

## **Changes to University Regulations and Codes of Practice from 1<sup>st</sup> August 2013**

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

This memo includes information regarding substantive changes to academic and student Regulations and Codes of Practice, which were approved by the Academic Policy & Regulations Committee, and which come into effect on 1<sup>st</sup> August 2013. These are

### **1. Changes to University Regulations**

(a) **Regulation 7.3.2(c)**

An amendment permitting “affiliate students” who subsequently accumulate credits equivalent to a University award to be recommended for that award.

Schools are asked to note this new provision and to ensure that appropriate tutorial advice is given at an early stage to students showing an interest in pursuing further study.

(b) **Regulation 7.4.5(a)**

An amendment requiring that a viva be held for Research Masters degrees when revise and resubmit is being proposed.

(c) **Regulation 6.1.2**

An amendment allowing students undertaking an undergraduate masters degree to take up to 20 level I credits in place of 20 level H credits at stage 3 of their programmes.

### **2. Changes to University Codes of Practice from 1<sup>st</sup> August 2013**

(a) **Code of Practice on Student Concerns and Complaints**

- The new Code of Practice replaces the previous Student Concerns and Complaints Procedures.
- The Code merges the former Formal Stage and the Complaints Review Panel Stage into a single Complaints Review Panel stage. The Code also provides a proper procedure for allegations of bullying and harassment made by students about staff and/or other students to be investigated which the Harassment and Bullying Policy, currently in draft, will require.
- Details of mediation have been removed from the main body of the text and are now in an appendix which lays out, in a less prescriptive manner, how mediation may operate.

(b) **Code of Practice on Plagiarism**

Amendments to the Code include the following points:

- Remit of plagiarism detection has been widened to include “any work required to make decisions on academic progress”. Introduction of penalties for formative assessments that do not receive a mark but are used for progress decisions
- Students to be permitted to request review of their case by a College Misconduct Committee rather than the former Review process.
- A detailed outcome letter will be the only formal record of a hearing
- Clarification of the remit of College Misconduct Committees to hear cases of serious plagiarism afresh.

(c) Code of Practice on Procedures for Misconduct and Fitness to Practise Committee

- A set of changes to provide greater clarity in dealing with misconduct and fitness to practice cases. The student is to be responsible for providing evidence independently translated into English (where relevant); a full hearing will not normally take place if the student admits the offence, but that the hearing will proceed if the student has only partially admitted the offence; the student’s final statement to be based solely on evidence presented to the hearing; adjustments to timeframes.
- An amendment to require that a member of staff holding current GMC registration should be a member of panels hearing the cases of MBChB students.

(d) Code of Practice on Primary Appeals

- Confirmation that Committees’ conditions are being met
- Appellants to be allowed to graduate pending the outcome of appeal
- Membership of Appeals Committees
- Details of how student submissions and related information is managed and who has access to documentation.

(e) Code of Practice on Senate Review

- Details of how student submissions and related information is managed and who has access to documentation.

(f) Guidance on Student Grievances to Council

- Details of how student submissions and related information is managed and who has access to documentation.

(g) Guidance on Extenuating Circumstances

- Clarification that when late diagnosis is received readjustments cannot be made retrospectively.

(h) Code of Practice on the Assessment of Research Degree Theses

- An amendment to permit the examiners to require major corrections following revision and resubmission.
  - An amendment that a viva be held for Research Masters degrees when revise and resubmit is being proposed.
  - Option to award lower qualification of MA/MSc by research for a thesis submitted for a two-year MPhil submission.
- (i) **Adjusted Regulations for Undergraduate Masters Programmes**
- A change requiring students on these programmes to achieve a minimum of 70 credits at the end of year of stage 3 of that programme
- (j) **Student Representation System Policy**
- A requirement that a Subject Librarian be incited to attend at least one meeting of each Staff Student Committee each year.
- (k) **Code of Practice for Supervision and Monitoring Progress of Postgraduate Researchers**
- Responsibilities of Postgraduate Researchers in relation to use of Turnitin and accessing editorial help

### **3. University Code of Ethics**

The University Council has also approved a new document, the University Code of Ethics. This provides an overarching guide to ethical conduct grounded in four core activities: teaching, research and knowledge transfer, fundraising and gifts, and finance (investments and procurement).

The Code is available at [www.????????????????](http://www.as.bham.ac.uk/legislation/ethics/)

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

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

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