

MEMORANDUM

From	Professor Jeff Bale Deputy Pro-Vice-Chancellor (Education)	To	<ul style="list-style-type: none"> • Heads of Schools • College Directors of Education • Deputy Director of Education/Head of Quality • College Directors of Operations • Sabbatical Officers of the Guild of Students
Date	20 July 2012	Tel	42807
Email	g.j.davis@bham.ac.uk	cc	<ul style="list-style-type: none"> • Professor Karen O'Brien, Pro-Vice-Chancellor (Education) • Clare McCauley, Assistant Director, Registry • Rachel Shapton, Assistant Director, Registry • Dr. Chris Twine, Director, Student Services • Sarah Letters, Head of Academic Policy Partners • Gillian Davis, Head of Academic Policy & Standards • Margaret Cannadine, Collaborative Provision Manager

Changes to University Regulations and Codes of Practice from 1 August 2012

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 1st August for all Registered Students for the proceeding 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 August 2012. These are:

- (a) The creation of a new Code of Practice on Personal Tutoring and Academic Feedback (to replace the current Code of Practice on Student Development and Support).
- (b) The creation of a new Code of Practice on Placement Learning.
- (c) The creation of a new Code of Practice on External Examining (which replaces the existing Code of Practice on External Examiner System for Taught Provision).
- (d) The creation of a new Code of Practice on Distance Learning.

KEY POINTS

EXECUTIVE SUMMARY:

To notify Schools of changes to University Regulations and Codes of Practice, effective from 1 August 2012.

OF INTEREST TO:
All staff

DEADLINE:
1 August 2012

KEY WORDS:

Legislation
Regulations
Codes of Practice

- (e) Amendments to the Regulations relating to Required Components.
- (f) Amendments to legislation pertaining to Undergraduate Masters degrees – namely
 - i) Code of Practice on Adjusted Regulations and Undergraduate Masters Degrees
 - ii) Code of Practice on Taught Programmes and Module Assessment
 - iii) Regulation 7.3.1 (e)
- (g) Amendments to the Regulations relating to the weighted mean mark.
- (h) Amendments to the Regulations relating to a new award to be included under the umbrella of 'Professional Doctorates'.
- (i) Amendments to the Regulations relating to the language of a thesis.
- (j) Amendments to the Code of Practice on Student Attendance and Reasonable Diligence.
- (k) Amendments to the Code of Practice on Plagiarism.

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>

In the case of query, please contact: Kieran McGovern, k.mcgovern@bham.ac.uk / 58079

Changes to University Regulations and Codes of Practice from 1 August 2012

(a) Code of Practice on Personal Tutoring and Academic Feedback

The new Code of Practice replaces the current Code of Practice on Student Development and Support. This new code provides a minimum specification for personal tutoring of students on all taught programmes. It clearly sets out the responsibilities of the School, the University Senior Tutor, Corporate Services, and students themselves. It clarifies the issues that may be covered by personal tutorials and provides a role specification for Welfare Tutors.

(b) Code of Practice on Placement Learning

The new Code of Practice has been developed in order to provide a template for planning new placement learning opportunities and is designed to be helpful for the management and review of existing placement learning provision.

(c) Code of Practice on External Examining (taught provision)

This Code replaces the current Code of Practice on the External Examiner System for Taught Programmes. A new code was required following the Quality Assurance Agency's newly published guidance on external examining, which forms Chapter B7 of the new UK Quality Code for Higher Education.

(d) Code of Practice on Distance Learning

The new Code of Practice has been developed in order to provide Colleges the framework to increase the opportunity for distance learning provision.

(e) Required Components

A change was made to Regulation 6.1.2 (m) stating that changes to non-module required components of programmes should be made in the same manner as module changes.

(f) Legislation pertaining to Undergraduate Masters degrees

Substantive changes include:

- Additions to sections 1.1.1 and 3.2 of the Code of Practice on Adjusted Regulations and Undergraduate Masters Degrees to clarify when and how adjusted regulations can be applied;
- Additions to section 11.13.7 of the Code of Practice on Taught Programmes and Module Assessment clarifying issues around the scaling of marks;
- Additions to Regulation 7.3.1 (e) stating that provision for a Bachelors degree should be available on all Undergraduate Masters programmes.

(g) Weighted mean mark

Amendments have been made to the Regulations so that weighted mean mark is defined, 7.2.1 (o).

(h) New Professional Doctorate

Change has been made to the Regulations governing Professional Doctorates (6.1.3) relating to the new award of Doctor of Forensic-Clinical Psychology (ForenClinPsyD).

(i) Language of a thesis

Amendments made to the Regulations (7.4.1 and 7.4.2) clarifying that in all but the most exceptional cases, the default language for research degree theses is English.

(j) Amendments to the Code of Practice on Student Attendance and Reasonable Diligence

Some minor amendments have been made to the Code of Practice in response to increased requirements of outside agencies, i.e. the Student Loans Company and the UK Border Agency.

(k) Code of Practice on Plagiarism

Amendments to sections 1.1, 4.4 and 4.11 of the Code broadening the definition of Registered Students and highlighting template letter resources available to Plagiarism Officers.