Changes to University Regulations and Codes of Practice from 1st August 2017

This note includes information regarding substantive changes to academic and student Regulations, Codes of Practice, Policies and Guidance, which were approved by the relevant University Committee, and which came into effect for 2017/18 legislation only on 1st August 2017.

Please Note: The University has moved to cohort-specific legislation. This means that students who commenced their study in 2016-17 or before will remain on the 2016-17 legislation throughout their programme of study. Students commencing in 2017-18 will remain on the 2017-18 legislation throughout their programme of study.

1. Changes to University Regulations

(a) Regulation 1 - Definitions and Interpretation
   - ‘Birmingham Foundation Academy’ replaced with ‘Birmingham International Academy’.

(b) Regulation 5 - Admission and Registration
   - Additional overarching principles regarding Accreditation of Prior Learning (APL) added.
   - The removal of the ‘E’ (Experiential) from the term AP(E)L to reflect the broader uses of APL.
   - 5.1.2 (c) (ii), which relates to PGR programmes, has had the phrase ‘amounting to no more than 50% of the taught credits of the programme’ included.
   - Removal of the section on ‘Registration for Research Degrees by Research Fellows…Staff Holding Honorary Titles’ as it is not needed.

(c) Regulation 6 - Programmes of Study
   - Addition of the University’s right to impose a compulsory leave of absence.
   - Addition of the student’s right to submit a complaint to the University.
   - Removal of the collaborative provision process for setting up programmes (as it is already stated in the Policy on Collaborative Provision).
   - Removal of the appeal process for Collaborative Provision (i.e. that there is one final appeal to the University after all other processes have been completed in the partner institution) as this is now articulated in each legal agreement.

(d) Regulation 7 - Assessment, Progression and Award
   - Title of ‘Director of Academic Services and College Administration’ has been replaced with ‘Academic Registrar’.
   - Pronouns have been made non-gender specific.

(e) Regulation 8 - Student Conduct
   - Definition of ‘Academic Misconduct’ updated so that it reflects the definition in Regulation 1.
• Code of Practice in Discipline in Residence no longer exists, with key principles from the former Code of Practice being added to this Regulation.
• Removal of repetition throughout the Regulation.
• Addition of the review of suspensions or temporary exclusions.

2. **New Code of Practice**

(a) There are no new Codes of Practice.

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

(a) **Code of Practice on Admission of Students**

- Addition of detail regarding Split Location of Study from the Code of Practice on Split Location of Study (which no longer exists)
- Addition of a principle relating to research degrees as a condition of employment (for example European Union funded programmes, such as the Marie Curie ITN programme) that the application to study should be submitted at the same time as the employment commences.
- Overarching APL principles added, along with timescales.
- Addition of admissions-specific details, which have been removed from the Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers.
- Removal of the requirement to interview all applicants for PGR programmes.

(b) **Accreditation of Prior Learning (APL) policy, procedure and guidelines**

- The Guidance Note has been re-written following the additions to the Code of Practice on Admission of Students and Regulation 5. Whilst the format is different, the process has not changed.

(c) **Code of Practice on Student Immigration**

- The Code has been renamed as the Code of Practice on Compliance with Student Immigration Visa Permissions and Obligations, in order to better reflect the content.
- Responsibilities of the University and Registered Students have been clarified (the University must retain copies of any evidence submitted as part of an offer of study and reporting any students who defer their registration; Students must let the University know of any changes in address immediately).

(d) **Code of Practice on Split Location Study of Postgraduate Researchers**

- Content moved to the Code of Practice on Supervision and Monitoring of Postgraduate Researchers.
- Code of Practice discontinued.

(e) **Code of Practice on Reasonable Adjustments for Students**
A section on ‘Disclosure’ has been added to the Code, including details of the University disclosure protocol, which must be followed after students disclose a disability.

- Monitoring of the implementation of reasonable adjustment plans has been moved to guidance.
- Addition of all party agreement where disputes over the reasonableness of a proposed adjustment.

**Policy on accommodating Students’ Religious Observances**

- The Policy has been changed to a Code of Practice.
- Addition of the recently appointed Academic Lead on Religious and Cultural Diversity, who can be consulted in the event of queries.
- Addition that Registered Students should arrange to attend prayers outside of teaching hours.
- Clarification that Registered Students cannot leave and then return to an examination venue for prayer purposes.

**Code of Practice on Personal Tutoring**

- Minor changes to the Code, so as not to duplicate material provided in the guidance for personal tutors.

**Code of Practice on the Supervision and Monitoring of Postgraduate Researchers**

- Update to conflict of interest procedure (to include existing relationships between any parties of the supervisory team).
- All GRS2 forms must be held centrally (no longer permitted to use and store local GRS2 forms).
- ‘Thesis awaited’ status will now need to complete a GRS2a form to assist with monitoring.
- Access to University facilities has been updated to reflect QAA expectations.
- Now includes content of former Code of Practice on Split Location of Study.

**Code of Practice on Teaching and Support Provided by Registered Students**

- Minor updates to reflect changes in external sector requirements.
- Now supported by a guidance document.

**Code of Practice on Placement Learning**

- Inclusion of appropriate feedback mechanisms for students whilst on placements.
- Inclusion of information relating to students with disabilities (including early discussions with Student Support to ensure a suitable placement is located).

**Code of Practice on Extenuating Circumstances**

- Removal of examination deferrals (deferrals can be sought via the Code of Practice on Assessment of Taught Programme and Module Assessment and Feedback).
• The Medical Form that supports this document has also been updated and simplified.
• The Code has been re-written to ensure clarity of the process.

(l) **Code of Practice on External Examining (Taught Provision)**

• Minor updates to reflect changes in external sector requirements.

(m) **Code of Practice on Assessment of Research Degree Theses**

• Criteria for the nomination of Examiners and Chairpersons has been updated to avoid duplication.
• Minor changes to the Code, including relocation of some points and rewording of paragraphs for clarity (including that a student cannot disclose the examination report with a second set of examiners for cases were the examiners fail to reach agreement, but they can share with their supervisor).

(n) **Code of Practice on Academic Appeals**

• The original Code has been split into two documents with the Code of Practice focusing on the overarching principles and the Guidance Document focusing on the procedure.
• Clarification that a Completion of Procedure Letter will be sent to Registered Students who do not have their appeal upheld in full at Senate Review Stage.

(o) **Code of Practice on Assessment and Award of PhD by Published Work**

• Minor changes to the Code, including relocation of some points and rewording of paragraphs for clarity.

(p) **Code of Practice on Assessment and Award of Higher Doctorates**

• Inclusion of the request for Registered Students to submit an Intention to Submit form.
• Confirmation that the Adjudicator’s recommendation will be approved by Senate, or delegated authority.

(q) **Code of Practice on Student Attendance and Reasonable Diligence**

• Clarification of the term ‘reasonable diligence’.
• Clarification that the Code of Practice should be read in conjunction with the Code of Practice on Health, Wellbeing and Fitness to Study.

(r) **Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Exams**

• Content of Code has been included in the Codes of Practice on Taught Programme and Module Assessment and Feedback and Academic Integrity.

(s) **Code of Practice on Taught Programme and Module Assessment and Feedback**

• Policy on Academic Feedback has been included in this Code, with inclusion of assessment tariffs and feedback expectations.
- Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Exams has been included in this Code.
- Deferral section has been re-written to reflect the changes to the process (as noted in the Code of Practice on Extenuating Circumstances).
- Moderation has been included in the Code, with clarity regarding the adjustments of marks for individual markers forming part of an assessment team.
- The clause on the capping of marking following a reassessment or repeat for Registered Students following a conduct penalty has been revised so that the capped mark appears on the transcript.

(t) Code of Practice on Health, Wellbeing and Fitness to Study
- Minor changes to the Code, including relocation of some points and re-wording of paragraphs for clarity.

(u) Code of Practice on Discipline in Residence
- Code has been included in Regulation 8.

(v) Code of Practice on Misconduct and Fitness to Practise
- Appendices F and G (orders of proceedings) from the Code have been moved into a Guidance Document.
- Minor changes to the Code, including relocation of some points and re-wording of paragraphs for clarity.

(w) Code of Practice on Plagiarism
- Code has been renamed the Code of Practice on Academic Integrity.
- Clarification of Principal Academic Unit (PAU) responsibilities (including measures to detect plagiarism) and Student responsibilities (familiarising themselves with guidance on plagiarism and acceptable conduct in assessments).
- Clarification of the categories of plagiarism as well as consequences and sanctions.

(x) Code of Practice on Student Concerns and Complaints
- Minor changes to the Code, including relocation of some points and re-wording of paragraphs for clarity.
- Clarification on when a Registered Student can request a Completion of Procedure Letter.

(y) Drug and Alcohol Policy
- Policy has been removed.

(z) Code of Practice on Student Representation System
- Minor changes to the Code, including relocation of some points and re-wording of paragraphs for clarity.
- Addition of a requirement for the Guild to receive all SSC minutes.
The University Regulations and Codes of Practice are available at: http://www.as.bham.ac.uk/legislation/.

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