For the Academic Policy & Regulations Committee
23 November 2012

APRC.12.11.08

Report on Chair's Actions
July- November 2012

Purpose of the Paper

1. To report to the Academic Policy and Regulations Committee the amendments to legislation approved by the Chair between July and November 2012.

Proposals Approved

2. Other than those matters referred to in Agenda Item 2, Matters Arising on the Minutes not Addressed Elsewhere on the Agenda, the following details all proposals which were approved by the Chair during the given dates:

2.1. Code of Practice on the Supervision & Monitoring Progress of Postgraduate Researchers

5.2 The direct responsibilities of the supervisors to the postgraduate researcher include:

5.2 10 Assessing the TURNITIN report on the postgraduate researchers final version submitted for examination and reporting the outcome to the School Plagiarism Officer

2.2. Code of Practice on Reasonable Adjustments

2.2 Schools are responsible for monitoring the effectiveness of reasonable adjustments implemented (for example, by reviewing the performance of students with a disability in comparison to other groups of students through the annual module and programme review process) ~~through the Birmingham Integrated Quality Assurance Enhancement System (BIQAES) processes and data~~. Student Services are responsible for compiling relevant data for consideration by the Equality Executive Group.

2.3. Code of Practice on Adjusted Regulations and Undergraduate Masters Degrees

3.2 This methodology is applied if a registered student has less than 200 Stage 3 credits, and a minimum of 70 credits at Level M AND a minimum of 70 credits at Level H or higher, and the School has approval from Senate or delegated authority for the use of Adjusted Regulations~~, then~~:

2.4. Birmingham Foundation Academy

Exemptions and amendments as set out in Appendix 1

2.5. Code of Practice on Extenuating Circumstances and Fit to Sit

10.2 Membership of the ECP will be decided by the Head of School and will not usually exceed 5 members. The ECP will not ordinarily include the Welfare Tutor. If the Welfare Tutor and the ECO are the same person, that person can

only be a member of the ECP in their capacity as the ECO. There should be some continuity of membership of the ECP from year to year where possible. It is suggested that a minimum term of three years may be advisable to ensure consistency.

2.6. Student Concerns and Complaints Procedure

3.5 The Head of School/Corporate Service will carry out an investigation in order to try to resolve the student's concerns themselves, or will appoint a nominee to do so on their behalf. The Head of School/Corporate Service (or their nominee) should arrange a meeting with the student to discuss the issues in detail. The student is entitled to be accompanied at any such meeting by a 'friend', as defined in Section 1 of the University Regulations ~~who should be a Member of the University~~[1]. If required, the ARC can arrange for a Guild representative (normally an elected Sabbatical Officer) to accompany the student. The role of the friend is to support the student, and not normally to assist in explaining the nature of the student's concerns. If, after reasonable attempts to arrange the meeting, the student is unwilling or unable to attend, the Head of School/Corporate Service (or nominee) may proceed with their investigation in the absence of the student.

[1]The term ~~'Member of the University'~~ 'friend' is defined in the University Regulations, Section 1 ~~Statutes~~ at http://www.as.bham.ac.uk/legislation/. 'Friend' means a member of the academic staff of the University or a registered students of the University or a sabbatical officer of the Guild of Students.

2.7. Code of Practice on Placement Learning

Appendix Two of the Code of Practice was absent at the point of approval as further drafting was taking place in Legal Service. Upon completion the Chair approved the appendix. This is attached as appendix 2 of this paper.

2.8. Code of Practice on the teaching and academic support of undergraduate and postgraduate taught students by postgraduate teaching assistants and undergraduates.

2. Postgraduate Students involved in teaching or academic support

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2.7 Where a School wishes to make an exception to this rule (i.e. to allow PGTAs to be involved in summative assessment other than as specified in 2.6), the proposal should be approved in advance by ~~the Pro-Vice-Chancellor (normally PVC Education)~~ the Director of Education of the College that owns the programme, with a copy of all approvals being provided to Academic Services annually.

3. Undergraduate Students involved in teaching or academic support

…

3.2 Undergraduate students may not be involved in the teaching of undergraduate students or in the marking of assessed work, whether formative or summative. Where a School wishes to make an exception to this rule based on the expertise of the undergraduates concerned, or in relation to a particular piece of assessed work, this should be approved in advance by the ~~Pro-Vice-~~

~~Chancellor (normally PVC Education).~~ Director of Education of the College that owns the programme, with a copy of all approvals being provided to Academic Services annually.

5. Responsibilities of the School in relation to Training

5. 1 Postgraduate Teaching Assistants and undergraduates involved in academic support must receive appropriate training and support for the duties they are required to perform. This shall include generic training provided centrally by the University, *i.e.* a core module (ILT001) and a further module (one of ILT002-008) based on the type of teaching and academic support undertaken by the individual postgraduate. This should also include discipline specific and module specific training provided by the School/College.

…

5.5 Colleges and Schools should establish procedures for capturing and monitoring PGTA, with the results being provided to relevant parties, including CLAD for the purposes of training provision planning. This data should include, but is not limited to, the nature and volume of teaching, academic support, and assessment activities undertaken by Postgraduate Teaching Assistants and Demonstrators, but should not include those students who are carrying out these activities as a condition of receipt of a studentship.

7. Responsibilities of the College

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7.2 The ~~Pro-Vice-Chancellor (normally PVC Education),~~ Director of Education for the College that owns the progamme will be the approval body for any exceptional appointments (as detailed above).

2.9. Code of Practice on Plagiarism

That amendments are made to the above Code of Practice as follows (deletions ~~struck through~~):

6.1 Finding of Poor Academic Practice
Where poor academic practice has been found to have occurred, the member(s) of staff must ensure the Registered Student or Student on a Leave of Absence is aware of what he or she has done wrong and has been given appropriate instruction on how to avoid the problem in future. A record should be kept by the School and the piece of work may be required to be ~~re~~submitted, but no further measures shall be taken.

7.2 For Registered Students or Student on a Leave of Absence on research-based programmes of study, where moderate plagiarism has been found to have occurred within the research element, the Registered Student or Student on a Leave of Absence may ~~re~~submit his or her dissertation/thesis for the original qualification with the offending sections/data removed within one month of the Plagiarism Meeting. No further work should be undertaken.

2.10. 15-Credit Modules

The EngD in Manufacturing Technology is being run in conjunction with Nottingham and Loughborough Universities and is linked to the Manufacturing Technology Centre.

UoB is required to deliver one compulsory module for the programme (Materials for

Manufacturing) but, in order to fit in with the programme structure, the credit value will not be a multiple of 10 credits (as set out in regulations), but a multiple of 5 credits (and 15 credits in total).

Exemption is sought from Regulation 6.1.2 (g), which states:

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

on the conditions that

- this is the only module delivered by UoB for this programme; and that
- only students on this programme would be eligible to take the 15-credit module.

2.11. 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~~ guidance notes accompanying the nomination form.

2.12. Code of Practice on Student Attendance and Reasonable Diligence

2.1.6 (b) (v) failure to report to the Head of the School (or nominee) an absence of more than ~~five~~ ten days during an academic session.

2.1.6 (b) (vi) for Registered Students undertaking research failure to comply with the responsibilities of research students as set out in Section 6 of the Code of Practice on Supervision and Monitoring of Progress of Research Students.

3.1.2 Where a non-EEA Registered Student has missed:

(a) two or more consecutive specified contact points as determined by the School; or (b) two or more non-consecutive specified contact points as determined by the School and there are concerns about the student's whereabouts or wellbeing

the School will investigate at a local level in order to try to locate the student. If the student is unable to be located, the first stage of this Code of Practice should be invoked as per section 4 below. Students can receive advice and guidance on welfare matters from their Personal Tutor as outlined in the Code of Practice on Personal Tutoring and Academic Feedback.

2.13. Student Registration

Regulations, Section 1: Definitions and Interpretation

"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~~. is recorded as a Registered Students of the University and which entitles a person to receive instruction for that University Session.

Regulations, Section 5: Admission and Registration

5.2.2 (a) Registration must be completed prior to commencing the programme.
5.2.2 ~~(a)~~ (b) Registered Students normally register for a University Session on either a full-time or part-time basis.
5.2.2 (c) A Registered Student is required to register annually until he or she has completed their programme of study.
5.2.2 ~~(b)~~ (d)The University Session consists of normally 30 weeks as specified by the council which is divided into two Semesters…

2.14. Exemption Request – Bachelor of Dental Science

That the BDS be permitted to work outside of the section 11.13.3 of the Code of Practice on Taught Programme and Module Assessment

11.13 .3 There should be no adjustment to marks if they accurately reflect the achievement or otherwise of the learning outcomes and have not resulted from an error in the assessment process or some other factor which would have affected students.

That instead, the BDS is allowed to employ or adapt as appropriate, standard setting approaches currently used within the medical and dental education sectors.

2.15. Exemption Request – MRes Molecular and Cellular Biology

That the word limit for the thesis be raised to 30,000 for the above programme as a permanent exemption from Regulation 7.4.2 (d) which states that MRes theses produced by students in the College of Life and Environmental Science should not exceed 15, 000 words, excluding tables, diagrams and figures (including associated legends), appendices, references, footnotes and endnotes, the bibliography and any bound published material.

2.16. Exemption Request – BSc Dental Hygiene and Therapy

That the BSc Dental Hygiene and Therapy be permitted to work outside of section 11.11.6 of the Code of Practice on Taught Programmes and Module Assessment until 31 July 2013:

11.11.6 *Registered Students who have not achieved the requisite number of credits to progress to the next stage may not progress and will be required to achieve the requisite number of credits before being permitted to progress. For example, a Registered Student who achieves 80 credits in stage 1 at the first attempt, and is permitted to re-sit the failed 40 credits at the next available opportunity rather than in August/September, cannot proceed to stage 2 until the re-sits have been passed. In effect they will take an additional year to complete stage 1.*

That instead, the Board of Examiners held after the Summer examination period be permitted to recommend that those students registered upon the BSc Dental Hygiene and Therapy who have not achieved a pass mark in all modules (as required by the programme requirements) at the first attempt, proceed into the next programme year pending the outcome of the supplementary examinations. Students do not achieve a pass mark in all modules at the second attempt will be required to withdraw by the Board of Examiners held after the supplementary assessments.

2.17. Exemption Request – MRes Human and Environmental Impacts of Nanotechnology and Nanoscience

Regulation 7.4.2 (e), relating to the word count of a thesis, states:

Registered Students conducting research in certain specified areas within the Colleges of Medical and Dental Sciences and Life and Environmental Sciences may on occasion be permitted to have higher word limits, i.e. 80,000 for a PhD thesis and 60,000 for an MPhil thesis, 40,000 for an MA/MSc by research and 20,000 for an MRes 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.

Students on the MRes in Human and Environmental Impacts of Nanotechology and Nanoscience have been informed that they may submit a thesis of 'up to 20,000 words'. The standard length of a thesis (under regulation 7.4.2 9(d)) is 15,000 words. It is proposed that, due to the incorrect information provided to this cohort of students, permission be granted for the word count to be set to 20,000 words for the effected cohort only.

2.18. Exmption Request and Addition to Ordinance – Master of Pharmacology

That the Undergraduate Masters in Pharmacy (MPharm) be added into the Degrees of the University Ordinance 4.4.1 (c). [**to be recommended to Senate**];

That, following approval by senate of the title MPharm, regulation 6.2.1 (a) be amended as follows:

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

Award: MPharm (4 Years)
Minimum Period: 4 Years
Maximum Period: 6 Years

Award: MPharm (5 Years)
Minimum Period: 5 Years
Maximum Period: 8 Years

and
That the MPharm be exempt from a number of pieces of the University's legislation, as set out in Appendix 3.

2.19. Exemption Request – MRes Programmes in the School of Psychology

1. 4651 - MRes Psychology FT
2. 4653 - MRes Cognition and Neuroscience FT
3. 4654 - MRes Cognition and Computational Neuroscience FT
4. 4851 - MRes Psychology PT
5. 4853 - MRes Cognition and Neuroscience. PT
6. 4854 - MRes Cognition and Computational Neuroscience PT
7. 4871 - MRes Cognitive Neuropsychology and Rehabilitation PT
8. 5202 - MRes Cognitive Neuropsychology and Rehabilitation FT
9. 6543 - MRes Brain Imaging and Cognitive Neuroscience FT
10. 6544 - MRes Brain Imaging and Cognitive Neuroscience PT

11. 6699 - MRes Clinical Psychology FT
12. 6700 - MRes Clinical Psychology PT
13. 6864 - MRes Clinical Psychology FT
14. 8509 – MRes Computational Neuroscience and Cognitive Robotics FT
15. 8510 – MRes Computational Neuroscience and Cognitive Robotics PT

That the above programmes be granted exemption from Regulation 7.4.1, 7.4.2 and 7.4.4 governing the requirements for format, submission, and assessment of a report or thesis as part of the MRes; in particular:

- Regulation 7.4.2(b) relating to the requirement for the submission of a hardbound and electronic copy of the final approved thesis/report.

- Regulation 7.4.4 relating to the requirement for an external examiner to be appointed for each registered student;

That the above programmes be granted exemption from the Code of Practice on Assessment of Research Degree Theses.

That instead, the research components of the above programmes be assessed in a similar way to a taught dissertation; governed by Regulation 7.2.1 (f):

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.

Recommendation

3. This report is for <u>information only</u>.

Gillian Davis
November 2012