

## **Changes to University Regulations and Codes of Practice from 1<sup>st</sup> August 2015**

This note includes information regarding substantive changes to academic and student Regulations, Codes of Practice, Policies and Guidance, which were approved by the Academic Policy & Regulations Committee, and which came into effect on 1<sup>st</sup> August 2015.

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

#### (a) Regulation 1

A new definition of Externally Registered Students.

#### (b) Regulation 5

- Changes to ensure Externally Registered Students register annually.
- Changes to interest charges for tuition fee instalments.

#### (c) Regulation 6

- Changes to the maximum periods of registration.
- Amendment regarding the contribution of various levels in respect of 480 undergraduate masters degrees.

#### (d) Regulation 7

- Amendment to the mark to be used for a Pre-Masters student retrieving a failure.
- Clarification on the role of external examiners for members of staff at PGR.
- Clarification that the MRes theses are not expected to be submitted to the Library.
- Clarification of the honours process for the MBChB programme.

#### (e) Regulation 8

Clarification of the implications of obscuring identity.

### **2. New Code of Practice**

(a) A new Code of Practice on Alternative Modes of Delivery has been introduced. It replaces the Code of Practice on Distance Learning. This reflects a broadening of the University's provision in this area (including DL and 'flying faculty').

(b) A new Code of Practice on Health, Wellbeing and Fitness has been introduced. The new Code replaces the Code of Practice on Suspension from Study on Health Grounds. It sets out a single defined procedure which is clearer for both staff and students; it will make it easier for staff to deal with such concerns and facilitate prompt action to deal with them.

- (c) A new Code of Practice on Procedures of Extensions to Study Periods has been introduced. It sets out procedures and responsibilities regarding extensions to study periods.

### **3. Changes to University Codes of Practice, Policies and Guidance**

(a) Accommodating Students' Religious Observances

Removal of focus on particular faith groups.

(b) Assessment & Awards of Higher Doctorates

Clarification of the membership of the Review Group and language of the thesis; and information on the format of the thesis.

(c) Assessment & Award of PhD by Published Work

Replacement of term "individual" with "candidate", additional information on the format of the thesis and the insertion of an additional recommendation for the examiners to be able to require minor corrections to be carried out to the critical review.

(d) Assessment of Research Degree Theses

Clarification that: the Code applies to all theses; appointment requirements for examiners; the format and submission of the thesis; arrangements for recording the oral examination; expectation that the chairperson is present throughout the viva; students can comment on choice of examiners; that external examiners are to be sent the final version of the thesis, after revisions; clarification of the role of external examiners for MRes programmes. Removal of references to the Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers, which no longer exists.

(e) Assessment of Taught Programmes and Modules

An amendment to 11.12.2 to reflect the amendment to Regulations in Regulation 7, regarding the mark to be used for a Pre-Masters student retrieving a failure.

(f) Complaints

Replacement of term "Complaints Officer" with "case handler" allowing more flexibility within Registry for dealing with complaints.

(g) Conduct of Centrally Co-ordinated Formal Written Examinations

Minor changes to ensure consistency of terminology across the University's Codes. All references to 'mitigating circumstances' replaced with 'extenuating circumstances' and 'Examinations and Congregations Office' with 'Examinations Office'.

(h) External Examiners (Taught Provision)

Updates to sections 5 and 7, regarding the scrutiny of marking and student involvement.

- (i) Leave of Absence  
Retrospective Leave of Absence request has been removed and clarification regarding Sabbatical Officer terms of office has been included.
- (j) Misconduct and Fitness to Practise Committee  
Minor changes to ensure consistency of terminology across the University's Codes.
- (k) Personal Tutoring and Academic Feedback  
Clarification regarding the list of matters that might arise during meetings between tutors and tutees. Changes to the turnaround time of assessed work.
- (l) Placements  
Amendments to the strategic fit of placements.
- (m) Procedures for Misconduct and Fitness to Practise Committee  
Amendments to 6.1.1 to provide a broader – and potentially less severe – range of sanctions.
- (n) Split Location  
Removal of redundant references to BAQAES. Updates to the checklist for PGR study.
- (o) Student Representative System  
Recommended enhancements to the student representative system have been incorporated for 2015-16 onwards.
- (p) Supervision and Monitoring Progress in PGR  
Updates to the visa requirements.
- (q) Teaching and Academic Support Provided by Registered Students  
Renamed from the 'Code of Practice on Teaching Support of Undergraduates and Postgraduate Taught Students by Postgraduate Teaching Assistants and Undergraduates'. Terminology has been updated, along with added flexibility regarding the training of PGTAs and compliance with external legislation.
- (r) Visa Requirements  
Changes to the UKVI visa requirements reflected in the Code.

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

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