

## STUDENT REGULATIONS FRAMEWORK

### LOG OF CHANGES WITH EFFECT FROM 2024-25

SECTION	CHANGES
General	<ul style="list-style-type: none"> <li>• Minor textual revision undertaken throughout, to simplify and clarify the text where appropriate and reflect current institutional structures.</li> <li>• Clarification throughout that the Student Casework Practitioner List is approved by the University Secretary and Registrar (i.e. no longer by Senate).</li> <li>• References to Certificates of Higher Education (Cert HE) added.</li> </ul>
<b>SECTION 2: REGISTERING AND MAKING CHANGES</b>	
<b>2.1 Registration</b>	<ul style="list-style-type: none"> <li>• Includes reference to potential exclusion of a returning student who fails to inform the University of the outcome of previous student misconduct proceedings (2.1.2).</li> <li>• Clarification provided regarding how the University deems that additional information has been delivered to a student, and the student's responsibility in relation to email communication (2.1.6).</li> </ul>
<b>2.5 Changing Programme Registration</b>	<ul style="list-style-type: none"> <li>• Clarification provided that it may be possible to transfer from one programme to another within 3 weeks of the course start date or before the start of the next semester, subject to the nature of the programme.</li> </ul>
<b>2.10 Study Abroad</b>	<ul style="list-style-type: none"> <li>• Clarification provided that credits for the modules awarded will not be included within a student's final degree classification.</li> </ul>
<b>SECTION 4: EXTENUATING CIRCUMSTANCES</b>	
<b>4.5 Extenuating Circumstances and Valid Evidence</b>	<p>Additions following the institutional-wide review of the Extenuating Circumstances (ECs) procedure:</p> <ul style="list-style-type: none"> <li>• ECs will not apply during the resit period</li> <li>• Retrospective ECs will be limited to exceptional circumstances only</li> <li>• Self-certification will not apply to exams</li> <li>• Extended ECs will not apply to the resit period</li> <li>• Deferred assessment into the next academic year due to the approval of an EC will be limited to one module per year</li> <li>• Student Support Short-Term ECs can be used in the resit period in exceptional circumstances</li> <li>• Student Wellbeing and Support Extended Term ECs will not apply to the resit period.</li> </ul>
<b>SECTION 7: AWARD CLASSIFICATION</b>	
<b>7.6 Apprenticeship Award Classification</b>	<ul style="list-style-type: none"> <li>• This new section has been added to clarify apprenticeship award classification.</li> </ul>
<b>SECTION 9: SUPPORT TO CONTINUE IN STUDY PROCEDURE</b>	
<b>9.2 Stage One Procedure, 9.3 Stage Two Procedure, 9.4 Return to Study</b>	<ul style="list-style-type: none"> <li>• The Academic Standards Officer to be sent a copy of the letters, rather than the University Secretary and Registrar (9.2.4, 9.2.8, 9.2.9, 9.3.5 and 9.3.8).</li> <li>• The Academic Standards Officer should be copied to the recommendations to the University Secretary and Registrar (9.3.7, 9.4.1, 9.4.3, 9.4.4).</li> </ul>
<b>SECTION 11: ATTENDANCE, INTERRUPTION, WITHDRAWAL AND FEES</b>	
<b>11.5 Tuition Fees</b>	<ul style="list-style-type: none"> <li>• Additional clarification provided that the University will make every effort to recover outstanding tuition fees and that this may involve outside agencies.</li> </ul>

<b>SECTION 12: ASSESSMENT PRACTICES</b>	
<b>12.3 Programme Assessment</b>	<ul style="list-style-type: none"> <li>Additional clarification provided that the University may make copies of any work submitted for assessment to align to OfS requirements.</li> </ul>
<b>12.5 Marking Procedures</b>	<p>Double marking:</p> <ul style="list-style-type: none"> <li>Added: If there is more than one marker, at least two assignments should be reviewed per marker (12.5.6).</li> <li>Revised: Should the double marking process result in marks falling outside the 5% tolerance band for <i>*two or more</i> assessments within the sample, then the entire corpus of grades should be reconsidered, and moderated as necessary...' <i>*was previously 'all'</i></li> </ul>
<b>12.8 Examination Timetables</b>	<ul style="list-style-type: none"> <li>Clarification provided that exams will be timetabled by the module leader to take place 'during the University's Assessment weeks'.</li> </ul>
<b>12.10 General information on examinations</b>	<ul style="list-style-type: none"> <li>Clarification provided that students would not normally have an entitlement to have access to their examination scripts.</li> </ul>
<b>12.12 Notification of results</b>	<ul style="list-style-type: none"> <li>Revised to state that students should ensure they are able to complete any resit work that has been set 'during the resit period' rather than 'over the summer' (as some programmes will require different resit periods) (12.12.6).</li> <li>Reference removed to a student contacting Registry in the first instance if they believe that they have personal extenuating circumstances which have not been taken into consideration (i.e. these should go straight to appeal). This is to align with changes to the ECs process and that, moving forward, retrospective ECs will not be permitted, unless in exceptional circumstances.</li> </ul>
<b>SECTION 14: ACADEMIC INTEGRITY PROCEDURE</b>	
<b>14.5 Academic Misconduct – Stage One Procedures</b>	<ul style="list-style-type: none"> <li>Additional clarification provided relating to the inappropriate use of artificial intelligence (AI).</li> <li>Clarification provided that if a student has failed an assessment, the failure would automatically overrule the sanction for inappropriate use of AI (14.5.5).</li> <li>The decision letter should now be copied to the Academic Standards Officer (14.5.3 and 14.5.6).</li> </ul>
<b>14.6 Academic Misconduct – Stage Two Procedures</b>	<ul style="list-style-type: none"> <li>Interviews will now be held in all cases at Stage Two (chaired by Dean or Associate Dean), to include at least one other member of school, and, normally, a member of the Registry and Programme Support Office.</li> </ul>
<b>14.7 Academic Misconduct – Stage Three procedures</b>	<ul style="list-style-type: none"> <li>Additional clarification provided regarding potential disclosure of Stage Three outcomes to relevant bodies (14.7.16).</li> </ul>
<b>SECTION 15: STUDENT MISCONDUCT PROCEDURE</b>	
<b>15.1 Introduction and Scope</b>	<ul style="list-style-type: none"> <li>Clarification provided: <ul style="list-style-type: none"> <li>That the procedure is applicable to all students throughout their period of enrolment with the University, whatever their registration status (15.1.12).</li> <li>That the University reserves the right to continue proceedings should a student withdraw or leave part way through. If a former student is found to have had a case to answer, this will be noted on their student record and the outcome considered if wanting to gain re-entry to the University in future. This does not apply at Stage One (15.1.13).</li> <li>Regarding potential disclosure in the case of reference requests from health or education providers (15.1.14).</li> <li>Regarding how cases investigated and/or heard as a group are handled (15.1.16 - 15.1.18).</li> </ul> </li> </ul>
<b>15.2 Examples of Misconduct</b>	<ul style="list-style-type: none"> <li>Additional example added regarding failure to disclose a conflict of interest.</li> </ul>

<b>15.3 Reporting Misconduct</b>	<ul style="list-style-type: none"> <li>Clarification provided that the University <u>reserves the right</u> to report an incident(s) to the police where it deems that the safety of students or staff may be at risk.</li> </ul>
<b>15.4 Interim Measures</b>	<ul style="list-style-type: none"> <li>Additional clarification added regarding the exceptional circumstances in which a student may be denied access to the University.</li> </ul>
<b>15.8 Student Misconduct – Stage Two procedures</b>	<ul style="list-style-type: none"> <li>The Academic Standards Officer (or nominee) will now write to the student <i>on receipt</i> of the incident report from SWS, advising that a Panel <i>will</i> be convened and providing the incident report and any supporting evidence to the student at that point (i.e. rather than doing so only once the Panel has been convened) (15.8.5).</li> <li>Additional five working days provided in which the student can respond to the allegation/s once in receipt of the incident report and any evidence. The student will receive an additional communication once the Panel has been convened, confirming arrangements (15.8.5).</li> <li>Reference to ‘Stage One’ removed because it is possible that a case could bypass Stage One (15.8.11).</li> </ul>
<b>15.9 Student Misconduct – Stage Three procedures</b>	<ul style="list-style-type: none"> <li>Additional clarification provided regarding potential disclosure of Stage Three outcomes to relevant bodies (15.9.16).</li> </ul>
<b>SECTION 16: ACADEMIC APPEAL PROCEDURE</b>	
<b>16.2 Right of Appeal and 16.8 Submission of Appeal</b>	<ul style="list-style-type: none"> <li>References removed to a student contacting Registry in the first instance if they believe that they have personal extenuating circumstances which have not been taken into consideration (i.e. these should go straight to appeal). This is to align with changes to the ECs process and that, moving forward, retrospective ECs will not be permitted, unless in exceptional circumstances.</li> </ul>
<b>16.8 Submission of Appeal</b>	<ul style="list-style-type: none"> <li>Clarification provided that the twenty working days in which the University aims to communicate the decision will commence on receipt of the <u>full</u> academic appeal submission from the appellant.</li> </ul>
<b>SECTION 17: COMPLAINTS PROCEDURE</b>	
<b>17.6 Confidentiality of Complaints</b>	<ul style="list-style-type: none"> <li>Additional clarification provided regarding how information received during investigations will be handled.</li> </ul>
<b>17.8 Early Resolution Stage (Stage One)</b>	<ul style="list-style-type: none"> <li>Additional clarification provided regarding Stage One, and the expectation that most issues are resolved at this stage (17.8.1); the role of the appropriate member of staff in investigating and aiming to resolve the concern (17.8.2); and when the concern should be redirected to Stage Two (17.8.2).</li> </ul>
<b>17.9 Formal Stage (Stage Two)</b>	<ul style="list-style-type: none"> <li>Additional clarification provided regarding the grounds under which Stage Two can be activated (17.9.1); that the University reserves the right to take steps to verify evidence (17.9.4); and, that the thirty working days in which the University aims to communicate the decision will commence on receipt of the <u>full</u> complaint submission from the complainant (17.9.5).</li> </ul>