For the Academic Policy & Regulations Committee **APRC.12.11.02**

23 November 2012

UNIVERSITY OF BIRMINGHAM

Academic Policy & Regulations Committee

01 June 2012

UNCONFIRMED MINUTES

Members present:	Professor J S Bale, Deputy Pro-Vice-Chancellor, Education (in the Chair) Professor A Jung, Head of School, Computer Science, College of Engineering and Physical Sciences Ms C M Pike, Director, Legal Services Mr Luke Reynolds Vice-President (Welfare), Guild of Students Professor N M Ross, Head of Academic Innovations, College of Medical and Dental Sciences Professor C Thomas, Director of Graduate Research, College of Life and Environmental Sciences
Apologies:	Professor K Dowden, Head of School, Archaeology and Antiquity, College of Arts and Law Ms C L McCauley, Assistant Director of Registry (Policy), Registry Professor C Ryan, Director of Education, College of Social Sciences
In attendance:	Ms Nina Morris, Registry, (Secretary) Mrs Gillian Davies, Curriculum Development Manager Ms Deborah Warren, Legal Services Ms Margaret Cannadine, Collaborative Provision Manager (for item 12/33) Mrs Claire Evans, Assistant Manager, Research Student Administration (for items 12/36 and 12/37)
Papers	The Minute Book contains copies of all written papers or reports referred to below. Agenda and papers are also available via http://www.as.bham.ac.uk/legislation/APRC.shtml.

12/34 **Minutes**

Received:

The minutes of the meeting held on 17 May 2012 (APRC.12.06.01).

Resolved:

That the minutes be approved, pending the following minor correction:

12/26 (a) (ii): *10.3 .2 Where possible, anonymous marking of assessed work ~~should be~~ is undertaken for course work, with the exception of practical assessments and projects.*

12/35 **Matters arising on the Minutes not addressed elsewhere on the agenda**

Received:

An oral report from the Secretary regarding an amendment to the Code of Practice on Distance Learning as a result of minute 12/25.

Noted:

That the Code of Practice on Distance Learning had been amended as follows (additions underlined, deletions struck though):

5.1.2 Any additional admission requirements which are set by the School, for either taught or research students, are subject to scrutiny by the School at the point of application. Additional admission requirements, such as evidence of ability to study independently, are particularly important for postgraduate researchers, for ~~which~~ whom a 'Checklist to Accompany an Admission Decision Form' must be completed and approved by the supervisor and Head of School prior to any admission offer letter being sent to the applicant. The form must include detail of how the applicant has demonstrated:

12/36 **Amendment to the Ordinances**

Received:

A paper from Dr Steve Minchin, Director of the Birmingham Foundation Academy Programme, proposing an amendment to the Ordinances to allow for a Foundation Certificate (APRC.12.06.02).

Resolved:

(a) That the award of Foundation Certificate be added to the list of awards of the University as laid out in the Ordinances;
(b) That the Foundation Certificate could be awarded only as an exit award for those BFA students who leave the University after year zero and who have achieved an average mark of 40% across the modules.

Noted:

That the addition of a Foundation Certificate which could be awarded as an exit qualification had wide-reaching implications for other areas of the University, and that it may be necessary to consult and set up a working group to consider these implications.

12/37 **Guidance Notes for programmes delivered in a language other than English**

Received:

A paper from Margaret Cannadine, Collaborative Provision Manager, proposing the creation of a set of Guidance Notes relating to programmes delivered in a language other than English, to be added to the range of documentation supporting collaborative provision arrangements (APRC.12.06.03).

Resolved:

(a) That the broad principles expressed in the Guidance Notes be approved;
(b) That Margaret Cannadine liaise with Professor Jeff Bale regarding minor amendments regarding the language of the Guidance Notes;

12/38 **Legislation pertaining to Student Conduct**

Received:

A set of papers from Legal Services pertaining to student conduct (APRC.12.06.04).

Resolved:

(a) That Appendix A (Amendments to Section 1 of the Regulations) be approved;
(b) That the revised version of Appendix B which was tabled at the meeting (Amendments to Section 5 of the Regulations 5) be approved;
(c) That Appendix C (revisions to Section 7 of the Regulations) be approved;
(d) That Appendix D (revisions to Section 8 of the Regulations) be approved, subject to the following amendments (additions underlined, deletions struck though):
   (i) *8.5.1: A student may appeal against the decision of a College Misconduct Committee or College Fitness to Practise Committee. The student must submit the appeal in writing to the Director of Academic Services not later than 15 University working days from the date on which the Committee report of the proceedings was sent to the student (whether by post or electronic mail), specifying the grounds of appeal.*
   (ii) *8.7.1: The Director of Academic Services or his or her nominee may, due to concerns over a student's health, suspend a student and/or 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…*
   (iii) *8.8.1: Where there is a reasonable suspicion that a student has committed a serious or significant disciplinary offence or has been accused of, charged with or is being investigated by the police for a serious or significant criminal offence, the Director of Academic Services or his/her nominee may:*
(e) That Appendix E (revisions to the Code of Practice on Procedures on Misconduct and Fitness to Practice Committees) and its revised section tabled at the meeting be approved (with the exception of 6.3), subject to the following amendments (additions underlined, deletions struck though):
   (i) *5.1.2 If the Committee considers it appropriate to do so, the Committee may, in addition to or instead of any one of the sanctions listed in paragraph 5.1 above, impose one or more of the following further sanctions:*
      .1 *the return by a specified date of any or all documents, materials or other resources provided by the University for the purpose of holding an office or membership of a University committee;*
      .2 *recommend to the Vice-Chancellor the withdrawal of a Sabbatical Officer's ~~discretionary~~ status as a Registered Student.*
   (ii) *6.5 Where the decision of the Committee is withdrawal from the Programme or withdrawal from the University, and the student does not wish to submit an appeal to the Director of Academic Services, the Director of Academic Services shall forward the Committee's decision and the papers considered by the Committee to the University Misconduct and Fitness to Practise Committee for review. The review will be by the Chair and a member from Pool 1 or an external member from Pool 2 as applicable of the University Misconduct and Fitness to Practise Committee, and will establish whether there was an irregularity in the decision-making process which had or might have had a material effect on the outcome. If such an irregularity is apparent,*

the University Misconduct and Fitness to Practise Committee will consider the matter as an automatic appeal.

(iii) 7.4 The student shall be permitted to appear before the Committee with or without a Friend as defined in Regulations Section 1. A student following a Fitness to Practise programme may be represented (for example, legally or by a trade union representative) and if so, the Case Presenter may also be similarly represented.

(iv) 7.5.1 inform the student of the right to be accompanied and/or represented at the full hearing by a Friend;

(v) 7.5.3 (b) the name and status of any person who will accompany and/or represent the student;

(f) That Deborah Warren, Legal Services, review section 6.3 of the Code of Practice on Misconduct and Fitness to Practice Committees pertaining to type of assessment that should be subject to Plagiarism proceedings.

(g) That Appendix F (revisions to the Code of Practice on Suspension from Study on Health Grounds) be approved

12/39 **Code of Practice on Plagiarism**

Received:

A paper outlining a series of amendments to the Code of Practice on Plagiarism (APRC.12.06.07).

Resolved:

(a) That the following amendment be approved (additions underlined, deletions struck though):
*1.1 Plagiarism is the act of a Registered Student ~~or,~~ a Student on a Leave of Absence**,** an external Resit Student, a student with Thesis Awaited Status or a Graduand ("students") claiming as his or her own, intentionally or by omission, work which was not done by that student.*

(b) That the following proposed amendments be approved, pending minor additional amendments as follows (original amendments underlined, additional amendments emboldened)*:*

*(i) 4.1 The Registered Student or Student on a Leave of Absence must be invited by way of a 'Notification Letter' (which may be sent by post and/or email) to a Plagiarism Meeting. A template Notification Letter is available for use via the staff Plagiarism web pages **which should normally be used**.~~.~~*

*(ii) 4.11 Whether or not the Registered Student or Student on a Leave of Absence is advised of the decision during the Plagiarism Meeting, within 5 working days of the Plagiarism Meeting the Registered Student or Student on a Leave of Absence will be sent an 'Outcome Letter' confirming the outcome of the Plagiarism Meeting, the reasoning behind the decision and right of review and shall enclose a copy of the notes of the Plagiarism Meeting**.** A template Outcome Letter is available for use via the staff Plagiarism web pages, **which should normally be used.** The notes of the Plagiarism Meeting should be retained on the Registered Student's or Student on a Leave of Absence's file by the School.*

(b) Gillian Davis liaise with Deborah Warren with reference to minute 12/38 (f), to ensure that consistency is reached pertaining to the type of assessment that should be subject to Plagiarism proceedings.

(c) That Gillian Davis liaise with Deborah Warren and Tam Milner (Assistant Director, Registry, (Operations)) regarding the procedure to be followed when a member of staff is also a student, and the extent to which separate staff and student procedures for the

investigation of plagiarism could run concurrently.

12/40 **Legislation pertaining to "Thesis Awaited" status**

Received:

A paper proposing an amendment to a series of pieces of legislation pertaining to "Thesis Awaited" status of a postgraduate researcher (APRC.12.06.05).

Resolved:

That the proposed changes be approved from the Academic Session 2012/13 onwards pending the amendment of the following minor typographical error in Regulation 5:

5.2.3 (b) Normally Registered Students are entitled to supervision and research training, and access to computing, laboratory or other University facilities. Registered Students in Thesis Awaited Status shall be entitled to access only such academic and other resources as specified in Regulation 5.2.3 (e) below.

12/41 **Regulation 7.4.2 (d) pertaining to the word count and amendment to a thesis**

Received:

A paper proposing an amendment to Regulation 7.4.2 (d) in order to remove ambiguities and clarify the position regarding exclusions from the word count of research degree theses (APRC.12.06.06).

Resolved:

That the proposed changes be approved from the Academic Session 2012/13 onwards pending the following amendment (deletion struck through):

7.4.2 Format of theses or reports

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

12/42 **Chair's Action**

Noted:

That Chair's Action was taken between May 2012 and June 2012, in relation to a number of items, detailed in the attached paper APRC.12.06.08.

12/43 **Committee Business**

Noted:

(a) That Professors Achim Jung and Nick Ross would not continue to serve as members of APRC in 2012/13;
(b) That Mr Luke Reynolds Birmingham University Guild of Students' Vice-President (Welfare) had come to the end of his term of office;
(c) That Nina Morris would no longer serve as Committee Secretary from 2012/13, and

that Gillian Davis would take on this role.

Resolved:

That the Committee's thanks be recorded for all of the work undertaken and support given to APRC during the tenure of these persons' membership.

12/44 **Date of Meetings for the Academic Year 2012/13**

Noted:

That the following meetings will be held in 2012/13 in The Beale Room (Committee Room 1), G32, Aston Webb:

01 October 2012, 2.30 – 4.30
11 February 2013, 2.30 – 4.30
16 May 2013, 2.30 – 4.30