UNIVERSITY OF BIRMINGHAM

REGULATIONS OF THE UNIVERSITY OF BIRMINGHAM

Executive Brief

Contain principles and standards designed to control or govern conduct or provide direction at a more detailed level than Ordinances. Sections 1-4 and section 9 may be amended or augmented by the Council. Authority to amend or augment sections 5-8 (the academic and student-related Regulations) has been delegated to the Senate.

Index of points

REGULATIONS OF THE UNIVERSITY OF BIRMINGHAM

Section 1: Definitions and interpretation

Section 2: Organisation and Governance

Section 3: Human Resource Matters

Section 4: Estates Matters

Section 5: Admission and Registration

Section 6: Programmes of Study

Section 7: Assessment, Progression and Award

Section 8: Student Conduct

Section 9: Documents Supplementary to the University Legislation

Section 1. Definitions and Interpretation

Definitions

“Assessment Protocols” means the protocols that govern the procedures for assessment of Undergraduate and Postgraduate taught awards.

“Auditor" means Auditor or firm of Auditors of the University Accounts.

“Award” means a degree, diploma, certificate or other similar formal mark of recognition of successful completion of a programme of study.

“Board of Examiners” means the body, comprising internal examiners (appointed by the Principal Academic Unit) and external examiners (appointed by the Senate on the recommendation of the Principal Academic Unit), which determines results (marks, degree classifications) and makes recommendations to the University Progress Board about decisions on student progress.

"Chancellor", "Pro-Chancellor", "Deputy Pro-Chancellor", “Treasurer”, "Vice-Chancellor and Principal", "Vice-Principal" and "Pro-Vice-Chancellor" mean respectively Chancellor, Pro-Chancellor, Deputy Pro-Chancellor, Treasurer, Vice-Chancellor and Principal, Vice-Principal and Pro-Vice-Chancellor of the University.

“College” means a College of the University.

“College Assembly” means the body within each College comprising all members of University Staff who work fully or partly within the College and the student representatives nominated to that body.

“College Board” means the board of a College.

“College Fitness to Practise Committee” means a committee constituted according to the Code of Practice on Procedures for Misconduct and Fitness to Practise Committees.

“College Misconduct Committee” means a committee constituted according to the Code of Practice on Procedures for Misconduct and Fitness to Practise Committees.

“Community Service” means a specified task or tasks undertaken for the benefit or enhancement of University property or student life.

"Court" means the Court of the University.

"Council" means the Council of the University.

“Directors of Research and Knowledge Transfer; Directors of Education” mean respectively the Director of Research and Knowledge Transfer and the Director of Education appointed within each College.

“Dual Award/Joint Award” means an award deriving from a collaborative arrangement under which two or more awarding institutions together provide a

programme leading to separate awards of both, or all, of them (dual award) or to a single award made jointly by both, or all, participants (joint award).

“Emeritus Professor” means a Professor of the University on whom the title of Emeritus Professor has been conferred on or after his retirement.

"good cause", when used in reference to dismissal or removal from office or membership of the University or membership of the Guild of Graduates and Alumni Association means:

(a) conviction for an offence which may be deemed by the Council to be such as to render the person convicted unfit for the execution of the duties of the office, employment or membership; or

(b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office, employment or membership; or

(c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise.

“Fitness to Practise” means a standard of behaviour whilst on a programme of study, successful completion of which gives a direct or partial licence to practice, commensurate to the professional standards and ethics of the relevant professional body. A student registered for such a programme of study shall adhere to the appropriate Fitness to Practise procedures and breaches of thee procedures may be referred to a College Fitness to Practise Committee, which may result in a student being withdrawn from their programme of study or the University.

“Friend” means a member of the academic staff of the University or a registered student of the University or a Sabbatical Officer of the Guild of Students.

“Graduand” means a Student who has been officially notified that they have met the requirements for award of a Degree, Diploma or Certificate of the University but who has not yet had that Award conferred upon them.

"Graduate" means a person upon whom a Degree, Diploma or Certificate of the University has been conferred.

“Guild of Graduates and Alumni Association” means an organised association of Graduates of the University.

“Guild of Students” means the students’ union of the University of Birmingham within the meaning of the Education Act 1994.

"Head of College" means the head of a College.

"Lay Member" means any person appointed or elected to a University committee or board who is neither a Registered Student nor a member of Staff of the University. Where a person was previously a Registered Student or member of Staff of the University, they must have ceased to be so for at least 36 months.

“Life Governor” means a member of the University Court in the Special Class.

“Lay Officer” means a lay member of the Council under Class IV of Section 8 of the Statutes who holds office as Pro-Chancellor, Deputy Pro-Chancellor or Treasurer of the University.

“Member of the University” means a member of the University as defined in the Statutes.

“Office” means a particular role or responsibility in or on behalf of the University specified as such in a letter of appointment and which, in the case of staff of the University, is normally in addition to their substantive post and “Officer” means the individual undertaking that role or responsibility.

"Ordinances" means Ordinances made pursuant to the Statutes.

“Ordinary Resolution” means a resolution passed at one meeting of the Council by a simple majority of those present and voting.

“Postgraduate Registered Student” means any person currently registered for the receipt of instruction on a postgraduate programme in the University.

“President of the Guild of Students” means the sabbatical officer duly elected as President of the Guild of Students.

“Principal Academic Unit” means one of the Principal Academic Units within a College as defined in the Ordinances.

“Programme Requirements” means the rules regarding the modules and assessments necessary for successful completion of a degree programme.

“Programme Specification” means a concise statement about the intended learning outcomes for a particular programme, information about the teaching, learning and assessment methods used to enable the learning outcomes to be achieved and demonstrated, which shows how the modules and unit of study which make up a programme relate to levels of achievement recognised in the qualifications frameworks.

“Progress and Awards Board of Senate” means the body to which Senate has devolved formal responsibility for considering and approving the recommendations for progression and degree classification for individual students provided by Principal Academic Units.

“Recognised Lecturer” means an individual not employed by the University approved by the Senate as a Recognised Lecturer.

"Registered Student" means any person currently registered for the receipt of instruction in the University.

"Registrar and Secretary" means Registrar and Secretary of the University. Where references are made in Statutes, Ordinances and Regulations to “the Registrar and Secretary”, if there are two individuals fulfilling these roles, the Vice-Chancellor shall allocate the functions as he or she deems fit from time to time. The functions of the "Registrar and Secretary" may be carried out by a person to whom the Registrar and Secretary delegates them.

“Registration” means the process by which an applicant enters into a contractual relationship with the University and is recorded as a student of the University.

“Sabbatical Officer” means 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 of Students as may be approved by the Senate and Council.

“School” means one of the Principal Academic Units within a College.

"Senate" means the Senate of the University.

“Special Resolution” means a resolution of the Council passed and confirmed in accordance with the Statutes.

“Staff” means all persons employed in the service of the University.

> “Academic Staff” means those employed on the University’s conditions of employment for Academic Teaching Staff, or Research and Analogous Staff, or Academic Information Services Staff.
>
> "Teaching Staff" means such of the Academic Staff who currently hold an appointment as Professor, Associate Professor, Reader, Senior Lecturer or Lecturer in the University or such other appointment as the Council may from time to time determine by Ordinance.
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> “Research Staff" means such of the Academic Staff who currently hold an appointment governed by the Conditions of Employment for Research and Analogous Staff of the University.
>
> “Academic Information Services Staff" means such of the Academic Staff who currently hold an appointment governed by the Conditions of Employment for Academic Information Services Staff of the University.

"Statutes" means the Statutes of the University.

“Student” means any student studying or registered at the University and for the avoidance of doubt this shall include all postgraduate students registered solely for the purposes of writing up, and all Graduands.

"University" means the University of Birmingham.

“University Executive Board” means the executive board of the University.

“University Legislation” means the Charter, Statutes, Ordinances, Regulations and Codes of Practice of the University.

“University Misconduct Committee” means a committee constituted according to the Code of Practice on Procedures for Misconduct and Fitness to Practise Committees.

“University Research Institute” means an inter-College structure established by the

University Executive Board to facilitate research.

"University Session" means the period of learning, teaching and assessment specified by the Council and as defined in Regulation 5.2.2(b) during three terms in each year to be called respectively the autumn, spring and summer terms, commencing with the autumn term.

"Vice-President (Education and Access) of the Guild of Students" means the duly elected Vice-President (Education and Access) of the Guild of Students or such other Vice-President nominated by the Guild of Students.

Interpretation

These Regulations shall be interpreted in such a manner as not to conflict with the Charter or Statutes.

The Interpretation Act 1978 shall apply for the interpretation of the University Legislation as it applies for the interpretation of an Act of Parliament. Words importing the singular shall include the plural and vice versa.

Words importing the masculine shall include the feminine and vice versa.

The Charter, Statutes, Ordinances, Regulations and all Codes of Practice of the University shall apply to all members of the University, as defined in the Statutes.

Section 2: Organisation and Governance

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 who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and Principal. At any time during the University Session the Vice-Chancellor and Principal, or, if absent, the Vice-Principal who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and 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-Chancellor and Principal shall chair the Senate ex officio. The Vice-Principal who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and 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 and he or his nominee shall be Secretary to 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 who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and Principal from any meeting of the Senate, the members present, being a quorum, shall appoint one of their number to chair the meeting.

2.2 College Assembly

2.2.1 Each College shall have a College Assembly. All members of University Staff who work fully or partly within the College shall be members of the College Assembly. Membership shall also include one undergraduate and one postgraduate Registered Student representative from each Principal Academic Unit within the College, nominated by and from among the student members of the Staff / Student Committee(s) within each Principal Academic Unit.

2.2.2 Each College Assembly shall be convened at least three times each academic year, to discuss issues which are of common interest and/or concern to the Staff and Registered Students of the College. The Head of College shall provide an annual report to the College Assembly.

2.2.3 Meetings of the College Assembly shall normally be chaired by the Head of College or, in his or her absence, by his or her deputy.

2.2.4 The Vice-Chancellor will normally attend at least one meeting of each of the College Assemblies each year.

2.3 Staff/ Student Committees

2.3.1 There shall normally be at least one Staff/Student Committee within each Principal Academic Unit.

2.3.2 The terms of reference and membership of the Committee(s) shall be determined by the Senate so as to ensure appropriate representation of the main programmes or disciplines within the College and to provide each Registered Student within the College with an opportunity to participate in the selection of at least one representative student member.

2.3.3 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.

2.4 Student Membership of University Committees and Other Bodies

2.4.1 Student members of University committees and other bodies shall take no part in discussion or decisions, or receive papers, concerning the admission, academic assessment and withdrawal on grounds of academic failure of individual Registered Students.

2.4.2 In any case of dispute as to whether student members may take part in a discussion under 2.4.1, the ruling of the chairperson of the committee or body concerned shall be final.

2.5 Members of Staff associated with a Principal Academic Unit

A College Board may admit to Associate Membership such members of University staff from outside the College with whom it has a close working relationship in matters of common academic concern and who it considers will further the work of the College. It may assign them to a Principal Academic Unit within the College and/or to an electoral constituency for the purpose of any College elections.

2.6 Title Deeds and Documents

2.6.1 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.

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

Section 3: Human Resource Matters

3.1 Appointment to a Vacant Chair

3.1.1 An Electoral Board shall be established by the Promotions and Titles Committee in respect of each vacant Chair to make a recommendation to the Vice-Chancellor. Where there is a vacancy both for a Chair and the Headship of a School the Electoral Board shall advise the University Executive Board regarding the appointment to the Headship.

3.1.2 An Electoral Board shall be chaired by the Vice-Chancellor and Principal or, if absent, a Vice-Principal or a Pro Vice-Chancellor, except in circumstances prescribed by clauses 3.1.7 or 3.1.8 below.

3.1.3 The Head of College concerned shall be an ex-officio member of an Electoral Board except in circumstances prescribed by Sub-regulation 3.1.8 below.

3.1.4 (a) Unless he or she wishes to be considered for the vacant chair, the Head of College concerned shall recommend to the Promotions and Titles Committee three Professors, at least one of whom shall be from outside the School concerned.

3.1.4 (b) 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 Head of College concerned for appointment to the Electoral Board in place of one of the Professors referred to in Regulation 3.1.4(1).

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

3.1.6 The appropriate National Health Service Trust (or Trusts) shall nominate in total not more than two professional members to Electoral Boards established in respect of vacancies for Clinical Chairs in the College of Medical and Dental Sciences.

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

3.1.8 A member of Staff 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.

3.1.9 The Electoral Board for a vacant Chair may consult expert External Advisers.

3.1.10 The External Advisers may be invited to attend meetings of the Electoral Board but shall not be entitled to vote. The names of any External Advisers shall be included in the report of the Electoral Board.

3.1.11 The Vice-Chancellor shall be empowered to give final approval to the recommendation of an Electoral Board.

3.1.12 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 Conferment of Title of Professor, Associate Professor or Reader

3.2.1 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:

3.2.1 (a) outstanding distinction in original research which has had a sustained, significant and demonstrable international impact, and

3.2.1 (b) leadership in learning and teaching which has had a demonstrable authoritative impact in the field, and

3.2.1 (c) a significant and sustained contribution to the management of financial or human resources and to the development and implementation of strategy and policy that has fostered and enhanced the standing of the University.

3.2.2 The title of Associate Professor may be conferred upon an existing member of the Academic Staff where he or she has shown a record of exceptional achievement in the following respects:

3.2.2 (a) leadership in learning and teaching, which has had a demonstrable sustained and innovative impact on pedagogy in the field nationally and/or internationally, and

3.2.2 (b) leadership in the management of financial or human resources and in the development and implementation of strategy and policy that has fostered and enhanced the standing of the University.

3.2.3 The title of Reader may be conferred on an existing member of the Academic Staff where he or she:

3.2.3 (a) has shown outstanding distinction in scholarship or original research which has had a demonstrable international impact, and

3.2.3 (b) is making a significant and sustained contribution to the management and delivery of research within the University.

3.2.4 The evidence for the conferment of the title of Professor, Associate Professor or Reader should demonstrate the required level of performance which has been maintained over a sustained period and shows an upward trajectory which is likely to be sustained.

3.2.5 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.

3.2.6 (a) The procedure shall be as follows:

(i) Each year the Vice-Chancellor shall invite the Heads of College 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 3.2.1, 3.2.2 or 3.2.3 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.

(ii) 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 the appropriate procedures.

(iii) 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, the Promotions and Titles Committee shall determine whether a prima facie case has been established for the conferment of the title of Professor, Associate Professor or Reader, under 3.2.1, 3.2.2 or 3.2.3 above.

3.2.6 (b) (i) The Promotions and Titles Committee will decide whether a prima facie case has been established.

(ii) Where a prima facie case has been established, the Promotions and Titles Committee shall, on the recommendation of the Head of College concerned, specify the title to be conferred, if the proposal is finally approved. Formal external advice will then be obtained.

(iii) The Promotions and Titles Committee will consider the external advice obtained for each case. Where, based on the external advice obtained, the case is confirmed, the Committee or the Vice-Chancellor on its behalf will approve the proposal and endorse the proposed title.

(iv) The Promotions and Titles Committee will report the outcome of its deliberations to the Council and the Senate.

3.3 The Appointment of Visiting Professors

3.3.1 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, which may be renewed.

3.3.2 The procedure shall be as follows:

3.3.2 (a) 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 Head of College concerned.

3.3.2 (b) Where a School has a non-professorial Head, the Head of College may, following appropriate consultation, initiate a proposal for the appointment of a Visiting Professor within that School.

3.3.2 (c) The Head of College 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.

3.3.3 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.

3.3.4 (a) If the Electoral Board decides to recommend the appointment, it shall specify the period of the appointment.

3.3.4 (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.

3.3.4 (c) If the recommendation is not approved, no further action shall be taken.

3.4 Promotion to Senior Lecturer and Senior Research Fellow

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

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

3.4.3 A Lecturer who wishes to apply for promotion may submit an application to the Head of College. The applicant shall submit a completed application form (including the names of three referees of which at least two should normally be external to the University), a curriculum vitae that includes a full list of publications and any supporting evidence relevant to their case.

3.4.4 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.

3.4.5 Heads of College will forward applications to the appropriate Head of School who will set up a Promotions Panel (including the Head of School). Where the School Panel recommend promotion, applications will be forwarded to the Head of College, accompanied by:

3.4.6 (a) a covering statement from the Head of School setting out the reasons for the School's support of the case, explaining how each of the University's criteria (i.e. research; learning and teaching; management and administration) has been met;

3.4.6 (b) the application form, curriculum vitae and supporting evidence; and

3.4.6 (c) formal references and, where applicable, any additional references.

3.4.7 In preparing the covering statement to accompany each case for promotion, the Head of School should take into account the academic job family framework and seek advice from a senior person within Human Resources, where appropriate.

3.4.8 The Head of College will establish and chair a College Promotions Panel, which comprises the College Director of Education and the College Director of Research and Knowledge Transfer who will be joined by three professors, two internal to the College and one external to the College, all appointed by the University Executive Board. The College Promotions Panel shall not include any individual who has already been involved in the process at School level.

3.4.9 The College Promotions Panel will review the full application received from the School Panel and carry out quality assurance to ensure that all candidates for promotion to Senior Lecturer or Senior Research Fellow across the College are of the appropriate standard, measured against the agreed University assessment criteria and the academic job family framework

3.4.10 The College Promotions Panel will formally recommend cases for promotion to the University Promotions and Titles Committee.

3.4.11 The Head of College will present the College recommendations to the Promotions and Titles Committee which has the final decision on cases submitted.

3.4.12 The intention to consider personal applications and nominations of Heads of School/Budget Centre for re-grading and promotions within the grades used for Senior Library, Senior Computer, Administrative and Other Related roles will also be advertised annually within the University.

3.5 Promotion of Members of the Research Staff below Senior Lecturer/Senior Research Fellow

3.5.1 A member of the research staff who wishes to be considered for promotion to the next grade may submit an application to the Head of School. Alternatively, the Head of School may initiate a proposal that a member of the research staff should progress to grade 7 or 8.

3.5.2 Where a member of the research staff is on the top point of the grade 7 scale, their position must be reviewed annually to consider their suitability for promotion to grade 8.

3.5.3 Where a member of the research staff on grade 6 obtains a PhD (or equivalent) whilst in post, the role will be reviewed. The review will determine whether the role has developed to the point where upon re-evaluation it is established to have become level 7.

3.5.4 The Head of School, after consulting with the individual, can recommend to the Head of College whether the member of the research staff should proceed to the grade proposed, and the effective date of this change, where the criteria for promotion to the next grade, the funding requirements and job need requirements are met. Achievement of a PhD would be seen as a prompt to consider whether a Research Associate on grade 6 is meeting the criteria for promotion. If having reviewed the case of a member of the research staff who has achieved a PhD or a member of the research staff on the top point of grade 7, the Head of School decides against recommending promotion, he or she should confirm in writing to the Head of College that the review has been carried out. The member of staff shall also be informed.

3.5.5 All promotions are to be funded from within the budget of the School or Budget Centre concerned, or from external sources of funds available to the School or Budget Centre and should be confirmed prior to a recommendation being made.

3.5.6 The Head of School should verify that there is a requirement for the role at the proposed grade.

3.5.7 The Head of College shall consider all applications and all cases proposed by the Head of School and carry out quality assurance by ensuring that all the relevant candidates for promotion to Research Fellow grade 7 or Research Fellow grade 8 across the College are of the appropriate standard, compared against the agreed assessment criteria and the academic job family framework.

3.5.8 If the Head of College is likely to decide, on the evidence before him/her, that the role-holder should not be promoted, the Head of College will discuss this with the Head of School and the role-holder will be informed. The role-holder when informed of that intention and the reasons for it will have an opportunity to ask the Head of College to review their case, if the role-holder believes the case has not been properly considered by either the Head of School or the Head of College. The Head of College may refer the case back to the Head of School for further consideration in appropriate circumstances. The procedure is not an appeal in the technical sense but is designed to ensure that the Head of College is fully informed upon the facts of the case.

3.5.9 A member of research staff has the right to appeal to the Deputy Pro-Vice-Chancellor Staffing against a decision not to promote on the grounds that there has been a defect in the application of the procedures. The appeal may be handled by a representative of the Deputy Pro-Vice-Chancellor Staffing.

3.6 General Provisions

3.6.1 In Clauses 3.6.3 (b) and 3.6.9 of this Regulation "Head of College" 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 Vice-Principal or Pro Vice-Chancellor with responsibility for resources or his or her nominee subject to the following:

3.6.3 (a) the Vice-Chancellor and Principal shall be an ex-officio member of every Selection Committee and may be represented by a Vice-Principal or a Pro-Vice-Chancellor;

3.6.3 (b) the Head of College shall be an ex-officio member of and shall chair a Selection Committee, subject to clauses 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 or Senior Research Fellowship must be chaired by a Head of College personally;

3.6.3 (c) the person appointed under sub-clause 3.6.3 (b) 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;

3.6.3 (d) the membership of a Selection Committee may be varied at the discretion of the Vice-Principal or Pro Vice-Chancellor with responsibility for resources or his or her nominee; and

3.6.3 (e) the provisions applying to specific grades of post as detailed in Section 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 Vice-Principal or Pro Vice-Chancellor with responsibility for resources or his or 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 Vice-Principal or Pro Vice-Chancellor with responsibility for resources or his or 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 Vice-Principal or Pro Vice-Chancellor with responsibility for resources or his or her nominee who may either:

3.6.8 (a) recommend

(i) that the applicant supported by the majority on the Selection Committee be appointed; or

(ii) the vacancy be left unfilled.

3.6.8 (b) appoint a new Selection Committee.

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

3.6.10 Other than in exceptional circumstances, the responsibilities of the Vice-Principal or 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 Head of College or the Head of College's nominee.

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

3.7.1 (a) the Head of School concerned or a nominee of the Head of School;

3.7.1 (b) one Professor, Reader, Associate Professor, Senior Lecturer, Senior Research Fellow, Lecturer or Research Fellow nominated by the Head of School; and

3.7.1 (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):

3.7.2 (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.

3.7.3 There shall be appointed to the Selection Committee for the post of Assistant Librarian, Sub-Librarian, Principal Computer Officer, Senior Computer Officer or Computer Officer as appropriate:

3.7.3 (a) the Head of School or Budget Centre concerned or a nominee of the Head of School or Budget Centre; and

3.7.3 (b) for a vacancy in a School, two members of Staff at least one of whom shall be a member of the senior library or senior computer Staff from Academic Services or Information Technology Services; or

3.7.3 (c) for a vacancy in Academic Services or Information Technology Services, two members of Staff at least one of whom shall be a member of the Teaching or Research Staff from an academic School with a particular interest as a user of the service concerned.

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

3.7.4 (a) the Head of School concerned or a nominee of the Head of School;

3.7.4 (b) one Professor, Reader, Associate Professor, Senior Lecturer or Senior Research Fellow nominated by the Head of School; and

3.7.4 (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, nominated by the Head of College 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 on the recommendation of the Head of College, normally following an interview with the Head of School concerned (or hihe or sher nominee) and one or two senior colleagues.

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

3.7.7 (a) the Head of School concerned or a nominee of the Head of School;

3.7.7 (b) one Professor or Reader nominated by the Head of School; and

3.7.7 (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 Head of College with responsibility for the School;

3.7.7 (d) 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:

3.7.8 (a) the Head of School concerned or a nominee of the Head of School;

3.7.8 (b) one Professor or Associate Professor nominated by the Head of School; and

3.7.8 (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 Head of College with responsibility for the School

3.7.7 (d) the chair of the Selection Committee for a non-clinical Associate Professorship, who will normally be the Vice-Chancellor, a Vice-Principal 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.

3.8.2 The procedure shall be as follows:

3.8.2 (a) 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 Head of College concerned;

3.8.2 (b) where a School has a non-professorial Head, the Head of College may, following appropriate consultation, initiate a proposal for the conferment of

the title of Honorary Professor within that School;

3.8.2 (c) The Head of College shall then discuss the proposal with the Vice-Chancellor and if they are agreed that a prima facie case has been made 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 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.

3.8.4 (a) 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.

3.8.4 (b) If no title is to be conferred no further action shall be taken.

3.8.5 A recommendation for the renewal for a further specific period, normally five years, may be made by the Head of College concerned to the Promotions and Titles Committee which shall, if it approves the recommendation, submit it to the Vice-Chancellor.

3.8.5 (a) 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.

3.9 Conferment of the Title of Honorary Reader and Honorary Associate Professor

3.9.1 The Promotions and Titles Committee may confer the title of Honorary Reader or Honorary Associate Professor 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 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 and Honorary Associate Professor shall thereafter follow those prescribed by Regulations 3.2.2-3.2.3.

3.10 Conferment of Honorary Teaching Titles

3.10.1 A Head of School may recommend, via the Head of College, for approval by the Vice-Principal or Pro-Vice-Chancellor with responsibility for resources on behalf of the Promotions and Titles Committee, the conferment for a defined period of 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.

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

3.11 Conferment of Honorary Research Titles

3.11.1 A Head of School may recommend, via the Head of College, for approval by the Vice-Principal or Pro-Vice-Chancellor with responsibility for resources on behalf of the Promotions and Titles Committee, the conferment for a defined period of the title of Honorary Senior Research Fellow, Honorary Research Fellow or Honorary Research Associate or Honorary Fellow on any person who:

3.11.1 (a) is undertaking appropriate research in a School of the University and is of appropriate academic standing;

3.11.1 (b) is not registered for a higher degree save in exceptional cases;

3.11.1 (c) 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 who shall indicate the nature and period of the research work to be undertaken in the School and the period of conferment proposed.

3.11.3 Honorary Research Titles shall cease to be held should any of the conditions of 3.11.1 (a), (b) and (c) 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:

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

3.12.2 (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, Associate 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, Associate Professors, Readers, Senior Lecturers and Lecturers may be absent from the University subject to the requirements of School duties prescribed by the Head of School 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 with a forwarding address.

3.13.3 During term, leave of absence up to a total of 14 days may be granted to Professors, Associate Professors, Readers, Senior Lecturers and Lecturers by the Head of School. In the case of Heads of School during term, permission for absences up to a total of 14 days may be granted by the Head of College. Application for leave of absence for a longer period during term should be submitted through the Head of School to the Head of College for approval. Applications for leave of absence in the case of Professors and non-Professorial Heads of School 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 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) in consultation with the Director of Human Resources 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:

3.13.6 (a) the value of any fellowship, or the emolument of any post, to be taken up;

3.13.6 (b) whether travelling expenses are provided;

3.13.6 (c) 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 will encourage Professors, Associate Professors, Readers, Senior Lecturers and Lecturers in their Schools to take Study Leave. An application for Study Leave will be submitted to the Head of School.

3.14.2 A Professor, Associate Professor, Reader, Senior Lecturer or Lecturer may be granted one semester's Study Leave after the completion of a minimum of three years' service in a teaching post in the University. The authorisation of such Study Leave will normally be delegated by the Head of College to the Head of School. 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 School must obtain the approval of the Vice-Chancellor.

3.14.3 After an initial period of Study Leave granted under clause 3.14.2 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 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 College.

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 Vice-Principal or Pro Vice-Chancellor with responsibility for resources 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 College to the Vice- Principal or Pro-Vice-Chancellor with responsibility for resources who shall decide whether or not to grant the application.

3.17 Patents and the Exploitation of Inventions

3.17.1 (a) When a member of 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 Head of College for action. '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.

3.17.1 (b) The Head of College will consult the Inventor, others as appropriate and the office within the University with responsibility for commercial exploitation of research results and any agency appointed by the University to support this activity. The office within the University with responsibility for commercial exploitation of research results will recommend to the Registrar and Secretary whether and how steps shall be taken to protect and exploit the invention.

3.17.1 (c) If the Registrar and Secretary 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 and the University.

3.17.1 (d) Members of Staff shall consult their Head of College 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 The University will agree with the Head of College the financial responsibility for the preliminaries for further development and exploitation of inventions within an agreed budget. The member of Staff concerned shall do any one or more of the following:

3.17.2 (a) assist the University in applying for patent protection in the University's name in the UK or elsewhere;

3.17.2 (b) enter into appropriate agreements for protecting the secrecy of the invention unless and until it is patented;

3.17.2 (c) collaborate with any agency 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 The University will make arrangements to share any returns on the invention in such a way as to ensure that after reimbursement of the initial costs and administration the member of staff and, if appropriate, the College 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:

3.17.4 (a) whether the invention was made in the course of his or her normal duties or

of duties specially assigned to him or her;

3.17.4 (b) 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;

3.17.4 (c) whether, because of his or her special responsibilities, he or she had a special obligation to further the interests of the University;

3.17.4 (d) 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;

3.17.4 (e) the effort and skill which he or she has devoted to making the invention;

3.17.4 (f) 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;

3.17.4 (g) the extent of the advice and assistance contributed by any other member of the University who is not a joint inventor of the invention;

3.17.4 (h) 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;

3.17.4 (i) 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.

Section 4: Estates Matters

4.1 Rights of Access to the University

4.1.1 All Staff and Registered Students of the University 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:

4.1.1 (a) buildings or space within buildings properly allocated exclusively for the use of particular University employees or otherwise not designated for general access;

4.1.1 (b) any part of the University access to which is restricted or closed temporarily or otherwise on the authority of an authorised Officer of the University; or

4.1.1 (c) where an authorised 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.

4.1.2 Any Staff or Registered Student entering a part of the University within 4.1.1(a) or 4.1.1(b) above without the specific authorisation of an authorised 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.

4.1.3 Persons who are not members of the University have no 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 a Member of the University or by a notice authorised by the Director of Hospitality and Accommodation Services. Both the Director of Hospitality and Accommodation Services and the Registrar and Secretary, may decline to give, or if given withdraw, any such invitation or licence in individual cases.

4.2 Vehicles

4.2.1 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".

4.2.2 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.

4.2.3 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.

4.2.4 The Director of Estates 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.

4.2.5 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 Hospitality and Accommodation Services the appropriate permit for the current University Session. 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.

4.2.6 All drivers shall comply with the indication given by the signs and road markings regulating traffic within the University and shall obey the directions of the University's traffic control staff. Signs and road markings used within the campus carry the same meanings as they do on public roads.

4.2.7 No person shall drive a vehicle on University premises at a speed exceeding 20 miles per hour, or exceeding any lower speed which may be designated on road signage, unless the vehicle is being used for fire brigade, ambulance or police purposes.

4.2.8 Driving instruction may not be given in the grounds of the University.

4.2.9 No vehicle except a vehicle carrying an approved ‘disabled’ badge to indicate that a disabled person is a driver or passenger 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 impairment or disability) in a space marked as for the use of disabled drivers' vehicles.

4.2.10 The University may designate certain car parks as car parks for which users are required to pay a charge. It may also designate certain car parks as short-stay car parks, or reserve them for specific categories of Staff, students or visitors.

4.2.11 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 Hospitality and Accommodation Services. Only such light running repairs may be carried out as are necessary to enable vehicles to be removed from the University campus except in those areas designated for more extensive repairs.

4.2.12 The Director of Hospitality and Accommodation Services 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 and Infrastructure Sub-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 Hospitality and Accommodation Services 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.

4.2.13 Failure to observe these Regulations shall render the owner of the vehicle concerned liable, in addition to any fines payable, to reimburse the University the expense incurred in tracing the ownership of the vehicle.

4.2.14 The Estates and Infrastructure Sub-Committee shall establish a procedure for appealing against fines or prohibition or removal of a vehicle from University premises.

4.3 Notices and Notice Boards

4.3.1 No notices whatsoever may be placed on the fabric of University buildings either on the inside or the outside of these buildings, except on noticeboards, as set out below.

4.3.2 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:

4.3.2 (a) Notice boards associated with the administration of the University are under the control of the Registrar and Secretary t who is authorised to give permission for notices to be posted.

4.3.2 (b) Notice boards in Colleges are under the immediate supervision of the Heads of the Principal Academic Units within that College and anything placed on them is subject to their consent or that of their deputy.

4.3.2 (c) Notices should be of a reasonable size.

4.3.2 (d Notices shall not be defamatory, obscene or breach any statutory or common law. Notices must comply with the University's Race Equality Policy or any policy amending or replacing the same.

4.4 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.

4.5 Access to University Engineering Services

4.5.1 All persons are forbidden without express permission from the Director of Estates

4.5.1 (a) to interfere with any of the University engineering services or with the fabric of buildings;

4.5.1 (b) to enter University subways, plant rooms or service ducts

4.5.1 (c) to enter building sites or parts of buildings where building operations are in progress;

4.5.1 (d) to place equipment on University buildings and / or carry out excavations on the campus.

4.6 Dogs on the University Estate

4.6.1 Dogs may be brought onto the University estate if they are properly supervised and restrained on a lead. Any fouling must be safely disposed of by the owner. The only dogs which are permitted inside University buildings are those which are registered to provide support for a disabled person.

Section 5. Admission and Registration

5.1. Admission Procedures

5.1.1 General

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

5.1.1 (b) The requirements for entrance to the programmes of study offered by the University shall be as specified in the appropriate University publications.

5.1.1 (c) (i) Applications for first-degree programmes of study must be made through the Universities and Colleges Admissions Service except where indicated in appropriate University publications.

(ii) Applications for all other programmes must be made direct to the University except where indicated in appropriate University publications.

5.1.1 (d) An applicant may be accepted for admission only by the appropriate authority designated by the Senate.

5.1.1 (e) No applicant shall be admitted to an undergraduate programme unless he or she has satisfied the General Entry Requirements of the University as determined by the Senate and the entry requirements for the programme concerned as approved by the Senate or under delegated authority.

5.1.1 (f) No applicant shall be admitted to a postgraduate taught or graduate taught programme unless he or she has satisfied the entry requirements for the programme concerned as approved by the Senate or under delegated authority.

5.1.1 (g) To gain admission to a research degree programme (with the exception of the Doctor of Dental Surgery (DDS) or Doctor of Medicine (MD)) an applicant must comply with the following entry requirements:

(i) attainment of an Honours degree (normally a First or Upper Second Class Honours degree or equivalent) awarded by an approved university in an appropriate subject, or

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

In addition

(iii) Admission and Registration for a research degree programme may be conditional on satisfactory completion of preliminary study, which may include assessment. The time taken for the preliminary study will not be counted towards the period of Registration prescribed in subsection 5.2.3, for the completion of the research degree.

(iv) The field of research shall be subject to approval by the relevant Head(s) of the Principal Academic Unit in advance of Registration to ensure that appropriate supervisory support is available.

5.1.1 (h) Criteria and procedures for admission to the degrees of Doctor of Dental Surgery (DDS) and Doctor of Medicine (MD) shall be as specified in the Code of Practice on Admission of Postgraduate Research Students.

5.1.1 (i) Subject to general law, the University reserves the right to refuse admission to any applicant to any programme without assigning any cause.

5.1.1 (j) Admission depends on satisfactory command of written and spoken English. Specific requirements for English language ability shall be as specified in appropriate University publications.

5.1.1 (k) Any Registered Student who has made a false statement in the admission or Registration process shall be liable to have his or her Registration declared void by the Registrar and Secretary. Any such decision shall have been preceded by an opportunity for the Registered Student to submit representations.

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

5.1.2 (a) Applicants may be admitted onto taught programmes of study and research degree programmes with taught elements 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 University of Birmingham programme concerned in accordance with procedures approved by the Senate or under delegated authority.

5.1.2 (b) (i) In the case of taught programmes of study, the use of pre-awarded credit towards a University Award is subject to a maximum of two-thirds of the total credits required for the Award. Successful completion of the Award depends on achievement of the remaining credits at the same level as, or at a more advanced academic level than, the pre-awarded credits. These credits must include any compulsory dissertation or thesis element stated in the programme requirements (see subsection 6.1.2).

(ii) In the case of research degree programmes with taught elements, the use of pre-awarded credit towards a University Award is subject to a maximum of one-third of the total credits required for the Award. Successful completion of the Award depends on achievement of the remaining credits (which must include any compulsory dissertation or thesis element stated in the programme requirements) at the same level as or at a more advanced academic level than the pre-awarded credits (see subsection 6.1.4).

5.1.2 (c) The marks awarded in assessment of pre-awarded credit do not count towards the final degree classification, which is therefore determined entirely upon marks taken from modules taken within the University of Birmingham.

5.2. Registration

5.2.1 General

5.2.1 (a) On Registration every Registered Student shall declare obedience to the University Legislation.

5.2.1 (b) It is the responsibility of individual Registered Students to notify the University of any changes to their personal details, such as home or term-time address, by means of amending personal data held within the Registration pages of the Registered Student Portal.

5.2.1 (c) Registered Students must inform the University in writing of any intention to withdraw from any programme, whether permanently or temporarily.

5.2.1 (d) A Registered Student on a full-time programme of the University may not simultaneously attend any other full-time programme of this or any other University or Higher Education Institution.

5.2.2 Registered Students Following Taught Programmes of Study

5.2.2 (a) Registered Students normally register for a University Session on either a full-time or part-time basis. Exceptions may include Registered Students on individual modules, Registered Students repeating modules, AP(E)L Students, occasional Students, those on exchange visits and Registered Students who may have taken an approved interruption of studies.

5.2.2 (b) The University Session consists of normally 30 weeks as specified by the council which is divided into two Semesters, each notionally comprising fifteen weeks of learning, teaching and 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.

5.2.2 (c) Unless otherwise stated in programme requirements, a Registered Student's Registration on a programme shall begin at the start of a University session.

5.2.2 (d) A Registered Student may be required to attend outside the weeks of a University Session as specified below in 5.2.2 (f) (i).

5.2.2 (e) A Registered Student must not allow paid employment or other activities to conflict with the study required by the modules and programme for which the Registered Student is registered.

5.2.2 (f) (i) Full-time Registered Students must attend as required by their programme during University Session and also during such additional periods as may be prescribed for their programme.

(ii) Part-time Registered Students are required to keep the pattern of attendance specified by the programme on which they are registered.

(iii) Any Registered Student who wishes to be absent from the University for any part of any University Session or other period of required attendance must first obtain permission of the Head of Principal Academic Unit (or nominee).

5.2.2 (g) Patterns of Attendance

(i) For **undergraduate programmes of study**, the standard pattern of attendance, for a full-time Registered Student, is based on a credit load of 120 credits per University Session. Other patterns of attendance, for Registered Students registered on either a full-time or part-time basis, within the overall time limits for the Award concerned (see subsection 6.2.1), may be exceptionally agreed by the Senate or under delegated authority and subject to a maximum registration for 140 credits in any one University Session.

(ii) The University may require that some taught and clinical elements of programmes be undertaken outside the University Session. Where this is the case, it shall be specified in the programme requirements.

(iii) For taught postgraduate and graduate taught programmes, the standard pattern of attendance, for a full-time Registered Student, is based on a credit load of up to 180 credits per University Session. This equates to attendance of up to forty hours per week over 45 weeks. Therefore, a Registered Student may be required to attend outside the University session (as specified in 5.2.2 (b) above, and the glossary).

(iv) Other patterns of attendance, for full-time or part-time Registered Students, within the overall time limits for the Award concerned (see subsection 6.2.2), may be exceptionally agreed by the Senate or under delegated authority.

5.2.2 (h) Where programmes are available in both full-time and part-time modes, Registered Students may be permitted to transfer between modes at an appropriate point in the programme as specified by the College(s) concerned. At the time of transfer the Registered Student shall be informed in writing of the number of credits still required for successful completion of the programme and the time by which these must be attempted.

5.2.3 Registered Students Following Research Degree Programmes

5.2.3 (a) Registration must be completed prior to commencing the programme. Retrospective Registration may be permitted but only in exceptional

circumstances and with the approval of the Senate or under delegated authority.

5.2.3 (b) Only Registered Students are entitled to supervision and research training, and access to computing, laboratory or other University facilities.

5.2.3 (c) A Registered Student is required to register annually until he or she has submitted the thesis and any other required reports or until the Senate or delegated authority has approved a recommendation from his or her Head of Principal Academic Unit that he or she needs no longer remain registered. A Registered Student must remain registered whilst he or she requires substantive supervision and/or access to computing or laboratory facilities.

5.2.3 (d) A Registered Student who has completed the minimum period of study (see subsection 6.2.3) and whose research is sufficiently advanced such that he or she does not require substantive further supervision and/or access to computing or laboratory facilities while completing the writing of the thesis may be transferred to writing up status on the recommendation of the relevant Head of Principal Academic Unit.

5.2.3 (e) A Registered Student who is transferred to writing up status as per 5.2.3 (d) above shall pay a Continuation Fee until submission of the thesis. Payment of the Continuation Fee enables a Registered Student to continue to use the library and access his or her computer account but does not entitle a Registered Student to substantive supervision or access to other academic facilities.

5.2.3 (f) Continued registration as a Registered Student will be subject to satisfactory progress and to satisfactory performance in examinations or other assessments.

5.2.3 (g) On the recommendation of the Head of Principal Academic Unit, the Senate or delegated authority may require the termination of a Registered Student's registration as per clause 7.8.3 (e).

5.2.4 Provision for Split Location Postgraduate Research Study

5.2.4 (a) A Registered Student on a research degree programme will normally carry out his or her research and be supervised on University premises.

5.2.4 (b) A Registered Student, registered for a degree by research alone, may apply to the Senate or delegated authority to spend most of the period of study away from the University in his or her country of residence with shorter periods at the University.

5.2.4 (c) The procedure governing such applications shall follow that specified in the Code of Practice on Split Location for Postgraduate Research.

5.2.5 Registration for Research Degrees by Research Fellows and Research Associates

5.2.5 (a) Research Fellows or Research Associates may register as a candidate for a research degree as per the Code of Practice on Admission of

Postgraduate Research Students.

5.2.6 Registration for Research Degrees by Staff Holding Honorary Titles

5.2.6 (a) Members of Staff holding honorary research titles will not normally be permitted to register for research degrees.

5.2.6 (b) The Code of Practice on Admission of Postgraduate Research Students may specify exceptions to this Regulation.

5.2.6 (c) In cases where Registration for a research 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 requested at the same time as the recommendation for the conferment of the honorary title.

5.2.7 PhD by Published Work

5.2.7 (a) The criteria and procedures for registering as an applicant for the degree of PhD by published work shall be specified in the Code of Practice on Assessment and Award of PhD by Published Work.

5.2.7 (b) A Registered Student registered on postgraduate research degree programmes shall not be eligible to register as candidates for the degree of PhD under this regulation.

5.2.7 (c) A Registered Student registered on postgraduate research degree programmes who is a member of University Staff may transfer from his or her existing mode of Registration to become candidates for the degree of PhD by published work, provided that he or she fulfils all of the required criteria.

5.2.8 Higher Doctorates

5.2.8 (a) The criteria and procedures for applying for candidature of the following higher doctorates of the University:

- Doctor of Divinity (DD)
- Doctor of Engineering (DEng)
- Doctor of Letters (DLitt)
- Doctor of Music (DMus)
- Doctor of Science (DSc)
- Doctor of Laws (LLD)
- Doctor of Social Science (DSocSc)

shall be specified in the Code of Practice on Assessment and Award of Higher Doctorates.

5.2.9 Module Registration

5.2.9 (a) Registered Students on taught programmes and Registered Students on research degree programmes with taught elements shall register for modules in accordance with the relevant programme requirements.

Registration may be subject to other factors such as the Registered Student's prior subject knowledge, timetabling or resource constraints.

5.2.9 (b) It is the responsibility of each individual Registered Student to ensure that he or she is correctly registered for the modules specified in the programme requirements of his or her programme.

5.2.10 Registered Student identity cards

5.2.10 (a) A Registered Student is issued with a University Identity Card on registration at the commencement of his or her studies.

5.2.10 (b) The card remains the property of the University, may be withdrawn at any time for good reason, and shall be surrendered if the holder ceases to be a Registered Student of the University.

5.2.10 (c) The use of the card is personal to the individual to whom it is issued and no Registered Student shall permit the use of his or her card by another person, whether a member of the University or not.

5.2.10 (d) A Registered Student found to be using an identity card belonging to another person may be subject to disciplinary procedures, as per clauses 8.2.1 (e) and 8.2.1 (l).

5.2.10 (e) No Registered Student may use or tamper with a University 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 he or she is not entitled.

5.2.10 (f) A Registered Student is required to produce the card to confirm his or her identity when asked to do so by a member of University Staff.

5.2.11 Registration Arrangements for Sabbatical Officers of the Guild of Students

5.2.11 (a) 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 Director of Academic Services about the arrangements for taking Sabbatical Leave.

5.2.11 (b) During his or her period of office a Sabbatical Officer shall cease to be a Registered Student of the University but shall retain full library usage rights and full access to WebCT accounts subject to compliance with University Legislation governing such facilities.

5.2.11 (c) Any Registered Student may serve two terms of office as a Sabbatical Officer. However, leave of absence from a programme for the purpose of taking office as a Sabbatical Officer of the Guild of Students will not be granted for more than one year in all to any individual Registered Student. Therefore, a Registered Student may only serve for a second term of office on completion of his or her programme.

5.3. Registration Status

5.3.1 Fees

5.3.1 (a) The Director of Finance shall collect all Student fees (including tuition, accommodation and other fees) and any fees which are not determined by the Higher Education Funding Council (England) shall be assessed in consultation with the Director of Finance. All fees are payable upon registration or re-registration unless the Registered Student has elected to pay instalments by Direct Debit. Where the number of instalments is five or more, the Registered Student is required to agree to a Credit Agreement.

5.3.1 (b) Fees on 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 Registered Student accepts a contractual liability to pay the assessed fee for each year of the duration of his or her registration in accordance with these Regulations.

5.3.1 (c) Each Registered Student is responsible for the payment of his or her own fees, charges and debts and this responsibility is not affected by the University agreeing to a request of the Registered Student to invoice a third party for any fee or charge.

5.3.1 (d) For the purposes of tuition fees Registered Students are classified as either Home/EU, Islands or Overseas. The University acts in accordance with UK Government guidance on such classifications. If a Registered Student, having accepted the offer of admission, subsequently appeals against his or her tuition fee classification, the tuition fee shall remain payable as specified in 5.3.1 (c) 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.

5.3.1 (e) A pre-payment is required to secure all accommodation. Accommodation fees are due in full upon signing the accommodation contract, unless the Registered Student has elected to pay by Direct Debit instalments. Where the number of instalments is five or more, the Registered Student is required to agree to a Credit Agreement.

5.3.1 (f) A Student shall be liable to a penalty as specified in sections .a-.g below, if he or she fails to pay a tuition fee or charge when specified or if he or she does not comply with the rules of any scheme for payment of fees by instalments.

(i) Any Student whose payment of fees or repayment of any loan is in arrears shall be excluded from the University upon non-payment following the issue of appropriate reminder letters.

Following such exclusion, paragraphs (ii) to (v) below shall apply.

(ii) Such a Registered Student will no longer be entitled to attend lectures, tutorials, laboratory classes or receive 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) Registered Students with outstanding debts to the University will be prevented from re-registering, and only when these have been paid in full may they apply to be re-instated. Re-admission will be at the University's discretion.

(iv) Any Registered Student who has not paid an account for fees or any other item owing to the University in relation to his or her registration as a Registered Student 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 from the University until his or her accounts have been paid.

(v) 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 Registered Students shall not be included in the pass list of any such Award until his or her accounts have been paid.

5.3.1 (g) Where debts relate to accommodation fees, notice to quit University accommodation will be given.

5.3.1 (h) 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. Where it is no longer considered cost-effective to pursue an outstanding debt through the Courts, the Finance Office may decide to write-off the debt. In order to do so, the Registered Student will be withdrawn from the University with immediate effect. The exclusion will remain on his or her record until full payment has been received. Re-admission thereafter will be at the University’s discretion (see 5.3.1 (m).

5.3.1 (i) Following exclusion from the University for non-payment of fees, a Registered Student may make arrangements for deferred payment, either direct with the Finance Office, or via the University solicitors. However, the Registered Student must remain excluded and subject to all associated penalties until the debts and any consequent costs have been paid in full.

5.3.1 (j) In cases of Registered Students repeating part of a programme, the fees will be paid on a pro-rata basis.

5.3.1 (k) Registered Students who withdraw from the University before the end of a session (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.

5.3.1 (l) A research Registered Student who makes significant use of University facilities or resources including supervision during any period after the end of the minimum period required by the regulations for his or her degree is 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 Registered Students will pay an annual continuation fee.

(iii) Any other outstanding debt to the University.

(iv) Tuition fees;

5.3.2 Health

5.3.2 (a) The University reserves the right to require those accepted for admission to programmes of study to undergo medical examinations.

5.3.2 (b) The University requires its Registered Students to register with a General Practitioner in the United Kingdom.

5.3.2 (c) Any Registered Student who is suffering from any medical illness or condition, or in whose residence there is or has been an infectious illness which renders that Registered Student a possible danger to him or herself or to Staff and Students and/or to other persons with whom he or she will come into contact as a requirement of the programme, may be required to cease attending that programme. Such a decision and any conditions applied would be taken by the Registrar and Secretary in accordance with the Code of Practice on Suspension from Study on Health Grounds and in the most serious cases may require permanent withdrawal from the University.

5.4 Intellectual Property

All Registered Students must comply with the University's procedures for notifying any invention, device, discovery, material, product or process, computer software or other potentially valuable result, or innovation which it is considered might have commercial significance, whether patentable or not, developed or invented during the course of the Registered Students' research or study at the University. All Registered Students must make assignment of all rights in such intellectual property to the University. Details of the University's procedures involving sharing of revenue from exploitation are available from the Director of Research and Knowledge Transfer within each of the Colleges, the office within the University with responsibility for commercial exploitation of research results or the Registrar and Secretary. The procedures and arrangements for notification and exploitation will be the same as those for Staff in the University set out in Regulation 3.17, Patents and the Exploitation of Inventions.

Section 6. Programmes of Study

6.1. Programmes of Study

6.1.1 Programme Approval

6.1.1 (a) The Senate or delegated authority shall approve the introduction of all programmes of study.

6.1.1 (b) The University shall normally recruit and admit Students to a programme of study only once the programme has been approved; however, in circumstances where a programme has not yet received the approval of Senate, and enrolment has already commenced, this may be approved by the Pro-Vice-Chancellor (Academic Quality and Students), with the decision being communicated to Senate by circulation.

6.1.2 Taught Programmes

Introduction

6.1.2 (a) A programme consists of a set of modules, which together have a defined set of learning outcomes including intellectual and practical skills, and which a Registered Student must complete to the satisfaction of a Board of Examiners in order to be eligible for the Award. Certain programmes may also include clinical training and other elements, which a Registered Student must complete to the satisfaction of the Board of Examiners.

6.1.2 (b) A Registered Student may be awarded only one University qualification following completion of a programme.

6.1.2 Modules

6.1.2 (c) Modules shall only be advertised and have Registered Students registered upon them once they have been approved by the Senate or delegated authority.

6.1.2 (d) All modules must be defined by level and credit value. The level of a module is an indicator of the relative complexity, depth of study and the learner autonomy involved in the module, and the demands made by the module. It does not necessarily coincide with the stage or year of the programme in which the module is taken. Level criteria shall be approved by the Senate or under delegated authority.

6.1.2 (e) The University defines levels on the following progressive scale:

- Level 0/F Foundation Level
- Level 1/C Certificate Level Equivalent to undergraduate year 1
- Level 2/I Intermediate Level Equivalent to undergraduate year 2
- Level 3/4/H Honours Level Equivalent to undergraduate year 3
- Level M Masters Level
- Level D Doctoral Level

6.1.2 (f) Only one level may be assigned to a module, although there may be occasions when it is 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.

6.1.2 (g) The credit values of modules shall be expressed in multiples of 10 credits up to a maximum of 60 credits, unless otherwise permitted by the Senate or under delegated authority. As an exception, study undertaken as a year abroad/in industry may be defined in terms of a single module of 120 credits.

6.1.2 (h) All modules shall have a module description which shall include: the Principal Academic Unit and member(s) of staff responsible for the module; its title, code number, level and credit value; any co-requisites, pre-requisites and/or prohibited combinations; the form of delivery and where applicable the semester in which it is delivered; the objectives and learning outcomes; an overview of the content; the key texts and means of assessment.

6.1.2 (i) Programme Specification and Requirements

A programme shall have a programme specification which shall include the information prescribed by the Senate or by a delegated authority.

6.1.2 (j) The specific requirements for every Award of the University approved by the Senate or under 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 about other additional elements which may be required for the award. 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.

6.1.2 (k) In certain circumstances, as detailed in the programme requirements, Registered Students may be permitted or obliged to take a module outside the main discipline chosen from a list of such modules.

6.1.2 (l) The programme requirements may indicate specific modules which must be passed and any other requirements for progression between stages and/or for successful completion of the programme.

6.1.2 (m) 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 under delegated authority.

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

6.1.2 (o) Availability of Programmes

Details of the programmes and modules available to Registered Students, the programme requirements, and methods of assessment shall be published annually by Academic Services on the University website.

6.1.2 (p) Specific Provisions

The following provisions apply to undergraduate programmes of study.

(i) For each Award of the University, a Registered Student shall attempt the full number of credits as outlined below:

Award	Number of credits to be attempted
University Certificate; University Diploma; Advanced Certificate	60 credits
Certificate of Higher Education; BPhil	120 credits
Diploma of Higher Education; Foundation Degree, LLB for Graduates, BD	240 credits
Bachelors degrees	360 credits
Bachelors with an additional year in industry or year abroad; Undergraduate Masters (to include at least 120 credits at level M)	480 credits
Undergraduate Masters with additional year in industry or year abroad (to include at least 120 credits at level M)	600 credits

The credit numbers listed are exclusive of any foundation year taken as part of the award.

(ii) Exceptions to the credit values listed shall be agreed by the Senate or under delegated authority and shall be specified in the programme requirements.

(iii) For single honours degree programmes credits shall be predominantly in the main subject discipline but, unless the Senate or delegated authority agrees otherwise, all such programmes must include the opportunity for Registered Students to take at least 20 credits from outside the main subject.

(iv) For joint honour degree programmes the credits shall normally be distributed on an equal basis to the two subjects at each level. I.e. Registered Students shall attempt 180 credits in total in each of the two subjects split in equal proportions across the levels.

(v) For Major/Minor degree programmes the credits shall normally be distributed on the basis of two thirds to the major subject and one third to the minor subject at each level. i.e. Registered Students shall attempt a total of 240 credits in the Major subject and 120 credits in the

Minor subject split in equal proportions across the levels.

(vi) 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 Registered Students, within a single University session) except stage 3 of undergraduate master's programmes, which consists of 240 credits (taken, in the case of full-time Registered Students, over two University sessions).

(vii) Subject to programme requirements approved by the Senate or under delegated authority, modules taken for a bachelors degree with honours (360 credits or 480 credits) or an undergraduate master's degree (480 credits) shall normally:

- at stage 1 be at level C;
- at stage 2 be at level I, but may include up to 20 credits at level C;
- at stage 3 of a bachelors degree with honours be at level H, but may include up to 20 credits at level I;
- at stage 3 of an undergraduate masters degree be at level H (120 credits) and level M (120 credits), but may include up to 20 credits at level I, substituted for level H modules.

(viii) Where an additional year of study abroad/in industry is included in the programme to which a Registered 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. This element of the programme 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 additional year abroad/in industry shall comprise 120 credits in order to denote the notional learning hours undertaken.

(ix) All Bachelors degree programmes should include at least 20 credits of independent learning (e.g. dissertation, project work) at level I or higher. With joint honours degree programmes the dissertation or project may be in either or both subjects. With Major/Minor degree programmes, a dissertation or project should be taken in the major subject.

(x) 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.

(xi) Modules which are available on a full-time basis will be taught within a University Session. Where two modules are linked across adjacent semesters within a single University Session they will have an integrated assessment, which generates a single mark unless the Senate or delegated authority agrees otherwise.

6.1.2 (q) The following provisions apply to postgraduate taught and graduate taught programmes.

(i) For each Award of the University, a Registered Student shall attempt at least the full number of credits as outlined below:

Award	Number of credits to be attempted
Taught Postgraduate Degree	180 credits
Postgraduate Diploma; Graduate Diploma	120 credits
Graduate Certificate	60 credits
Postgraduate Certificate	60 credits

(ii) The 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.

(iii) Programmes shall consist wholly or mainly of level M modules but 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

(iv) The programme requirements for a programme leading to a Taught Postgraduate Degree 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 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.

6.1.3 Research Degree Programmes

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

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

Either

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

(Mode B): A programme, normally of one year's duration, of training in

research with an emphasis on the acquisition of research skills. The programme of 180 credits comprises between 30 and 70 credits of 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.

(ii) MMus

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.

(iii) 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.

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

A programme, normally of two years' duration, in which the key activity is undertaking research, combined with appropriate training. Registered Students must produce a thesis containing original work of merit, worthy of publication. The training is expected to involve no more than the equivalent of 20 to 50 credits spread over the two years from a notional 360 credits for the programme.

(v) Doctor of Philosophy (PhD)

A programme, normally of three years' duration, in which the key activity is undertaking research, combined with appropriate training. Registered 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.

(vi) 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. Registered Students must produce a thesis which makes an original contribution to knowledge, worthy of publication in whole or in part in a learned journal.

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

A programme, normally of three years' duration, which integrates taught postgraduate work and/or professional practice with research within a

programme of 540 credits. Registered 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.

(viii) Doctor of Engineering (EngD)

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

(ix) Doctor of Dental Surgery (DDS)

A part-time programme, normally of two years' duration which may include taught postgraduate work up to a maximum of 180 credits. Registered 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.

(x) Doctor of Medicine (MD)

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

(b) All Registered 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 Registered Student is to undertake will be determined by agreement with the supervisor(s) within the range specified for each programme above.

(c) Principal Academic Units may grant exemption from specified research training where a Registered Student is able to demonstrate relevant prior experience or acquisition of expertise.

6.1.4 Research Degree Programmes with Taught Elements

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

6.1.4 (b) For these programmes the following regulations in relation to modules and

programme specifications shall apply: 6.1.2 (b) to 6.1.2 (o), above.

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

6.1.4 (d) 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 requirements and a rationale given for inclusion.

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

6.2. Duration of Programmes

6.2.1 Undergraduate Programmes of Study

6.2.1 (a) The minimum and maximum periods of study permitted for programmes prescribed for Undergraduate awards of the University shall be as follows. The maximum period

Award	Minimum period	Maximum period
Bachelors (unless otherwise stated below)	3 years	9 years
BPhil	1 year	3 years
LLB for Graduates, BA in Community Justice (Probation Studies), BD	2 years	6 years
BNurs, Bachelors, including year in industry or additional year abroad	4 years	12 years
BDS, MBChB	5 years	12 years
Undergraduate Masters	4 years	12 years
Undergraduate Masters including year in industry or additional year abroad	5 years	12 years
Foundation Degree	2 years	6 years

Certificates of Higher Education	1 year	3 years
Diploma of Higher Education	2 years	6 years
University Certificate, University Diploma, Advanced Certificate	1 semester (or equivalent).	3 years

6.2.1 (b) Foundation years, when taken, shall extend the minimum period of prescribed study by a period of at least one year beyond the periods listed in (a) above.

6.2.1 (c) The period of study required in the University of individual Registered Students may be reduced in accordance with any Regulations which the Senate or delegated authority may approve from time to time.

6.2.1 (d) The maximum period within which a Registered 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 (a) 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 is 3 years.

6.2.1 (e) Notwithstanding the above, there may be occasions where these time limits are necessarily reduced as a result of the requirements for registration imposed by professional bodies. It is the responsibility of the individual Registered Student to keep informed of the time limits set by the relevant professional body.

6.2.2 Postgraduate and Graduate Taught Programmes of Study

6.2.2 (a) The minimum and maximum periods of study permitted for prescribed for postgraduate and graduate Award shall be:

Award	Minimum period	Maximum period
Taught Postgraduate Degrees	1 year	6 years
Postgraduate Diploma	8 months	4 years
Postgraduate Certificate	4 months	2 years
Graduate Diploma	9 months	4 years 6 months
Graduate Certificate	4 months	3 years

6.2.2 (b) Registered Students are normally expected to complete an Award within the period specified in the programme requirements.

6.2.2 (c) The maximum period within which a Registered Student may complete an award is calculated from the date of first registration to the date of the final Award and is six times the minimum period stated in (a) above except in the case of the Graduate Certificate for which the maximum is 3 years.

6.2.2 (d) Periods of leave of absence are included in the calculation of the maximum period of registration.

6.2.2 (e) 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.

6.2.2 (f) Notwithstanding the above, there may be occasions where these time limits are necessarily reduced as a result of the requirements for registration imposed by professional bodies. It is the responsibility of the individual Registered Student to keep informed of the time limits set by the relevant professional body.

6.2.3 Research Degree Programmes

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

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

6.2.3 (b) The maximum period within which a Registered Student must submit all research elements required for the degree for examination and by which all taught elements must have been completed is calculated from the date of first registration.

6.2.3 (c) In the case of Registered Students studying on a part-time basis these periods should be extended on a pro-rata basis.

6.2.3 (d) The Senate or a 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.

6.2.3 (e) The following shall apply in cases where an applicant is currently registered for a research degree at another UK institution and wishes to apply to transfer his or her registration:

(i) The Senate or a 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 applicants who are at the 'writing up' stage will not be permitted.

(iv) Where an applicant wishes to transfer registration to a research degree programme with taught elements regulation 5.1.2 (b) (ii) will apply.

6.2.3 (f) A full-time Registered Student may be granted permission by the Senate or a delegated authority to study on a part-time basis, or on a full-time basis over a number of separate periods. The Registered 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 as stated in 6.2.3 (a), above and must not exceed the maximum period of time prescribed for the full-time programme.

6.2.3 (g) The Senate or a delegated authority may allow a Registered Student who shows good cause to withdraw temporarily from registration for a period not exceeding twelve months. The Senate or a 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.

6.3 Delivery

6.3.1 Quality Assurance and Enhancement

6.3.1 All programmes shall be subject to the University's quality assurance system.

6.3.2 Monitoring of Progress and Support/Supervision Arrangements

6.3.2 (a) Registered Students following taught programmes of study

All Registered Students shall be monitored and informed of their individual academic progress as per the Code of Practice for Student Development and Support in Principal Academic Units.

6.3.2 (b) All Registered Students, irrespective of the number of credits completed within a University session, shall have their academic performance formally reviewed by a Board of Examiners at least once within every University Session.

6.3.2 (c) Provision for Registered Student development and support within Principal Academic Units/Colleges shall be as described in the Code of Practice for Student Development and Support in Principal Academic Units/Colleges.

6.3.3 Registered Students Following Research Degree Programmes

6.3.3 (a) Heads of Principal Academic Unit or his or her nominee shall be responsible for the co-ordination of arrangements for supervision of Registered Students on research degree programmes.

6.3.3 (b) A lead supervisor shall be appointed for each Registered Student and Registered Students shall have access to additional academic supervisory support.

6.3.3 (c) It shall be the responsibility of the Head of Principal Academic Unit or his or her nominee, in consultation with the supervisor, to ensure that arrangements are put in place for the supervision of Registered Students during the supervisor's study leave or other periods of absence from the University, or if the supervisor leaves the institution.

6.3.3 (d) A mentor responsible for pastoral support must normally be appointed for each Registered Student. Mentors must normally be appointed from the same or cognate discipline and must be independent of the supervisory team.

6.3.3 (e) Registered Students registered under provision for split location postgraduate research study (see the Code of Practice on Split Location of Postgraduate Research Studies) shall be supervised and monitored by a University supervisor.

6.3.3 (f) Supervision arrangements, including eligibility criteria for supervisors, shall be as specified in Code of Practice on Supervision and Monitoring Progress of Research Students.

6.3.3 (g) Registered 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.

6.3.3 (h) Principal Academic Units/Colleges shall have clear and transparent procedures for monitoring and reviewing the progress of research Registered Students in accordance with the Code of Practice on Supervision and Monitoring progress of Research Students. Registered Students shall be informed in writing of these arrangements.

6.3.3 (i) Principal Academic Units shall establish a Research Progress and Awards Sub-Panel that shall have overall responsibility for monitoring and reviewing

the progress of research Registered Students.

6.3.3 (j) The academic progress of every Registered Student shall be formally monitored at least once in each University session. A formal report of these progress reviews shall be forwarded to the Research Progress and Awards Sub-Panel.

6.3.3 (k) Each School Progress Panel shall meet at least once in each University session to discuss Registered Students' progress and make recommendations as appropriate. These recommendations shall be transmitted via the Head of Principal Academic Unit or his or her nominee to the Senate or a delegated authority for ratification.

6.3.3 (l) If concerns about a Registered Student's lack of progress arise at any time these shall be conveyed to the Chair of the relevant Research Progress and Awards Sub-Panel and Head of Principal Academic Unit or his or her nominee immediately, without waiting for a formal meeting of the Sub-Panel. The Chair of the Sub-Panel and Head of Principal Academic Unit or his or her nominee shall then instigate action as deemed appropriate.

6.3.4 Student Demonstrators and Student Teaching Assistants

6.3.4 The delivery of learning and teaching by Student Demonstrators and Student Teaching Assistants shall be governed by the Code of Practice on the Teaching and Academic Support of Undergraduate and Postgraduate Taught Students by Postgraduate Teaching Assistants and Undergraduates.

6.4 Collaborative Provision

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

6.4.2 Any programme regulations should be recorded in the programme specifications. These may only be amended with the consent of Senate or its delegated authority. All quality assurance processes will examine programme-specific regulations.

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

6.4.4 Registered Students on programmes leading to University Awards have the right to make one final appeal to the University on the grounds of procedural or administrative irregularity in the operation and implementation of the programme regulations on the part of institutions or organisations concerned. Such an appeal may only be undertaken after the appeal procedure of the institution or organisation offering the programme of study has been exhausted.

Section 7. Assessment, Progression and Award

7.1 Examiners

7.1.1 General

7.1.1 Registered Students shall be examined by external and internal examiners.

7.1.2 Internal Examiners

7.1.2 (a) Heads of Principal Academic Units or their nominees shall be responsible for the appointment of internal examiners.

7.1.2 (b) For taught programmes the procedures for the appointment, including eligibility criteria, and role of internal examiners shall be as specified in the Assessment Protocols approved by Senate or under delegated authority from time to time.

7.1.2 (c) Where there are taught elements of research degree programmes (as defined in subsection 6.1.4) the Assessment Protocols shall apply to such elements with respect to internal examiners.

7.1.2 (d) For research degree programmes the procedures for the appointment, including eligibility criteria, and role of internal examiners shall be as specified in Code of Practice for Assessment of Research Degree Theses.

7.1.3 External Examiners

7.1.3 (a) The Senate shall have responsibility for and oversight of the appointment of external examiners.

7.1.3 (b) No University award with taught elements shall be awarded without the participation in the examining process of at least one examiner external to this University acting as a full member of the relevant Board of Examiners. Exceptions to this requirement shall be granted by the Senate.

7.1.3 (c) For taught programmes of study the procedures for the appointment, including eligibility criteria, and role of External Examiners shall be as specified Code of Practice on External Examiner System for First Degree and Taught Masters.

7.1.3 (d) Where there are taught elements of research degree programmes (as defined in section 1.4, Programme of Study) the Code of Practice on External Examiner System for First Degree and Taught Masters shall apply to such elements with respect to External Examiners.

7.1.3 (e) For research degree programmes the procedures for the appointment, including eligibility criteria, and role of external examiners shall be as specified in the Code of Practice for Assessment of Research Degree Theses.

7.2 Assessment of Taught Programmes and the Taught Elements of Research Degree Programmes

7.2.1 General

7.2.1 (a) All modules must be assessed. 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.

7.2.1 (b) Assessment of modules shall be consistent with the principles specified in the Assessment Protocols.

7.2.1 (c) Assessment should not be excessive. In the case of Undergraduate programmes, in normal circumstances there should be no more than six formal written examinations of three hours' duration or equivalent for each 120 credits of the programme.

7.2.1 (d) Linked modules may be assessed by means of combined assessment, e.g. a single examination paper, essay or project.

7.2.1 (e) The timing of assessment shall be as follows:

(i) In the case of undergraduate programmes, modules must normally be assessed within the University Session in which they are taken and may be assessed within the semester in which they are taken.

(ii) In the case of postgraduate taught and graduate taught programmes, modules must normally be assessed within 12 months of being commenced, unless otherwise specified in the appropriate module description and approved by the Senate or a delegated authority.

(iii) In the case of research degree programmes with taught elements, modules must normally be assessed within 12 months of being commenced, unless otherwise specified in the appropriate module description and approved by the Senate or a delegated authority.

7.2.1 (f) The assessment of each module shall generate a single mark between 0 and 100 except in cases specified by the Senate or a delegated authority where the mark shall be pass or fail. Linked modules shall produce a single mark.

7.2.1 (g) A Registered Student who does not attempt a required element of a module's assessment by failing to attend a required examination without adequate cause or failing to complete other assessed work shall be awarded a mark of 0 for that element (or fail where appropriate). Note also the requirements in respect of Academic duty in relation to assessment and Reasonable diligence below.

7.2.1 (h) A module shall be passed if the Registered Student has demonstrated the achievement of the module's specified learning outcomes.

7.2.1 (i) The pass mark for level F, C, I and H modules is 40. There may be exceptions to this where it is required by external bodies. Such exceptions shall be agreed by the Senate or a delegated authority.

7.2.1 (j) The pass mark for level M modules is 50.

7.2.1 (k) Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners. Subject to this provision, Registered Students shall be given informal guidance with regard to their academic performance in

accordance with relevant University Codes of Practice.

7.2.1 (l) In order to obtain credit in a module a Registered Student 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.

7.2.1 (m) Credit may be awarded only for successful completion of the stated learning outcomes of the module. On undergraduate programmes only, 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 be allowed only 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.

7.2.1 (n) Module marks will be expressed on a Registered Student's official transcript as a numerical value between 0 and 100 where such marks are generated. Otherwise marks shall be expressed as 'pass' or 'fail'.

7.2.2 Assessment of Non-credit Bearing Requirements.

7.2.2 (a) Where programmes are permitted to have non credit-bearing requirements (as per section 6), assessment of such requirements will be consistent with procedures as set out in the Assessment Protocols.

7.2.2 (b) The assessment of such elements shall be pass or fail.

7.2.2 (c) Marks for such elements will be expressed on a Registered Student's transcript as 'pass' or 'fail'.

7.2.2 (d) Opportunities to retrieve failure in such requirements shall be as specified in the programme requirements. The expectation is that these shall normally be equivalent to those available for the academic components of the programme (see below). There may, however, be occasions where opportunities differ due to the requirements of professional bodies.

7.2.3 Conduct of Assessment – Written Examinations

7.2.3 (a) <u>Responsibilities</u>

(i) The Director of Academic Services shall be responsible for the arrangements and conduct of all written examinations held during designated examination periods.

(ii) The Head of each Principal Academic Unit or his or her nominee 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 Director of Academic Services.

7.2.3 (b) <u>Liaison with the Examinations Office</u>

The Head of each Principal Academic Unit shall nominate at least one member of University Staff from within the unit who shall be responsible for liaison with the relevant section of Academic Services.

7.2.3 (c) Examination Question Papers

(i) The Head of each Principal Academic Unit shall have responsibility for ensuring that, where necessary, examination question papers are submitted to external examiners for approval as per the Code of Practice on External Examiner System for First Degree and Taught Masters.

(ii) The Head of each Principal Academic Unit shall have responsibility for ensuring that suitably verified and formatted examination question papers are forwarded to Academic Services by any deadlines set by the Director of Academic Services.

(iii) Examination question papers shall be in the format specified in the Code of Practice on Conduct of Centrally Co-ordinated Formal Written Examinations.

7.2.3 (d) Examination Sittings

The conduct of written examinations shall be as specified in the Code of Practice on Conduct of Centrally Co-ordinated Formal Written Examinations. In addition:

(i) Written examinations shall be supervised by invigilators appointed by the Director of Academic Services.

(ii) Registered Students must verify their identity during an examination sitting by means of a Student ID card or another suitable form of photographic identification (as specified in the Code of Practice on Conduct of Written Examinations). Failure to do so shall constitute an examination irregularity and a disciplinary offence.

(iii) No Registered Student sitting an examination shall be permitted to enter the examination room after 30 minutes from the start of the examination, and no Registered Student shall be allowed to leave the room, except in an emergency, and with the permission of an invigilator, until after 40 minutes from the start of the examination.

(iv) Failure to comply with written or oral examination instructions and/or the instructions of invigilators and/or creating a disturbance shall constitute an examination irregularity. Any such examination irregularity shall be reported to the Director of Academic Services or his or her nominee who shall have power to remove the Registered Student from the examination room, and take such further steps as he or she may consider necessary including action under reference to section 8.

(v) The invigilator will submit a written report detailing the allegation of examination irregularity to the Director of Academic Services within twenty four hours of the conclusion of the sitting. If the matter is sufficiently serious to warrant reference to the College Fitness to Practise Committee or College Misconduct Committee, the Director of Academic Services (or his or her nominee) will prepare a written report for submission to the Registrar and Secretary. In the event that the decision of the College Fitness to Practise Committee or College Misconduct Committee relates to the progress of the Registered Student on the programme, or specifies a decision relating to marks or the opportunity for the Registered Student to re-sit an examination, this decision will bind the Board of Examiners and all rights of appeal in respect of that decision will be in accordance with the Code of Practice on Procedures for Misconduct and Fitness to Practise Committees.

(vi) Answers must be written in longhand in answer books and/or other papers provided as per the instructions on examination question paper rubrics, apart from exemptions made for particular Registered Students as specified below, and be legible. Registered 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 a script may be marked, the Registered Student concerned will be liable for the cost of producing the transcript.

(vii) Alternative examination arrangements, including exemption to the requirement to provide answers written in longhand, will be made where, on the basis of a temporary or permanent disability, the University considers that the standard arrangements would place a Registered Student at an unfair disadvantage. Academic Services shall have ultimate responsibility for determining what arrangements will be made for individual Registered Students but will be advised by the University's disability support services. Procedures for alternative examination arrangements shall be as specified in the Code of Practice on Conduct of Centrally Co-ordinated Formal Written Examinations.

7.2.3 (e) <u>Distribution and Return of Answer Books</u>

(i) Arrangements for the distribution and return of completed answer books and other papers from examination venues and Academic Services shall comply with the requirements of the Director of Academic Services.

(ii) 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.

7.2.4 Conduct of Assessment – Other Forms of Examination

7.2.4 The Senate or a delegated authority shall have responsibility for ensuring the conduct of all other forms of examination other than written examinations (e.g. oral and practical examinations; examination by dissertation, project work and continuous assessment) is fair and is consistent with the requirements of the Assessment Protocols. Such conduct shall be approved in consultation with external examiners.

7.2.5 Determination of Results of Assessment

7.2.5 (a) The results of modules shall be determined by Boards of Examiners appointed for the purpose. Boards of Examiners shall comprise internal and external duly appointed.

7.2.5 (b) Boards of Examiners shall use the results of modules to make decisions or recommendations on final Awards and progression.

7.2.5 (c) The Senate or a delegated authority shall have responsibility for establishing codes of practice for the composition and conduct of Boards of Examiners meetings. The codes of practice shall be as specified in the Assessment Protocols.

7.2.5 (d) There shall be provision for Boards of Examiners to take account of the effect of any illness or other serious adverse circumstances, i.e. mitigations, on Registered Students' academic performance via the mechanism of mitigation panels as defined in the Assessment Protocols. Such circumstances shall include where Registered Students are prevented by illness or other sufficient cause from attending examinations or completing assessments.

7.2.5 (e) It is the responsibility of the individual Registered Student to bring to the attention of the relevant Boards of Examiners, via the mitigations procedures, any such circumstances he or she wishes to have taken into account before the meeting of the relevant Board of Examiners takes place.

7.2.5 (f) Procedures adopted by Boards of Examiners to consider mitigations and make consequent decisions shall be fair, equitable and transparent and shall be subject to the scrutiny of the Senate or a delegated authority.

7.2.5 (g) Where a Board of Examiners accepts that mitigating circumstances 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 Registered Student would have achieved if performance had not been affected by mitigating circumstances.

7.2.5 (h) In exceptional circumstances, where a Board of Examiners considers that a Registered Student is unable to complete the requirements of his or her programme due to serious illness or other significant cause, the Board may recommend the award of an aegrotat degree, diploma or certificate. Such recommendations must be made in accordance with the Assessment Protocols and shall be subject to the approval of the Senate or a delegated authority. An aegrotat degree should be unclassified. Degrees which entail qualification to practise in the field of medicine shall not be awarded in this manner.

7.2.5 (i) Marks shall not normally be adjusted in the light of mitigating circumstances and the mark(s) determined by the Board of Examiners will therefore reflect

precisely the Registered Student's actual performance irrespective of those circumstances.

7.2.5 (j) A confidential written record shall be kept of any decisions or recommendations made in the light of mitigating circumstances 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 decisions to be taken by the board in relation to the Registered Student concerned.

7.2.5 (k) Boards of Examiners shall have delegated authority from Senate, to make final Award and progress decisions within Regulations.

7.2.5 (l) Boards of Examiners shall be have delegated authority from Senate, to make final Award and progress decisions notwithstanding Regulations where such decisions have been made on the basis of mitigating circumstances.

7.2.5 (m) Where mitigating circumstances are not involved, notwithstanding Regulations on final Award and progress Boards of Examiners may pass recommendations and decisions to the Progress and Awards Board of Senate which shall have delegated authority to make the final decision.

7.2.5 (n) Where a programme is under the authority of more than one Board of Examiners, Progress and Awards Board of Senate shall, where necessary, make final decisions on individual cases.

7.2.5 (o) Decisions made in accordance with this Regulation shall be final, unless a subsequent error in the record or incorrect application of regulations is identified. In such circumstances, the Chair of the Board of Examiners concerned shall have delegated authority, 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, final Award and/or progress decision in question.

7.2.5 (p) Chairs of Boards of Examiners shall be responsible for ensuring that suitably certified and formatted lists of module marks, progress and final Award decisions are available for entry onto the University's central record by any deadlines set by the Director of Academic Services.

7.2.6 Failure in Assessment

7.2.6 (a) Subject to sub-clause 7.2.6 (b) below, all Registered Students who fail a module, other than modules taken in the final stage of a classified honours degree programme not exempted from this clause by decision of the Senate, shall have one opportunity to retrieve the failure, either by re-assessment (i.e. re-sitting the examination and/or resubmitting coursework) or repetition. Such opportunity shall be normally provided and taken within one year of the initial failure except when, for reasons of frequency of module delivery, the Senate or a delegated authority has agreed otherwise.

7.2.6 (b) Boards of Examiners shall determine whether a Registered Student shall be reassessed in or repeat a failed module. In normal circumstances Boards of Examiners will require reassessment unless repetition of the module is

specifically justified (due to the nature of the module or the Registered Student's academic circumstances).

7.2.6 (c) The following applies where Registered Students are to be re-assessed in a module:

(i) The Registered Student is required to complete such further assessment as specified by the Board of Examiners so as to demonstrate achievement of the stated learning outcomes.

(ii) The further assessment shall be taken at the next available opportunity. This will normally be by or at the time of the August/September supplementary examination period following the original examination.

(iii) Re-assessment of a module as defined within these regulations does not carry additional tuition fee liability.

(iv) 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, as specified Academic Duty to Attempt Assessment below.

7.2.6 (d) The following is applies where Registered Students are to repeat a module:

(i) The Registered Student 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.

(ii) The module should normally be repeated within one year of the initial failure.

(iii) Repeating a module as defined within these Regulations renders a Registered Student liable to an additional tuition fee liability. This is a proportion of the standard tuition fee, depending on the number of credits to be repeated and whether the Registered Student is classified as Home/EU, Islands or Overseas.

7.2.6 (e) The nature of some modules (e.g. laboratory-based modules) means that retrieval of failure can only be by means of repetition. Such modules should be designated 'repeat only' in module descriptions (see Section 6).

7.2.6 (f) Undergraduate Registered 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.

7.2.6 (g) With the agreement of the relevant Head of Principal Academic Unit or nominee a Registered Student required to be reassessed in or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the Registered Student shall be required to attend the module in full and complete all the assessments. In such cases there will be an additional tuition fee liability. The Registered Student shall be permitted one attempt at the substituted module.

7.2.6 (h) Registered Students may not normally be reassessed in or repeat any module for which they have obtained credit, except for Registered Students in exceptional personal difficulties who for sound educational reasons may with the agreement of the Progress and Awards Board of Senate be allowed to repeat modules for which they have already obtained credit.

7.2.6 (i) Following an attempt to retrieve failure (via reassessment, repetition or substitution) the mark used for calculating a Registered Student's weighted mean mark and progress or final degree classification shall be:

(i) The pass mark for that module if the Registered Student passes the module.

(ii) The higher of the two fail marks if the Registered Student fails the module.

7.2.6 (k) Notwithstanding this clause the mark achieved following an attempt to retrieve failure of a module will be recorded on a Registered Student's transcript.

7.2.6 (l) Where a Board of Examiners accepts that a Registered Student's failure in a module is as a result of mitigating circumstances (as set out in Determination of the results of assessment, above) then an additional attempt to retrieve the failure may be granted. The additional attempt shall be normally of the same status as the attempt affected by the mitigating circumstances, that is either first or reassessment attempt (i.e. sit or re-sit). An additional attempt at a first sitting may therefore be followed by a further reassessment attempt.

7.2.7 Failure to Meet Professional Requirements

7.2.7 (a) In Fitness to Practise, a Registered Student who is deemed to be failing or at risk of failing to meet the professional requirements of his or her programme as specified in the University Code of Practice on Fitness to Practice shall be subject to Fitness to Practise procedures as set out in Code of Practise on Misconduct and Fitness to Practise Committees.

7.2.7 (b) For all other programmes, the expectation shall be that Registered Students are offered opportunities to retrieve failure to meet any professional requirements (unrelated to academic performance) equivalent to those available for the academic components of the programme.

7.2.7 (c) Where a Registered Student's performance in relation to professional requirements is considered irredeemable (following any appropriate retrieval opportunities), the Registered Student may be eligible for the Award of an alternative academic qualification should their academic performance so merit. Such a qualification shall not provide professional status, as documented and approved in the programme specification.

7.3 Progression and Award – Taught Programmes

7.3.1 Undergraduate Programmes

7.3.1 (a) <u>Progression</u>

(i) Registered Students are required to pass 100 credits at a given

stage of a programme in order to progress to the subsequent stage. Where programmes have different requirements in terms of credits passed, this shall be agreed by the Senate or under delegated authority and shall be specified in the programme requirements.

(ii) Any additional requirements for progression shall be stated in published programme requirements approved by the Senate or under delegated authority.

(iii) To be eligible for progression to any year abroad/in industry required by the programme, 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).

(iv) Progression is no guarantee of achievement of the requirements for the final Award. Thus failed credits may need to be redeemed even if progression is allowed.

(v) The requirements for progression from foundation degree to an honours degree shall be as stated in the programme requirements approved by the Senate or under 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.

(vi) To be eligible to proceed to stage 3 of an undergraduate masters programme, Registered Students must have accumulated 220 credits by the end of stage 2 and the weighted mean mark for stage 2 must normally be 55 or better. Where required for professional accreditation or other academic purposes, Principal Academic Units or Colleges may introduce additional requirements for progression to an undergraduate masters programme, subject to the approval of the Senate or under delegated authority. Any such additional requirements will be clearly indicated in programme requirements and in information provided to registered students. Registered Students who do not meet the requirements to proceed to the undergraduate masters programme will proceed to an appropriate bachelor's programme.

(vii) Credits from level F modules do not contribute to progression from stage 1 or above, except for foundation degrees.

(viii) The Senate or a delegated authority may permit Registered 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.

7.3.1 (b) <u>Award</u>

(i) Credits and module marks from level F modules shall not contribute to the Award or classification of any Award apart from a foundation degree.

(ii) Subject to any additional requirements specified in programme requirements approved by the Senate or under delegated authority, a Registered Student must achieve the credit requirements indicated below in order to be eligible for the Award of the specified degree:

Degree	Credit requirements for Award
Classified bachelor's 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 including at least 100 credits at level H or above.
Classified bachelor's 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, including at least 100 credits at level H or above.
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 100 credits at level I [with at least 220 credits at the end of stage 2 and a stage 2 average of at least 55] at least 200 credits at level H or higher, including at least 100 must be at level M. (if taken, at least 100 credits from the year abroad/in industry at level I or above).
Bachelor of philosophy	At least 120 credits at level H.
Foundation degree	At least 200 credits, including at least 60 credits at level I or above.

(iii) Principal Academic Units who wish to use Adjusted Regulations as detailed in the Code of Practice on Adjusted Regulations and Bachelor's Degrees and the Code of Practice on Adjusted Regulations and Undergraduate Master's Degrees may do so with the permission of the Senate.

(iv) Where the degrees arising from programmes have different credit and level requirements in terms of credits passed, this shall be agreed by the Senate or under delegated authority and shall be specified in the published programme requirements.

7.3.1 (c) Classification of Degrees

(i) The degree of BPhil and the foundation degree shall not be classified.

(ii) For degrees other than MBChB and BDS, Boards of Examiners shall place successful candidates for degrees with honours in three classes (Class I, Class II and Class III); the second class being sub-divided into two divisions i.e. IIi and IIii. Candidates who do not achieve the standard required for honours may be awarded a pass degree.

7.3.1 (d) Contribution of Marks to Degree Classification

(i) Marks from the stages of a programme shall contribute to the classification of the degree in the following proportions:

Programmes with modules at levels C to H.	Stage 1 - 0 Stage 2 - 25% Stage 3 - 75%
Programmes with modules at levels C to M.	Stage 1 - 0 Stage 2 - 20% Stage 3 - 80%

(ii) Where a Registered 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 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 should be included in the classification of the degree as part of the stage 2 contribution.

(iii) Classified Honours Degrees

Final awards will be calculated using a scheme or schemes based on weighted mean taking account of the credit value and level of the modules concerned as agreed by the Senate or under delegated authority (see above).

(iv) Except when otherwise approved by the Senate or under delegated authority, where a year of study abroad/in industry between stages 2 and 3 is included as a requirement of the programme to which a Registered 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 under delegated authority, towards the overall stage 2 contribution to the degree classification.

(v) 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.

(vi) In order to achieve a particular classification a Registered Student must obtain a mark or marks within the appropriate range and also satisfy any further requirements specified in the relevant module descriptions.

(vii) The following ranges of weighted mean marks shall be used in determining classifications:

70 or above - Class I

60-69 - Class IIi

50-59 - Class IIii

40-49 - Class III

7.3.1 (e) Bachelor's Degree for Registered Students on Undergraduate Masters Programmes

On the recommendation of the Board of Examiners, a Registered Student on an undergraduate masters programme who cannot, or who fails to, satisfy the requirements for the Award of undergraduate master, may be awarded a bachelor's degree if the requirements specified for that corresponding programme and Award have been met.

7.3.1 (f) Pass Degree

(i) A pass degree is awarded on the completion of an honours degree programme, to a Registered 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.

(ii) A pass degree may be awarded on the recommendation of the Board of Examiners to a Registered Student who has achieved at least 300 credits including at least 80 credits at level H.

7.3.1 (g) Bachelor of Dental Surgery (BDS)

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.

7.3.1 (h) Bachelor of Medicine and Surgery (MBChB)

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.

7.3.1 (i) Lower Alternative Awards to Bachelor's Degrees

(i) Where a Registered Student following a programme leading to the Award of a bachelor's degree has achieved 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

(ii) Only the certificate of higher education and diploma of higher education may be awarded in this way. All other Awards are made only on successful completion of the specified programme of study for that Award.

(iii) The Awards of certificate of higher education and diploma of higher education shall not be classified.

7.3.1 (j) Advanced Certificates, University Certificates and University Diplomas

(i) Advanced certificates, university certificates and university diplomas are normally stand-alone Awards and are not available as lower alternative Awards to bachelor's degrees unless specified in programme requirements.

(ii) Subject to any additional requirements specified in programme requirements approved by the Senate or under delegated authority, a Registered Student must achieve the credit requirements indicated below in order to be eligible for the specified award:

Advanced certificate	At least 60 credits at level H or above.
University certificate	At least 60 credits at level C or above.
University diploma	At least 60 credits at level I or above.

(iii) The Awards of advanced certificate, university certificate and university diploma shall not be classified.

7.3.2 Postgraduate and Graduate Taught Programmes of Study

7.3.2 (a) Award Requirements

Subject to any additional requirements specified in the programme requirements approved by the Senate or under delegated authority, a Registered Student must achieve the credit requirements indicated below in order to be eligible for the award of the specified degree:

	Award	Requirement to achieve Award
(i)	Postgraduate certificate	A Registered Student must: - have achieved a mark of 40 or more in at least 60 credits and - have gained at least 40 credits at Level M in modules taken as part of the programme and - have gained a weighted mean mark of at least 50 in the 60 credits considered for the award.
(ii)	Postgraduate diploma	A Registered Student must: - have achieved a mark of 40 or more in at least 120 credits and - have gained at least 80 credits at Level M in modules taken as part of the programme and - have gained a weighted mean mark of at least 50 in the 120 credits considered for the award.
(iii)	Taught postgraduate degree	A Registered Student must: - have gained at least 80 credits at Level M in modules taken as part of the taught component of the programme, and - 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 - have gained a weighted mean mark of at least 50% in the taught component of the programme, and - have achieved a mark of 40% or more in all taught modules.
(iv)	Graduate diploma	A Registered Student must: - have achieved at least 100 credits at level H or above.
(v)	Graduate certificate	A Registered Student must: - have achieved at least 60 credits at Level H or above.

7.3.2 (b) Requirements for Merit and Distinction

Registered Students shall be eligible for the Award of a postgraduate certificates, postgraduate diplomas and taught postgraduate degree with merit or distinction subject to meeting the following requirements.

Award	Merit	Distinction
Postgraduate Certificate; Postgraduate Diploma	A Registered Student must:	A Registered Student must:
	- pass all modules taken as part of the programme; and	- pass all modules taken as part of the programme; and
	- achieve a weighted mean mark of at least 60 in all modules.	- achieve a weighted mean mark of at least 70 in all modules.
Taught Postgraduate Degree	A Registered Student must:	A Registered Student must:
	- pass all modules taken as part of the programme; and	- pass all modules taken as part of the programme; and
	- achieve a weighted mean mark of at least 55 in the taught components; and	- achieve a weighted mean mark of at least 65 in the taught components; and
	- achieve a weighted mean mark of at least 55 in the dissertation component at level M; and	- achieve a weighted mean mark of at least 65 in the dissertation component at level M; and
	- achieve a weighted mean mark of at least 60 calculated across all modules.	- achieve a weighted mean mark of at least 70 calculated across all modules.

7.3.3 Declaration of Results

7.3.3 (a) Provisional and confirmed marks awarded shall be strictly confidential. Any disclosure of marks to individual Registered Students must protect the confidential nature of the marks of other Registered Students.

7.3.3 (b) Subject to the requirements of confidentiality, final lists of results, progress decisions and final awards will be made available as soon as possible after the meeting of the Board of Examiners at which they are determined. In circumstances where the adjudication of the Progress and Awards Board of Senate is required (see above) any disclosure should indicate that a decision is ‘pending’.

7.3.3 (c) Except for the list of final Awards, no list of results and progress decisions shall be communicated to the Press. The list of final Awards will only be

communicated to the Press when it has been confirmed by the Board of Examiners or where appropriate the Progress and Awards Board of Senate.

7.3.4 Aegrotat Awards

7.3.4 (a) Aegrotat Awards shall be listed as ‘aegrotat’ on the central University record and certificates. Undergraduate aegrotat degrees shall not be classified or designated as "honours" or "pass" degrees. Taught postgraduate aegrotat degrees shall not be awarded with merit or distinction.

7.3.4 (b) A Registered Student who has been awarded an aegrotat qualification shall not be permitted any further opportunity to complete the requirements of his or her programme.

7.4 Research Degree Programmes – Assessment and Award

7.4.1 Award Requirements

7.4.1 (a) The Registered Student shall prepare and present as appropriate a report or reports, a dissertation or a thesis, based upon the Registered Student's own work, on the subject of the Registered Student's advanced study and research. A Registered 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 Principal Academic Unit.

7.4.1 (b) Where the Registered Student’s programme includes research training or other taught modules, the Registered Student must attain a satisfactory standard (achieve credit) in each module before being recommended for the Award of the degree. Assessment of taught modules will be as specified in these Regulations.

7.4.1 (c) The thesis and other assessments for a research degree should demonstrate that the Registered 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.

7.4.1 (d) A thesis for the two-year MPhil should, in addition to the requirements set out above, contain original work of merit, worthy of publication in part or in whole, representing a significant contribution to knowledge, and demonstrating that the Registered Student can exercise independent judgement.

7.4.1 (e) A thesis for a doctoral degree should, in addition to the requirements set out above, represent an original contribution to knowledge, demonstrate that the Registered Student can exercise independent judgement and be worthy of publication in whole or in part in a learned journal or the equivalent.

7.4.1 (f) A Registered 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.

7.4.1 (g) A Registered 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; and

(ii) be adequately identified and referenced.

7.4.1 (h) If material submitted is the result of collaborative research or work, the submission must clearly identify the Registered Student's contribution.

7.4.1 (i) A Registered 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 shall be required to certify that the synopsis is an accurate summary.

7.4.1 (j) The thesis or report shall have a format as outlined below.

7.4.1 (k) A Registered Student may be awarded only one University qualification following completion of a programme. 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, Registered Students who achieve this credit may be awarded an appropriate additional qualification.

7.4.2 Format of theses or reports

7.4.2 (a) Theses and reports shall be submitted in English except where an exemption has been approved by the Senate or under delegated authority. In general, an exemption shall be granted where a Registered Student is studying a language other than English and the assessment or part of it is intended to demonstrate the Registered Student’s ability in that language.

7.4.2 (b) The thesis or report must be bound in accordance with University requirements before the degree may be awarded.

7.4.2 (c) Two copies of the thesis or report must be presented for examination in accordance with the guidelines published by Academic Services.

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

College	One-year Mres	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
Arts and Law; Social Sciences	20,000	20,000	40,000	60,000	50,000	80,000	80,000	NA
Dentistry, Health Sciences and Medicine; Life and Environmental Sciences; Engineering and Physical Sciences	15,000	15,000	30,000	NA	40,000	50,000	50,000	50,000

7.4.2 (e) Registered Students conducting research in certain specified areas within the Colleges of Dentistry, Health Sciences and Medicine; Life and Environmental Sciences may on occasion be permitted to have higher word limits, i.e. 80,000 for a PhD thesis and 40,000 for an MPhil thesis. Such permission will be granted for sound academic reasons and notified to the Senate or delegated authority at the beginning of the Registered Student's registration.

7.4.2 (f) 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.

7.4.3 Submission of Theses

7.4.3 (a) A Registered 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.

7.4.3 (b) A Registered Student will be expected to submit his or her thesis after completing the minimum period of study prescribed in section 6 and must submit the thesis within the maximum period of study prescribed therein. However, a Registered Student may be permitted to submit his or her thesis and any other required work before completing the prescribed minimum period of study on the written recommendation of his or her supervisor(s). Any such recommendation shall be subject to the approval of the Senate or under delegated authority.

7.4.3 (c) Where a Registered Student does not submit the thesis within the prescribed maximum period of study he or she will be deemed to have withdrawn due to

lapse of time. A Registered Student may apply for an extension of the maximum period of study in accordance with the Code of Practice on Assessment of Research Degree Theses. Applications from the Registered Student to allow submission of the thesis after this time shall be granted by the Senate or delegated authority only in exceptional circumstances. If an extension is granted, the Senate or delegated authority will also decide whether the Registered Student should continue to be normally registered or should be transferred to writing up status. If an extension is not granted the student must submit his or her or her thesis within the prescribed maximum period of time or be judged to have voluntarily withdrawn.

7.4.4 Examiners

7.4.4 (a) At least one internal examiner and at least one external examiner shall be appointed for each Registered Student in accordance with the Code of Practice for Assessment of Research Degree Theses. Where the Registered Student is a member of Staff, or has been a member of Staff for two thirds or more of his or her period of study, at least one internal examiner and two external examiners shall be appointed. This requirement shall also apply to honorary members of Staff.

7.4.4 (b) A Registered Student's supervisor may be appointed as an examiner only in exceptional circumstances, in which case an additional examiner, internal or external, shall be appointed.

7.4.5 Oral Examinations

7.4.5 (a) A Registered Student submitting a thesis for a masters degree by research (as specified in section 6) may be required to undergo an oral examination on the research and thesis. The decision on whether to hold an oral examination shall be taken with the agreement of both the internal and external examiners.

7.4.5 (b) A Registered Student submitting a thesis for a doctoral degree (as specified in Section 6) shall be required to undergo an oral examination on the research and thesis, unless an exemption is agreed by the Senate or under delegated authority. Such exemptions shall be granted only in exceptional circumstances.

7.4.5 (c) The arrangements for and conduct of oral examinations for research degrees shall be as specified in the Code of Practice for Assessment of Research Degree Theses.

7.4.6 Examiners' Reports

7.4.6 (a) The examiners shall prepare reports in accordance with the Code of Practice for Assessment of Research Degree Theses.

7.4.6 (b) The Registered Student, his or her supervisor and the Head of Principal Academic Unit concerned shall have the right to see the examiners' reports. This requirement shall be made clear to examiners at the time of their appointment.

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

7.4.7 (a) 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.

7.4.7 (b) Major corrections are matters which are in excess of minor corrections, but not, in the opinion of the examiner, sufficient to require the Registered Student 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 internal examiner and the external examiner confirming that all corrections have been completed.

7.4.7 (c) 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 Registered Students re-submitting a thesis for PhD, PhD with integrated study, a professional doctorate, EngD, DDS or MD.

7.4.7 (d) Where a Registered Student is required to make minor or major corrections to the thesis, the examiners shall give written instructions to the Registered Student concerning the corrections or revisions to be made.

7.4.7 (e) Where the Registered Student is required to make minor/major corrections, the Registered Student is permitted one opportunity to complete the corrections to the satisfaction of the examiners. The award of the degree is withheld until a 'Certification of Correction' is provided by the internal examiner for minor corrections and by all examiners for major corrections. With the approval of Senate or delegated authority, a Registered Student may be permitted to carry out further minor corrections. Any further minor corrections must be included in the examiners' original list of corrections.

7.4.7 (f) Minor corrections shall normally be completed by the Registered Student within one month of the date on which the letter informing the Registered Student of the result is issued by the University unless further time is permitted by the examiners. Minor corrections will be subject to the approval of the internal examiner.

7.4.7 (g) Major corrections shall normally be completed by the Registered Student within six months of the date on which the letter informing the Registered Student of the result is issued by the University unless further time is permitted by the examiners. Major corrections will be subject to the approval of both internal and external examiners.

7.4.7 (h) Revision and resubmission of the thesis shall normally be completed by the Registered Student within one year of the date on which the letter informing the Registered Student of the result is issued by the University unless further time is permitted by the examiners. The Registered Student is liable to pay a resubmission fee. Revisions must be approved by the internal examiner and the external examiner.

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

(i) That the Registered 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 Registered 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 masters 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 Registered Student not be awarded the degree for which the thesis was resubmitted.

7.4.8 Transfer between Research Degree Programmes

7.4.8 (a) <u>Transfer from one year MPhil (mode B) or MRes to two-year MPhil</u>

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

7.4.8 (b) <u>Transfer from MPhil to PhD</u>

Transfer to the PhD programme may be permitted:

(i) After the award of the MPhil degree.

In such cases Registered Students 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 a delegated authority to be sufficiently closely related to the research done by the Registered 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 a Registered Student should have the option of proceeding to further work for the degree of PhD. If the Registered 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;

(iii) or 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 under delegated authority, provided that the Registered Student has passed any taught elements and produced a satisfactory report or detailed research proposal in accordance with the Senate's or a delegated authority's requirements. The time limits for the PhD programme will be calculated from the initial date of registration for the MPhil.

7.4.8 (c) A Registered 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 Registered Student has satisfied the requirements for the MPhil degree.

7.4.8 (d) Transfer from an MPhil to an MRes or a Related Taught Masters programme

(i) Transfer from an MPhil programme to an MRes or a related taught masters programme may be requested by the Registered Student or recommended by the Head of Principal Academic Unit at any time prior to the submission of the MPhil thesis.

(ii) The transfer is subject to approval by the Senate or a delegated authority. If the Registered Student does not agree with the recommendation of the Head of Principal Academic Unit, then the decision of the Senate or under delegated authority must take account of the views of both the Registered Student and the Principal Academic Unit.

7.4.8 (e) Transfer from Doctoral to Masters Programmes

(i) 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 Registered Student or recommended by the Head of Principal Academic Unit at any time prior to the submission of the Doctoral thesis.

(ii) The transfer is subject to approval by the Senate or under delegated authority. If the Registered Student does not agree with the recommendation of the Head of Principal Academic Unit, then the decision of the Senate or a delegated authority must take account of the views of both the Registered Student and the Principal Academic Unit.

7.5 PhD by Published Work – Assessment and Award

7.5.1 Award Requirements

7.5.1 (a) A candidate for the degree of PhD by published work (as specified in section 5) shall submit a body of work broadly comparable to that submitted for other doctoral degrees of the University, based upon research with a common theme in the form of a series of publications.

7.5.1 (b) The submitted work should demonstrate that the individual:

(i) has made a substantial original contribution and addition to 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.

7.5.1 (c) A common theme with an identifiable link must run throughout the work submitted.

7.5.1 (d) Normally only work that has been carried out during the individual's period of appointment in this University shall be admissible.

7.5.2 Adviser

7.5.2 The Head of Principal Academic Unit concerned shall appoint a member of Academic Staff as an adviser to support, advise and guide the individual through the process of submission and examination of the published work.

7.5.3 Submission of Work

7.5.3 (a) Individuals may submit a body of work for assessment under these Regulations on one occasion only.

7.5.3 (b) Individuals shall submit their work within one year of the confirmation of approval of their candidature.

7.5.3 (c) The work 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 of which must have been published) and a copy of each publication numbered as per the summary sheet;

(iv) 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.

7.5.3 (d) The total word length of the published work should be broadly comparable to that of the standard route PhD (i.e. up to 80,000 words).

7.5.3 (e) Work that has been submitted in support of a successful award or pending application for any award of any higher education institution may not be

included.

7.5.3 (f) The submitted work shall be in English. Exemptions to this requirement shall be as specified above.

7.5.3 (g) Individuals shall be required to submit three copies of the work, bound in accordance with University requirements, in the format set out in the guidelines published by the Director of Academic Services.

7.5.3 (h) Individuals shall pay any applicable fee on submission of the work.

7.5.4 Examiners

7.5.4 (a) One internal examiner and at least two external examiners shall be appointed for each individual in accordance with the Code of Practice for Assessment of Research Degree Theses wherein references to supervisor should be read as adviser.

7.5.4 (b) An individual's adviser shall not be appointed as the internal examiner.

7.5.5 Oral Examination

7.5.5 (a) In respect of the degree of PhD by published work, the individual shall be required to undergo an oral examination on the research and work submitted, unless an exemption is agreed by the Senate or a delegated authority. Such exemptions shall only be granted in exceptional circumstances.

7.5.5 (b) The arrangements for and conduct of the oral examinations shall be as specified in Code of Practice for Assessment of Research Degree Theses wherein references to supervisor should be read as adviser.

7.5.6 Examiners' Reports

7.5.6 (a) The examiners shall prepare reports in accordance with the Code of Practice for Assessment of Research Degree Theses.

7.5.6 (b) The individual, his or her adviser and the relevant Head of Principal Academic Unit shall have the right to see the examiners' reports. This requirement will be made clear to examiners at the time of their appointment.

7.5.7 Examiners' Recommendations

7.5.7 The examiners shall recommend that either:

(a) the degree of PhD be awarded;

(b) the degree of PhD be not awarded.

7.5.8 Failure of Examiners to Reach Agreement

7.5.8 If the examiners are unable to reach agreement then the majority recommendation shall apply.

7.6 Higher Doctorates – Assessment and Award

7.6.1 Award Requirements

7.6.1 (a) A candidate for a higher doctorate of the University (as defined in section 5) shall submit a body of work for assessment as set out in the Code of Practice on Assessment and Award of Higher Doctorates.

7.6.1 (b) To be eligible for the award of a higher doctorate a candidate must demonstrate:

(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.

7.6.2 Submission of Work

7.6.2 (a) Candidates shall submit their work within one year of the confirmation of approval of their candidature.

7.6.2 (b) Candidates shall be required to submit three copies of the work, bound in accordance with University requirements, in the format set out in the guidelines published by the University's Academic Services division.

7.6.2 (c) Work which has been included, or is about to be included, in a submission for any other award of any 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.

7.6.2 (d) If any part of the work is submitted in a foreign language, an attested translation may be required.

7.6.2 (e) For the degree of DMus as composer no 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.

7.6.2 (f) Candidates shall pay any applicable fee on submission of the work.

7.6.3 Assessors

7.6.3 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.

7.6.4 Assessment Process and Assessors' Recommendation

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

7.6.4 (b) 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) the degree be not awarded.

7.6.4 (c) Where the assessors are unable to reach a joint 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.

7.6.4 (d) Candidates may be permitted, at the discretion of the Senate or delegated authority, to reapply for candidature after three years where assessors recommend that the degree be not awarded.

7.7 Academic Duty in Relation to Assessment

7.7.1 Duty to Attempt Assessments

7.7.1 (a) Taking an opportunity for assessment means making a bona fide attempt at an examination or other assessment, in the academic opinion of the Board of Examiners or equivalent.

7.7.1 (b) A Registered Student shall take the first opportunity of any required assessment unless:

(i) the Head of Principal Academic Unit or nominee recommends that the Registered Student be allowed to defer assessment, on the grounds that the Registered Student's performance in the assessment is likely to be adversely affected by medical or other exceptional factors. It is the responsibility of individual Registered Students to request such deferral and to provide suitable corroborating evidence.

(ii) the Registered Student has been barred from the opportunity of assessment on grounds of failure to show reasonable diligence in relation to learning and teaching (subsection 8 below); or

(iii) the Registered Student has been excluded from attempting assessment by the Registrar and Secretary;

7.7.1 (c) Where a Registered Student fails to take an opportunity for assessment, a Board of Examiners or Head of Principal Academic Unit in the case of research degree students may recommend to the Senate or a delegated authority that the Registered Student be barred from any further attempts at that assessment

or, in exceptional circumstances, that the Registered Student be required to withdraw from the programme, unless documented mitigating circumstances have been submitted which are considered to justify failure to take the opportunity.

7.7.2 Late Submission of Coursework

7.7.2 Where a Registered Student submits assessed work that contributes to a final module mark after a prescribed deadline, or after an agreed extension, a penalty in the form of a reduction of the mark shall be imposed in accordance with the Assessment Protocols.

7.8 Reasonable Diligence

7.8.1 Application of Reasonable Diligence

7.8.1 (a) A Registered Student is required to show reasonable diligence in relation to learning and teaching for each module, and the whole programme.

7.8.1 (b) The reasonable diligence procedure does not apply to Registered Students on Fitness to Practise programmes.

7.8.1 (c) Failure to show reasonable diligence in relation to learning and teaching shall be defined as:

(i) 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

(ii) 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 a above); or

(iii) failure to attend all teaching sessions and submit all required assessed work after a formal written warning has been given to the Registered Student by the Head of Principal Academic Unit; or

(iv) failure to register for modules to the required credit value for the programme (appropriate to the level and stage of study); or

(v) failure to report to the Head of Principal Academic Unit (or nominee) an absence of more than 5 consecutive days.

7.8.1 (d) Registered Students should take reasonable steps to ensure that their attendance is accurately recorded.

7.8.1 (e) A Registered Student will not be treated as failing to show reasonable diligence in relation to learning and teaching where the Head of Principal Academic Unit (or nominee):

(i) approves a self-certified medical certificate provided as soon as practicable by the Registered Student relating to an absence of up to 5 consecutive days. (Self-certification is not acceptable after a

registerd student has been absent for a total of 10 days in a University session); or

(ii) approves a certificate from the Registered Student's medical practitioner relating to absence which lasts for more than 5 consecutive days; or

(iii) accepts that other documented mitigating circumstances excuse the Registered Student's absence; or

(iv) has granted permission to be absent for a specified period.

7.8.2 The Reasonable Diligence Procedure

7.8.2 (a) The procedure to be followed will be as approved by the Senate or under delegated authority from time to time and described in detail in The Reasonable Diligence Code of Practice.

7.8.2 (b) If a Head of Principal Academic Unit (or nominee) concludes that there is a prima facie case that a Registered Student is failing to show reasonable diligence in relation to learning and teaching, the reasonable diligence procedure may be initiated to require the Registered Student to:

.a withdraw from a programme; or

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

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

(i) A Registered Student who is barred from assessment will be permitted only one opportunity of assessment.

(ii) Where a Registered 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 Board of Examiners.

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

(iv) Where a Registered 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 Registered Student's transcript, however, the actual mark should be recorded for the second attempt.

(v) A Registered 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.

7.8.3 Research Postgraduate Reasonable Diligence

7.8.3 A Registered Student on a research degree, where 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, may be referred to the College Misconduct or Fitness to Practise Committee as appropriate on a recommendation of the Head of Principal Academic Unit that he or she be required to withdraw. Such a recommendation may be made only after a full review of the Registered Student's progress, including consultation with his or her supervisor.

7.9 Appeals against Progress and Award Decisions

7.9 (a) The Senate or its delegated authority shall appoint Appeals Committees to decide appeals by Registered Students arising out of the consequences of decisions by Progress Boards concerning lack of reasonable diligence or examination failure.

(b) 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) selected as specified in the Code of Practice for Primary Appeals Procedure 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. 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 Registered Student arising out of an academic or pastoral connection with the individual concerned.

(c) Appeals cases shall be conducted in accordance with the Codes of Practice on Primary Appeals Procedures and Senate Appeals Procedures.

7.10. Nominations for Honorary Degrees

7.10 The Senate shall appoint and approve the decisions of a standing committee with delegated authority to award honorary degrees to individuals nominated for the honour by any member of the University following the procedure set out in Code of Practice on Nominations and Award of Honorary Degrees.

7.11. Conferment of Degrees in Person or Absentia

7.11.1 Registered Students expecting to graduate may choose whether to attend the relevant Degree Congregation in person or to have their Degrees conferred in absentia.

7.11.2 Registered Students are requested to make a clear statement, in a format prescribed by, the Director of Academic Services on whether or not they wish to attend the Degree Congregation in person. In addition to confirming attendance, a Registered Student can state their wish to either graduate in absentia, or defer the conferring of their Degree until the next round of Degree Congregations.

7.11.3 The statement conveying the wish of the Registered Student must be returned so that it is received by the Director of Academic Services by the following dates:

a. 1 March for a Degree to be conferred at the July Degree Congregations.

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

7.11.4 If a clear statement confirming attendance is not received by 1 March (for the July Degree Congregations) or 15 October (for the December Degree Congregations) then the Registered Student concerned will be deemed to wish to have his or her degree conferred in absentia.

7.11.5 A degree awarded in absentia will be awarded on the same day as would have been the case had the degree been awarded in person at a degree congregation.

7.12. Degree Congregations for the Conferment of Degrees

7.12.1 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.

7.12.2 Members of the procession and those attending for the conferment of a degree shall wear their caps as they enter and leave the Great Hall; caps shall be removed after the Congregation is declared open.

7.12.3 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.

7.12.4 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.

7.12.5 (a) (i) The Public Orator shall present graduands for Honorary degrees 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"

In response the Chancellor (or Vice-Chancellor) shall say:

"By virtue of my authority as Chancellor (or Vice-Chancellor), I admit you to the degree of ……, honoris causa"

(ii) The Public Orator shall present graduands for ex-officio degrees 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 ……, ex-officio"

In response the Chancellor (or Vice-Chancellor) shall say:

"By virtue of my authority as Chancellor (or Vice-Chancellor), I admit you to the degree of ……, ex-officio"

(b) All other graduands shall be presented by the Head of College concerned or their nominated deputy.

(c) On presenting the graduands the Head of College will use the presentation formula once only, then announce the different degrees, and the graduands will be presented in the appropriate order.

(d) (i) The Head of College shall doff their cap to the Chancellor (or Vice-Chancellor) and say:

"Chancellor (or Vice-Chancellor), to you and to the University I present the names of these graduands, as listed in my programme both in attendance and in absentia, proved worthy to be admitted to their respective degrees"

(ii) 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 in this clause at 7.12.5 (a) (i) or 7.12.5 (a) (ii).

(iii) The Head of College (or nominated deputy) shall then announce the degree for each group and the name of each graduand in succession as presented to the Chancellor (or Vice-Chancellor).

(e) (i) 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 listed in the programme to the degree for which they are to be presented"

(ii) 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 listed in the programme to the degree for which they are to be presented"

(iii) In the absence of both the Chancellor and Vice-Chancellor the person specifically appointed by the Council under Regulation 7.12.4, 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 those persons listed in the programme to the degree for which they are to be presented"

.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 7.12.5 (d) above shall apply in all cases.

7.13 Emergency Situations

7.13.1 The University shall not be liable for non-performance of any obligation where performance is prevented by acts, events, omissions or accidents beyond the control of the University including without limitation: strikes, lockouts or other industrial action and disputes; failure of a utility service or transport network; Act of God; terrorist attack, biological, chemical or nuclear contamination; disease, war, riot, civil commotion, malicious damage; compliance with any law or governmental order, rule, regulation or direction; accident, breakdown of plant or machinery; fire, flood, storm; or any default of suppliers or sub-contractors.

7.13.2 In emergency situations, and to minimise the potential impact upon Registered Students, subject to a resolution of Senate, assessment arrangements may be

adjusted as follows:

(a) Where it has not been possible to provide a final mark based on all the normal assessment components of a module, the final assessment mark may be based on the assessed work already completed and marked. However, a minimum of 50% of the assessment load (measured against the total number of marks available for the module) must have been completed and there needs to be sufficient evidence to demonstrate that all of the module's learning outcomes have been met. Such an arrangement will be subject to the approval of the Pro-Vice-Chancellor (Academic Quality and Students).

(b) Subject to the approval of the Pro-Vice-Chancellor (Academic Quality and Students), Registered Students other than those their final year may progress to the next stage of their programme of study on the basis of available assessment and/or examination results and/or feedback, provided that such Registered Students undertake assessment at the next available opportunity.

(c) Subject to the approval of the Pro-Vice-Chancellor (Academic Quality and Students), final year Registered Students may be awarded an unclassified degree, with the award of an honours degree of the relevant classification being made to those students qualifying for such an Award at the next available opportunity.

(d) These arrangements shall not include professional requirements, as determined by the University of Birmingham and/or professional bodies.

Section 8: Student Conduct

8.1 Introduction

8.1.1 These Regulations apply to all Registered Students, Students who are registered as writing up and Graduands ("Students"). Under these Regulations the University has the power to discipline and to suspend or expel students for good cause. Once disciplinary proceedings have been instituted against a student under these regulations, no disciplinary action may be taken against the student under other disciplinary rules or Regulations within the University for the same misconduct.

8.1.2 The following Codes of Practice also apply and should be followed where applicable:

(a) Procedures for Misconduct and Fitness to Practise Committees;

(b) Discipline in University Halls of Residence;

(c) Reasonable Diligence;

(d) Plagiarism;

(e) Freedom of Speech on Campus.

8.1.3 Students registered for a programme which the programme requirements define as a Fitness to Practise programme are subject to Fitness to Practise procedures. Students on these programmes who are referred to the Head of College under clause 8.3.5 of this Regulation will be referred to a College Fitness to Practise Committee; Students on all other programmes will be referred to a College Misconduct Committee.

8.1.4 All investigations carried out under this Regulation shall be carried out in accordance with the guidelines approved from time to time, by Senate or its delegated authority.

8.2 Disciplinary Offences

8.2.1 Any Registered Student, Student who is writing up or Graduand shall be subject to disciplinary measures if he is found to have breached the disciplinary offences as defined below:

(a) any breach of any University Statute, Ordinance, Regulation, Code of Practice or Code of Professional Conduct and Fitness to Practise;

(b) substantial obstruction of, or substantial improper interference with, the functions, duties or activities of any student or member of Staff of the University, or any visitor to the University;

(c) violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language;

(d) harassment of any student or member of Staff of the University, or any visitor to the University;

(e) fraud, deceit, deception or dishonesty in relation to the University or its Staff, students or visitors;

(f) theft, misappropriation or misuse of University property, or the property of the University's Staff, students or visitors;

(g) misuse or unauthorised use of University premises;

(h) damage to University property, or the property of the University's Staff, students or visitors, caused intentionally or recklessly;

(i) action likely to cause injury or impair safety on University premises;

(j) cheating or plagiarism (when judged serious by the Principal Academic Unit, as specified in the Code of Practice on Plagiarism) in assessed academic work or in examinations;

(k) failure to respect the reasonable exercise of the rights of others to freedom of belief and freedom of speech;

(l) failure to disclose identity (i.e. name, University ID number, address and Principal Academic Unit at the University) to a member of Staff of the University in circumstances in which it is reasonable to require that such information be given;

(m) causing nuisance by the distribution of advertising materials on University premises without specific permission either by mounting posters on notice boards, or mounting posters on any other surface, or by distributing unsolicited leaflets to individual rooms or via pigeon holes in residences or Principal Academic Units, or by handing leaflets to passers-by on University premises;

(n) conduct (wherever occurring) resulting in the student receiving a formal police caution, even if the student is not subsequently charged or convicted of an offence;

(o) conviction of a criminal offence by any court of competent jurisdiction;

(p) conviction of a breach of military discipline by due process of military law;

(q) conduct (wherever occurring) likely to bring the University into disrepute or adversely affecting other members or Staff of the University whether or not the student has been convicted of a criminal offence in respect of that conduct;

(r) the possession, storage, sale, use or misuse of a controlled drug as defined by the Misuse of Drugs Act 1971 (as amended from time to time) on University property;

(s) failure to comply with any punishment imposed under the Code of Practice on Discipline in University Residential Accommodation;

(t) failure to comply with any punishment imposed under the formal disciplinary procedures of the Guild of Students;

(u) contempt of the University's discipline procedures by failure to co-operate with

the University's discipline authorities or otherwise.

8.3. Initial Procedure

8.3.1 Every alleged offence shall first be investigated by the Investigating Officer, where the Investigating Officer is a member of the same College as the student and shall either be appointed by the Head of College, where the Student is subject to Fitness to Practise procedures, or shall be the Director of Academic Services or his nominee for students on all other programmes.

8.3.2 If the Investigating Officer decides that there is a case to answer and if the student admits the alleged offence and, if appropriate, undertakes to pay compensation for any damage arising in respect of it, the Investigating Officer may, with the consent of the student, then decide to deal with the matter summarily by:

(a) reprimanding the student; or

(b) imposing a penalty subject to a maximum to be determined by the Senate or under delegated authority from time to time; or

(c) determining that the student undertakes Community Service, the details of which must be specified before consent is solicited.

8.3.3 A record of all such decisions and summary penalties shall be kept by the Investigating Officer and should be taken into account in any subsequent proceedings under this Regulation.

8.3.4 Failure to comply with any penalty or punishment imposed under clause 8.3.2 shall amount to a separate disciplinary offence and shall be dealt with by reference of the case to the Head of College for consideration in accordance with clause 8.2.1 (u) above.

8.3.5 If the student denies the allegation, or does not wish the matter to be dealt with as a summary offence, or the Investigating Officer deems the offence more serious than a summary offence, the Investigating Officer shall report the alleged offence in writing to the Head of College for consideration by the College Misconduct Committee or College Fitness to Practise Committee.

8.4 Non-summary Offences

8.4.1 If the student is referred to a College Misconduct Committee or College Fitness to Practise Committee in accordance with clause 8.3.5 above then the matter will be dealt with as a non-summary offence.

8.4.2 A College Misconduct Committee or College Fitness to Practise Committee shall be convened according to the Code of Practice on Procedures for Misconduct and Fitness to Practise Committees.

8.5 Appeals to University Misconduct Committee

8.5.1 A student may appeal in writing to the Director of Academic Services within five working days against the decision of a College Misconduct Committee or College Fitness to Practise Committee, specifying the grounds of appeal. The grounds of appeal will be one of the following:

(a) the punishment is disproportionate to the offence;

(b) a procedural irregularity;

(c) relevant new evidence which was not available at the time of the initial hearing.

8.5.2 All appeals will be dealt with in accordance to the procedures laid down in the Code of Practice on Procedures for Misconduct and Fitness to Practise Committees.

8.6 Suspension from Placements

8.6.1 Where there is a reasonable suspicion that a student:

(a) may have a medical illness or condition, including but not limited to, alcohol, drug and substance abuse, which in the judgement of the Head of College or his nominee renders him or her a possible danger to themselves or to others with whom he or she will come into contact whilst attending a placement; or

(b) may have committed a disciplinary offence under Regulation 8.2; or

(c) may otherwise have behaved in such a way that the placement provider is not willing to continue to provide the placement,

then the Head of the College or his nominee may suspend the Student from attending placements until the student's case has been heard by the College Misconduct Committee or the College Fitness to Practise Committee. The decision to suspend the student will be taken in consultation with the placement provider and in the case of suspension under (a) above must be taken in consultation with the University Medical Officer or his nominee.

8.6.2 The College Misconduct Committee or the College Fitness to Practise Committee must meet to hear the student's case as soon as practicable and certainly no later than three weeks from the date of the suspension. In the event that the student provides a medical certificate from a General Practitioner indicating that the student is unwell and unable to attend, the College Misconduct Committee or the College Fitness to Practise Committee may in its absolute discretion decide to postpone the hearing.

8.7 Exclusion Pending a Hearing

8.7.1 The Vice-Chancellor or his nominee may due to concerns over a student's health or conduct require that student to cease attendance on the programme and/or debar any student from use of University facilities, entry to the whole or any part of the University premises, or to University property situated elsewhere, until the student's case has been heard by the College Misconduct Committee or the College Fitness to Practise Committee provided that such exclusion shall not exceed three months. Subsequent periods of exclusion, each of three months, may be imposed if a hearing is delayed to take account of some external event or circumstance.

8.7.2 The Vice-Chancellor's decision under 8.7.1 above must be taken in consultation with the student's Head of College and if suspension is on health grounds, with the University Medical Officer.

8.8 General Provisions

8.8.1 A record of all proceedings shall be kept by the Secretary to the College Misconduct Committee or College Fitness to Practise Committee, but no reference to the record shall be made in the student's personal file, except as permitted by this Regulation and the Code of Practice on Procedures for Misconduct and Fitness to Practice Committees.

8.8.2 Failure to comply with any penalty or punishment or compensation order imposed by the Committee shall be dealt with by reference of the case to the Head of College for consideration as a separate disciplinary offence as per clause 8.2.1 (u) above.

Section 9: Documents Supplementary to the University Legislation

Staff and Registered Students shall observe as appropriate the requirements of such documents supplementary to the University Legislation (including but not limited Codes of Practice, Policies and Guidance) as may be approved from time to time by the Council or other delegated authority.

Codes of Practice: are mandatory and apply to all Staff and Registered Students. Breach of a Code of Practice may result in a disciplinary offence for both Staff and Registered Students.

Policies: Staff and Registered Students are expected to comply with policies, and their breach may result in a disciplinary offence for both Staff and Registered Students.

Guidance and other advisory documents: may set out best practice in terms of procedures, but are advisory only, whether for Staff or Registered Students.