, "weighted mean mark" of a set of modules means the sum of the products of the marks attained in each module and the credit values of the module, divided by the sum total of the credit values of the modules attempted.

4.3.8 Failure in Assessment

Retrieval of Failure

(1) A student who fails a module (including a dissertation component) shall have one opportunity to retrieve the failure either by re-assessment or repeating. That opportunity shall be provided within one year of the initial failure except when, for reasons of frequency of module delivery, the Senate or delegated authority has agreed otherwise.

(2) For re-assessment a student is required to complete such further assessments specified by the Board of Examiners as necessary to demonstrate achievement of the stated learning outcomes at the next available opportunity. This will be by or at the time of the August/September supplementary examinations unless the Board of Examiners decides otherwise for good cause. Unjustified absence from the re-examination or failure to submit required work will be counted as failure in the reassessment and a mark of 0% shall be awarded.

(3) A student who is required to repeat a module is required to attend all teaching sessions and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes. Repeat students shall repeat the module within one year of the initial failure unless the Board of Examiners decides otherwise for sound academic reasons.

(4) In some modules the nature of the module will be such that retrieval of failure can only be by means of repeat (e.g. laboratory-based modules). Such modules shall be designated repeat only in module descriptions.

(5) The decision on whether a student is allowed to be either re-assessed or repeat shall be made by the Board of Examiners.

(6) Boards of Examiners shall recommend that students be re-assessed in a failed module except where a recommendation to repeat the module is specifically justified (because of either the nature of the module or the student's academic circumstances).

(7) Following re-assessment or repeat of a module following the failure of a module the mark used for the purpose of calculating the student's weighted mean mark shall be:

(a) the minimum pass mark, if the student passes the module following re-assessment or repeat; or

(b) the higher of the two fail marks if the student fails the module following re-assessment or repeat.

(8) Students may not be reassessed in or repeat any module for which they have obtained credit, except for students in exceptional personal difficulties who for sound educational reasons may be allowed by the Board of Examiners to

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repeat modules for which they have already obtained credit.

(9) Where a student fails to meet professional requirements (other than those relating to academic performance or those dealt with separately under fitness to practice regulations) as identified in programme specifications for professionally accredited programmes, Schools will normally be expected to make a provision for re-assessment equivalent to that required for academic components of the programme.

Where a student's performance in relation to professional requirements is considered irredeemable following re-assessment, but their academic performance merits it, the student may be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the programme specification (with the exception of the MA in Social Work, where students failing to satisfy learning outcomes for Level M modules may be considered for the award of BA Social Work).

4.4 RESEARCH DEGREE PROGRAMMES

4.4.1 Preamble

i. These regulations apply to all programmes leading to the award of a higher degree by research, and take effect from September 2007.

ii. Collaborative arrangements for partner institutions leading to postgraduate awards of the University or joint postgraduate awards with partner institutions are subject to these general regulations, but may be subject to separate regulations approved by Senate or delegated authority. In the event of conflict between these general regulations and the separate programme regulations, the separate programme regulations applicable to the collaborative arrangements shall apply.

4.4.2 Definitions

For the purposes of this regulation the following definitions apply

1. One-year Master of Philosophy (MPhil)

   Either
   (Mode A): A programme of study, normally of one year's duration, in which the key activity is undertaking research, combined with appropriate training. 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. In the School of Law such programmes are designated MJur and LLM; in the Schools of Business, Public Policy [Commerce] and Social Sciences they are designated MSc and MA; 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 training in research and generic skills, together with between 110 and 150 credits in the form of one or more research report(s) and/or a thesis. Any remaining credits may be allocated to research or taught modules.

2. MMus

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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 60 credits of training in research and generic skills, together with 120 credits in the form of a research project.

3. One year Master of Research (MRes)

   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 training in research and generic skills, together with between 110 and 150 credits in the form of one or more research report(s) and/or a thesis. Any remaining credits may be allocated to research or taught modules.

4. Two-year Master of Philosophy (MPhil)

   A programme of study, normally of two years' duration, in which the key activity is undertaking research, combined with appropriate training. 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. In the Schools of Historical Studies and Humanities such programmes are designated MLitt.

5. Doctor of Philosophy (PhD)

   A programme, normally of three-years' duration, in which the key activity is undertaking research, combined with appropriate training. Students must produce a thesis which makes an original contribution to knowledge, worthy of publication in whole or in part in a learned journal. The programme may include the equivalent of up to 120 credits of research training spread over a notional 540 credits for the three years of the programme.

6. Doctor of Philosophy with Integrated Study (PhD with Integrated Study)

   A programme, normally of four years' duration, which integrates research with taught postgraduate work in a range of skills and subject focused courses, up to a maximum of 120 credits. Students must produce a thesis which makes an original contribution to knowledge, worthy of publication in whole or in part in a learned journal.

7. Professional Doctorate (ClinPsyD, EdD, ThD, EdPsychD, SocSciD, Foren.Psy.D, HScD, HScD(Clin), DBA)

   A programme, normally of three-years' duration, which integrates taught postgraduate work and/or professional practice with research within a programme of 540 credits. Students are assessed by a combination of written examinations, project report(s), dissertation or thesis which collectively make an original contribution to knowledge, worthy of publication. The programme comprises research related work (training and thesis or dissertation) and no more than 120 credits of subject-focused taught courses spread over the three years of the programme.

8. Engineering Doctorate (EngD)

   A programme, normally four years' duration which integrates research with taught postgraduate work up to a maximum of 180 credits. Students must produce a thesis which makes an original contribution to knowledge,

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worthy of publication in whole or in part in a learned journal.

9. Doctor of Dental Surgery (DDS)

A part-time programme, normally four years' duration which may include taught postgraduate work up to a maximum of 180 credits. Students must produce a thesis which makes an original contribution to knowledge, worthy of publication in whole or in part in a learned journal or equivalent. Collected published work may be submitted provided that it is on a single topic and supported by a narrative statement summarising the substance of the work and discussing the inter-relationship of the totality of the work published.

10. Doctor of Medicine (MD)

A part-time programme, normally four years' duration which may include taught postgraduate work up to a maximum of 180 credits. Students must produce a thesis which makes an original contribution to knowledge, worthy of publication in whole or in part in a learned journal.

4.4.3 Postgraduate Research Degrees with Taught Elements

1. A Professional Doctorate (including the EngD), PhD with Integrated Study, MMus, MRes and MPhil (B) are programmes of study consisting of a set of modules and a thesis. The modules have a defined set of learning outcomes including intellectual and practical skills which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. All modules should be at level M or above, unless there are specific elements of the programme which make lower level study relevant. In this instance, the number of credits below level M should not exceed 20 credits at Level H or in exceptional circumstances at lower levels. Where any lower level credits are incorporated into a programme this should be added to the Programme Specification and a rationale given for their inclusion.
2. Such programmes shall have a Programme Specification which shall include the information prescribed by the Senate or delegated authority.

3. All such programmes must be approved by the Senate or delegated authority before they are advertised and before any students may be admitted.

4. Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually by the Academic Office.

Programme Requirements

5. The specific requirements for every award of the University approved by the Senate or delegated authority shall be detailed in programme requirements. Programme requirements shall include, as appropriate, the reference number, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional.

6. All taught requirements for a postgraduate research programme of the University shall bear credit.

7. Programme Requirements for a programme leading to a Professional Doctorate (including the EngD), PhD with Integrated Study, MMus, MRes

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and MPhil(B) shall provide for the awards of a Postgraduate Diploma, a Postgraduate Certificate or a Masters degree upon completion of appropriate modules, unless Senate or delegated authority permits an exception. The standard requirements for these interim awards as expressed in 4.3.7 of the Taught Postgraduate Regulations apply.

4.4.4 Modules

1. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes and which generates a single mark.

2. The credit values of taught modules shall be expressed only in multiples of 10 credits, unless otherwise permitted by Senate or delegated authority, up to a maximum of 60 credits.

3. There shall be a module description for every module. Such descriptions shall require the approval of Senate or delegated authority.

4. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules.

5. A co-requisite is a module which a student must take in the same stage as another module or modules.

6. An exclusion is a combination of two or more modules which cannot be taken together within the same programme.

7. A student passes a level M module if he/she gains a mark of at least 50% in that module. For credit at level H or below the passmark will be 40%.

4.4.5 Requirements for the Degree

1. The thesis and other assessments for a research degree should demonstrate that the student

   i. has an adequate knowledge of the discipline within which the research is grounded and of the literature relevant to the research;

   ii. is proficient in the relevant method(s) of research;

   iii. has undertaken an independent investigation;

   iv. can present information clearly; and

   v. can put forward arguments in an appropriate and coherent form.

2. A thesis for the two-year MPhil should, in addition to the requirements in Regulation 4.4.5.(1), should contain original work of merit, worthy of publication in part or in whole, representing a significant contribution to knowledge, and demonstrating that the student can exercise independent judgement.

3. A Doctoral thesis should, in addition to the requirements in Regulation 4.4.5.(1), represent an original contribution to knowledge, demonstrate that the student can exercise independent judgement and be worthy of publication in whole or in part in a learned journal or the equivalent.

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4. A student may not submit material for assessment which has already been submitted for another degree awarded at this or any other University, unless all the following conditions are satisfied:
   The material previously submitted for another degree must:

   i. form a minor part of the submission;

   ii. be supplemented by new material;

   Iii. be appropriately integrated into the additional work completed for the subsequent degree; and

   iv. be adequately identified.

5. A student may submit material for assessment which has already been published provided that the following conditions are satisfied:

   The material published must:

   i. be appropriately integrated, either in the body of the work or as an appendix to which reference is made;

   ii. be adequately identified and referenced.

6. If material submitted is the result of collaborative research or work, the submission must clearly identify the student's contribution.

7. A student should submit a synopsis of about 200 words of the work presented, to be included in the bound copies of the work submitted. The examiners will be required to certify that the synopsis is an accurate summary.
8. The thesis must be bound in accordance with University requirements before the degree may be awarded.

9. A student may be awarded only one University qualification following completion of a programme of study. Where credit for research and generic skills, subject-focused or professional elements is required for the award of the research degree no additional qualification shall be awarded for satisfactory completion of these elements. Where credit in research and generic skills, subject-focused or professional elements is not required for the award of a research degree, students who achieve this credit may be awarded an appropriate additional qualification.

4.4.6 Entry Qualifications

1. To gain admission to a research programme an applicant must comply with the following entry requirements:

   i. attainment of a good Honours degree (normally a First or Upper Second Class Honours degree) awarded by an approved University in an appropriate subject, or the equivalent thereof, or

   ii. attainment of an alternative qualification or qualifications and/or evidence of experience judged by the School as indicating a student's potential for research and as satisfactory for the purpose of entry to a research degree programme.

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2. Admission may be subject to preliminary study, which may include assessment. In such cases, registration for a programme leading to a research degree will be subject to satisfactory completion of the preliminary study. The time taken for the preliminary study will not be counted towards the period of registration prescribed in Regulation 4.4.7.(1) below for the completion of the research degree.

3. Students may be admitted to a Professional Doctorate, PhD with Integrated Study, MMus, MRes or MPhil (B) on the basis of credit achieved on another programme or at another institution or through work experience which has been accredited. Credit achieved in this way may contribute towards the achievement of the credit requirements of the programme concerned in accordance with procedures approved by Senate or delegated authority.

4. Where a student is permitted to use pre-awarded credit towards a University qualification, satisfactory completion of that qualification will be dependent upon the further achievement of at least two thirds of the total credits required for the award. The achievement of these credits must be at the same or at a higher academic level than the pre-awarded credits and must include any compulsory dissertation or thesis element stated in the programme requirements.

5. Programmes may include modules consisting wholly or in part of work-based learning. Such modules shall be specified in programme requirements.

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6. Eligibility for admission to the DDS

(a) Five years from the date of having passed the Final BDS examination of this University a candidate will be eligible to apply for permission to register for the higher degree of Doctor of Dental Surgery.

(b) Graduates of other Universities will be expected to submit their work to the University which awarded their primary degrees. But a graduate of another University may be permitted in certain circumstances to apply for permission to register for the degree of Doctor of Dental Surgery of this University. Such candidates must:

(i) have been in possession of a degree recognised for Full Registration by the General Dental Council of the United Kingdom for five years; and

(ii) have been engaged in postgraduate study in this University or associated hospitals for at least two years whilst holding a full-time, part-time or honorary University appointment throughout this period; and

(iii) submit the thesis within two years of leaving that appointment.

(c) All candidates are required to make an application for permission to submit for the degree of Doctor of Dental Surgery. Such application must be made at least one year before the intended date of submission of the thesis and must include:

(i) an outline of the research which will be the subject of the thesis;
(ii) details of where the research will be/has been undertaken;
(iii) an up-to-date curriculum vitae.

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7. Eligibility for admission to the MD

(a) Applicants must have passed the Final MBChB examination of this University. Such candidates must normally be engaged in postgraduate study in this University or associated hospitals whilst holding a full-time, part-time or honorary University appointment.

(b) A graduate of another University may be permitted in certain circumstances to apply to register. Such candidates must:

(i) be in possession of a degree recognised for Full Registration by the General Medical Council of the United Kingdom; and

(ii) be engaged in postgraduate study in this University or associated hospitals whilst holding a full-time, part-time or honorary University appointment.

(c) All candidates are required to make an application for permission to submit for the degree of Doctor of Medicine. Such application must be made using the standard University Postgraduate application form and must additionally include:

(i) an outline of the research which will be the subject of the thesis;

(ii) details of where the research will be undertaken;

(iii) an up-to-date curriculum vitae

4.4.7 Periods of Study

1. Except as provided for in Regulation 4.4.7.(2), the minimum period of study as a registered student required for each research degree shall be as follows:

One-year Mres	1 year (full-time)
One-year MPhil (Mode A)	1 year (full-time)
One-year MPhil (Mode B)	1 year (full-time)
MMus	I year (full-time)
Two-year MPhil	2 years (full-time)
Professional Doctorate	3 years (full-time)
PhD	3 years (full-time)
PhD with Integrated Study	3 years (full-time)
EngD	4 years (full-time)
DDS	2 years (part-time)
MD	2 years (part-time)

2. The Senate or delegated authority may at its discretion in individual cases reduce at the time of admission the period of full-time or part time study required of a registered student on a research programme by up to one third of the designated full time period of study or the equivalent part time.

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3 i. Where an applicant is currently registered for a research degree at another UK institution and wishes to apply to transfer their registration, the Senate or delegated authority may normally approve a reduction of up to a maximum of two thirds of the minimum period of registration to take account of the registration period already completed.
ii. Registration for less than one third of the minimum period of registration will not normally be permitted.
iii. Requests for transfers from students who are at the 'writing up' stage will not be permitted.
iv. Where an applicant wishes to transfer registration to a Postgraduate Research Programme with taught elements, regulation 4.4.6.4 will apply.

4. The maximum period of study for each degree, calculated from the date of initial registration, shall be as follows:

One-year Mres	2 years (full-time)
One-year MPhil (Mode A)	2 years (full-time)
One-year MPhil (Mode B)	2 years (full-time)
MMus	2 years (full-time)
Two-year Mphil	3 years (full-time)
Professional Doctorate	4 years (full-time)
PhD	4 years (full-time)
PhD with Integrated Study	5 years (full-time)
EngD	5 years(full-time)
DSS	6 years (part-time)
MD	6 years (part-time)

5. A full-time student may be granted permission by the Senate or delegated authority to study on a part-time basis, or on a full-time basis over a number of separate periods. The student may combine either or both of these forms of study with full-time study during the programme. When aggregated, the total period of study (including a pro-rata equivalent for part-time study) must equate to at least the minimum period of full-time study in Regulation 4.4.7.(1) and must not exceed the maximum period of time prescribed for the full-time programme.

6. The Senate or delegated authority may allow a student who shows good cause to withdraw temporarily from registration for a period not exceeding twelve months. The Senate or delegated authority may in exceptional circumstances permit an intermission of one or more further periods not exceeding twelve months each. Such periods shall be excluded when calculating the time limit for the submission of the thesis.

4.4.8 Registration

1. All students are required to register at the time of admission to the programme. Retrospective registration may be permitted but only in exceptional circumstances and with the approval of the Senate or delegated authority.

2. Registration for modules shall be within parameters defined in programme requirements and may be subject to other factors such as timetabling or resource constraints. It is the responsibility of individual students to ensure that they are correctly registered for modules which meet programme requirements.

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3. Only registered students are entitled to supervision and research training, and access to computing, laboratory or other University facilities.

4. Students are required to register annually until they have submitted the thesis and any other required reports or until the Senate or delegated authority has approved a recommendation from their Head of School that they need no longer remain registered (see Regulation 4.4.8(5) below). Students must remain registered while they require substantive supervision and/or access to computing or laboratory facilities.

5. On the recommendation of the Head of School, the Senate or delegated authority may approve the termination of the normal registration of a student who has completed the minimum period of study in Regulation 4.4.7.(1), or exceptionally Regulation 4.4.7.(2), whose research is sufficiently advanced and who does not require substantive further supervision and/or access to computing or laboratory facilities while completing the writing of the thesis.

6. A student whose registration is terminated under Regulation 4.4.8(5) above shall pay a Continuation Fee until submission of the thesis. Payment of the Continuation Fee enables a student to continue to use the library but does not entitle a student to substantive supervision or access to other academic facilities.

7. Continued registration as a student will be subject to satisfactory progress and to satisfactory performance in examinations or other assessments.

8. On the recommendation of the Head of School, the Senate or delegated authority may require the termination of a student's registration as in Regulation 4.4.24.

4.4.9 Split Location Postgraduate Research Study

1. Students will normally carry out their research and be supervised on University premises (see Regulations 4.4.10).

2. A student, registered for a degree by research alone, may apply to spend most of the period of study away from the University of Birmingham in their country of residence with shorter periods at the University of Birmingham. In considering the application, the Academic Board will take into account:

   i. the facilities at the proposed place(s) of study and contact with other research workers;

   ii. the experience of the student;

   iii. the proposed arrangements for supervision, including ease of communication

   Iv the relationship of the proposed research project to the range of research interests of the School through which the work will be supervised.

3. Students shall be registered on either a full-time or part-time basis. The periods of study shall be as set out in Regulation 4.4.7 above.

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4. Doctoral students must spend the equivalent of six months' full-time at the University, two year masters students the equivalent of four months' full-time and one year masters students the equivalent of two months' full-time. These periods need not be continuous. Longer periods, up to a maximum of 12 months over the whole period of study, may be specified by their University of Birmingham School or Department and shall be referred to the Senate or delegated authority for consideration.

5. All students are encouraged to come to the University of Birmingham for a formal induction, to complete a training needs analysis and to undertake training in research methods and/or skills as specified by their School or Department.

4.4.10 Supervision, Monitoring and Progress Review

1. 4.4.9 covers some aspects of supervision, monitoring and review of externally registered research students. In the event of a conflict between regulations under 4.4.9 and 4.4.10, regulations under section 4.4.9 should take precedence for external students.

2. The Head of School or nominee shall appoint a lead supervisor for each student, and ensure that students have access to additional academic supervisory support.

3. The Head of School or nominee shall appoint a mentor for each student.

4. Students who are registered under split location postgraduate research study (Regulation 4.4.9) shall be supervised and monitored by a University supervisor.

5. An Honorary member of academic staff should only be appointed as a co-supervisor, with the approval of Senate or delegated authority.

6. All individuals involved with academic supervision shall normally be qualified to the level to which s/he is supervising. If a proposed supervisor is not qualified to the appropriate level s/he shall have compensating academic experience and/or status in the disciplinary area. Individuals shall only supervise students to a higher level than qualifications permit with the approval of Senate or delegated authority.

7. It shall be the responsibility of the Head of School or nominee, in consultation with the supervisor, to ensure that arrangements are put in place for the supervision of students during the supervisor's study leave or other periods of absence from the University, or if the supervisor leaves the institution.

8. The field of research shall be subject to approval by the School in advance of registration to ensure that appropriate supervisory support is available.

9. Students and supervisors are required to keep in regular and sufficient contact by arrangement, in accordance with the Code of Practice: Supervision and Monitoring Progress of Research Students.

10. Schools shall have clear and transparent procedures for monitoring and review, which shall be notified to students. Students shall be informed in writing of the annual review timetable and procedures.

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11. Schools shall establish a School Progress Panel that shall have overall responsibility for monitoring and review.

12. Students' academic progress shall be formally monitored at least once in the academic session. A formal report of these progress reviews shall be forwarded to the School Progress Panel.

13. The School Progress Panel shall meet at least once in the academic session to discuss students' progress and make recommendations as appropriate. These recommendations shall be transmitted via the Head of School or nominee to the University's Research Progress Board for ratification.

14. If concerns about a student's lack of progress arise at any time these shall be conveyed to the Chair of the School Progress Panel and Head of School or nominee immediately, without waiting for a formal meeting of the Panel. The Chair of the Panel and Head of School or nominee shall then instigate action as deemed appropriate.

4.4.11 Research Training

1. All students shall be required during their research programme to undertake training in research methods and/or skills relevant to their needs, which may include discipline-based courses. The nature, timing and extent of training which the student is to undertake will be determined by agreement with the supervisor(s) within the range specified for each programme in the Definitions above.

2. The School may grant exemption from specified research training where a student is able to demonstrate relevant prior experience or acquisition of expertise.

4.4.12 Format of the Thesis

1. Language of Theses

   i. No thesis shall be submitted in a language other than English except as provided for in (ii) and (iii) below.

   Ii Where the student is studying a language other than English and the assessment or part of it is intended to demonstrate the student's ability in that language the Senate or delegated authority shall grant an exemption from the requirements of (i) above.

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iii. Where a student applies to the Senate or delegated authority for an exemption from the requirements of (i) for a reason other than that stated in (ii) then in exceptional circumstances the Senate or delegated authority may grant such an exemption. Before it does so it shall satisfy itself that the exemption is being requested for sound academic reasons and that the relevant School has proper procedures in place for assessing the thesis satisfactorily. Requests for exemptions shall be made by the student at the time of admission. Retrospective decisions will not normally be made but exceptionally, for sound academic reasons, the decision may be delayed. In such a case the request must be made to the Senate or delegated authority by the student by the end of the first year of full time study (or equivalent part time).

2. Two copies of the thesis must be presented for examination, set out in accordance with the 'Notes on the Presentation of Theses and Reports' produced by the University Library.

3. The maximum number of words in the thesis, excluding supplementary material such as tables, diagrams, appendices, references ,the bibliography and any bound published material is as follows:

School	One-year Mres	One-year MPhil (Mode B)	One-year MPhil (Mode A)	Two-year MPhil	Profess-ional Doctor-ate	PhD	PhD with Integr-ated Study	Eng D DDS MD
Business, Health Sciences*, Historical Studies, Humanities, Public Policy, Social Sciences, Education, Continuing Studies, Law	20,000	20,000	40,000	60,000	50,000	80,000	80,000	NA

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School of Engineering, Biosciences, Chemical Sciences, Computer Science, Earth Sciences, Geography and Environmental Sciences*, Mathematics and Statistics, Physics and Astronomy, Psychology, Sport and Exercise Sciences, Medicine, Dentistry	15,000	15,000	30,000	NA	40,000	50,000	50,000	50,000

*For sound academic reasons it is sometimes more appropriate for students to have a higher or lower word limit, ie 80,000 for a PhD thesis and 40,000 for an Mphil thesis in the School of Geography and Environmental Sciences and 50,000 for a PhD thesis and 30,000 for an MPhil thesis in the School of Health Sciences. In appropriate cases these alternative word lengths are permitted. In cases where the alternative word length is appropriate Senate or delegated authority should be notified at the beginning of the student's registration.

4. If the editing of a text together with a narrative constitutes the thesis then the wordage of the text should not be included in the wordage of the thesis.

4.4.13 Submission of the Thesis

1. A student may submit a thesis on only two occasions, once initially and on one further occasion if the examiners allow the thesis to be revised and resubmitted.

2. Except as provided for in Regulation 4.4.13.(3) below, a student will be expected to submit the thesis after completing the period of study set out in Regulation 4.4.7.(1) and must submit the thesis before the expiration of the maximum period of study set out in Regulation 4.4.7.(4).

3. On the written recommendation of the supervisor(s) and with the approval of the Senate or delegated authority, a student may be permitted to submit the thesis and any other work required for the degree before completing the period of study set out in Regulation 4.4.7.(1).

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4. A student will be deemed to have withdrawn due to lapse of time if the thesis has not been submitted before the completion of the maximum period of study set out in Regulation 4.4.7.(4) and no application for an extension of time has been received by the Senate or delegated authority. Applications from the student to allow submission of the thesis after this time will be granted by the Senate or delegated authority only in exceptional circumstances, when a decision will also be taken as to whether the student must register or may continue under the provision of Regulation 4.4.8.(5).

4.4.14 Assessment

1. The student shall prepare and present as appropriate a report or reports, a dissertation or a thesis, based upon the student's own work, on the subject of the student's advanced study and research. A student may be required to complete further written or oral tests on the research training, the subject of the research or cognate subject(s) as determined by the School.

2. Students may be permitted to present work in a language other than English where the assessment or part of it is intended to demonstrate the student's ability in that language. In this instance, the exemption may be granted by the School. Before it does so it shall satisfy itself that the exemption is being requested for sound academic reasons and that the relevant School (or programme) has proper procedures in place for conducting the assessment satisfactorily. This should be recorded in Programme Requirements.

3. A student shall be assessed for a module within 12 months of commencing study on it, unless otherwise specified in the appropriate module description and agreed by Senate or delegated authority.

4. Where the student is registered for research training or other taught modules as part of his or her programme of study, the student must attain a satisfactory standard (achieve credit) in each module before being recommended for the award of the degree.

5 A student who fails a module shall have one opportunity to retrieve the failure either by re-assessment or repeating. That opportunity shall be provided within one year of the initial failure except when, for reasons of frequency of module delivery, the Senate or delegated authority has agreed otherwise.

6 For re-assessment a student is required to complete such further assessments specified by the Progress Board as necessary to demonstrate achievement of the stated learning outcomes at the next available opportunity. This will be by or at the time of the August/September supplementary examinations unless the Progress Board decides otherwise for good cause.

7 A student who is required to repeat a module is required to attend all teaching sessions and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes. Repeat students shall repeat the module within one year of the initial failure unless the Progress Board decides otherwise for sound academic reasons.

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8. In some modules the nature of the module will be such that retrieval of failure can only be by means of repeat (e.g. laboratory-based modules). Such modules shall be designated repeat only in module descriptions.

9 The decision on whether a student be allowed to be either re-assessed or repeat shall be made by the relevant Progress Board on the recommendation of the Board of Examiners.

10 Boards of Examiners shall recommend that students be re-assessed in a failed module except where a recommendation to repeat the module is specifically justified (because of either the nature of the module or the student's academic circumstances).

11. Students shall, unless the Progress Board decides otherwise, be required to take the opportunities permitted to them to retrieve failure in all failed modules.

12 Students may not be reassessed in or repeat any module for which they have obtained credit, except for students in exceptional personal difficulties who for sound educational reasons may be allowed by the Progress Board to repeat modules for which they have already obtained credit.

13. Appointment of Examiners

i. At least one internal examiner and at least one external examiner shall be appointed for each student, in accordance with Regulation 4.5. Account should be taken in the appointment process of whether or not these examiners are expected to examine the taught as well as the research elements of the programme.

ii. The supervisor shall be an examiner in exceptional circumstances only, in which case an additional examiner, internal or external, shall be appointed.

iii. Where the candidate has been a member of staff of this University for two thirds or more of the period of their period of study, or an Honorary member of staff, at least one internal examiner and at least two external examiners shall be appointed.

14. Oral Examination

i. A student submitting a thesis for the degree of MPhil may be required to undergo an oral examination on the research and thesis. The decision to hold or not to hold an oral examination shall be taken with the agreement of both the internal and external examiners.

Ii Except as provided for in Regulation 4.4.14.(14)(iv) below, all students submitting a thesis for a Doctoral degree will be required to undergo an oral examination on their research and thesis.

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iii. The student, the internal examiner, the external examiner and any additional examiner must be present at the oral examination. The supervisor shall not be present unless, exceptionally, appointed as internal examiner. The person appointed to chair the oral examination shall also attend. No other person may attend except with the unanimous approval of the chairperson, the examiners and the student.

iv. A student may be exempted from the oral examination only in exceptional circumstances and with the approval of the Senate or delegated authority.

15. Failure of Examiners to Reach Agreement

i. If the examiners appointed under Regulation 4.4.14 (13) ("the original examiners") are unable to reach agreement then this paragraph shall apply.

ii. The student shall be re-examined by new examiners. The new examiners shall be appointed in accordance with Regulation 4.5 except that two external examiners may be appointed if no suitable internal examiner is available. None of the new examiners shall have been an original examiner and the Head of the relevant School shall not be appointed as a new examiner.

iii. The new examiners shall conduct a fresh examination of the student. They shall not see the reports of the original examiners.

iv. The Head of the relevant School, the student concerned and the student's supervisor shall have the right to see the reports of the original examiners but shall not discuss the reports with any other person.

v. No student shall have the right to amend a thesis in any way before re-examination by the new examiners.

16. Adjudicator

i. If new examiners have been appointed under Regulation 4.4.14(15) and they fail to reach agreement then this paragraph shall apply.

ii. An adjudicator shall be appointed. The procedure for appointing an adjudicator shall be as laid down by the Senate or delegated authority.

iii. The adjudicator shall make a recommendation in accordance with regulation 4.4.16, 4.4.17 or 4.4.18 based on the thesis and the reports of the original examiners and of the new examiners. The adjudicator shall have access to the reports of the original examiners and the new examiners but shall not normally conduct a viva voce examination.

4.4.15 Examiners' Reports

1. Each examiner shall prepare an independent report on the thesis before the oral examination (if any) takes place.

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2. The examiners shall also prepare separate or joint reports, as they prefer, taking into account the original independent reports and the student's performance in any oral examination held and including, where possible, an agreed recommendation.

3. If no oral examination is held and if the original independent reports each state clearly that the student has reached the required standard, a further report is not required, but the examiners must still submit an agreed recommendation.

4. The examiners' reports shall be made available to the student, the student's supervisor and the student's Head of School. This requirement will be made clear to examiners at the time of their appointment.

4.4.16 Examiners' Recommendations: One-Year MMUS, MPHIL (MODE B) and MRES

1. Following the initial submission and examination of the student's work for the degree of MMus, MPhil or MRes, and where the student has satisfied the requirements for the degree as set out in Regulation 4.4.5.(1), the examiners shall recommend to the Senate or delegated authority either:

   i. That the student be awarded the degree of MMUs, MPhil or MRes with or without the option of proceeding to further work for the degree of PhD; or

   ii. That, where the student's performance shows clear potential for further research, the student should have the option either of proceeding to further work for the degree of PhD or of being awarded the degree of MMus, MPhil or MRes. If the student chooses the former and is subsequently awarded the degree of PhD, then the degree of MMus, MPhil or MRes will not be awarded.

2. Following the initial submission and examination of the student's work for the degree of MMus, MPhil or MRes, where the student has failed to satisfy the requirements for the degree as set out in Regulation 4.4.5.(1), the examiners shall make one of the following recommendations to the Senate or delegated authority, either:

   i. That the student be awarded the degree of MMus, MPhil or Mres after the student has made minor corrections to one or more report(s) to the satisfaction of the internal examiner;

   ii. That the student be awarded the degree of MMus, MPhil or Mres after the student has made major corrections to one or more report(s) to the satisfaction of the examiners;

   iii. That the student undertake such further tests as may be prescribed;

   iv. That one or more of the student's report(s) be referred to the student for major revision and re-assessment;

   v. That the student complete a new research project and report upon it;

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vi. That, provided that the student has previously presented at least one satisfactory report on the research project, the student be permitted to resit part or the whole of the set of written examinations;

vii. That the student undertake a combination of requirements (ii) to (v) as appropriate;

viii. That the student repeat the entire programme of study; or

ix. That the student be not awarded the degree and be debarred from further examination (see Regulation 4.4.24).

4.4.17 Examiners' Recommendations: One-Year MPHIL (MODE A) and Two-Year MPHIL

1. Following the initial submission and examination of the student's work for the degree of MPhil, and where the student has satisfied the requirements for the relevant degree as set out in Regulations 4.4.5.(1) and 4.4.5.(2), the examiners shall recommend to the Senate or delegated authority either:

   i. That, where the student's performance shows clear potential for further research, the student should have the option of either proceeding to further work for the degree of PhD or of being awarded the degree of MPhil. If the student chooses the former and is subsequently awarded the degree of PhD, then the degree of MPhil will not be awarded; or

   ii. That the student be awarded the degree of MPhil without the option of proceeding to further work for the degree of PhD.

2. Following the initial submission and examination of the student's work for the degree of MPhil, where the student has failed to satisfy the requirements for the relevant degree as set out in Regulations 4.4.5.(1) and 4.4.5.(2), the examiners shall make one of the following recommendations to the Senate or delegated authority, either:

   i. That the student be awarded the degree of MPhil after the student has made minor corrections to the thesis to the satisfaction of the internal examiner;

   ii. That the student be awarded the degree of MPhil after the student has made major corrections to one or more report(s) to the satisfaction of the examiners;

   iii. That the thesis be referred to the student for major revision and re-submission; or

   iv. That the thesis be rejected without opportunity for resubmission and the student not be awarded the degree for which the thesis was submitted (see Regulation 4.4.24).

4.4.18 Examiners' Recommendations: Doctoral Degrees

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1. Following the initial submission and examination of the thesis for the degree of PhD, PhD with Integrated Study, a Professional Doctorate, or an EngD, and where the student has satisfied the requirements for the degree as set out in Regulations 4.4.5.(1) and 4.4.5.(3), the examiners shall recommend to the Senate or delegated authority that the student be awarded the degree for which the thesis was submitted.

2. Following the initial submission and examination of the thesis for the degree of PhD, PhD with Integrated Study, a Professional Doctorate, EngD, MD or DDS, where the student has failed to satisfy the requirements for the degree as set out in Regulations 4.4.5(1) and 4.4.5.(3), the examiners shall make one of the following recommendations to the Senate or delegated authority:

   i. That the student be awarded the degree for which the thesis was submitted after the student has made minor corrections or revisions to the satisfaction of the internal examiner;

   ii. That the student be awarded the degree for which the thesis was submitted after the student has made major corrections to one or more report(s) to the satisfaction of the examiners;

   iii. That the thesis be referred to the student for revision and re-submission for the degree for which the thesis was previously submitted;

   iv. That the student, having submitted a thesis for the award of the degree of PhD, PhD with Integrated Study, a Professional Doctorate, EngD or MD be awarded the degree of MPhil or MRes or the related taught Master's degree, as appropriate, if necessary after the student has made minor or major corrections or revisions to the satisfaction of the examiners;

   v. That the student, having submitted a thesis for the award of the degree of PhD, PhD with Integrated Study EngD or MD the thesis be returned to the student for revision and resubmission for the degree of MPhil; or

   vi. That the thesis be rejected without opportunity for resubmission and the student not be awarded the degree for which the thesis was submitted (see Regulation 4.4.24).

4.4.19 Minor Corrections, Major Corrections and Revision and Resubmission of a Thesis

1. Minor corrections are matters which do not alter the results and / or conclusions of the thesis in any significant way. They may be errors and omissions of a clerical nature, or minor changes in phraseology or small improvements in descriptions or explanations, corrections of faults in subsidiary arguments. The award of the degree is withheld until a certificate is provided by the internal examiner confirming that all corrections have been completed.

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2. Major corrections are matters which are in excess of minor corrections, but not, in the opinion of the examiner, sufficient to require the candidate to revise and resubmit. Such modifications may involve rewriting sections, correction of calculations or clarification and amendment of arguments. The award of the degree is withheld until a certificate is provided by the examiners confirming that all corrections have been completed.

3. Revision and re-submission reflects that substantial revisions are required to make the thesis acceptable involving, for example, rewriting of sections or the introduction of significant new material or of further experiments, calculations or research, or profound correction of an argument. An oral examination is obligatory for students re-submitting a thesis for PhD, PhD with Integrated Study, a Professional Doctorate, EngD, DDS or MD.

4. Where a student is required to make minor or major corrections to the thesis, the examiners shall give written instructions to the student concerning the corrections or revisions to be made.

5. Minor corrections shall normally be completed by the student within one month of the date on which the letter informing the student of the result is issued by the Academic Office unless further time is permitted by the examiners. Minor corrections will be subject to the approval of the internal examiner.

6. Major corrections shall normally be completed by the student within six months of the date on which the letter informing the student of the result is issued by the Academic Office unless further time is permitted by the examiners. Major corrections will be subject to the approval of both internal and external examiners.

7. Revision and resubmission of the thesis shall normally be completed by the student within one year of the date on which the letter informing the student of the result is issued by the Academic Office unless further time is permitted by the examiners. During this period the student must pay the Continuation Fee, but need not register unless required to undertake additional research (see Regulation 4.4.8.). Revisions must be approved by the internal examiner and the external examiner.

8. Following the examination of a thesis resubmitted for a research degree, the examiners shall make one of the following recommendations to the Senate or delegated authority, as appropriate, either :

   i. That the student be awarded the degree for which the thesis or other work was resubmitted, where appropriate after completion of minor corrections to the satisfaction of the internal examiner;

   ii. That the student, having resubmitted a thesis for the award of the degree of PhD, PhD with Integrated Study, a Professional Doctorate, EngD or MD, be awarded the degree of MPhil, or the related taught Master's degree as appropriate after completion of minor corrections to the satisfaction of the internal examiner; or

   iii. That the thesis be rejected without opportunity for resubmission and the student not be awarded the degree for which the thesis was resubmitted (see Regulation 4.4.24).

4.4.20 Transfer from One Year MPHIL (MODE B) or MRES to Two Year MPHIL

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1. Transfer to the two-year MPhil may be permitted by the Senate or delegated authority, provided that the student has passed any taught elements and produced a satisfactory report or detailed research proposal in accordance with the Senate or delegated authority requirements. The time limits for the two-year MPhil programme will be calculated from the initial date of registration for the one-year MPhil or MRes.

4.4.21 Transfer from MPHIL to PHD

1. Transfer to the PhD programme may be permitted:

   i. after the award of the MPhil degree:
   A student may apply for admission to the PhD programme after being awarded the MPhil degree. If the proposed area of research for the PhD degree is deemed by the Senate or delegated authority to be sufficiently closely related to the research done by the student for the MPhil degree, then the period of study taken for the degree of MPhil will be deducted from the time required for the PhD;

   ii. after successful completion of the MPhil programme but before the degree has been awarded:
   The examiners, when recommending the award of the degree of MPhil, may also recommend that the student should have the option of proceeding to further work for the degree of PhD. If the student opts to transfer to the PhD programme, then the degree of MPhil will not be awarded. The time limit for the PhD programme will be calculated from the initial date of registration for the MPhil; or

   iii. after a minimum of nine months' full-time study for the MPhil:
   Transfer to the degree of PhD may be permitted by the Senate or delegated authority, provided that the student has passed any taught elements and produced a satisfactory report or detailed research proposal in accordance with the Senate or delegated authority requirements. The time limits for the PhD programme will be calculated from the initial date of registration for the MPhil.

2. A student who has transferred to the PhD programme and subsequently withdraws or fails to reach the required standard for the award of the PhD will be entitled to the award of the degree of MPhil, provided that the student has satisfied the requirements for the MPhil degree.

4.4.22 Transfer from an MPHIL to an MRES or a Related Taught Masters Programme

1. Transfer from an MPhil programme to an MRes or a related taught Masters programme may be requested by the student or recommended by the Head of School at any time prior to the submission of the MPhil thesis.

2. The transfer is subject to approval by the Senate or delegated authority. If the student does not agree with the recommendation of the Head of School, then the decision of the Senate or delegated authority must take account of the views of both the student and the Head of School.

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4.4.23 Transfer from Doctoral to Masters Programme

1. Transfer from a Doctoral programme of study to an MPhil programme or, in the case of Professional Doctorates, to a PhD, MRes or a related taught Masters programme may be requested by the student or recommended by the Head of School at any time prior to the submission of the Doctoral thesis.

2. The transfer is subject to approval by the Senate or delegated authority. If the student does not agree with the recommendation of the Head of School, then the decision of the Senate or delegated authority must take account of the views of both the student and Head of School.

4.4.24 Withdrawal

1. A student may be required by the Senate or delegated authority to withdraw on the grounds of failure to submit required work of a satisfactory standard or failure to pursue the research with reasonable diligence.

2. A student who is required to withdraw or who is to be debarred from further examination shall be given the opportunity to submit an appeal in accordance with the University Appeals Procedure, set out in Regulation 4.7.5.

4.5: PhD by Published Work:

4.5.1 Definition

The work submitted should be broadly comparable to that submitted for other doctoral degrees in this University, based upon research with a common theme in the form of a series of publications.

4.5.2 Eligibility

1 Candidates shall be members of staff in this University. They shall have held an appointment in this University for a continuous period of at least three years on a full-time basis (or the part-time equivalent) immediately prior to the submission of the published work. Candidates shall be members of staff at the time of the examination of the published work.

2 Postgraduate students of this University registered under Regulation 4.4 shall not be eligible to register for the degree of PhD under this Regulation.

3 Postgraduate students of this University registered under Regulation 4.4 and who are members of staff of this University may transfer to this mode of registration, providing that they fulfil all of the required criteria.

4.5.3 Requirements for the Degree

1 The submitted work should demonstrate that the candidate:

i. has made a substantial original contribution and addition to

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knowledge in a coherent line of research;

ii. has provided evidence of knowledge of the general field in which the subject of the research lies;

iii. has the ability for independent critical judgement;

2 A common theme with an identifiable link must run throughout the work submitted.

3 Normally only work that has been carried out during the candidate's period of appointment in this University shall be admissible.

4.5.4 Application

1 Candidates shall submit an indication of the subject of study and research and details concerning their appointment in this University to their Head of School, who shall approve or reject the candidature. The decision shall be ratified by the relevant Dean.

2 The candidate should not infer from any approval that the proposed submission will ultimately merit the award of the degree of PhD.

4.5.5 Adviser

1 The Head of School shall appoint a member of academic staff to support, advise and guide the candidate through the process of submission and examination of the published work.

4.5.6 Submission of the Work

1 Candidates may submit a body of work for assessment under these regulations on one occasion only.

2 Candidates shall submit their work within one year of the confirmation of approval of their candidature.

4.5.7 The Work to be Submitted

1 The work to be submitted shall comprise:

i. an abstract: a succinct summary of the work containing all of the main concepts and conclusions of the work. It shall be no more than 200 words in length;

ii. a critical review of 5,000 to 10,000 words stating the aims and nature of the research, the inter-relationship between the material published and the main contribution and/or addition to learning of the work;

iii. a summary sheet numbering the submitted papers, chapters, monographs and books. All work must have been published;

iv a copy of each publication numbered to correspond with the numbers in the summary in 4.5.7(iii) above;

v a statement, in the case of multi-authored, joint or collaborative work, of the extent of the candidate's own contribution, substantiated by the co-author(s) or collaborator(s). It is expected that the candidate will normally have been the primary author;

2 The total word length of the published work should be broadly comparable to that of the standard route PhD (ie up to 80,000

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words).

3 Work that has been submitted in support of a successful award or pending application for any qualification of a university may not be included.

4 The submitted work shall be in English, except as provided for the standard route PhD (Regulation 4.4.10(1)).

5 Candidates shall be required to submit three copies of the work, bound by this University's Bindery in the format set out in accordance with "Presenting Your Thesis" produced by Information Services, together with any fee, to the Academic Office.

4.5.8 Assessment

1 One internal and two external examiners shall be appointed for each candidate, in accordance with Regulation 4.7.

2 The adviser shall not be appointed as the internal examiner.

3 The candidate shall be required to undergo an oral examination. Only in exceptional circumstances and with the approval of the Senate or delegated authority shall a candidate be exempted from the oral examination.

4 A chairperson for the oral examination shall be appointed. The adviser shall not be appointed as the chairperson.

5 The candidate, internal examiner, external examiners and the chairperson shall be present at the oral examination. The adviser shall not be present. No other person may attend except with the unanimous approval of the chairperson, examiners and candidate.

6 The examiners shall prepare independent reports on the submitted work before the oral examination takes place.

7 The examiners shall prepare separate or joint reports, as they prefer, taking into account the original independent reports and the candidate's performance in the oral examination and, including, where possible, an agreed recommendation.

8 The examiners' reports shall be made available to the candidate, the candidate's adviser and the candidate's Head of School. This requirement shall be made clear to the examiners at the time of their appointment.

9 If the examiners appointed under 4.5.8(1) ("the original examiners") are unable to reach agreement then the majority recommendation shall apply.

10 The examiners shall recommend that:

i. the degree of PhD be awarded; or:

ii. the degree of PhD be not awarded.

11 Candidates shall have the right of appeal in accordance with the Code of Practice on Primary Appeals Procedure where examiners recommend that the degree be not awarded.

4.6: Higher Doctorates:

4.6.1 Preamble

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These regulation shall apply to the following higher doctorates:

Doctor of Divinity (DD)
Doctor of Engineering (DEng)
Doctor of Letters (DLitt)
Doctor of Music (DMus)
Doctor of Science (Doctor of Science)
LLD (Doctor of Laws)

4.6.2 Eligibility

1 Graduate of this University will be eligible to apply for permission to be admitted to a higher doctorate after the expiration of a minimum of:
   i. six years after the conferment of the Bachelor's or Undergraduate Master's degree
   ii. five years after the conferment of the Master's degree (excluding undergraduate Masters)
   iii. three years after the conferment of the Doctoral degree

2 Graduates of other universities will be eligible to apply for permission to be admitted to a higher doctorate as set out in i), ii) and iii) above. In addition, at the time of their application, they must have held a teaching and / or research appointment on a full-time basis for two years (or the part-time equivalent) at this University.

4.6.3 Application for Canditure

1 All candidates should supply the following to the Student Records Manager (Research):
   i. a completed application form, showing the summary title of the work to be submitted
   ii. an up-to-date CV
   iii. a two or three page synopsis of the candidate's research record, outlining clearly the research interests and achievements through reference to publications by number. There should be clear evidence that the publications have been widely received in the national and international academic community and noted as making an original, substantial and authoritative contribution to knowledge in the candidate's field of study.
   iv. a numbered list of publications that are to be included in the submission, labelled clearly to indicate:

      - papers in referred journals
      - refereed conference proceedings
      - books, monographs
      - review articles
      - other (for example, creative work in the form of published plays or poetry (for DLitt), music (for DMus))

      Reference should be made by an asterisk (*) to the ten most significant publications.
   v. a statement indicating the nature and contribution by the candidate in papers involving joint authorship, through reference to each numbered publication should be included. The University reserves the right to consult any of the co-authors or collaborators concerning the statement.

2 Other work including that shown to have been accepted for an awaiting publication may be included and so marked in the numbered list of publication, but will be

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considered only as supplementing the main body of printed and published work.

3 Any work which has been included, or is about to be included, in a submission for any other degree or diploma in either this University or any other higher education institution or professional or learned body may be included and so marked in the numbered list of publications. This work will not be taken into account in assessing a submission, but will be regarded as supplementing the remainder of the work.

4 Each application for candidature for a higher doctorate shall be considered by a Review Group, not normally comprising less than three persons, appointed by the head of the appropriate School or Department in which the candidate's field of study lies. Its membership may include persons external to the University.

5 The Review Group shall submit a report to the Senate or delegated authority establishing, without prejudice to the ultimate decision of the University, whether there is a prima facie case for the higher doctorate being awarded.

6 If the application is approved, the candidate will be advised that they may proceed with their submission within one year of the Review Group's decision.

4.6.4 Submission

1 Candidates will be required to submit three copies of the work, bound by this University's Bindery in the format prescribed by University regulations together with the prescribed fee, to the Student Records Manager (Research).

2 If work is submitted in a foreign language, an attested translation may be required.

3 Candidates for the degree of DMus may submit as a composer. Not fewer than three original compositions for different musical combinations must be submitted as exercises: at least one of these combinations shall be for some musical combination not including pianoforte, and at least one of them shall include or consist of a continuous and well organised movement of a substantial nature. Candidates are advised, though not required, to present three copies of recordings of their submitted work.

4.6.5 Assessment

1 Normally one internal and two external assessors shall be appointed by the Senate, except where the candidate is a member of this University's staff, when all assessors shall be external to the University.

2 The assessment shall be primarily of the printed and published work submitted by the candidate but may also include an oral examination, any further written or practical test that the assessors may consider necessary.

3 The higher doctorate shall be awarded only to candidates who, in the opinion of the assessors, have demonstrated:

i. a contribution of originality and merit to their field of study, and

ii. a sustained, consistent and substantial contribution to the advancement of knowledge over a number of years, and

iii. authoritative standing in their field of study, and

iv. seminal publications which have led to extensions or development of knowledge by others, and

v. for the DMus as composer, the submission must show a comprehensive technique at the highest possible standard and possess distinctive quality, in either powers of invention or methods of treatment.

4 Having considered the work, the assessors shall submit individual reports to the Senate or delegated authority, with a joint recommendation that:

i. the degree be awarded, or

ii. that the degree be not awarded.

5 Where the assessors' recommendations differ or are unable to reach a joint

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recommendation, an adjudicator shall be appointed. The procedure for appointing an adjudicator shall be as laid down by the Senate or delegated authority. The adjudicator shall be given access to the original reports and submission and shall make a final recommendation.

6 Candidates may be permitted, at the discretion of the Senate or delegated authority, to reapply for candidature at a later date where assessors recommend that the degree be not awarded.

7 Candidates shall have the right of appeal where assessors recommend that the degree be not awarded.

4.7 EXAMINATION REGULATIONS

4.7.1 General

1. These Regulations shall apply to all forms of examination which are part of a University degree, diploma or certificate programme.
2. Examination candidates shall be examined by External and Internal Examiners who shall be appointed as follows:
    i. The Senate shall appoint External Examiners.
        a. Each School shall appoint Internal Examiners in respect of the Degrees, Diplomas and Certificates for which it is responsible.
        b. For First Degrees, Diplomas and Certificates, Internal Examiners shall include, ex-officio, Professors and Heads of Schools or Departments who are not Professors.
        c. For Higher Degrees awarded by course work and dissertation the Head of School or Department) or a Professor nominated by the Head of School or Department) shall be an ex-officio Internal Examiner.
        d. For Higher Degrees awarded by thesis there shall be no ex-officio Internal Examiner.
3. The Progress and Awards Board of Senate shall make Rules to deal with cases where a programme is under the authority of more than one Head of School or Department.
4. Before admitting any student to a degree, diploma or certificate examination of the University, the Registrar and Secretary shall ascertain that all requirements precedent to admission to such examination have been complied with.

4.7.2 Written Examinations

1. General
    i. The Registrar and Secretary shall be responsible for the arrangements and conduct of all written examinations held during designated examination periods and these responsibilities will be undertaken on his behalf by the Academic Registrar.
    ii. Heads of School shall be responsible for the arrangements and conduct of all written examinations held outside designated University examination periods and for carrying out, in relation to such examinations, the functions ascribed in these regulations to the Academic Registrar. These responsibilities and functions may be undertaken by a designated deputy.
    iii. There shall be nominated by the Head of School or Department each subject an Internal Examiner for the receipt of notices concerning written examinations.
2. Setting of Papers
    i. Papers for all examinations shall be set by the External and Internal Examiners concerned, acting in collaboration.
    ii. On receipt of notice from the Academic Registrar the nominated Internal Examiner in each subject shall forward to the former, not later than the date fixed, typed examination papers as agreed upon by the Internal and External Examiners concerned in final form as specified by the Academic Registrar suitable for direct copying on which the category or categories of students for whom the paper is prepared and all necessary instructions shall be clearly marked.
3. Conduct of Written Examinations

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i. The examinations shall be supervised by invigilators appointed by the Academic Registrar. The invigilators shall normally include at least one woman when there are women candidates.
ii. No candidates shall be permitted to enter the Examination Room after the lapse of half an hour from the commencement of the examination, and no candidate shall be allowed to leave the room, except in an emergency, until after the expiration of half and hour from the commencement of the examination.
iii. Any candidate believed to be committing an examination irregularity or creating a disturbance, shall be reported to the Academic Registrar or the latter's representative who shall have power to remove the candidate from the Examination Room, and take such further steps as he or she may consider necessary including action under Sub-Regulation 8 hereof concerning Examination Irregularities.
iv. Candidates shall write their answers in longhand in the answer books and other papers provided. Permission to use word processors or dictation as alternatives may be granted only upon the submission of satisfactory medical evidence, and must be sought and obtained from the appropriate Head of School or Department at least one month before the date of the examination concerned. Permission must be sought separately for each examination sitting.
v. Students must ensure that their examination answers are legible. Students who submit scripts, answers, or parts of answers which examiners find illegible may be liable to penalty. If the examiners decide that it is necessary to obtain a legible transcript before the script may be marked, the candidate concerned will be liable for the cost of producing the transcript.
vi. Students are permitted to use electronic calculators as specified in the rubric for each examination paper, and in the Policy on the Use of Calculators in Examinations. Failure to comply with the rubric on each examination paper will constitute an examination irregularity. Any such examination irregularity shall be reported to the Academic Registrar or the latter's representative who shall have power to remove the candidate from the Examination Room and take such further steps as he or she shall consider necessary including action under Sub-Regulation 7 (4.5.7) concerning Examination Irregularities.

4. Distribution and Return of Answer Books
   i. Arrangements for the distribution and return of candidates' answer books and other papers shall comply with the requirements of the Academic Registrar who shall supply the Examiners with duplicate copies of Mark Sheets, containing a list of the candidates.
   ii. The lists of marks obtained by candidates, certified by Examiners concerned, shall be sent by the Internal Examiners to the Academic Registrar, on or before the date appointed.
   iii. All answer books and other papers shall remain confidential to the Examiners and shall be destroyed after a period of not less than twelve months after the declaration of the results of the examinations.

4.7.3 Other forms of Examination

The Progress and Awards Board of Senate shall make Rules governing the conduct of all forms of examination other than written examinations (eg. oral and practical examinations; examination by thesis; project work and continuous assessment). Such Rules shall provide for consultation with External Examiners.

4.7.4 Determination, Classification and Declaration of Results

1. Examination results shall be determined by a Board or Boards of Examiners, comprising internal and external examiners, appointed for the purpose by the School concerned. The Progress and Awards Board of Senate may make Rules concerning the composition of Boards of Examiners and School or Departmental meetings of Examiners.
2. The Progress and Awards Board of Senate shall issue Rules to be observed by Examiners regarding the method of marking and classifying candidates for certificates, diplomas and degrees.

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3. A candidate's work and progress during the session may be taken into account in assessing the result of an examination.
4. A candidate whose performance in a relevant examination may have been adversely affected by medical or other exceptional factors is required so far as possible to convey the evidence of such factors to the appropriate person or body so that the Chairperson of the Board of Examiners may put the evidence to the Board (in such cases and such manner as the Chairperson considers appropriate) and the Board of Examiners shall consider such evidence before making a determination of the candidate's result and a recommendation of the progress decision arising from the result.
5.
   a. Where a Board of Examiners accepts that extraneous factors have affected academic performance, the Board shall normally award a classification or recommend a progress decision consistent with the performance which, on the evidence available to it, the Board reasonably judges the candidate would have achieved if performance had not been affected by the extraneous factors.
   b. Marks shall not normally be adjusted in the light of extraneous factors and the mark(s) determined by the Board of Examiners will therefore reflect precisely the candidate's actual performance irrespective of those circumstances.
   c. A confidential written record shall be kept of any decisions or recommendations made in the light of extraneous factors and of cases where the mark achieved has been affected by such factors. Such information shall be made available to the Board of Examiners in subsequent years where this is relevant to the determination of the degree classification or other decision to be taken by the Board in relation to the candidate concerned.
6. Mark sheets shall be treated as strictly confidential but the marks awarded to an individual candidate may be disclosed to the candidate in a way which protects the confidential nature of the marks of other candidates.
7. Decisions made by Boards of Examiners within Regulations shall be final (subject only to formal approval on behalf of the Progress and Awards Board of Senate and confirmation by the Senate) except where they have acted on the basis of an error in the record (e.g. an arithmetical error in totalling the marks) in which case the Chairperson of the Board shall have power after consulting the External Examiners (or one of their number appointed for the purpose by the Board) to make a revised determination of the result in question.
8. Boards of Examiners Have the formal authority, exercised on behalf of Senate, to make final award and progress decisions notwithstanding University regulations if the following criteria are met:
   a) The School provides a written copy of their mitigations procedure to the appropriate progress and Awards Board of Senate by the end of the Spring Term of the current academic year and can prove in subsequent documentation that this procedure has been followed.
   b) The School provides an anonymised summary of all decisions to appropriate progress and Awards Board of Senate taken under their mitigation procedure and approved by their Board of Examiners. This should include decisions taken within Regulations and notwithstanding Regulations.
9. All recommendations made notwithstanding the Regulations, which are not supported by mitigating circumstances, should be passed to the Progress and Awards Board of Senate for consideration and final decision.
10. For first degrees other than MBChB and BDS, Boards of Examiners shall place successful candidates for degrees with Honours in three classes(the second class being sub-divided into two divisions).Candidates who do not achieve the standard required for Honours may be awarded a Pass degree.
11. Final lists of results, progress decisions and final awards will be published by the School as soon as possible after the meeting of the Board of Examiners at which they are determined. The results of students in debt to the University may be withheld. In exceptional circumstances, where a recommendation is made notwithstanding the Regulations and mitigations are not involved (see assessment protocols 3.2.3), the provisional list of results should not indicate the result but should indicate that a decision is “pending.”In addition to determining examinations results, Boards of Examiners shall

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make decisions on progression .

12. Where a candidate has failed an assessment, the Board of Examiners may decide on the nature of the re-assessment and status of the re-assessment (first sit or re-sit).
13. When a list of results and progress decisions has been confirmed by the Board of Examiners or Progress and Awards Board of Senate it shall be final, unless a subsequent error in the record or incorrect application of Regulations is identified in which case the Chair of the Board shall have power, after consulting with external examiners (or one of their number appointed for the purpose by the Board), to make a revised determination of the result in question
14. No list of results and progress decisions shall be communicated to the Press until it has been confirmed by the Board of Examiners or Progress and Awards Board of Senate.
15. A student may be required to withdraw from the University as a result of examination failure but shall have the right to produce evidence of mitigating circumstances to an Appeals Committee in writing and in person.

4.7.5 Appeals Procedures

1. The Senate or its delegated authority shall appoint Appeals Committees to decide appeals by students arising out of the consequences of decisions by Progress Boards concerning lack of reasonable diligence or examination failure.
2. Each Appeals Committee shall comprise no fewer than three persons appointed by the Senate or its delegated authority (or selected from a larger panel appointed by the Senate or its delegated authority) with provision for substitution where necessary. The Chairpersons of the Appeals Committees shall be appointed by the Senate or its delegated authority and a deputy chairperson shall also be appointed to chair the committee in the absence of the chairperson.
3. No person shall serve in respect of a case in which he or she has a personal interest, or when he or she has personal knowledge of the student arising out of an academic or pastoral connection with the individual concerned.
4. Appeals cases shall be conducted in accordance with the Code of Practice on Appeals Procedures approved by the Senate and Council.

4.7.6 Senate Appeals Procedures

1. Preamble
   There shall be a Senate Appeals Committee which shall hear appeals from students against decisions of the appeals committees appointed by the Senate or its delegated authority and such other grievances on academic grounds as may be referred to it by Council.
2. Composition of Senate Appeals Committee
   The membership of the Committee shall comprise three persons, two from a panel consisting of ten members of the academic staff appointed by the Senate plus the Vice-Principal or his or her representative. The Committee shall be chaired by the Vice-Principal or his or her representative. There will be a nominated Deputy Chairperson to conduct Committees in the case of non-availability of the Chairperson.
3. Procedures
   Appeals cases shall be conducted in accordance with the Code of Practice on Senate Appeals Procedures approved by the Senate and Council.

4.7.7 Examination Irregularities

These regulations apply only to programmes of study where the University has no responsibility to a professional body to accredit its graduates as suitable practitioners. Please see the Fitness to Practise regulations for procedures relating to an allegation of examination irregularity arising in connection with courses linked to professional accreditation.

i. An examination irregularity shall be defined as:

(a) any attempt by a student under examination conditions to obtain an advantage over

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their fellow students by seeking to enhance their performance through the accessing of material or information not specifically sanctioned by the relevant question paper rubric;

or

(b) the fabrication of data or results submitted in connection with any assessed essay, dissertation, project, thesis, module or programme.

ii. Where the Senior Invigilator within an examination venue has reasonable grounds to believe that a student has committed an examination irregularity, the Senior Invigilator will first resolve the immediate situation in line with the published guidelines issued by the Examinations Office.
iii. The Senior Invigilator will then submit a written report detailing the allegation of examination irregularity to the Academic Registrar (or an officer of the University designated for this purpose) within twenty-four hours of the conclusion of the sitting.
iv. Where a member of staff suspects that the fabrication of data or results has occurred, the matter shall be referred to the Head of School. If the Head of School considers that the matter is sufficiently serious, a report shall be forwarded to the Academic Registrar (or an officer of the University designated for this purpose) detailing the allegation of examination irregularity.
v. The student involved shall be advised in writing that an allegation of examination irregularity has been made against them.
vi. The Academic Registrar will assemble the available evidence relating to the allegation of examination irregularity and present this to the Pro-Vice-Chancellor with responsibility for chairing sittings of the Investigating Committee, who will decide upon one of the following options:

(a) that sufficient prima facie evidence exists to require the convening of an Investigating Committee;

(b) that there is evidence of examination irregularity, but that this is of a relatively minor nature and may be dealt with by means of a cautionary interview with the student;

(c) that there is insufficient evidence to proceed further.

vii. In the case of (a) above, the Pro-Vice-Chancellor will convene an Investigating Committee.
viii. The membership of an Investigating Committee shall comprise the Pro-Vice-Chancellor with designated responsibility (in the Chair), together with two Deans or their Deputies whose areas of responsibility do not encompass either the subject of the examination in question or the programme of study followed by the student.
ix. The student shall be given not less than seven days' notice of the arrangements for the Investigating Committee and shall be provided with full details of the allegation of examination irregularity. The student shall also be invited to submit a written statement for consideration by the Investigating Committee and to attend the hearing in person.
x. Any student who decides to attend the hearing may be accompanied by a member of the University (including a representative of the Guild of Students) and/or by a legal representative (at their sole discretion).
xi. Members of the Committee may, under the direction of the Chairperson, question the student regarding the contents of their written statement, their oral testimony or on any other issue relevant to the case.
Where a student chooses not to attend the hearing in person, the Secretary to the Investigating Committee shall ensure that members of the Committee are instructed that no inference of guilt should be derived from their absence.
xii. The School or Department responsible for the examination paper or coursework involved in the alleged irregularity shall attend the hearing in order to answer any questions of factual detail which may arise either from consideration of the student's testimony or from the general deliberations of the Committee.
xiii. The student (if present) and the representative of the School or Department shall appear jointly before the Committee.

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xiv. The Investigating Committee shall consider the evidence placed before it in reaching its decision.
It shall be limited in its decision to **one** of the following options

(a) the allegation of examination irregularity is not proven and no further action is required;

(b) the alleged examination irregularity is proven, but the circumstances are such that the Committee is satisfied that this was due to carelessness by the student rather than a pre-meditated attempt to cheat. Because of this, no sanction should be applied. The student may, however, be reprimanded and warned as to their future conduct;

(c) the alleged examination irregularity is proven, but material factors brought to the attention of the Committee during the course of the hearing are sufficient to allow either
- the examination mark obtained to stand;
or
- the paper to be taken as a first sitting at the next available opportunity.

(d) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero. The paper must then be taken as a resit examination at the next available opportunity;

(e) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero. The paper must be taken as a resit examination at a time specified by the Committee;

(f) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero. The paper must be taken as a resit examination at the next available opportunity following a period specified by the Committee during which the student is to be excluded from **all** University examinations;

(g) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero with no opportunity of re-assessment permitted;

(h) the alleged examination irregularity is proven and the degree classification which would have been awarded under the normal operational procedures revised to a level (which may include a fail categorisation) to be determined by the Committee;

(i) the alleged examination irregularity is proven and is of a sufficiently serious nature to require that the student withdraw permanently from their programme of study with immediate effect. Additionally, all marks achieved during the examination series within which the irregularity occurred shall be set aside. In such cases the Committee may, at its discretion, determine an appropriate alternative award of the University to recognise academic work unaffected by examination irregularity and which may be conferred without the need for any further submission by the student.

xv. In addition to reaching a decision regarding the level of penalty (if any) to be applied, the Committee shall also determine whether, exceptionally, a specific right of appeal against its decision may be granted to the student.
A right of appeal shall also be granted where the Committee considers that the case was of sufficient complexity that the interests of the student require that the proceedings of the Committee be subject to independent scrutiny.

The decision of the Committee on all matters relating to appeal shall be final.

Any appeal must be received within fourteen days of the date of the hearing.

xvi. The decision of an Investigating Committee shall be communicated in writing to the student concerned. The reasons for reaching the decision will be specified to the student at this time.

xvii. If a student is not granted right of appeal by the Committee as specified at (xv) above, an

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appeal may still be submitted by the student against the decision of the Investigating Committee provided that the grounds for appeal are restricted to procedural irregularity and/or the existence of new evidence of a material nature.
Any appeal must be received within fourteen days of the date of the hearing.

xviii. Appeals against the decision of an Investigating Committee shall be heard by a panel of the University Council comprising:

The Vice-Chancellor or a Pro-Vice-Chancellor as Chairperson, (excluding the Pro-Vice-Chancellor who chaired the Investigating Committee hearing);
A member of Council drawn from the academic staff;
A member of Council drawn from the lay representatives;
The President of the Guild of Students or the Vice-President (Education or Welfare).

xix. The composition of the panel shall be determined by the Secretary to Council.

xx. The casting vote in the event of the panel being unable to resolve a tie shall be held by the Chairperson.

xxi. The Appeals Panel of Council may either:

(a) confirm the decision of the Investigating Committee in all respects;

(b) confirm the decision of the Investigating Committee , but amend the penalty set;

(c) require that a new Investigating Committee be convened to consider the case.

xxii. The decision of the Appeals Panel is final and will be communicated to the student in writing. The reasons for supporting or denying a submission will be specified to the appellant.

4.7.8 Fitness to Practise Assessment and Examination Irregularities

These regulations apply only to programmes of study specified in Ordinance 5.4. Please see Regulation 4.7.7 for information relating to an allegation of examination irregularity or plagiarism arising in connection with all other programmes of study. References within these regulations to any University officer shall include his or her properly appointed nominee.

1 An examination irregularity shall be defined as a) any attempt by a student under examination conditions to obtain an advantage over his/her fellow students by seeking to enhance his/her performance through the accessing of extraneous material or information not specifically sanctioned by the relevant question paper rubric b) plagiarism c) the fabrication of data, or results submitted in connection with any assessed essay, dissertation, thesis, module or programme.

2 Where the Senior Invigilator within an examination venue has reasonable grounds to believe that a student has committed an examination irregularity, the Senior Invigilator will first resolve the immediate situation in the examination venue in line with the published guidelines issued by the Examinations Office.

3 The Senior Invigilator will then submit a written report detailing the allegation of examination irregularity to the Academic Registrar within twenty-four hours of the conclusion of the sitting.

4 Where a member of staff suspects that any other form of examination irregularity has occurred the matter should be referred to the Head of School. If the matter is sufficiently serious to warrant reference to the School Fitness to Practise Committee the Head of School or relevant member of staff will prepare a report, for submission by the Head of School to the Academic Registrar. Where plagiarism is suspected in a postgraduate thesis, reference to the School Fitness to Practise Committee is mandatory.

5 The student will be advised in writing by the Academic Registrar that an allegation of examination irregularity has been made against them within three working days of receipt of a report from the Senior Invigilator, and within seven working days of the receipt of a report from the Head of School (“the Report”) .

6 The Academic Registrar will assemble the available evidence relating to the allegation of examination irregularity and present this to the School Fitness to

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Practise Committee. The Academic Registrar shall arrange for the case to be heard by the School Fitness to Practise Committee as soon as practicable after the student's comments are received

7 The student will be given reasonable notice of the arrangements for the School Fitness to Practise Committee and will be provided with full details of the allegation of examination irregularity. The student will also be invited to submit a written statement for consideration by the Committee and to attend the hearing in person. The student shall be permitted to be accompanied at the hearing by a friend.

8 At the hearing the Academic Registrar shall present the report and may add such comments (if any) as may be thought to be necessary by way of amplification or explanation of the report. The student or his or her friend may make a short statement. The School Fitness to Practise Committee may then ask questions. Both the Academic Registrar and the student shall have power to request the attendance of witnesses (though no power to compel them to attend) and witnesses attending may be asked questions by either or both parties and by the School Fitness to Practise Committee. The Internal Examiner responsible for the examination paper involved in the alleged irregularity shall attend the hearing in order to answer any questions of detail which may arise either from consideration of the student's testimony or from the general deliberations of the Committee.

9 At the conclusion of evidence the student or his or her friend shall have the right to address the School Fitness to Practise Committee.

10 The Academic Registrar, the student and the friend shall then be required to leave so that the School Fitness to Practise Committee can deliberate and come to a decision.

11 The School Fitness to Practise Committee shall be limited in its decision to one of the following:

a) the allegation of examination irregularity is not proven and no further action is required;

b) the alleged examination irregularity is proven, but the circumstances are such that the Committee is satisfied that this was due to carelessness by the student rather than a pre-meditated attempt to cheat. Because of this, no sanction should be applied. The student may, however, be reprimanded and warned as to their future conduct;

c) the alleged examination irregularity is proven, but material factors brought to the attention of the Committee during the course of the hearing are sufficient to allow either:
   - the examination mark obtained to stand, or
   - the paper to be taken as a first sitting at the next available opportunity;

d) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero. The paper must then be taken as a resit examination at the next available opportunity;

e) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero. The paper must be taken as a resit examination at a time specified by the Committee;

f) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero. The paper must be taken as a resit examination at the next available opportunity following a period specified by the Committee during which the student is to be excluded from all University examinations;

g) the alleged examination irregularity is proven and the mark obtained in the examination is to be set at zero with no opportunity of re-assessment permitted;

h) the alleged examination irregularity is proven and the degree classification which would have been awarded revised to a level (which may include a fail categorisation) determined by the Committee;

i) the alleged examination irregularity is proven and is of a sufficiently serious nature to require that the student withdraw permanently from their programme of study with immediate effect. In this case, additionally, all marks achieved during the examination series within which the irregularity occurred may, at the Committee's discretion, be set aside. The student may, at the Committee's

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discretion, be permitted to transfer to an alternative programme of study, which is not subject to Fitness to Practise procedures.

12 Where the alleged examination irregularity is proven, the student will be informed of the right to appeal to the University Fitness to Practise Committee in accordance with Ordinance 5.7.

13 The School Fitness to Practise Committee shall consist of a person appointed by the relevant Dean to chair the Committee, and the Chair shall appoint at least one and no more than two members from Panel A and at least one and no more than two members from Panel B to form the committee.

14 All members on the Committee shall have no previous knowledge or involvement with the matter.

15 Panels A and B shall be appointed at the beginning of each session by the Head of School and shall be made up as follows:

- Panel A Twelve members of the academic staff of the School, taken from those academic units whose students are subject to the Fitness to Practise regulations
- Panel B Six full-time registered students from the School nominated by the Guild of Students, and six members who are either honorary members of staff or external examiners of the School.

For the avoidance of doubt:

1) All mitigations in respect of examinations must be submitted to the School Fitness to Practise Committee for consideration.

2) In the event that the School Fitness to Practise Committee decision relates to the progress of the student on the programme of study or specifies a decision relating to marks or the opportunity for the student to resit an examination, this decision will bind the School examination board and all rights of appeal in respect of that decision shall be in accordance with this Ordinance.

4.7.9 Absence Through Illness and Aegrotat Degrees, Diplomas and Certificates

1. Where a candidate is prevented by illness or other sufficient cause from attending all or part of the final examination for a degree, diploma or certificate, the Board of Examiners shall determine whether sufficient evidence exists for his or her name to be included in the list of successful candidates.
2. If it is determined that insufficient evidence exists, the Board of Examiners shall normally recommend that the candidate be provided with a further opportunity to complete the requirements for the qualification concerned.
    1. Notwithstanding regulation 2 above, where a candidate is prevented by illness from attending all or part of the final examination, the Board of Examiners may, subject to approval by the the Progress and Awards Board of Senate and confirmation by the Senate, award an aegrotat degree, diploma or certificate provided that the following conditions have been met.
        a. Written evidence of the reasons for absence from the examination has been provided by two independent medical practitioners, of whom the University Medical Officer shall always be one.
        b. The candidate has otherwise completed the requirements for the award of the qualification concerned and the Board of Examiners is satisfied that he or she would have completed the requirements of the examination if not prevented by illness.
        c. A written application has been submitted by or on behalf of the candidate to the Board of Examiners via the Academic Office requesting the award of the qualification in accordance with the provisions of this regulation.
    2. A candidate who has been provided with a further opportunity to complete the requirements of the qualification under the provisions of regulation 2 above may apply to the Board of Examiners to be awarded instead the aegrotat qualification, provided that the conditions in regulation 3(1) above have been met. The Board of Examiners, when determining that the candidate be provided with a further opportunity to complete the requirements for the qualification, shall also determine whether the aegrotat should be awarded if the candidate subsequently makes an application and satisfies the other conditions of Regulation 3(1). Such

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an application may be approved formally by the Chairperson of the Board of Examiners on the basis of the Board's decision.

3. Qualifications awarded in accordance with this regulation shall be designated as "aegrotat" on results lists, certificates and other records. First Degrees awarded in accordance with this regulation shall not be classified or designated as "Honours", "Pass" or "Ordinary" Degrees.
4. A candidate who has been awarded an aegrotat qualification in accordance with this regulation shall not be permitted any further opportunity to complete those parts of final examination for the degree, diploma or certificate concerned which he or she has previously been prevented from attending.

3. Regulation 3 above shall not apply to candidates for the degrees of MBChB, BDS, BNurs, or BPhysiotherapy/BSc in Physiotherapy.
4. The the Progress and Awards Board of Senate concerned may, in the case of a student whose programme of study has been interrupted by illness, decide that the session be not counted as one of the prescribed years of study qualifying for graduation.
5. The Senate shall have power to act in cases not provided for elsewhere in this regulation.

4.7.10 Plagiarism

These regulations apply only to programmes of study where the University has no responsibility to a professional body to accredit its graduates as suitable practitioners. Please see the Fitness to Practise regulations for procedures relating to an allegation of plagiarism arising in connection with courses linked to professional accreditation.

Preamble

The majority of cases of plagiarism will be dealt with internally by Schools and Departments without recourse to the formal regulations below and in accordance with the respective guidelines on undergraduate or postgraduate plagiarism issued by the Academic Office. These provide a framework for dealing with cases of mild to medium severity and allow for the award of an adjusted mark for the item of work where a formal sanction is considered appropriate.
Where a member of staff suspects that deliberate, serious plagiarism has occurred the matter should be referred to the Head of School to determine whether there is sufficient evidence to warrant reference to the Academic Registrar for the convening of an Investigating Committee.
Where deliberate, serious plagiarism is suspected in respect of a submitted postgraduate dissertation, research project or thesis, reference to the Academic Registrar (through the Head of School) is mandatory.

Procedure

(i) The Academic Registrar will assemble the available evidence relating to the allegation of plagiarism and present this to the Pro-Vice-Chancellor with responsibility for chairing sittings of the Investigating Committee, who will decide upon one of the following options:

(a) sufficient *prima facie* evidence exists to require the convening of an Investigating Committee;

(b) there is some evidence of serious and deliberate plagiarism, but that this is insufficient to proceed as it currently stands. In such cases, the School will be provided with guidance as to the level of evidence required for the convening of an Investigating Committee;

(c) there is some evidence of plagiarism, but this is not of a sufficient level to require the convening of an Investigating Committee and should be dealt with by the School within the published guidelines;

(d) there is insufficient evidence to proceed further either through an Investigating Committee or through the penalties available to the School within the published guidelines. Accordingly, the normal marking procedures should be applied pending the production of any further evidence.

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(ii) In the case of (a) above, the Pro-Vice-Chancellor will convene an Investigating Committee to hear the allegation.

(iii) The membership of an Investigating Committee shall comprise the Pro-Vice-Chancellor with designated responsibility (in the Chair), together with two Deans or their Deputies whose areas of responsibility do not encompass the programme of study followed by the student.

(iv) The student shall be given not less than ten working days' notice of the arrangements for the Investigating Committee and shall be provided with full details of the allegation of plagiarism. The student shall also be invited to submit a written statement for consideration by the Investigating Committee and to attend the hearing in person.

(v) Any student who decides to attend the hearing may be accompanied by a member of the University (including a representative of the Guild of Students) and/or by a legal representative (at their sole discretion).

(vi) Members of the Committee may, under the direction of the Chairperson, question the student regarding the contents of their written statement, their oral testimony or on any other issue relevant to the case.

Where a student chooses not to attend the hearing in person, the Secretary to the Investigating Committee shall ensure that members of the Committee are instructed that no inference of guilt may be derived from their absence.

(vii) The School or Department bringing the allegation of plagiarism shall attend the hearing in order to answer any questions of factual detail which may arise either from consideration of the student's testimony or from the general deliberations of the Committee.

(viii) The student (if present) and the representative of the School or Department shall appear jointly before the Committee.

(ix) The Investigating Committee shall consider the evidence placed before it in reaching its decision.

It shall be limited in its decision to **one** of the following options:

(a) the allegation of plagiarism is not proven and no further action is required;

(b) the alleged plagiarism is proven, but the circumstances are such that the Committee is satisfied that this was due to carelessness by the student rather than a pre-meditated attempt to cheat. Because of this, no sanction should be applied. The student may, however, be reprimanded and warned as to their future conduct;

(c) the alleged plagiarism is proven, but material factors brought to the attention of the Committee during the course of the hearing are sufficient to allow the work to be submitted for marking as for the first time following the removal of all plagiarised sections and their replacement with legitimate text;

(d) the alleged plagiarism is proven and the mark obtained for the assessment or for the module (at the Committee's discretion) is to be set at zero. The normal procedures arising from this outcome will then apply;

(e) the alleged plagiarism is proven and the mark obtained for the assessment or for the module (at the Committee's discretion) is to be set at zero. The normal procedures arising from this outcome will then apply, except that any re-submission permitted may be delayed for a period to be determined by the Committee;

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(f) the alleged plagiarism is proven and the mark obtained for the assessment or for the module (at the Committee's discretion) is to be set at zero. The normal procedures arising from this outcome will then apply, except that any re-submission permitted may be delayed for a period to be determined by the Committee, during which time the student shall be excluded from **all** University assessment;

(g) the alleged plagiarism is proven and the mark obtained for the assessment or for the module (at the Committee's discretion) is to be set at zero with no opportunity of re-assessment permitted;

(h) **final year undergraduate programmes only:** the alleged plagiarism is proven and the degree classification which would have been awarded under the normal operational procedures revised to a level (which may include a fail categorisation) to be determined by the Committee;

(i) the alleged plagiarism is proven and is of a sufficiently serious nature to require that the student withdraw permanently from their programme of study with immediate effect. No award relating to the programme of study for which the student is registered will be made. In such cases, however, the Committee may, at its discretion, determine an appropriate alternative award of the University to recognise the academic work unaffected by plagiarism and which may be conferred without the need for any further submission by the student.

(x) In addition to reaching a decision regarding the level of penalty (if any) to be applied, the Committee shall also determine whether, exceptionally, a specific right of appeal against its decision may be granted to the student.

A right of appeal shall also be granted where the Committee believes that the case was of sufficient complexity that the interests of the student require that the proceedings of the Committee be subject to independent scrutiny.

(xi) The decision of the Committee on all matters relating to appeal shall be final.

(xii) Any appeal must be received within fourteen days of the date of the hearing.

(xiii) The decision of an Investigating Committee shall be communicated in writing to the student concerned. The reasons for reaching the decision will be specified to the student at this time.

(xiv) If a student is not granted the general right of appeal by the Committee as specified at (x) above, an appeal may still be submitted against the decision of the Investigating Committee provided that the grounds for appeal are restricted to procedural irregularity and/or the existence of new evidence of a material nature.

Any appeal must be received within fourteen days of the date of the hearing.

(xv) An appeal against the decision of an Investigating Committee will be heard by an panel of the University Council comprising:

The Vice-Chancellor or a Pro-Vice-Chancellor as Chairperson, (excluding the Pro-Vice-Chancellor who chaired the Investigating Committee hearing);
A member of Council drawn from the academic staff;
A member of Council drawn from the lay representatives;
The President of the Guild of Students or the Vice-President (Education or Welfare).

(xvi) The membership of the appeal panel will be determined by the Secretary to Council.

(xvii) The casting vote in the event of the appeal panel being unable to resolve a tie shall be held by the Chairperson

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(xviii) The appeal panel of Council may either:

(a) confirm the decision of the Investigating Committee in all respects;

(b) confirm the decision of the Investigating Committee and either reduce or increase in severity the penalty to be levied;

(c) require that a new Investigating Committee be convened to consider the case.

(xix) The decision of the appeal panel is final and will be communicated to the student in writing. The reasons for supporting or denying a submission will be specified to the appellant.

4.8: Higher Degrees Registrations by Research Fellows and Research Associates:

A Research Fellow or Research Associate may register as a candidate for a higher degree on the following conditions:

4.8.1 The Senate or delegated authority concerned shall be satisfied as to the suitability of the candidate on academic grounds.

4.8.2 The same authorities shall be satisfied that the candidate will have sufficient time, apart from his or her duties as a Research Fellow or Research Associate, for the research required for the degree as well as facilities for a suitably broad training in research method.

4.8.3 Registration shall normally be sought at the commencement of the candidate's higher degree research programme and the required period of advanced study and research in the University shall be specified by the appropriate authority at the time of registration: this will normally be at least two academic years in the case of a Masters degree and at least four academic years in the case of a Doctors degree. These periods may be reduced in individual cases where it can be shown that a candidate is working full-time on the higher degree project.

4.9: Higher Degrees Registrations by Staff Holding Honorary Titles:

4.9.1 Members of staff holding honorary research titles will not, except in special cases, be permitted to register for higher degrees under Ordinary Regulations.

4.9.2 Recommendations for permission to register in special cases shall be made by Deans to the Vice-Chancellor on behalf of Senate, shall specify whether full or part-time registration is recommended, and shall be accompanied by suitable supporting information.

4.9.3 In cases where registration for a higher degree is known to be specifically intended as a principal purpose of an academic visitor's presence at the University permission to register should be recommended in parallel with the recommendation for the conferment of the honorary title.

4.9.4 Where permission to register is granted fees will be charged at the normal full or part-time rates and not at the concessionary staff rate. The Registrar and Secretary will, however, have discretion to authorise individual fees in appropriate cases.

4.10: Nominations for Honorary Degrees:

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4.10.1 The Senate shall appoint a standing Nominations Committee to consist of the following:

i. The Vice-Chancellor
ii. A Pro-Vice-Chancellor to be nominated by the Vice-Chancellor
iii. the Deans
iv. A lay member of Council to be appointed by the Council for a period of four years on the recommendation of the Council membership committee
v. Four members elected by and from the Senate for a four year period.

4.10.2 Each Dean may nominate a representative who shall be appointed by the Senate to serve in his or her place on the Committee to serve for a period not exceeding four years.

4.10.3 Members other than those who are members ex-officio shall be eligible for re-election or renomination. Their membership of the Committee shall end if they cease to be a member of the body which nominated or elected them. Members attending as the representative of a Dean shall cease to be members when the person whom they are representing ceases to hold the office of Dean. Vacancies arising from resignations shall be filled by the appropriate nominating or electing body or person as soon as practicable.

4.10.4 The Committee shall consider nominations for Honorary Degrees submitted by any Member of the University, as defined in Section 12 of the Statutes, but including also University Staff as defined in Ordinance 1.6 and alumni of the University as defined in Ordinance 2.11. Members of the Committee may also propose nominations for consideration by the Committee.

4.10.5 Nominations shall be invited for submission to the Registrar and Secretary by a stated date each year. The nomination shall take the form of a short, up-to-date curriculum vitae such as an extract from Who's Who, together with a supporting letter, signed by the nominator and stating why an award should be considered.

4.10.6 The Committee shall consider the nominations received, together with any nominations carried over from earlier meetings and shall recommend names for Honorary Degrees to the Senate in the form of a report containing details of the candidates proposed. The report shall be circulated to members of the Senate at the meeting, but shall be returned to the Registrar and Secretary at the end of the meeting at which the report is considered.

4.10.7 Where the Senate approves a nomination recommended by the Committee, but the Honorary Degree is not conferred in the recommended period or on the recommended date, the nomination shall be brought before the Committee for reconsideration at the next scheduled meeting, together with such other nominations as it will have received.

4.11: Conferment of Degrees in Person or in Absentia:

4.11.1 Students and members of staff expecting to graduate or to obtain Higher Degrees may choose whether to attend the relevant Degree Congregations in person or to have their Degrees conferred in absentia.

4.11.2 A form will be sent to each student or member of staff concerned by the Registrar and Secretary, asking for a clear statement to be made whether the person concerned wishes to attend the Degree Congregation in person or whether he or she wishes to have the Degree conferred in absentia.

The Senate shall appoint a standing Nominations Committee to consist of the following:

i. The Vice-Chancellor
ii. A Pro-Vice-Chancellor to be nominated by the Vice-Chancellor
iii. the Deans

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iv. A lay member of Council to be appointed by the Council for a period of four years on the recommendation of the Council membership committee
v. Four members elected by and from the Senate for a four year period.

4.11.3 The form conveying the wish of the student or member of staff must be returned so that it is received in the Academic Office by the following dates:

a. 1 March for a Degree to be conferred at the July Congregations.
b. 15 October for a Degree to be conferred at the December Congregations.

4.11.4 If a reply is not received by the relevant date in Sub-Regulation 3 then the student or member of staff concerned will be deemed to wish to have his or her degree conferred in absentia.

4.12: Congregations for the Conferment of Degrees:

4.12.1 Graduands are required to present themselves for their degrees wearing the gown, hood and cap appropriate to the degree to which they are to be admitted.

4.12.2 Members of the procession and those attending for the conferment of a degree shall wear their caps as they enter and leave the Hall; caps shall be removed after the Congregation is declared open. Women are exempt from this latter requirement.

4.12.3 The Chancellor or, if absent, the Pro-Chancellor or, in the absence of both, the Deputy Pro-Chancellor shall preside and declare the Congregation open and closed.

4.12.4 The formal admission of persons to Degrees shall be made by the Chancellor or, if absent, by the Vice-Chancellor or, in the absence of both, by some person specifically appointed by the Council.

4.12.5 The following procedure and formulae are prescribed for the presentation of Graduands:-

1. The Public Orator shall present graduands for Honorary Degrees by oration and by using the following formula:

   "Chancellor (or Vice-Chancellor), to you and to the University I present A..... B..... to be admitted to the Degree of ..... honoris causa".

2. The Public Orator shall present graduands for ex-officio degrees, using the following formula:

   "Chancellor (or Vice-Chancellor), to you and to the University I present A..... B..... to be admitted to the Degree of ..... ex-officio".

3. All other graduands shall be presented by the Dean concerned or the authorised deputy of the Dean.
4. On presenting graduands the Dean will use the presentation formula once only, then announce the different degrees, and the graduands will be presented in the appropriate order.
5. On the Presentation of Groups of Graduands
   a. The Dean shall raise his or her cap to the Chancellor (or Vice-Chancellor), and shall say:-

      "Chancellor (or Vice-Chancellor), to you and to the University I present these

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graduands proved worthy to be admitted to the following degrees ...."

b. After the first time that this formula is used in any Congregation and before any graduand ascends the steps for the conferment of a Degree, the Conferring Officer shall use the formula at 9(a) or 9(b).
c. The Dean shall then announce the degree for each group and the name of each graduand in succession as presented to the Chancellor (or Vice-Chancellor). When the degrees have been conferred on the graduands in the group the Dean shall again raise his or her cap.

6. On the Presentation of an Individual Graduand

The Dean, having raised his or her cap to the Chancellor (or Vice-Chancellor), shall say:-

"Chancellor (or Vice-Chancellor), to you and to the University I present this graduand, proved worthy to be admitted to the Degree of ....., A..... B....."

7. On the Conferring of Several Degrees in Absentia

The Dean shall raise his or her cap to the Chancellor (or Vice-Chancellor), and shall say:-

"Chancellor (or Vice-Chancellor), to you and to the University I present the names of these graduands, as listed in the Programme, proved worthy to be admitted to their respective degrees, and I request that the degrees be conferred in absentia".

8. On the Conferring of a Degree in Absentia

The Dean, having raised his or her cap to the Chancellor (or Vice-Chancellor), shall say:-

"Chancellor (or Vice-Chancellor), to you and to the University I present the name of this graduand, as listed in the Programme, roved worthy to be admitted to his (or her) Degree, and I request that the Degree be conferred in absentia".

9. The following procedure and formulae are prescribed for the conferment of degrees:
a. The Chancellor, before admitting the first graduand at each Congregation to a degree, shall say:-

"By virtue of my authority as Chancellor, I admit those persons present to the degrees for which they are to be presented."

and shall then take each graduand by the right hand and shall say:-

"I admit you".

b. The Vice-Chancellor, before admitting the first graduand at each Congregation to a degree, shall say:-

"By virtue of my authority as Vice-Chancellor, I admit those persons here present to the degrees for which they are to be presented."

and shall then take each graduand by the right hand and shall say:-

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"I admit you".

c. In the absence of both the Chancellor and the Vice-Chancellor the person specially appointed by the Council under Regulation 4.9.4, before admitting the first graduand at each Congregation to a degree, shall say:-

"By virtue of the authority committed to me by the Council of the University, I admit you those persons present to the degrees for which they are to be presented."

and shall then take each graduand by the right hand and shall say:-

"I admit you".

4.12.6 The procedures at Congregations for the conferment of Degrees on graduands of accredited institutions shall be as specified by the accredited institution concerned, except that Regulation 4.10.4 above shall apply in all cases.

5.1: Admission

5.1.1 Every candidate for admission to the University must normally have reached the age of 17 years on 1 October of the year of entry.

5.1.2

1. The General and Course Requirements for entrance to the first-degree courses offered by the University shall be as specified in the University Undergraduate Prospectus.
2. The entrance requirements for admission to study for certificates, diplomas and higher degrees shall be specified in the appropriate University publications.

5.1.3

1. Application for a first-degree course, except for the B.Phil.(Ed.) degree, must be made through the Universities and Colleges Admissions Service.
2. All other applications shall be made direct to the University.

5.1.4 A candidate may be accepted only by the appropriate authority designated by the Senate or delegated authority.

5.1.5 No student shall be admitted to a first-degree course at the University unless he or she has satisfied the General Entrance Requirement of the University, as determined by the Senate.

5.1.6 The University reserves the right to refuse admission to any applicant without assigning any cause.

5.1.7 In addition to satisfying all other requirements for admission to first-degree or postgraduate award-bearing courses, overseas applicants whose native language is not English must provide evidence satisfactory to the University that they have an adequate knowledge of written and spoken English of a standard sufficient to comprehend the teaching and other requirements of a University course.

5.1.8 Every student on admission shall sign a declaration of obedience to the Charter Statutes Ordinances and Regulations of the University.

5.2: Attendance and Academic Duty

5.2.1 A student must not allow paid employment or other activities to conflict with the study required by the modules and programme for which the student is registered.

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5.2.2 1. Full-time students are required to keep the three University terms every year in full. Students are also expected to attend during such additional periods as may be prescribed for their programme of study.

2. Part-time students are required to keep the pattern of attendance specified by the programme on which they are registered.

3. Any student who wishes to be absent from the University for any part of any term or other period of required attendance must first obtain permission of the Head of School (or nominee).

Reasonable diligence in relation to learning and teaching

5.2.3 A student is required to show reasonable diligence in relation to learning and teaching for each module, and the whole programme, for which the student is registered.

5.2.4 Failure to show reasonable diligence in relation to learning and teaching shall be defined as:

1. Absence from more than 30 per cent of those teaching sessions at which a record of attendance is kept or failure to submit assessed work for a programme on more than two occasions during an academic year; or

2. Absence from teaching sessions or failure to submit assessed work, contrary to requirements of a module description or a programme specification (which may be different from those set out in 1 above); or

3. Failure to attend all teaching sessions and submit all required assessed work after a formal written warning has been given to the student by the Head of School; or.

4. Failure to register for modules to the required credit value for the programme (appropriate to the level and stage of study); or

5. Failure to report to the Head of School (or nominee) an absence of more than 5 consecutive days.

Students should take reasonable steps to ensure that their attendance is accurately recorded.

5.2.5 A student will not be treated as failing to show reasonable diligence in relation to learning and teaching where the Head of School (or nominee):

1. approves a self-certified medical certificate provided as soon as practicable by the student relating to an absence of up to 5 consecutive days. (Self-certification is not acceptable after a student has been absent for a total of 10 days in an academic year); or

2. approves a certificate from the student's medical practitioner relating to absence which lasts for more than 5 consecutive days; or

3. accepts that other documented mitigating circumstances excuse the student's absence; or

4. has granted permission to be absent for a specified period.

5.2.6 If a Head of School (or nominee) concludes that there is a prima facie case that a student is failing to show reasonable diligence in relation to learning and teaching, the reasonable

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diligence procedure may be initiated to require the student to

1. withdraw from a programme; or

2. be barred from an opportunity of assessment in one or more modules.

5.2.7 The following are the consequences of being barred from an opportunity of assessment on the basis of a failure to demonstrate reasonable diligence:

1. A student who is barred from assessment will be permitted only one opportunity of assessment.

2. Where a student has been barred from an opportunity of assessment of a module, but nevertheless attends an examination or submits other work for assessment, the marks for that assessment shall not normally be considered by the examination board.

3. The student's transcript shall record a mark of zero (failed attempt) for the assessment opportunity from which the student is barred.

4. Where a student has been barred from an opportunity of assessment of a module, for the purposes of calculating the degree classification the maximum mark that can be achieved in such a module, when it is subsequently assessed, is the pass mark. On the student's transcript, however, the actual mark should be recorded for the second attempt.

5. A student substituting a module is only permitted one attempt at assessment in the substitute module. On the transcript, a mark of 0% is recorded for the first module and the actual mark for the substitute module.

5.2.8 The procedure to be followed will be as approved by the Senate or delegated authority from time to time and described in The Reasonable Diligence Code of Practice.

5.2.9 The Reasonable Diligence Procedure does not apply to students registered on programmes to which a fitness to practise code applies. [http://www.ppd.bham.ac.uk/policy/legislation/ordinance/ord.htm#O5] . In these cases the Fitness to Practise procedure will be invoked.

<u>Academic duty in relation to examinations</u>

5.2.10 A student shall take the first opportunity of assessment in a module unless:

1. the Head of School (or nominee) recommends that the student be allowed to defer assessment, on the ground that the student's performance in the assessment is likely to be adversely affected by medical or other exceptional factors; or

2. the student has been barred from the opportunity of assessment on grounds of failure to show reasonable diligence in relation to learning and teaching [see 5.2.7]; or

3. the student has been excluded from attendance at an examination by the Registrar and Secretary;

4. the student, with the permission of the Head of School (or nominee), elects to defer assessment until the following main examination period.

5.2.11 Where a student fails to take an opportunity for assessment of a module, a Board of Examiners may recommend to the Progress Board that the student be barred from any further assessment in that module or, in exceptional circumstances, that the student be required to

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withdraw from the programme, unless documented mitigating circumstances have been submitted which are considered to justify failure to take the opportunity.

5.2.12 Taking an opportunity for assessment means making a bona fide attempt at an examination or other assessment, in the academic opinion of the Examination Board.

Late submission of course work

5.2.13 Where a 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 Undergraduate and Postgraduate Assessment Protocols. (http://www.ppd.bham.ac.uk/policy/ugassessprot/ugcurrent/ugassess8.2.htm and http://www.ppd.bham.ac.uk/policy/pgassessprot/pgcurrent/pgassess8.2.htm

Higher research degrees

5.2.14 A student registered for a higher degree by research may be required, on the approval of the Senate or delegated authority or other appropriate authority of a recommendation by the Head of School, to withdraw from his or her programme if it appears that there is no likelihood that he or she will successfully complete the programme within the maximum period allowed for the submission of a thesis permitted by the relevant regulations. Such a recommendation may be made only after a full review of the student's progress, including consultation with his or her supervisor. The recommendation must be accompanied by a full report of the circumstances for consideration by the Reasonable Diligence panel. A student will not be required to withdraw under this regulation without being given the opportunity to submit representations to the appropriate body in writing and, if the student wishes, in person.

5.3: Intellectual Property

All students must comply with the University's procedures for notifying any invention, device, material, product or process, computer software or other potentially valuable result which it is considered might have commercial significance, whether patentable or not, developed or invented during the course of students' research or study at the University. All students must make assignment of rights in such intellectual property to the University. Details of the University's procedures involving sharing of revenue from exploitation are available from Schools and Departments, or the Registrar and Secretary. The procedures and arrangements for notification and exploitation will be the same as those for members of staff in the University set out in Regulation 3.16, Patents and the Exploitation of Inventions.

5.4: Physical Recreation

A Physical Recreation Scheme, with a wide variety of options, is provided for students in their first year in the University. In the departmental timetables of many students, times are set aside for the courses offered. At the beginning of the session first-year undergraduate students are required to consult the Sports Development Unit about any choice of physical recreation activity and may register for one of the courses offered.

5.5: Conduct

5.5.1 All students are required to conduct themselves in a quiet and orderly manner within the University precincts. They must observe the rules governing the use of University Buildings, and the restrictions on the use and parking of vehicles in the University Grounds.

5.5.2 Except as indicated below, gambling is prohibited within the precincts of the University, in the Halls of Residence and the Guild of Students Union.

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5.5.3 The above Regulation shall apply, save when the activity is undertaken as an integral part of an approved programme of study, or when otherwise approved in writing by the Registrar and Secretary.

5.5.4 Smoking in University premises is permitted only in designated smoking areas.

5.5.5 A student who wilfully damages University buildings or other property, may be required to pay for the repair of the damage, and will become liable to action under the Ordinance and Regulations governing discipline.

5.6: Safety

5.6.1 Students are required to comply with the safety provisions applicable to the University and to undertake such safety training as their programmes of study may necessitate.

5.6.2 They must follow the safety instructions issued by the Head of School and other authorised persons and observe the safety rules appropriate to any particular part of the University premises.

5.6.3 All students shall conduct themselves and work in a safe manner so as not to endanger themselves or others and shall not misuse or interfere with any item provided for safety purposes.

5.7: Health

5.7.1 All those accepted for admission to first degree programmes, but excluding part-time or occasional courses, are required to present themselves for medical examination by the University Medical Officer.

5.7.2 The following students may be required to attend for radiological examination of the chest:

1. Students who have not been Tuberculin tested or who are doubtful whether they are tested.
2. Students who were Tuberculin test positive at the age of thirteen.
3. Students from overseas entering the University who cannot produce evidence of a normal chest x-ray in the previous year.
4. Other students at the discretion of the University Medical Officer.

5.7.3 Any student who is suffering from an infectious illness, or who has an infectious medical condition, or in whose residence there is or has been an infectious illness which renders that student a possible danger (a) to staff and students, and/or (b) to other persons with whom he or she will come into contact as a requirement of the programme of study, may be required to cease attendance on the programme until the University Medical Officer is satisfied that no danger of infection exists. Where the illness or condition is deemed to be persistent, the Registrar and Secretary may on the recommendation of the University Medical Officer either, in the case of (a) above, require the student to withdraw permanently from the University or, in the case of (b) above, require the student to withdraw from that programme of study.

5.7.4 In cases where there is reasonable suspicion that a student may have a medical condition, including alcohol, drug and substance abuse, which in the judgement of the Head of School or Academic Registrar renders the completion of their programme of study impossible, or which renders him or her a possible danger to others with whom he or she will come into contact as part of that programme, he or she will be subject to the following:

1 The student will be notified by letter that they are required to provide medical evidence concerning their fitness to continue on their programme of study. This must be received

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within 10 working days of the date of the letter.

2 The University Medical Officer will review the medical evidence, consulting with the student if necessary, and make one of the following recommendations to the Registrar and Secretary:

(i) The student is fit to continue on their programme of study.

(ii) The student is fit to continue on their programme of study, subject to regular review by the University Medical Officer.

(iii) The student is unfit to continue and will be required to withdraw from their programme of study for a specified period. Their return to the programme will be conditional upon the provision of medical evidence concerning their fitness to continue on their programme of study.

(iv) The student is unfit to continue and will be required to withdraw from their programme of study.

3 If the student refuses or fails to provide medical evidence, the University Medical Officer will make a recommendation as in (i) to (iv) above to the Registrar and Secretary based on the available evidence, consulting with the student if necessary.

4 A copy of the recommendation to the Registrar and Secretary will be sent to the student. The student is entitled to make representation in writing within 5 working days of the date of the letter accompanying the recommendation.

5 The Registrar and Secretary will make a decision based on the recommendation of the University Medical Officer and taking into consideration any representation made by the student, as in 3 above.

6 The student may appeal against the decision of the Registrar and Secretary. The appeal should be made in writing to the Vice-Chancellor and submitted within 5 working days of the notification of the decision, stating the grounds for the appeal.

7 If it considered that there is an immediate danger to other members of the University, the student may be excluded pending a disciplinary hearing, as per Ordinance 5.5.8.

Right of Appeal

The appeal will be heard by a committee made up of 3 members, serviced by a secretary who shall be a representative of the Registrar and Secretary. Membership will be as follows:

- Pro-Vice-Chancellor or their nominee (Chair); and
- A senior member of academic staff (not from the same School as the student) and
- A student nominated by the Guild of Students.

Fitness to Practise

This regulation does not apply to students following programmes of study which are subject to Fitness to Practise procedures (as listed in Ordinance 5.4). For those students the procedures in Ordinance 5.6: “Misconduct where Fitness to Practise applies” should be followed.

5.7.5 A student may make representations to the Registrar and Secretary against the

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recommendations in 3 and 4 above.

5.7.6 The Senate or delegated authority may, in the case of a student whose course of study has been interrupted by illness, decide that the session be not counted as one of the prescribed years of study qualifying for graduation.

5.7.7 Candidates desiring to avail themselves of the provisions of these regulations must submit, to the Academic Office, a medical certificate from two registered medical practitioners of whom the University Medical Officer shall always be one.

5.8: Student Identity Card

5.8.1 All students are issued with a University Identity Card on registration at the commencement of their studies. In the case of students whose registration extends over more than one University session, revalidation of the card will be necessary at the beginning of each Session.

5.8.2 The card remains the property of the University and may be withdrawn at any time and shall be surrendered if the holder ceases to be a student of the University.

5.8.3 The use of the card is personal to the individual to whom it is issued and no student shall permit the use of their card by another person, whether a member of the University or not.

5.8.4 No student may make use of an identity card belonging to another person for any purpose.

5.8.5 No student may use or tamper with a student identity card in such a way as to use or gain benefit from or access to buildings, services or other facilities of the University to which they are not entitled.

5.8.6 Students are required to produce the card to confirm their identity when asked to do so by a member of University Staff.

5.9: Residences

5.9.1 Every student shall, by means of the confirmation or amendment of the entry on the Registration Form, notify the University of his or her home and term-time addresses.

5.9.2 The Academic Office should be notified in writing at the time of any change in the student's home address.

5.9.3 The Housing Services Office should be notified in writing at the time of any change in the student's term-time address.

5.9.4 An Undergraduate student under the age of 18 years who is unmarried must live in a University Hall of Residence or with a near relative or in accommodation approved by the Housing Services Manager.

5.10 Discipline in Residences

The following definitions will apply in the application of this regulation:

"Friend": a member of the staff of the University or a registered student of the University or a Sabbatical Officer of the Guild of Students.

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"Guests": Vistors to the Student Village who are not students of the University.

"Residents' Association": an association whose members are currently resident at one of the University's student residences.

"Student Mentor": a person appointed by the University as a student mentor.

"Student Village": a cluster of student residences.

"Student Village Manager": a person designated by the University as being responsible for the day-to-day running of a specified cluster of student residences. This also includes his or her properly appointed deputy or nominee.

Responsibilities of Students

1 Students resident in, or using the facilities of, University residential accommodation are required not to be in breach of Student Discipline Ordinances 5.5 or 5.6. Additionally, they are required to obey the law, have consideration for others at all times, and not to interfere with other people's academic and social needs. They are also required to provide promptly identification if asked to do so by an authorised person such as a member of University staff or Student Mentor in the residence, and, in an emergency, to carry out the directions given by a member of University staff or other authorised person.

Minor Offences (Dealt with Summarily)

2 Minor offences shall be dealt with summarily by the relevant Student Village Manager following an investigation of the circumstances to determine whether there is a case to answer. The investigation should include an opportunity for the student to attend an interview with the Student Village Manager to allow representation to be made.

a) For a student on a programme where Fitness to Practise does not apply:

If a student does not wish the offence to be dealt with summarily, they may elect for their case to be heard directly by the Accommodation Discipline Committee. The student's right to this course of action must be confirmed in writing by the Student Village Manager when providing the opportunity to attend an interview.

b) For a student on a programme where Fitness to Practise applies:

If a student does not wish the offence to be dealt with summarily the offence must be referred to the relevant School Fitness to Practise Committee.

The student's right for this course of action must be confirmed in writing by the Student Village Manager when providing the opportunity to attend an interview.

3 If the Student Village Manager determines that an alleged disciplinary offence has arisen at a level of seriousness that makes it inappropriate to be dealt with by summary means, the Student Village Manager must instead refer the case to the Registrar and Secretary for consideration under Student Discipline Ordinance 5.5 or, refer the case to the relevant School for consideration under Student Discipline Ordinance 5.6 (for programmes where Fitness to Practise applies).

4 Having decided that there has been a breach of this Regulation, the Student Village Manager shall have power to impose the following penalties:

a) A reprimand;
b) A fine, not exceeding a set maximum as determined from time to time by Senate;
c) With the student's consent, student community service, the details of

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which must be specified before consent is solicited. Student community service shall mean that the student shall spend a specified number of hours completing a specified task or tasks for the benefit or enhancement of the residence or its environs or student life.

5 In addition, and if appropriate, the student may be required to make good any damage to University property or the property of a member of the University by payment or otherwise.

6 Before imposing the punishment of a fine the Student Village Manager shall enquire of the student whether there are any exceptional financial circumstances, which might be taken into account and, as a consequence, may authorise the arrangement of a payment schedule.

7 Disciplinary action must always be confirmed in writing to the student and a copy should be sent to the General Manager, Student Accommodation, and the Registrar and Secretary's nominee. All records relating to student discipline must be treated as confidential and destroyed after a period of three years.

8 The right of appeal against summary disciplinary action must be specified to the student in writing.

<u>The Accommodation Discipline Committee</u>

9 Each Accommodation Discipline Committee shall be responsible for investigating the circumstances that apply to the case.
The Accommodation Discipline Committee may choose to hold a hearing to receive information or assist its investigation.

10 The membership of each Accommodation Discipline Committee shall comprise:

- the Student Village Manager (Chair);
- a Student Village Manager from a different Student Village to that where the student resides
- the Vice President (Housing and Community), Guild of Students, or another Guild Executive Officer;
- two student representatives from any of the Residents' Associations.

11 A student may be accompanied at any hearing of the Committee by a Friend.

12 Having decided there has been a breach of this Regulation the Committee shall have available to it the following penalties:

d) A reprimand;
e) A fine, not exceeding a set maximum as determined from time to time by Senate;
f) With the student's consent, student community service, the details of which must be specified before consent is solicited. Student community service shall mean that the student shall spend a specified number of hours completing a specified task or tasks for the benefit or enhancement of the residence or its environs or student life.

13 In addition, and if appropriate, the student may be required to make good any damage to University property or the property of a member of the University by payment or otherwise.

14 Before imposing the punishment of a fine the Accommodation Discipline

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Committee shall enquire of the student whether there are any exceptional financial circumstances, which might be taken into account and, as a consequence, may authorise the arrangement of a payment schedule.

15 Disciplinary action must always be confirmed in writing to the student and a copy should be sent to the General Manager, Student Accommodation, and the Registrar and Secretary's nominee. All records relating to student discipline must be treated as confidential and destroyed after a period of three years.

16 The right of appeal against disciplinary action taken by the Accommodation Discipline Committee must be specified to the student in writing.

Appeals

17 An appeal may only be made on one, or any, of the following grounds:

- Administrative or procedural irregularity;
- Existence of new material evidence, which was not available when the penalty was imposed.
- Severity of the penalty imposed.

18 The Accommodation Discipline Committee shall act as an Appeal Committee to hear any appeal against a summary punishment imposed by the Student Village Manager in respect of a student for whom Fitness to Practise does not apply. In respect of a student on a programme where Fitness to Practise applies, the appeal must be referred to the relevant School.

19 Any such appeal must be submitted in writing by the student to the Chairperson of the Accommodation Discipline Committee within 10 working days of the date of the letter confirming that disciplinary action has been taken and that a penalty has been imposed.

20 The letter outlining the appeal must clearly state the grounds for the appeal. The letter should also include any information or circumstances not taken into account when the summary penalty was imposed. In the case of an alleged administrative or procedural irregularity, evidence of the alleged irregularity must be provided.

21 The Accommodation Discipline Committee acting as an Appeal Committee shall consider the appeal within 10 working days of the receipt date of the letter of appeal.

22 The Accommodation Discipline Committee may decide to hear the matter afresh without reference to the investigational decision by the Student Village Manager. In that event, the Chair of the Committee may decide to postpone the hearing to allow both parties to provide additional evidence or, with the consent of both parties, the Accommodation Discipline Committee may decide to continue with the hearing immediately. During the hearing, the Accommodation Discipline Committee will review the evidence and determine whether the appeal should be upheld or what penalty, if any, is to be imposed. The original summary penalty may be increased or decreased or changed to a different penalty within the powers available to the Accommodation Discipline Committee. The Appeal Committee may also refer the matter to the Registrar and Secretary of the University to be dealt with as an alleged offence under Ordinance 5.5.

23 A student may also appeal against any decision reached in his or her case by the Accommodation Discipline Committee where the student had elected to have their case heard by this body. Any such appeal must be submitted in writing by the student to the Registrar and Secretary within 10 working days of the date of the letter confirming that disciplinary action has been taken and that a penalty has been imposed.

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24 The letter outlining the appeal must clearly state the grounds for the appeal. The letter should also include any information or circumstances not taken into account when the summary penalty was imposed. In the case of an alleged administrative or procedural irregularity, evidence of the alleged irregularity must be provided.

25 Such appeals will be dealt with by the Vice-Chancellor (or an authorised deputy) who will review the evidence and determine whether the appeal should be upheld OR what penalty, if any, is to be imposed in line with those available to an Accommodation Discipline Committee OR refer the appeal to be dealt with under the procedures prescribed in Ordinance 5.5.

Failure to Comply

26 A failure to comply with any punishment imposed under these regulations shall constitute contempt of the procedure and shall be referred to the Registrar and Secretary for action as a separate offence under the provisions of Ordinance 5.5 (or 5.6 for programmes where Fitness to Practise applies).

Guests

27 Misconduct or cases of damage to University property within a Student Village, committed by a student of the University of Birmingham who is not resident within the Student Villages, may be dealt with in accordance with this Regulation. A failure to comply with any punishment imposed under these regulations shall constitute contempt of the procedure and shall be referred to the Registrar and Secretary for action as a separate offence under the provisions of Ordinance 5.5 (or 5.6 for programmes where Fitness to Practise applies).

28 Students may bring guests into University residential accommodation, but must accept responsibility for the behaviour of their guests. Guests are expected to obey the rules of conduct laid down for residents. A guest who misbehaves will be required to leave the residence immediately if directed to do so by a member of staff of the University. The Accommodation Discipline Committee may impose an exclusion from the Student Village for a period not exceeding one calendar year.

Criminal Matters

29 Criminal matters should be reported to the Security Section of the University with a minimum of delay. It shall be a matter of judgement for the member of staff or authorised person present whether the nature of an incident, in or near the residence, requires the summoning of the police. If so, he or she will ask the Security Section to call the police. Once the police attend, the incident must be managed by the police. The University will review the incident and determine whether any further action under this Regulation or other discipline ordinance is required.

5.11: Fees

5.11.1 The Director of Finance shall collect all student fees - tuition, residence and other - and any fees which are not determined by the Higher Education Funding Council (England) shall be assessed in consultation with him or her. All fees are payable upon registration or re-registration.

5.11.2 Fees on first registration shall be payable as specified in the University's tuition fee schedule and quoted in the offer of admission. In accepting the offer of admission, the student accepts a contractual liability to pay the fee for the duration of their registration in accordance with these Regulations.

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5.11.3 Students are responsible for the payment of their own fees and debts and this responsibility is not affected by the University agreeing to a request of the student to invoice a third party for any fee or debt.

5.11.4 If a student, having accepted the offer of admission, subsequently appeals against their tuition fee classification, the tuition fee shall remain payable as specified in Regulation 5.11.2, above, while the appeal is being considered. Where an appeal is upheld in full or in part, the Director of Finance shall confirm the new rate of fee and any overpayment will be refunded.

5.11.5 (expanded version of current 5.11.2 - see above)
The Tuition Fee is due in full at the beginning of the Session or at the start of registration if this is a different date. However, arrangements may be made with the Director of Finance for payment of tuition fees in instalments in accordance with the approved scheme.

5.11.6 Residence fees are due in full upon signing the accommodation contract, unless the student has elected to pay by Direct Debit instalments. The latter option is subject to a pre-payment and completion of a Credit Agreement where the number of payments is five or more.

5.11.7 Non-payment of any fees or other debts including non-compliance with the rules of any scheme for payment of fees by instalments (except accommodation fees, where notice to quit University accommodation will be given only where the debt relates to accommodation charges), shall render students liable to penalties whereby:-

i. Any student whose payment of fees or repayment of any loan is in arrears shall be excluded from the University from the end of the Term in which the fee or loan repayment became due.
Following such exclusion, paragraphs (ii) to (vii) below shall apply.
ii. Such a student will no longer be entitled to attend lectures, tutorials, laboratory classes or any other kind of teaching; to participate in any research activity in the University; to sit any examinations, or to present a thesis or other written work, or to use the University Library or any other University facility.
iii. Re-admission will be at the University's discretion and application may not be made until outstanding debts have been paid.
iv. Any outstanding debt to the university shall normally preclude registration for a subsequent session of a University course.
v. Any student who has not paid an account for fees or any other item owing to the University shall not be eligible to have his or her coursework, examinations, dissertation, thesis or any other form of assessment marked or otherwise assessed, nor to have a degree conferred or otherwise to receive an award of a diploma, certificate or other qualification from the University until his or her accounts have been paid.
vi. Any such student shall not be eligible to apply for or to receive an approved transcript of his or her studies and results and the name of such student shall not be included in the pass list of any such award until his or her accounts have been paid.
vii. Any outstanding debt to the University may be pursued by the University using any civil remedy that may be available through the Courts in addition to any of the penalties listed above.

5.11.8 Following exclusion from the University for non-payment of fees, the Director of Finance may authorise an arrangement for deferred payment. In consultation with the Academic Registrar the Director of Finance may in exceptional circumstances issue an authorisation in writing, exempting the student from any of the consequences of non-payment stated above for as long as he or she complies with the arrangements authorised. In all other circumstances, the student must remain in exclusion status and subject to all associated penalties until the debts and any consequent costs have been paid in full.

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5.11.9 Partial remission of the tuition fees determined by the Council in cases of students repeating part of a course may be made by the Academic Registrar in consultation with the Director of Finance.

5.11.10 Students who withdraw from the University before the end of a year (or any other period of study for which a single tuition fee is paid) are not entitled to a refund of or reduction in any tuition fee, whether already paid or outstanding, except where such fees are being paid in accordance with the Mandatory Awards Regulations. The University has the right to make ex gratia payments as it thinks fit.

5.11.11 Research students who make significant use of University facilities or resources during any period after the end of the minimum period required by the Regulations for their degree are required to register and, as a consequence, to pay the full tuition fees appropriate to the period of registration. Between the end of any such period and the submission of the thesis, Research students pay an annual continuation fee.

5.11.12 Where monies have been received and there are both tuition and accommodation fees outstanding, or if ,in addition to these, the student also has other outstanding debts to the University, the University reserves the right to allocate the funds in the following order:

i. Accommodation
ii. Tuition
iii. Any other outstanding debt with the University.

5.12: Student Demonstrators and Student Teaching Assistants

These regulations do not apply to those students undertaking occasional teaching duties as part of the approved programme of study. In all cases a member of staff shall be responsible for the work of the Student Demonstrator or Student Teaching Assistant and for the module overall, both for the delivery of teaching and for all assessment.

5.12.1 Duties

1. A Student Demonstrator shall assist in teaching by helping undergraduate students in classes with their practical work. This assistance will not involve any substantial amount of preparation or responsibility for the organisation of the course or for lecturing or seminar type teaching. The duties must be limited to teaching and marking, under the close direction of a member of staff, which may include, demonstrating, tutorial or essay class work, but not formal lectures.

2. A Student Teaching Assistant shall be directly responsible for the instruction of a group of students in a limited field. This may involve conducting seminar or tutorial type work with small classes, occasional lecturing or marking of student work. The teaching involves a measure of responsibility and discretion in a limited field; it may involve substantial preparation at least equal to and sometimes greater than the time spent in actual teaching.

3. Neither Student Demonstrators nor Student Teaching Assistants shall attend Boards of Examiners nor take sole responsibility for assessing student work.

5.12.2 Terms of Engagement

1. A Head of School may appoint as a Student Demonstrator or a Student Teaching Assistant a postgraduate student registered for a higher degree or a student proceeding to a medical or dental degree. Students in the final stage of a three year undergraduate programme or in the final stage of a four year undergraduate Masters programme may

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be appointed as Student Demonstrators.

2. Exceptionally, students in other stages of an undergraduate programme may be appointed as Student Demonstrators. All such exceptional cases must be reported to the relevant Dean through the annual quality assurance processes (ie BIQAES).
3. Only postgraduate students may be involved in the teaching of final year undergraduate students or in the supervision of undergraduate research projects or dissertations
4. The terms and duties of engagement must permit the Student Demonstrators and Teaching Assistants to complete the work for their own degree within the normal period.
5. The teaching hours of a full time student who is a Student Demonstrator or a Student Teaching Assistant shall not exceed six hours per week during the academic session. Preparation and marking time should be included in this six hours. The weekly maximum may be redistributed across the academic session with the prior agreement of the student concerned.
6. Student Demonstrators and Student Teaching Assistants must receive appropriate training and support for the duties they are required to perform.
7. The rates of remuneration shall be as determined from time to time by the University.

5.12.3 Engagement of Persons Other Than Registered Students as Student Demonstrators and Student Teaching Assistants

1. When Heads of School decide that there are no, or insufficient, suitably qualified registered students available for the demonstrating or small group teaching work needed in the School, they may engage other suitably qualified persons, from within the University or outside, to undertake this necessary demonstrating or small group teaching work.
2. Such persons, if not already full-time employees, shall be engaged at the same rate of remuneration and for the same duties as Student Demonstrators or Student Teaching Assistants.

5.13: Sabbatical Officers of the Guild of Students

In these Regulations the term "Sabbatical Officer" shall apply to the President, the Vice-President (Education), the Vice-President (Internal Affairs), the Vice-President (Welfare), the Vice-President (Sport), the Vice-President (Student Activities), the Vice-President (Finance and Services) and the Vice-President (Accommodation) of the Guild of Students and to such other officers of the Guild as may be approved by the Senate and Council.

5.13.2 A Sabbatical Officer who has not completed his or her academic programme shall, as soon as possible after his or her election and not later than the 1st June following, consult the Registrar and Secretary about the arrangements for taking Sabbatical Leave.

5.13.3 The Sabbatical Officer-elect shall during his or her period of office cease to be a registered student of the University and become instead a trustee of the Guild of Students and receive a stipend from the Guild.

5.13.4 Leave of absence from their academic programme for the purpose of taking office as a Sabbatical Officer of the Guild will not be granted for more than one year in all to any individual student.

6.1: Rights of Access to the University

6.1.1 All members of the University and employees have the right of access to all land and buildings owned by the University for any legitimate purpose connected with the work, business and social activities of the University, except:

a. buildings or space within buildings properly allocated exclusively for the use of particular University employees or otherwise not designated for general access.
b. any part of the University access to which is restricted or closed temporarily or

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otherwise on the authority of an authorised senior officer of the University, or

c. where an authorised senior officer has, for good reason and acting within his or her authority, specifically barred an individual from general access to the University or from access to a specific part of it.

6.1.2 Any member or employee entering a part of the University within 6.1.1(a) or 6.1.1(b) above without the specific authorisation of an authorised senior officer of the University or invitation of the person to whom the space has been properly allocated is trespassing and is liable to be proceeded against for a disciplinary offence.

6.1.3 Persons who are not members of the University or employees have no such right of access unless expressly or impliedly invited onto University property (except space access to which is prohibited or restricted as above) for lawful and legitimate purposes by any such members or employees or by a notice authorised by the Director of the Estate Management Office who, in common with the Registrar and Secretary, may decline to give, or if given withdraw any such invitation or licence in individual cases without giving reasons.

6.2: Vehicles

6.2.1 In these Regulations, "vehicle" means a vehicle of any description and includes a machine or implement of any kind drawn or propelled whether by animal or mechanical power and includes bicycles tricycles and invalid carriages and "drive" and "driver" shall be interpreted as including "ride" and "rider".

6.2.2 No person shall drive a vehicle on University premises without observing these Regulations which shall be deemed to incorporate those provisions of the Common and Statute Law applicable to drivers and vehicles on public roads.

6.2.3 All persons driving, using or parking a vehicle not registered in the name of the University in the grounds of the University do so at their own risk, whether to themselves, their passengers, the vehicle or its contents. All persons driving motor vehicles on University premises must satisfy themselves that their third party insurance policies are valid for University roads. The University will not be responsible for any loss of or damage to any such vehicle or to any person or any thing contained therein or thereon however the loss or damage may be caused.

6.2.4 The Estates Committee may from time to time determine routes of entry and exit, parking sites and times between which vehicles may be brought on to and taken from the University grounds; may specify speed limits and otherwise regulate traffic and parking and may at any time prohibit any person from bringing a vehicle on to University premises.

6.2.5 No member of the University or person employed by the University shall bring or cause a motor vehicle to be brought on to University premises without first obtaining from the Director of Estate Management the appropriate permit for the current academic year. Permits for motor vehicles are issued to individuals by the Director's Office; are not transferable; remain the property of the University and must be returned to the issuing office on demand.

6.2.6 All drivers shall comply with the indication given by the signs regulating traffic within the University and shall obey the directions of the University's traffic control staff.

6.2.7 No person shall drive a vehicle on University premises at a speed exceeding 20 miles per hour unless the vehicle is being used for fire brigade, ambulance or police purposes.

6.2.8 Drivers of vehicles shall accord precedence to a pedestrian on any carriageway within the limits of a pedestrian crossing and shall approach a crossing in a manner that enables them to stop before reaching it unless they can see that there is no pedestrian on the crossing. Pedestrian crossings on University roads shall be indicated by the marking of the carriageway with a pattern of alternate black and white stripes unless the surface itself be utilized for

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providing stripes which would otherwise be required to be black.

6.2.9 Driving instruction may not be given in the grounds of the University.

6.2.10 No vehicle except an invalid carriage shall be driven or parked on any footpath or grassed area within the University grounds nor parked on that side of any road on which two yellow lines are painted nor (unless driven by a person suffering from some physical defect or disability) in a space marked as for the use of disabled drivers' vehicles.

6.2.11 No vehicle shall be parked in car parks or elsewhere on the University campus for more than 24 hours unless authorized by the Director of Estate Management. Only such light running repairs may be carried out as are necessary to enable vehicles to be removed from thence except in those areas designated for more extensive repairs.

6.2.12 The Director of Estate Management may cause any vehicle found parked in an unauthorized place or manner or in any way in contravention of these Regulations to be detained and may have any vehicle removed if it constitutes a danger or obstruction or is parked on a footpath or a grassed area. The owner of any vehicle so detained or removed will be required to pay such fee as may be laid down from time to time by the Estates Committee to cover the cost of the vehicle's detention or removal and storage. If such a vehicle is not claimed and removed from the University grounds by the owner within one month of the date of posting by registered post a notice from the Director of Estate Management requesting him or her to do so, the University may dispose of it at its discretion and from the proceeds recover the cost of its detention, removal and any other relevant expenses.

6.2.13 Failure to observe these Regulations shall render the owner of the vehicle concerned liable to reimburse the University the expense incurred in tracing the ownership of the vehicle.

6.3: Notices and Notice Boards

6.3.1 No notices whatsoever may be placed on the fabric of University buildings either on the inside or the outside of these buildings.

6.3.2 Notice boards are provided in the University and are intended to facilitate the conduct of University business and activities. Their use is for this purpose only and is subject to the following conditions:

1. Notice boards associated with the administration of the University are under the control of the Registrar and Secretary or of his or her Assistant who, in consultation where necessary with the Dean, is authorised to give permission for notices to be posted.
2. Notice boards in academic Schools or Departments are under the immediate supervision of the Heads of the School or Department and anything placed on them is subject to their consent or that of their deputy.
3. Notices should be of a reasonable size and should not be unduly large.

6.4: Loud Hailers

The use of loud hailers of any sort in the University precincts is forbidden unless the Registrar and Secretary has previously given permission.

6.5: Access to University Engineering Services

All persons are forbidden without express permission from the Director of Estate Management:

1. To interfere with any of the University engineering services or with the fabric of buildings.

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2. To enter University subways, plant rooms or service ducts.
3. To enter building sites or parts of buildings where building operations are in progress.

7: General

7.1 Rules And Codes Of Practice

Staff and students shall observe as appropriate the requirements of such Rules and Codes of Practice as may be approved from time to time by the Council.

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Contact Details

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