

## Summary of main changes to the Academic Regulations 2012/13

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The following summary sets down the changes incorporated into the Academic Regulations 2012/13, approved by the University's Academic Board to take effect from September 2012 for both new and current students.

### 1. Assessment and Reassessment (all taught modules registered in 2012/13 and thereafter)

- Students are to be provided with an automatic right to reassessment;
- Reassessments are to be capped at the **component** level (40% for undergraduate modules and 50% for postgraduate modules);
- A reassessment opportunity will be granted for any failed component of assessment (attempted or not attempted at the first assessment point) including where the module has been passed overall. The relevant regulation reads as follows:

A student who, for a first assessment, has failed a component of assessment (as set down in the Module Specification) for a module shall:

- (i) be expected to undertake reassessment in the component concerned, if the module has been failed overall; *or*
- (ii) be invited to undertake reassessment in the failed component (whether attempted or not attempted at the first assessment opportunity) concerned, where the module has achieved an overall pass mark. In such circumstances, the reassessment must be taken during the summer resit period following the academic session in which the module was taken (unless a valid claim for mitigating circumstances precludes this). A student eligible to graduate should notify the University of their intention to undertake reassessment in the failed component and, by doing so, defer the date of the conferral of their award. If a student does not undertake reassessment during the summer resit period following the academic session, the original mark shall stand, with no further opportunity to undertake reassessment in the failed component.

### 2. Late Coursework and Mitigating Circumstances

- The introduction of a coursework extension process, of up to five working days for **exceptional claims** (for first assessments only), administered by faculties. The relevant regulation reads as follows:

Exceptionally, a student unable, for good reason, to submit a coursework first assessment may request an extension of up to five working days. Such requests shall normally be made in advance of the deadline. Where such an extension is approved and the work is submitted by the extended deadline provided, the work shall be marked as if it were submitted on time by the original due date.

A student will apply for a coursework extension via Evision (to amongst other things, enable automated updating of the deadline) and the process will be administered within faculties by senior nominated staff. Work is currently be progressing to develop the Evision interface.

- In light of the new coursework extension process, late submission of coursework has been removed from the mitigating circumstances grounds. **Note – there is therefore no other mechanism to submit late work other than an approved claim via the new coursework extension process.**
- The mitigating circumstances grounds have been extended to consider claims of impaired performance within examinations.
- The deadline for submission of mitigating circumstances claims has been extended to 6 weeks from the date of submission of the relevant component / examination date. *However, students should be encouraged to submit a claim as soon as practicable.*
- The number of permissible valid mitigating circumstances/academic performance claims has been limited to ‘normally one occasion only’ for a particular item of assessed work. However, provision has been made within the Regulations for the Academic Registrar to exceptionally grant one further occasion upon which a mitigating circumstances/academic performance claim can be accepted.

### 3. Appeals

- The deadline for submission of appeals has been extended to 10 working days from the publication of the result concerned.
- Impaired academic performance has been removed as a ground of appeal. ***In respect of coursework and it should be noted that the only mechanism for late work to be submitted is an approved claim via the coursework extension process. Claims relating to poor performance within an examination should initially be presented via the mitigating circumstances procedure.***
- The only exception for coursework-based academic performance claims is for those students who have taken assessment prior to being issued a University Internal Needs Assessment Report (INAR) approving assessment related adjustments. Such appeals will normally only be considered for assessments undertaken in the same academic year in which the INAR was issued.

### 4. Academic Misconduct

- A new penalty tariff has been introduced which takes account of:
  - the penalty of suspension being out of step with the sector and that suspensions have a disproportionate impact on international students and that as a penalty it affects progression and retention.
  - the move to 30 credit undergraduate modules and the linked more significant impact of (i) failure of a module and, (ii) failure of a module in which the re-registration is capped.

The new tariff is as follows:

<b>Penalty 1:</b>	Reprimand, a formally recorded warning kept on the student’s record. The Module Leader shall mark the work, but the mark may be reduced to reflect a student’s failure to address the assessment criteria in areas of collation of sources and their citation. The student may be required to redo the work on pedagogic grounds.
<b>Penalty 2:</b>	Failure in the item of assessment, with reassessment right where permissible. The assessment component mark will be capped at a bare pass.
<b>Penalty 3:</b>	Failure in the item of assessment, with reassessment right where permissible. The module result will be capped at a bare pass.
<b>Penalty 4:</b>	Failure in the module: the student must re-register for the same module at the next opportunity where the re-registered module result will be capped at a bare pass. Where a re-registration of the same module is not permissible the student will not be able to continue on the course.

<b>Penalty 5:</b>	Failure in the module, the student must re-register for the same module and the reregistered module will be capped at a bare pass. Where a re-registration of the same module is not permissible the student will not be able to continue on the course. Additionally the following penalty will be applied to the student's final award: Undergraduate Honours - student's final classification will be reduced by one level Unclassified Bachelors to Diploma in Higher Education Foundation Degree – Distinction to Merit; Merit to Pass; Pass to Certificate in Higher Education Masters - Distinction to Merit; Merit to Pass; Pass to PG Dip
<b>Penalty 6:</b>	Expulsion. A student will not be permitted to exit with their named award, but may be permitted to exit with a lower award.

- For 2012/13 and thereafter, Reprimand is default penalty for a first offence by a (FHEQ) level 3 or 4 student for the majority of plagiarism related offences and that a 'fast-track' system operates for these cases.

The revised table of penalties for coursework related allegations is detailed below for information:

Category	Type of academic misconduct	Penalty to be imposed	
7.2.1	Making available work to another student, either intentionally or as a result of negligence that can be presented as another student's.	<b>Penalty 1</b>	
7.2.2	Isolated use of quotes without the use of quotation marks and referencing.	<b>FHEQ levels 3 and 4</b>	<b>Penalty 1</b>
		<b>All other levels</b>	<b>Penalty 2</b>
7.2.3	Representation of work produced in collaboration with another person or persons as the work of a single student	<b>FHEQ levels 3 and 4</b>	<b>Penalty 1</b>
		<b>All other levels</b>	<b>Penalty 2</b>
7.2.4	Extensive use of quotes or close paraphrasing without the use of quotation marks and referencing, where the student <b>has</b> cited the plagiarised material in the bibliography.	<b>FHEQ levels 3 and 4</b>	<b>Penalty 2</b>
		<b>All other levels</b>	<b>Penalty 3</b>
7.2.5	Using another student's work and submitting some or all of it as it were the student's own	<b>Penalty 3</b>	
7.2.7	The presentation of data in laboratory work, projects etc. based on work purporting to have been carried out by the student but which has been invented, altered or falsified.	<b>Penalty 4</b>	
7.2.8	Extensive use of quotes or close paraphrasing without the use of quotation marks and referencing, where the student <b>has not</b> cited the plagiarised material in the bibliography.	<b>Penalty 4</b>	
7.2.9	Stealing another student's work and submitting it as the student's own work (where the originator is not denied the opportunity of submission).	<b>Penalty 4</b>	
7.2.10	Commissioning another person to complete work, which is then submitted as a student's own work. This could include the use of professional essay writing services, essay banks, ghost-writing services etc.	<b>Penalty 5</b>	
7.2.11	Stealing another student's work and submitting it as the student's own work (where the originator <b>is</b> denied the opportunity of submission).	<b>Penalty 5</b>	
7.2.12	Attempting to persuade another member of the University (student or staff) to participate in actions that would breach these Procedures.	<b>Penalty 5</b>	
7.2.13	Being party to any other arrangement that would constitute a breach of these Procedures.	<b>Penalty will correspond to the nature of the offence and will be in accordance with penalties outlined for each of the above</b>	

- In respect of the 'fast-track' procedure for Penalty 1 cases the following approach will operate in 2012/13:

Where a Module Leader establishes that there is evidence of academic misconduct as set down in the relevant categories of 7.2 which if substantiated would lead to Penalty 1, they shall submit

an allegation pro forma to the Student Casework Office. The Module Leader shall retain the coursework.

The Student Casework Office will write to the student confirming:

- that an allegation has been submitted;
- details of how the student can access their work and evidence within the Faculty should a student wish to review the basis of the allegation;
- details of how to request a review of the allegation, should a student wish to dispute the allegation;
- Faculty arrangements and contacts details so that the student can undertake an academic conduct tutorial.

If upon reviewing the allegation, the Student Casework Office determines that the alleged academic misconduct may suggest a higher category and/or penalty, or where the student has a previous proven allegation substantiated against them, the case will be progressed under the provisions detailed below (refer Regulations 16).

## 5. Undergraduate Classification formula

- With the exception of honours level direct entry students, undergraduate degree students should graduate on current 2011/12 rules (including in the 2012/13 Academic Regulations). *These permit the discounting of the worst 15 credits from a student's profile when calculating a classification average and give additional weight to the best 90 credits at honours level. The Student Records System will calculate the outcome even where the worst mark is for a 30 credit module (as at present).*
- Direct entry students –classify students entering with credit for the whole of Levels 4 and 5 over the full 120 credits in their Level 6 programme.

## 6. Intermission/Interruption

The Academic Board determined that further restriction was required in respect of the University's current approach to Intermission and Interruption of Studies. The following changes were agreed.

- The maximum period of intermission/interruption shall normally be one year.
- Any exceptional request above one year must be approved by the Deputy Vice-Chancellor. The Deputy Vice-Chancellor may approve an intermission/interruption to a maximum of two years. *The Deputy Vice-Chancellor has delegated this function to the Dean of Students and Academic Registrar.*
- Intermission requests of up to one year shall be signed off by the relevant Dean of Faculty.
- If a student fails to resume their studies after the end of the agreed intermission they will be deemed to have withdrawn and their enrolment will be terminated.
- The University Secretary may impose conditions in respect of a student's return to study.
- The University reserves the right to refuse any request for an interruption/intermission.

*As at present, intermission requests will only be granted in exceptional unforeseen circumstances and (third party) supporting evidence is required.*

## 7. Research Degrees

The Academic Board approved the following changes in respect of research degree provision:

- To combine Enrolment and Registration processes into a single Registration process, which would take place upon admission.
- To reduce the number of supervisors from three to two, of which one would be the lead supervisor (thus removing the current terminology of Director of Studies).
- Revision has been made regarding the length of time permitted for intermission and extension of registration in order to harmonise with current practice, which is that a maximum of 6 months may be requested at any one time, to a maximum of one year. After one year, a request for intermission or extension must be approved by RDSG

**Non-regulatory changes agreed by Research Degrees Sub-Group for the Academic Year 2012/13 in respect of postgraduate research students, included for information:**

- There will be two entry points per year for research students: October and February.

The deadlines for the academic year 2012/13 are as follows:

October 2012 Entry

Application deadline 1st July (International applicants)

Application deadline 1st August (Home/EU applicants)

Enrolment dates: 17th September 2012 - 10th October 2012

February 2013 Entry

Application deadline 1st November (International applicants)

Application deadline 1st December (Home/EU applicants)

Enrolment dates: 18th January 2013 - 8th February 2013

- A risk management approach to monitoring the progression of research students will be implemented. One main RSPG will be held per year to monitor research student progression. A second, smaller RSPG will be held to consider the progression of any students whose progression has been identified as being at risk.