

General and Special Ordinances for Degrees

GENERAL ORDINANCES

1. The Degrees (except Ex Officio and Honorary Degrees), Diplomas, Certificates, Scholarships and Prizes of the University shall be awarded in pursuance of a resolution of the Senate.

2. The Degrees of the University shall be:

Bachelor of Arts (BA)
Bachelor of Arts in Law (BA(Law))
Bachelor of Dental Surgery (BDS)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Medical Science (BMedSci)
Bachelor of Medical Science (Orthoptics) (BMedSci(Orthoptics))
Bachelor of Medical Science (Speech) (BMedSci (Speech))
Bachelor of Medicine and Bachelor of Surgery (MB,ChB)
Bachelor of Music (BMus)
Bachelor of Science (BSc)
Bachelor of Technical Science (BScTech)
Master of Architectural Studies (MArchStudies)
Master of Architecture (MArch)
Master of Arts (MA)
Master of Biological Science (MBiolSci)
Master of Biomedical Science (MBiomedSci)
Master of Business Administration (MBA)
Master of Chemistry (MChem)
Master of Clinical Dentistry (MClinDent)
Master of Computing (MComp)
Master of Dental Public Health (MDPH)
Master of Education (MEd)
Master of Engineering (MEng)
Master of Environmental Science (MEnvSci)
Master of Landscape Architecture (MLA)
Master of Laws (LLM)
Master of Mathematics (MMath)
Master of Medical Science (MMedSci)
Master of Metallurgy (MMet)
Master of Midwifery (MMid)
Master of Music (MMus)
Master of Philosophy (MPhil)
Master of Physics (MPhys)
Master of Planning (MPlan)
Master of Public Administration (MPA)
Master of Public Health (MPH)
Master of Research (MRes)
Master of Science (MSc)
Master of Science (Research) (MSc(Res))
Master of Science in Engineering (MSc(Eng))
Master of Teaching and Learning (MTL)
Master of Technical Science (MScTech)
Doctor of Business Administration (DBA)
Doctor of Clinical Psychology (DClinPsy)
Doctor of Dental Surgery (DDSc)
Doctor of Education (EdD)
Doctor of Educational and Child Psychology (DEdCPsy)

Doctor of Educational Psychology (DEdPsy)

Doctor of Engineering (DEng)

Doctor of Engineering (EngD)

Doctor of Laws (LLD)

Doctor of Letters (LittD)

Doctor of Medical Science (DMedSci)

Doctor of Medicine (MD)

Doctor of Metallurgy (DMet)

Doctor of Music (DMus)

Doctor of Philosophy (PhD)

Doctor of Science (DSc)

Doctor of Technical Science (DScTech)

Foundation Degree in Arts (FdA)

3. The Diplomas, Certificates and Prizes shall be those for which provision is made in Regulations.

4. A Degree of Bachelor may be awarded to a person who has: satisfied the requirements prescribed by the Senate for entry upon a degree course; attended thereafter in the University, or where the relevant Regulations so allow elsewhere, approved programmes of full-time study for at least three sessions or of part-time study for a period equivalent to three sessions of full-time study; passed the examinations and satisfied the other requirements prescribed for the degree; and paid the prescribed fees.

5. A Degree of Master or Doctor, or a Diploma or Certificate, may be awarded to a person who has satisfied the requirements of the Regulations governing the Degree, Diploma or Certificate and has paid the prescribed fees.

6. A Degree of Master may be awarded to a person who has been admitted as a candidate for the Degree of PhD, DBA or EdD, has completed the programme of research and presented the thesis prescribed in the Regulations for that Degree, and has paid the prescribed fees, in the circumstances prescribed in the Regulations governing that Degree.

7. For the purposes of the preceding Ordinances, the Senate may:

- (i) recognise attendance at some other University or place of learning as equivalent to attendance at this University; and
- (ii) recognise courses of study and examinations as equivalent to courses of study and examinations prescribed for degrees or other qualifications of this University.

8. The Senate may make Regulations as to the attendance, conduct and progress of students and as to the exclusion of students from further attendance at lectures, classes and/or examinations.

9. The Senate may make, after report from the Faculty concerned, or the Board of Collaborative Studies, Regulations prescribing the courses of study, examinations and other requirements for Degrees and other qualifications of the University.

10. A Degree, Diploma or Certificate may be awarded jointly by the University and one or more other

institutions ('the partner institution') under the terms of a scheme agreed between the University and the partner institution and approved by the Senate.

11. Any such scheme shall

- (a) prescribe (or establish a mechanism for prescribing)
 - (i) the nature and location of the programme of study or research to be pursued by a candidate;
 - (ii) the nature and location of the examination, ensuring that for each subject or group of subjects there shall be at least one Examiner of the University and one External Examiner who shall be independent of the University and the partner institution;
 - (iii) the procedure by which changes in the programme of study or research or in the examination are to be considered;
 - (iv) the fees to be paid and the procedure for their payment;
 - (v) the circumstances in which a candidate is required to register as a student of this University; and
 - (vi) in the case of a programme of research: the arrangements for supervision, ensuring that there shall be at least one supervisor from the University and at least one from the partner institution; the minimum period of study of the programme of research; the language of the thesis; the requirements for the Research Training Programme; and the arrangements for academic appeals; and
- (b) provide so far as this University is concerned
 - (i) that the programme of study or research and the examination shall be contained in Regulations of the Senate; and
 - (ii) that no award may be made except in pursuance of a resolution of the Senate.

12. A candidate for a joint award shall, for such periods as he or she is a registered student of this University (and whether or not also registered as a student of the partner institution), be subject to the General Regulations as to Progress of Students and the Regulations as to the Discipline of Students. The General Regulations as to Academic Appeals shall not apply to a candidate for a joint award.

13. It shall be a condition of registration as a candidate for a joint award that the candidate

- (a) agrees that the legal relationship between this University and the candidate shall be governed by the law of England; and
- (b) undertakes to use only such title or description as makes it plain that a joint award is a single award and does not comprise distinct awards made by the University and the partner institution.

14. A Degree awarded under a scheme for joint awards may, unless the scheme makes other provision, be conferred either at a congregation of members of this University held for that purpose or in accordance with the procedures of the partner institution. So far as this University is concerned, the Regulations as to

Academic Costume may make provision as to the academic costume appropriate to the Degree or other award.

Special Ordinances

1. HONORARY DEGREES

Honorary Degrees shall be conferred after approval by a Joint Committee of the Senate and the Council.

2. EX-OFFICIO DEGREES

A Degree not higher than that of Master in any Faculty may be conferred Ex Officio on a full-time or part-time member of the staff of the University, or on a former such member of staff, or on an Officer of the University, but no person shall be so admitted to a Degree who is or was of less than two years' standing as a member of staff or as an Officer; provided that in the Faculty of Medicine, Dentistry and Health such a Degree shall be conferred only where it is not a registrable qualification.

Ex Officio Degrees shall be conferred after approval by a Joint Committee of the Senate and the Council.

An Ex Officio Degree shall not qualify the holder to become a candidate for a further degree.

3. CONFERMENT OF DEGREES

Unless otherwise determined by Ordinance, all Degrees shall be conferred at a congregation of members of the University to be held for that purpose, at such time and place as the Council may determine, but at least once a year; and Degrees, other than Honorary Degrees, may be conferred upon persons in absentia on conditions approved by the Senate.

General University Regulations

APPLICATION AND INTERPRETATION

1. Unless stated otherwise, these and the following Regulations apply to students in all Faculties, including the International Faculty:

General Regulations for First Degrees;

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates;

General Regulations as to Examinations;

General Regulations as to the Progress of Students;

General Regulations as to Academic Appeals;

General Regulations relating to Student Fitness to Practise;

Regulations as to the Discipline of Students;

Regulations relating to Intellectual Property Rights;

Regulations on the Use of Computing Facilities;

Regulations relating to the Library.

2. In the General Regulations and all other Regulations relating to programmes of study and degrees, unless the context otherwise requires,

“approved” in relation to a unit means one approved as one of those available to a candidate in a particular phase of that programme;

“candidate” means a candidate for the degree or other qualification or one of the degrees or qualifications governed by the Regulation in question;

“candidate without attendance” means a candidate who is a graduate of this University of not less than two years’ standing admitted as a candidate with no requirement of attendance during the programme of study or research;

“credit” means a value assigned to a programme of study or a part of a programme of study or a unit comprised therein;

“date of notification of the first result” means the date of the letter by which the Registrar and Secretary informed the candidate of the result of the first examination;

“days” means working days;

“Department” includes, where appropriate, Centre, Division, School or other academic unit;

“EPSRC Doctoral Training Centre” means a centre providing doctoral training in specific research areas which are funded by the Engineering and Physical Sciences Research Council;

“examination” means a process of assessment (whether by written examination papers, viva voce examinations, written or practical assignments (including placements), continuous assessment of coursework, or other means) which enables the Examiners to return a mark or grade; and “examined” shall be construed accordingly;

“Faculty” means the Faculty (including the Board of Collaborative Studies and any International Faculty) in

which the relevant degree or other qualification is located;

“FHEQ” means the Framework for Higher Education Qualifications in England, Wales and Northern Ireland published by the Quality Assurance Agency;

“full-time student candidate” means a candidate who is a registered student of the University and who is admitted as a candidate with a requirement of full-time attendance at a programme of study or research;

“Head of Department” means the Head or Chairman of the relevant Department (and, where two or more Departments are concerned, the Heads of those Departments) or a person nominated by the Head of Department to act on his or her behalf;

“higher Degree” includes a Postgraduate Diploma and Postgraduate Certificate;

“Hospital Staff candidate” means a candidate who is a member of staff or a research worker in a hospital or centre which is a functional part of one of the Schools of the Faculty of Medicine, Dentistry and Health;

“Integrated Master’s Degree” means the First Degree of MArch, MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MLA, MMath, MPhys or MPlan;

“jointly awarded Degree” means a programme of study or research that is jointly developed, delivered and quality assured by the University of Sheffield in conjunction with one or more partner institutions and leads to a Degree awarded by the University of Sheffield in conjunction with the partner institution(s) to a student who has met, in the case of a programme of study, the University of Sheffield minimum credit threshold, or, in the case of a programme of research, the University of Sheffield’s requirements for research away from the University;

“Level” is to be interpreted in accordance with Regulation 3 below;

“part-time student candidate” means a candidate who is a registered student of the University and who is admitted as a candidate with a requirement of attendance at a programme of study or research which is wholly or mainly part-time;

“prerequisite” means a requirement which a candidate must meet before taking a unit or other part of a programme of study;

“Pro-Vice-Chancellor” means the Pro-Vice-Chancellor of the Faculty, the Chairman of the Board of Collaborative Studies or the Principal of City College or a designate nominated by that person;

“recognised graduate” means holder of a degree awarded by a University, institute or body recognised for the purpose by the Senate;

“Research Fellowship or Independent Research Worker candidate” means a candidate who is *either* the holder of a Research Fellowship specified for this purpose in the regulations for the relevant Degree or Diploma *or* an Independent Research Worker;

“session” means a period of two consecutive semesters beginning with the Autumn Semester;

“special candidate” means a candidate who ceases to fall within the category applicable at the time of admission but desires to complete the programme of study or research;

“unit” means a component of a programme of study in respect of which the Examiners return a grade and which in the case of modular programmes is assigned a value in terms of credits;

“University Staff candidate” means a candidate for a programme of research who is a member of the Academic, Administrative, Clerical, Computer, senior Library, Other Related, Research or Technical Staff of the University, and any International Faculty, and who

- (a) holds an appointment which is either full-time or part-time; *and*
- (b) holds an appointment for the duration of the minimum period of registration (usually two years for the Degree of PhD, two years during the research element of the degrees of DMedSci and EdD, one year for the Degrees of MPhil and LLM, and nine months for the Degree of MMus); *and*
- (c) in the case of a person holding an appointment arising from external finance, is not prevented from becoming a candidate by the terms of the contract between the sponsoring body and the University and any International Faculty or the member of staff concerned;

“unrestricted unit” means a unit offered in any programme of study;

“weighted mean grade” means

- (a) the mean of the grades awarded to a candidate (expressed to one decimal place, 0.05 and higher values being rounded up and values below 0.05 being rounded down), the grades being weighted in proportion to the number of credits assigned to the work to which it relates; and
- (b) in respect of a programme of study
 - (i) (in the case of a candidate commencing Level 2 of a programme of study prior to September 2006) where the Faculty has so decided, a grade awarded at Level 3 or Level 4 has twice or, as the case may be, three times the weight of a grade at Level 2; or
 - (ii) (in the case of a candidate commencing Level 2 of a programme of study in or after September 2006) a grade awarded at Level 3 or Level 4 has twice the weight of a grade awarded at Level 2;

“year” means a period of twelve months.

3. In these Regulations and all other Regulations relating to programmes of study and degrees, “Level” means a phase of a programme of study corresponding to a session of full-time study, provided that

- (a) sessions spent in study at Level 0 are to be ignored in counting sessions for this purpose; and
- (b) a phase of a programme of study intercalated in the programme of study for a Bachelor’s Degree (such as the session spent abroad by certain students in

modern languages) is deemed for this purpose to be a Level corresponding to the session of full-time undergraduate study which immediately follows.

Subject to the above provisions,

“Level 0” means a phase of a programme of study comprising foundation studies to be undertaken before Level 1;

“Level 1” means that phase of a programme of study corresponding to the first session of full-time undergraduate study;

“Level 2” means that phase of a programme of study corresponding to the second session of full-time undergraduate study;

“Level 3” means that phase of a programme of study corresponding to the third session of full-time undergraduate study; and

“Level 4” means, in the case of Integrated Master’s Degrees, that phase of a programme of study corresponding to the fourth session of full-time undergraduate study.

SEMESTERS

4. There shall be two semesters in each academic year, to be known as the Autumn and Spring semesters. A semester shall comprise a period of fifteen weeks.
5. The dates of semesters shall be fixed by the Council on the recommendation of the Senate.

MINIMUM AGE FOR ADMISSION

6. There is no minimum age for admission. Applicants who will be under the age of eighteen at the point of admission will, however, be required to demonstrate that they have the required level of maturity to study in an adult environment and that they have guardianship in the UK.

ACADEMIC REQUIREMENTS FOR ADMISSION¹

7. Before admission an applicant must satisfy the requirements for entry prescribed by the Senate and any particular requirements prescribed by relevant Faculty. An applicant whose mother tongue is not English may be required to pass a test in English.
8. The admission of a person as a candidate for a higher Degree shall be determined by the Senate on the recommendation of the Faculty. Application for admission shall be made through the Head of Department to the Faculty. A person seeking to follow a programme of research for the Degree of PhD or MPhil in which their own creative work would form a significant part of the intellectual enquiry shall set out the form of their intended submission and proposed method of assessment in their application.

¹ Additional Regulations apply for admission to programmes of study in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

ETHICS APPROVAL

9. A person seeking to undertake research which would involve human participants, personal data or human tissue must comply with the University's Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue, and prior to the commencement of the research, must ensure that appropriate ethics approval has been obtained. Any breach of this Regulation may be dealt with under the Regulations as to the Discipline of Students.

DISCLOSURE OF CRIMINAL CONVICTIONS

10. Where admission to or continued registration on a programme is dependent on a disclosure of convictions, any registration shall be regarded as provisional until a disclosure acceptable to the Head of Department has been obtained. Any registration may be revoked in the case of an unacceptable disclosure.

HEALTH REQUIREMENTS

11. Where the Faculty is satisfied, by virtue of a certificate to that effect of the Medical Director in the University Health Service or of another registered medical practitioner, that an applicant's or student's state of health is such that it is not in their interest or that of the University or (in the case of the Faculty of Medicine, Dentistry and Health) of patients with whom there will be contact that the applicant should begin or the student should continue a programme of study, the Faculty may

- (a) at the request of the applicant, grant a deferral of entry for a stated period, which period may be renewed from time to time;
- (b) at the request of the student, grant the student leave of absence for a stated period, which leave of absence may be renewed from time to time;
- (c) require the applicant to defer admission until the Faculty is satisfied that the applicant may begin the programme of study;
- (d) require the student to discontinue the programme of study either permanently or until the Faculty is satisfied that the student may resume.

Before exercising the power under (c) or (d) above, the Faculty shall invite the applicant or student to make any observations in writing and to tender any further medical evidence. Where the circumstances of the case are such that a student required to discontinue a period of study may properly be permitted to transfer to some other programme of study, the Board may permit such transfer on such conditions as it deems appropriate.

12. A student who has been granted leave of absence on medical grounds may only be permitted to return to the University on conditions specified by the Medical Director in the University Health Service or (in the case of students in the Faculty of Medicine, Dentistry and Health) conditions specified by the relevant Occupational Health Service.

13. A student in the Faculty of Medicine, Dentistry and Health who is to have contact with patients in a clinical

setting as part of a programme of study or research is required to have, and to produce on request evidence of, appropriate immunity as agreed between the University and the NHS Trust or other relevant authority.

REGISTRATION

14. No student shall be permitted to attend lectures, classes or examinations or to receive materials issued by the University under distance learning arrangements until fully, provisionally or temporarily registered in accordance with the following Regulations. A registered student shall be issued with a U-Card.

15. On registration, a student must sign a declaration undertaking to observe the Charter, Statutes, Ordinances and Regulations of the University from time to time in force, and to observe the Code of Practice relating to Health and Safety.

16. The Regulations may require or permit a candidate to complete clinical, practical or other placements, or periods of study or research or work experience in other institutions or abroad. During such periods, students may be subject to supervision, disciplinary and health and safety requirements of an institution, agency or body other than the University and, when abroad, to the requirements of a foreign system of law. A student must comply with all such requirements in addition to those of the Statutes, Ordinances and Regulations of the University.

17. A full-time undergraduate student is required to register each session at a time determined by the Registrar and Secretary.

18. A part-time undergraduate student is required to register in each session forming part of the programme of study at a time or times determined by the Registrar and Secretary.

19. A postgraduate student and any student pursuing a programme of study outside Sheffield under Distance Learning arrangements is required to register at the start of the programme of study and annually thereafter at the start of each year forming part of the programme of study at a time or times determined by the Registrar and Secretary.

20. A student following a programme of study validated under the Regulations for Validated Programmes of Study shall comply with such registration procedures as are specified in the Regulations applying to the relevant programme of study.

21. A student shall keep the Registrar and Secretary informed of his or her current address, and any alteration must be communicated to the Registrar and Secretary without delay.

22. A student in the UK subject to immigration regulations shall keep the Registrar and Secretary informed of information relating to their immigration conditions, in accordance with statutory requirements.

DATA PROTECTION

23. It shall be a condition of registration of a student that the student agrees to comply with the terms of any relevant Data Protection legislation, and with the University Statement, Policy, and Guidelines on Data Protection.

FEES²

24. Fees are determined from time to time by the Council, which reserves the right to alter fees at any time.

25. The composition fee falls due at the beginning of each session (or at other appropriate times for students entering later in the session) and payment will be sought from the student or from the institution or body (if any) sponsoring the student. In respect of particular programmes of study, Regulations may provide that the composition fee is payable at the start of the programme of study and in respect of the whole period of the programme of study.

26. Before admission a student must provide satisfactory evidence of ability to pay all academic fees, cover maintenance expenditure and pay other dues. A student who does not provide such evidence may be granted temporary registration by the Registrar and Secretary. A temporary registration shall lapse if the evidence is not provided within three weeks.

27. Except with the express permission of the Registration Panel, neither provisional nor full registration shall be granted for any session to a student who has not paid all monies due to the University from any previous session. Such monies shall include composition fees, accommodation fees and rents and loan repayments.

28. Subject to the preceding Regulation, a student who has completed registration procedures and has paid the composition fee which then falls due or has made arrangements acceptable to the Registrar and Secretary for the planned payment of that fee shall be fully registered.

29. A student who is not able to pay the composition fee or make arrangements acceptable to the Registrar and Secretary for the planned payment of that fee may only be granted provisional registration by the Registrar and Secretary or (on appeal from a decision of the Registrar and Secretary) the Registration Panel. The student shall be given a statement of the payments required as a condition of the provisional registration.

30. A student who is provisionally registered will become fully registered on making the last of the payments required as a condition of the provisional registration. A student who is fully registered may be made provisionally registered if agreed payments are not made.

² Regulations 24-39 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

31. A provisional registration shall lapse if the payments required are not made, unless it is extended or renewed by the Registrar and Secretary or the Registration Panel on conditions agreed with the student.

32. Should the Registrar and Secretary refuse to grant, extend or renew a registration, notice in writing shall be given to the student and the Registration Panel. The student may appeal to the Panel by giving notice in writing to the Chairman. The Panel shall consider the case and may vary, reverse or uphold the earlier decision.

33. The Registration Panel shall consist of a University or Faculty Pro-Vice-Chancellor (or ex Pro-Vice-Chancellor) as Chairman, an Officer of the Union of Students and a member of the Academic, Administrative or Managerial and Professional Staff appointed annually by the Senate.

34. A student who is temporarily or provisionally registered shall not be eligible to receive the emoluments of any fellowship, studentship, scholarship or prize awarded by the University.

35. A student permitted to repeat an examination without attendance at lectures or classes is not required to register under these Regulations but shall not be permitted to attend the examination without completion of an entry form and payment of the prescribed fees by a date determined by the Registrar and Secretary.

36. In the case of a continuing postgraduate student the payment of the appropriate fee is required even if the candidate has completed the minimum period of study or research specified in the relevant Regulations.

37. In the case of the withdrawal from the University of a student, it shall be for the University to decide whether or not to grant any remission of the liability to pay fees.

38. Students considering withdrawing from programmes of study or research to which they have been admitted should consult the Head of Department and seek appropriate advice before leaving the University.

39. The award of any qualification shall be withheld until four weeks after the student has paid all monies due to the University.

ATTENDANCE³

40. Any reference to a programme of study or research implies the attendance of the candidate to pursue that programme in the University or at some place approved in the case of a particular candidature under these Regulations.

41. Except where other provision is made in the relevant Regulations, a full-time student is required to pursue a programme of study in the University

³ Regulations 40-42 apply to students in the Sheffield-based Faculties. Additional Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

throughout the whole of each semester. A student unable to comply with this requirement may seek leave of absence from the Pro-Vice-Chancellor. In case of enforced absence without such leave, a written explanation must be sent to the Pro-Vice-Chancellor as soon as possible. However, an Affiliated Institutions Staff candidate may pursue a programme of research in the Affiliated Institution, a Hospital Staff candidate in the relevant hospital or centre, and a designated college candidate in the designated college.

42. Every student is required (a) to attend punctually and regularly lectures and classes; (b) to complete all written assignments, practical or other coursework; (c) to keep appointments to meet with the candidate's supervisor; and (d) to attend all examinations, as appropriate in each case to the relevant programme of study or research. A candidate who fails to comply with this Regulation may be failed in the examination for, and (in the case of modular programmes) be denied the credits assigned to, the relevant units or other parts of the programme of study or dealt with under the General Regulations as to the Progress of Students.

STUDY FOR OTHER DEGREES

43. Registered study for any other Degree or qualification of any university shall not be undertaken during a programme of study or research without the special permission of the Senate except that a full-time or part-time student candidate may register for the programme of study leading to the Certificate in Higher Education and a full-time student candidate for the Degree of PhD in this University may register for the programme of study leading to the Postgraduate Certificate in Higher Education.

TRANSCRIPTS

44. Where a person has
- (a) completed a programme of study for a Degree, Diploma or Certificate; or
 - (b) requires evidence of credits obtained in the University

the Registrar and Secretary shall, at the request of such a person, provide a Transcript in a form approved by the Senate which shall specify for each unit for which that person registered the Level at which it was offered and its value in terms of credits, and shall certify the grades awarded and the credits (if any) obtained.

General Regulations for First Degrees

SCOPE OF THESE REGULATIONS⁴

1. These Regulations apply, subject to any different provision in the Regulations for a particular programme of study, to all Certificates, Diplomas and Bachelor's Degrees (except those in the province of the Board of Collaborative Studies) and Integrated Master's Degrees, but where any programme of study is designated as a non-modular programme, Regulation 14 and subsequent Regulations shall not apply to that programme.
2. The Senate shall on the recommendation of the Faculty make Regulations providing for one or more programmes of study leading to the award of the Degree.

CONTENT OF PROGRAMMES OF STUDY

3. The Regulations for each programme of study shall specify the units required of or available to candidates at each Level, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a candidate before successful completion of the programme of study. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a candidate is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of Department.
4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
5. Where a Regulation enables or requires a candidate to make a choice, the candidate's choice requires approval. The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a candidate to make a choice between units, for the candidate's choice of units. Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to candidates. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an

unrestricted unit within a programme of study requires the approval only of the Head of the Department offering the unit.

ATTENDANCE OTHER THAN FOR UNIVERSITY QUALIFICATIONS

6. A person, whether or not registered for a programme of study leading to the award of a Degree or other qualification of the University, may be permitted by a Head of Department on payment of the appropriate fee to attend a programme of study in respect of one or more units and take the examination in respect of those units on the basis that any grades and credits awarded may not be taken into account for the purposes of the award of any qualification of the University.
7. A student attending the University under the Erasmus exchange programme shall normally register for 60 credits in each semester attended. Such a student shall normally register for units at the appropriate level of a programme of study offered by the relevant department.

STUDY ABROAD

8. A candidate may be permitted by the Faculty, on the recommendation of the Head of Department, to spend a period of not more than two consecutive semesters at an overseas University under a scheme approved by the Faculty; such a candidate shall pursue courses and take examinations under arrangements approved by the Head of Department.

DEGREES WITH EMPLOYMENT EXPERIENCE

9. A candidate may be permitted to spend one session undertaking an approved placement in employment, the arrangements being subject to the approval of the Head of Department, and for which no grades shall be awarded. Subject to successful completion of the requirements for the programme of study for which the candidate is registered, the Examiners may recommend that a candidate who successfully completes such a placement be awarded the named Degree 'with Employment Experience'.

TRANSFER BETWEEN PROGRAMMES OF STUDY AND FACULTIES

10. A candidate may, with the permission of the Faculty, transfer to another programme of study. The Faculty shall determine in each case the extent to which parts of the original programme already completed by a candidate shall be treated as forming part of the new programme. Where parts of the original programme are so treated the credits and grades (including any fail grades) already obtained by the candidate shall be counted in respect of the new programme. Where parts of the original programme are not so treated, the fact that the candidate has previously taken the relevant units and the grades and credits (if any) awarded shall be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts. A

⁴ Additional Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

transfer from one Faculty to another requires the permission of both Faculties concerned. Permission to transfer shall not imply the waiver of any requirements as to prerequisites.

TIME-LIMITS

11. Except with the permission of the Faculty,
 - (a) a full-time candidate must complete the Final Examination for a Degree within a period two years greater than the minimum required to complete the programme of study; and
 - (b) a part-time candidate must complete the Final Examination for a Degree within a period of nine years from the date of initial registration.

Any period during which the Faculty has granted a candidate leave of absence shall be ignored in calculating the time-limit.

RECOGNITION OF CREDITS AND EXAMINATIONS

12. The Faculty may recognise credits obtained or examinations passed in other institutions as equivalent to credits awarded at Level 1, Level 2 or Level 3 under the Regulations of this University, provided that the work attracting the credits has not been and will not be submitted for any other Degree and that (except in the case of non-modular programmes) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MMath or MPhys may not, without the special permission of the Senate, be awarded to any candidate who has not been awarded at least 180 credits at Level 1, Level 2 or Level 3 under the Regulations of this University, at least 100 of which were at Level 3. "Credits awarded under the Regulations of this University" includes credits obtained in respect of a part of a programme of study which a candidate registered in this University is permitted or required by the Regulations to complete away from the University.

AEGROTAT CASES

13. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing an examination but are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination, they may recommend that the candidate be deemed to have passed the examination and that the candidate be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units shall not be taken into account in determining the class of Degree to be awarded.

14. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing a substantial part of the Final Examination for a Degree, and are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination but that it is impossible to determine the appropriate class in which the candidate should be

placed, they may recommend that the candidate be awarded an Aegrotat Degree.

REGISTRATION FOR PROGRAMMES AND UNITS

15. A candidate shall register for a particular programme of study and for the units the candidate proposes to complete. The programme of study of a full-time student, other than one repeating part of the programme of study at a particular Level, must be to the value of not fewer than 120 credits in a session and of not fewer than 40 credits in any semester. A full-time student may register for more than 120 credits in any one session only with the permission of the Faculty. Where a unit is available at more than one point in the Regulations for a programme of study, a candidate may only register for the unit at one such point.

16. A candidate shall register for units to the value of not fewer than 120 credits at each of Level 2 and Level 3, of which not fewer than 90 credits shall be at FHEQ Level 6 or above. A candidate at Level 4 shall register for units to the value of not fewer than 120 credits. Not fewer than 90 credits of those taken at Levels 3 and 4 shall be at FHEQ Level 7.

17. Except where the Regulations for a programme of study expressly so provide or special permission is given under arrangements approved by the Pro-Vice-Chancellor of the Faculty, a unit which is available at Level 1 of any programme of study may not be taken by any candidate at a subsequent Level.

18. A candidate may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester shall be made only with the permission of the Faculty.

EXAMINATIONS

19. Where a unit is taken in the Autumn or the Spring Semester, an examination shall be held for that unit in the relevant semester. Where a unit is taught over both semesters, an examination shall be held for that unit in the Spring Semester.

20. At Level 0 and Level 1, a second examination in respect of each unit shall be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to candidates who have failed in the first examination.

21. At Level 2 in certain programmes of study determined by the Faculty, a second examination in respect of each unit shall be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to candidates who have failed in the first examination.

22. Where some part of the programme of study carrying a value in terms of credits is not in the form of a unit, the Regulations shall specify the time or times at which the examination is to be held.

AWARD OF CREDITS

23. Subject to the requirements of these Regulations as to attendance, a candidate who satisfies the Examiners in the examination for a unit shall be awarded the credits assigned to that unit.

24. A candidate who has been awarded credits in respect of any unit may not repeat the examination for that unit.

FIRST UNIVERSITY EXAMINATION

25. Within each programme of study there shall be an Examination, referred to in these Regulations as the First University Examination.

Level 1

26. A candidate shall complete units at Level 1 to a total value of not less than 120 credits. For the purposes of this Regulation 'completed units' are those for which a candidate has obtained

- (a) a pass grade or pass outcome;
- (b) a fail grade; *or*
- (c) where formal exemption as a result of previous study has been approved.

A candidate at Level 1 of a programme of study other than one offered by the Institute of Lifelong Learning may not, without the permission of the Head of Department responsible for the candidate's programme of study, take as unrestricted units ACE units to the value of more than 20 credits.

27. A candidate who is awarded 120 credits shall thereby pass the First University Examination. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits and who obtains a grade or grades of not less than 30 in the unit(s) in respect of which credits are not awarded be deemed to have passed the First University Examination. Such a recommendation shall take into account the performance of the candidate in the units in respect of which credits are not awarded and the extent to which the candidate's performance in other units provides compensation for failure in those units, and shall not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

28. A candidate who fails to satisfy the Examiners in respect of any unit at Level 1 may enter for a subsequent examination in respect of the same unit, on one or (subject to the General Regulations relating to the Progress of Students) more occasions. A candidate may re-sit under this Regulation despite having been deemed to have passed the First University Examination at the end of the Spring semester. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

29. The Faculty may permit a candidate who has, at the end of any session, failed to pass the First University Examination to re-commence the programme of study at the following (or a later) session. In such a case, the

fact that the candidate has previously taken any unit and the grades and credits (if any) awarded shall be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts.

FINAL EXAMINATION

30. Within each programme of study there shall be an Examination, referred to in these Regulations as the Final Examination.

31. A candidate shall complete units to a total value of not less than 120 credits at each of Levels 2, 3 and (where applicable) 4. For the purpose of this Regulation 'completed units' are those for which a candidate has obtained

- (a) a pass grade or pass outcome;
- (b) a fail grade; *or*
- (c) where formal exemption as a result of previous study has been approved.

Where the Regulations for a particular programme of study provide for a phase of the programme to be intercalated (for example a session spent abroad in a programme of study in a modern language) a candidate shall in addition complete the requirements of that phase bearing a value in terms of credits prescribed in the relevant programme Regulations.

A candidate at Level 2, 3 or 4 (other than a candidate on a programme of study offered by the Institute of Lifelong Learning) may not take as an unrestricted unit:

- (a) an ACE unit, without the permission of the Head of Department,
- (b) a unit available at Level 1 in any programme of study, unless the programme Regulations expressly so provide or with special permission given under arrangements approved by the Pro-Vice-Chancellor.

Level 2

32. A candidate must have passed the First University Examination before proceeding to Level 2.

33. A candidate who fails to satisfy the Examiners in respect of any unit at Level 2 may enter for a subsequent examination in respect of the unit, on one or (subject to the General Regulations as to Progress of Students) more occasions. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

Level 3

34. A candidate for a Degree other than an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits at Level 2 be permitted to proceed to Level 3. Such a recommendation shall not imply the waiver of any requirements as to prerequisites

involving the award of credits in respect of specified units.

35. A candidate for an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 or who has obtained a weighted mean grade less than 54.5 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits at Level 2 and who obtains a weighted mean grade of not lower than 49.5 be permitted to proceed to Level 3. Such a recommendation shall not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

36. A candidate for a Degree other than an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of any failed unit(s) taken at Levels 2 or 3 on one occasion. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit and shall not be recommended for the award of Honours. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

37. A candidate for an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit(s) on one or more occasions. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

Level 4

38. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits at Level 3 and who obtains a weighted mean grade at Level 3 of not lower than 49.5 be permitted to proceed to Level 4. Such a recommendation shall not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

39. A candidate who fails to satisfy the Examiners in respect of any unit at Level 4 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit on one occasion. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

GRADES FOR UNITS

40. In respect of candidates commencing Level 1 or Level 2 of a programme of study in or after September 2000, the Examiners shall award in respect of each unit a grade expressed as a whole number on the following numerical scale:

70-100	work to a standard appropriate to Class I
60-69	work to a standard appropriate to Class II— Division 1
50-59	work to a standard appropriate to Class II— Division 2
45-49	work to a standard appropriate to Class III
40-44	work of a Pass standard
0-39	work in respect of which the candidate fails

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

In respect of other candidates, reference should be made to Regulation 36 of the Regulations for First Degrees in the Calendar for 2005-06.

CLASSIFICATION OF CANDIDATES

General: for all candidates

41. The class of Degree to be awarded to each candidate shall be recommended to the Faculty by the Examiners. The recommendations shall take into account the performance of the candidate at Level 2, Level 3 and, where applicable, Level 4.

42. In every case, the Examiners shall recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the candidate.

43. A candidate who is awarded the required number of credits at Levels 2 and 3, but to whom the Examiners do not recommend the award of Honours shall be recommended for the award of a Pass degree.

44.

(i) The Examiners may recommend that a candidate for a Degree other than an Integrated Master's Degree who is awarded not fewer than 200 credits at Levels 2 and 3, of which not fewer than 90 credits are at FHEQ Level 6 or above, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the candidate has obtained a weighted mean grade of not less than 39.5 in the Examination as a whole. The Examiners may, having regard to the following Regulations, recommend the award of Honours to such a candidate. A candidate who is awarded not fewer than 200 credits at Levels 2 and 3 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Pass Degree.

(ii) The Examiners may recommend that a candidate for an Integrated Master's Degree who is awarded not fewer than 320 credits at Levels 2 and 3 and 4, of which not fewer than 90 credits of those taken at Levels 3 and 4 are at FHEQ Level 7, and to whom

the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the candidate has obtained a weighted mean grade of not less than 49.5 in the Examination as a whole. A candidate who is awarded not fewer than 320 credits at Levels 2, 3 and 4 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Bachelor's Degree, with or without Honours.

45. The Examiners may in their discretion, but only with the specific concurrence of the External Examiner, recommend that a candidate who is awarded not fewer than 180 credits at Levels 2 and 3 (or 280 credits at Levels 2, 3 and 4), and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination, but shall not recommend the award of Honours to such a candidate.

For candidates commencing Level 2 of a programme of study in or after September 2006

46. In the case of a candidate commencing Level 2 of a programme of study in or after September 2006, a grade awarded at Level 3 or Level 4 has twice the weight of a grade awarded at Level 2.

47. In the case of a candidate commencing Level 2 of a programme of study in or after September 2006, the Examiners for each programme of study shall adopt the method set out in the following Regulations.

Calculations

48. The Examiners shall have regard to the outcome of the following Calculations, which shall in each case be either a class or a borderline to a higher class.

49. **Calculation 1** (the weighted mean grade) is made in accordance with the following principles

- (a) where a candidate's weighted mean grade is of a value indicated in the first column, the outcome of Calculation 1 shall be the corresponding class indicated in the second column

69.5 or higher	Class I
59.5 or higher	Class II—Division 1
49.5 or higher	Class II—Division 2
44.5 or higher	Class III
39.5 or higher	Pass

- (b) (For candidates commencing Level 3 or Level 4 of a programme of study in September 2010) where a candidate's weighted mean grade falls within the band indicated in the first column, the outcome of Calculation 1 shall be the borderline to the corresponding class indicated in the second column

67.0-69.4	Class I
57.0-59.4	Class II—Division 1
47.0-49.4	Class II—Division 2
43.5-44.4	Class III
37.0-39.4	Pass

- (c) (For candidates commencing Level 1 or Level 2 of a programme of study in or after September 2010) where a candidate's weighted mean grade falls within the band indicated in the first column, the outcome of Calculation 1 shall be the borderline to

the corresponding class indicated in the second column

68.0-69.4	Class I
58.0-59.4	Class II—Division 1
48.0-49.4	Class II—Division 2
43.5-44.4	Class III
38.0-39.4	Pass

50. **Calculation 2** (the distribution of grades) is made in accordance with the following principles

- (a) where the best half of a candidate's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 shall be the corresponding class indicated in the second column

69.5 or higher	Class I
59.5 or higher	Class II—Division 1
49.5 or higher	Class II—Division 2
44.5 or higher	Class III
39.5 or higher	Pass

- (b) where the best five twelfths of a candidate's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 shall be the borderline to the corresponding class indicated in the second column above.

Classifications

51. In recommending the class of degree to be awarded to each candidate, the Examiners shall take into account the outcomes of Calculations 1 and 2 in accordance with the following principles

- (a) where one Calculation places the candidate in one class and the other Calculation places the candidate in either the same class or the borderline to the same class, the candidate shall normally be recommended for the award of a degree of that class;
- (b) where one Calculation places the candidate in one class, and the other Calculation places the candidate in the borderline to the class immediately above, the candidate shall normally be recommended for the award of a degree of the lower class;
- (c) where one Calculation places the candidate in one class, and the other Calculation places the candidate in the class immediately below, the candidate shall be considered as being in the borderline to the higher class, and the class of the degree to be recommended by the Examiners shall normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;
- (d) where both Calculations place the candidate in the same borderline, the class of the degree to be recommended by the Examiners shall normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;
- (e) where one Calculation places the candidate in one class, or borderline to a class, and the other Calculation places the candidate in another class, or borderline to a class, neither immediately above nor below, the Examiners shall recommend the

classification which, having regard to all the evidence before them, best reflects the overall performance of the candidate.

52. In the case of a candidate for the Degree of MBiolSci, MBiomedSci, MChem, MEng, MEnvSci, MMath or MPhys who is being considered for the award of a Bachelors Degree, the recommendation of the Examiners as to the class of Degree to be awarded shall take into account the performance of the candidate at Level 2 and Level 3.

For candidates commencing Level 2 of a programme of study in or after September 2000

53. In the case of a candidate commencing Level 2 of a programme of study in or after September 2000, the Examiners for each programme of study shall, in carrying out their task, adopt one of Methods A and B set out in the following Regulations as the primary determinant of the appropriate classification. The Examiners may also take into account the effect of adopting the other Method. That effect must be taken into account where a significant proportion of the programme of study consists of units taught in Departments or Faculties where the other Method would be applied by the Examiners. The practice to be followed under this Regulation for a programme of study shall be published to candidates following that programme.

Method A

54. The Examiners shall take into account the weighted mean grade in accordance with the following principles:

- (a) where the weighted mean grade is of a value indicated in the first column, the candidate shall normally be placed in a class not lower than that indicated in the second column:

69.5 or higher	Class I
59.5 or higher	Class II—Division 1
49.5 or higher	Class II—Division 2
44.5 or higher	Class III
39.5 or higher	Pass

- (b) where the weighted mean grade falls within the band indicated in the first column, the Examiners shall give consideration to placing the candidate in the class indicated in the second column:

68.0-69.4	Class I
58.0-59.4	Class II—Division 1
48.0-49.4	Class II—Division 2
44.0-44.4	Class III
38.0-39.4	Pass

Method B

55. The Examiners shall take into account the distribution of grades in accordance with the following principles:

- (a) the grades received for a candidate shall be converted so that a grade falling within the band indicated in the first column is represented by the number of points indicated in the second column:

70 or higher	5
60-69	4
50-59	3
45-49	2

40-44	1
0-39	0

- (b) where the weighted mean of the points so obtained is of a value indicated in the first column, the candidate shall normally be placed in a class not lower than that indicated in the second column:

4.5 or higher	Class I
3.5 or higher	Class II—Division 1
2.5 or higher	Class II—Division 2
1.5 or higher	Class III

- (c) where the weighted mean of the points so obtained falls within the band indicated in the first column, the Examiners shall give consideration to placing the candidate in the class indicated in the second column:

4.33-4.49	Class I
3.33-3.49	Class II—Division 1
2.33-2.49	Class II—Division 2
1.33-1.49	Class III

SUBSTITUTION OF UNITS

56. A candidate entitled under the above Regulations to enter for a subsequent examination at any Level may, with the permission of the Faculty, substitute another unit for that in respect of which the candidate has failed to satisfy the Examiners. Except at Level 1, a candidate satisfying the Examiners in the examination for the substituted unit or other part will be awarded a bare pass grade in that examination. Permission to make a substitution under this Regulation shall not increase the number of occasions on which a candidate may enter an examination.

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

SCOPE OF THESE REGULATIONS

1. These Regulations apply to
 - the Degree of PhD in all Faculties
 - the Degree of PhD with Integrated Studies
 - the Degree of EdD
 - the Degree of DBA
 - the Degree of DClinPsy
 - the Degree of DDSc
 - the Degree of DEdCPsy
 - the Degree of DEdPsy
 - the Degree of DMedSci
 - the Degree of EngD
 - the Degree of MD
 - Master's Degrees in all Faculties (except Integrated Master's Degrees)
 - Postgraduate Diplomas in all Faculties
 - Postgraduate Certificates in all Faculties.
2. These Regulations are subject to provisions relating to a specific higher Degree, provided that where any programme of study is designated as a non-modular programme, Regulations 14 to 20 shall not apply to that programme.

MINIMUM QUALIFICATIONS FOR ADMISSION AS A CANDIDATE

3. A person may be admitted as a candidate who
 - (a) is a recognised graduate and who has attained a standard at least equivalent to that of a good Honours Degree in a subject related to that of the proposed programme of study or research; *or*
 - (b) has passed a qualifying examination in such a subject at a standard equivalent to Level 3 and at a time and subject to such conditions (which may include attendance for an appropriate programme of study) as may be prescribed by the Faculty; *or*
 - (c) has been deemed qualified for admission as a candidate by the Faculty; *or*
 - (d) being a candidate for a Postgraduate Diploma, is permitted by the Faculty to transfer to candidature for a Master's Degree in the same subject.

SPECIAL CANDIDATES

4. Where a candidate ceases to fall within the category applicable at the time of admission but desires to complete the programme of study or research, the candidate may be permitted to do so as a special candidate under conditions approved in each case by the Senate, other than those admitted under a remote location scheme approved by the Senate.

Regulations for Higher Degrees by coursework (or coursework and dissertation)

5. The following Regulations apply to the Degree of EdD, the Degree of DEdPsy, the Degree of DEdCPsy,

the Degree of PhD with Integrated Studies, the Degree of DMedSci, the Degree of EngD and to all Master's Degrees and Postgraduate Certificates and Postgraduate Diplomas except

- (a) those listed in Regulation 29;
- (b) Integrated Master's Degrees; and
- (c) those in the province of the Board of Collaborative Studies.

PROGRAMMES OF STUDY

6. For each higher Degree by coursework (or by coursework and dissertation), the Senate shall on the recommendation of the Faculty make Regulations providing for one or more programmes of study leading to the award of the Degree.

7. The Regulations for each programme of study shall specify the units required of or available to candidates, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a candidate before successful completion of the programme of study. Where the Regulations for a modular programme of study require a dissertation, the dissertation shall be assigned a value of not more than 90 credits. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a candidate is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of Department.

8. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.

9. Where a Regulation enables or requires a candidate to make a choice, the candidate's choice requires approval. The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a candidate to make a choice between units, for the candidate's choice of units. Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to candidates. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an unrestricted unit within a programme of study requires

the approval only of the Head of the Department offering the unit.

10. A candidate may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester shall be made only with the permission of the Faculty.

RECOGNITION OF CREDITS AND EXAMINATIONS

11. The Faculty may recognise credits obtained or examinations passed in other institutions as equivalent to credits awarded under the Regulations of this University, provided that the work attracting the credits has not been and will not be submitted for any other degree and that a higher Degree may not, without the special permission of the Senate, be awarded to any candidate who has not been awarded

- (a) in the case of Degrees wholly awarded by the University, at least one-half of the required number of credits under those Regulations;
- (b) in the case of Degrees wholly awarded by the University in respect of a programme of study that is jointly developed and delivered in conjunction with one or more partner institutions, at least one-third of the required number of credits under those Regulations;
- (c) in the case of jointly awarded Degrees, at least one-third of the required number of credits under those Regulations;
- (d) in the case of jointly awarded Postgraduate Diplomas, at least one-half of the required number of credits under those Regulations.

“Credits awarded under the Regulations of this University” includes credits obtained in respect of a part of a programme of study which a candidate registered in this University is permitted or required by the Regulations to complete away from the University.

AEGROTAT CASES

12. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing an examination but are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination, they may recommend that the candidate be deemed to have passed the examination and that the candidate be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units shall not be taken into account in determining the candidate's eligibility for the award of merit or distinction.

13. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing a substantial part of the Examination for a Degree, and are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination, they may recommend that the candidate be awarded an Aegrotat Degree.

MINIMUM PERIOD OF STUDY

14. The programme of study and research for a Master's Degree by coursework (or coursework and dissertation) shall be not less than one year for a full-time candidate and not less than two years for a part-time candidate.

GRADES

15. The Examiners shall award in respect of each unit or other part of the programme of study a grade expressed as a whole number on the numerical scale set out in Regulation 39 of the General Regulations for First Degrees, provided that a grade of 50 shall indicate work of a standard to pass.

AWARD OF CREDITS

16. A candidate who satisfies the Examiners in the examination for a unit or other part of a programme of study shall be awarded the credits assigned to that unit or other part

17. A candidate who has been awarded credits in respect of any unit or other part of the programme of study may not repeat the examination for that unit or other part.

CREDITS REQUIRED FOR A MASTER'S DEGREE OR POSTGRADUATE DIPLOMA OR CERTIFICATE

18. A candidate who is awarded 180 credits shall thereby pass the Examination for a Master's Degree. Where the Regulations for a Master's Degree make provision for a related Postgraduate Diploma or Postgraduate Certificate, a candidate who is awarded 120 credits shall be eligible for the award of the Postgraduate Diploma, and a candidate who is awarded 60 credits shall be eligible for the award of the Postgraduate Certificate.

19. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 165 credits be deemed to have passed the Examination for a Master's Degree, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded, this calculation to include all units.

20. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 105 credits be deemed to have passed the Examination for a Postgraduate Diploma, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded. In the case of a candidate for a Master's degree who is being considered for the award of a Postgraduate Diploma or Postgraduate Certificate, calculation of the average grade shall exclude the dissertation grade.

DISTINCTIONS AND MERITS

21. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate registered for a Master's degree, such that

- (a) a candidate who obtains a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 90 credits may be recommended for the award of the Degree with distinction; *and*
- (b) a candidate who obtains a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 90 credits may be recommended for the award of the Degree with merit.

22. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate registered for a Postgraduate Diploma, such that

- (a) a candidate who obtains a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with distinction; *and*
- (b) a candidate who obtains a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with merit.

23. The Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the candidate notwithstanding Regulations 21 and 22 above.

DISSERTATIONS

24. Where a programme of study includes a dissertation, the dissertation shall be of a length and be presented in typed form not later than the time prescribed by the Head of Department.

25. A candidate shall state in the dissertation the sources from which the information it contains is derived and the extent to which the candidate has made use of the work of others.

26. A candidate may not submit a dissertation a substantial part of which consists of material which has been submitted for any other Degree or qualification.

FAILURE

27. A candidate who fails to satisfy the Examiners in respect of any unit or other part of the programme of study (including the dissertation if any) and who has not been recommended for the award of a Master's Degree or a Postgraduate Diploma may (subject to the Regulations for the particular programme of study and to the General Regulations as to the Progress of Students) enter for a subsequent examination in respect of the unit or submit a revised dissertation on one occasion only. A candidate satisfying the Examiners in

a subsequent examination or in respect of a revised dissertation will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

The Faculty may prescribe conditions to be satisfied by the candidate, and in the absence of any other provision, the re-examination or re-submission shall be within one year of the notification of the first result.

TIME-LIMITS AND EXTENSIONS

28. Except with the permission of the Faculty, or where the Regulations for a particular programme of study provide otherwise

- (a) a full-time candidate must complete the programme of study for a Master's Degree within a period one year greater than the minimum required to complete the programme of study; and
- (b) a part-time candidate must complete the programme of study for a Master's Degree within a period of two years greater than the minimum required to complete the programme of study.

Any period during which the Faculty has granted a candidate leave of absence shall be ignored in calculating the time-limit.

Applicable time-limits for full-time and part-time candidates may, for good reason, be extended by not more than one year by the Faculty and, in exceptional cases, by a further period by the Senate on the recommendation of the Faculty. In any case in which the Faculty refuses to extend or recommend the extension of a time-limit, the Senate shall consider the case (including the views of the Faculty) and may grant the extension.

Regulations for Higher Degrees by Research

SCOPE OF THESE REGULATIONS

29. Regulations 29 to 54 apply to
- the Degree of PhD in all Faculties
 - the Degree of PhD with Integrated Studies (in respect of the programme of research and thesis)
 - the Degree of PhD undertaken in an EPSRC Doctoral Training Centre
 - the Degree of EdD (in respect of the thesis)
 - the Degree of DBA
 - the Degree of DCLinPsy
 - the Degree of DDSc
 - the Degree of DEDPsy (in respect of the thesis)
 - the Degree of DEDCPsy (in respect of the thesis)
 - the Degree of DMedSci (in respect of thesis)
 - the Degree of EngD
 - the Degree of MD
 - the Degree of MPhil in all Faculties
 - the Degree of MSc(Res) (in respect of the research project)
 - the Degree of LLM by research
 - the Degree of MMus by research.

SUPERVISORS

30. One or more Supervisors shall be appointed by the Senate on the recommendation of the Faculty for each candidate except a candidate without attendance, a Research Fellowship or an Independent Research Worker candidate. A Supervisor may be appointed for a Research Fellowship or Independent Research Worker candidate. At least one Supervisor shall be a member of the Academic Staff of the University.

RESEARCH AWAY FROM THE UNIVERSITY

31. Subject to Regulation 35, a full-time or part-time student candidate may be permitted by the Senate on the recommendation of the Faculty to pursue the whole or part of the programme of research at a specified place away from the University where the topic of the proposed research is in accord with the research interests of the department concerned. In the case of a candidate to whom this Regulation applies, a report on the progress of the research shall be submitted annually by the Supervisor to the Faculty and shall include a statement that the provisions of these Regulations continue to be met.

32. Subject to Regulation 35, a part-time student candidate for the Degree of MPhil or PhD may be permitted by the Senate on the recommendation of the Faculty to pursue the whole of the programme of research away from the University in accordance with the terms of a remote location scheme approved by the Senate, being a scheme under which the University provides research training and supervision for candidates drawn from the staff or membership of an organisation designated in the scheme.

33. Subject to Regulation 35, a Hospital Staff candidate may be permitted by the Senate on the recommendation of the Faculty to spend a limited period pursuing the programme of research at a specified place away from the University (or in the case of a Hospital Staff candidate, the hospital or centre).

34. Permission may only be granted under Regulations 31, 32 or 33 if

- (a) the proposed place of research is appropriate; and
- (b) the research remains under the continual supervision of the University; and
- (c) the Supervisor has the authority and the facilities for visiting the place of research so that the supervision is positive and effective.

The Senate may appoint an additional Special Supervisor to cover the period away from the University.

THESES

35. A candidate for a Higher Degree by Research shall, on the completion of the programme of research:

- (a) present a thesis containing the results of the candidate's research and showing the sources from which the information it contains is derived and the extent to which the candidate has made use of the work of others; *and*

- (b) pass an oral examination in matters relevant to the subject of the thesis.

At the oral examination, no person other than the candidate and the Examiners may be present except with the agreement of those persons.

36. The language of the thesis shall be English. Exceptionally, and with the permission of the Faculty, a candidate may present their thesis in a language other than English where this is of demonstrable significance to the impact and dissemination of the research.

37. Where the programme of research for a higher Degree leads to the production of material additional to the thesis, such as creative work or supporting material submitted on electronic media, the thesis shall clearly present the additional material in its relevant theoretical, historical, critical or design context and shall be accompanied by a permanent record of the additional material, where practicable, bound with the thesis.

38. A candidate for the Degree of PhD, PhD with Integrated Studies, EdD, DBA, DClinPsy, DDS, DEdPsy, DEdCPsy, DEng or MD shall additionally satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.

39. A candidate in Music for the Degree of PhD or MPhil in the Faculty of Arts may

- (a) supplement a thesis in the area of music performance practice with a public instrumental or vocal recital illustrating aspects of the thesis; *or*
- (b) in place of a thesis, offer a portfolio of original compositions with accompanying commentary not exceeding 10,000 words in length, and satisfy the Faculty that the compositions show coherence, invention and originality in a variety of extended structures; *or*
- (c) in the case of a candidate for the Degree of PhD, submit a portfolio of creative music technology research and accompanying thesis of 30,000 – 40,000 words contextualising the research within a critical artistic and/or technological perspective.

In the case of a candidate electing to proceed under this Regulation, any reference to a thesis includes a thesis as supplemented by a recital or a portfolio of original compositions.

40. A thesis may not be presented before the completion of the minimum period of the programme of research specified in the Regulations for the relevant Degree, unless otherwise stated in the Regulations for the relevant Degree.

41. A candidate in Practical Drama for the Degree of PhD or MPhil in the Faculty of Arts may

- (a) in the case of a candidate for the Degree of MPhil, submit a practical component as part of the thesis, accompanied by a written commentary of 8,000 words, which contextualises the project and includes a retrospective critical analysis of the process and outcomes;

- (b) in the case of a candidate for the Degree of PhD, submit a practical component as part of the thesis, accompanied by a written commentary of 30-40,000 words. The practical component must demonstrate a high level of performance skill and involve a research inquiry. The written component will contextualise the project, offering a retrospective analysis of the process and outcomes, and reflecting on the chosen research methodologies and production processes and the relation between them. The thesis will be supplemented by a permanent record of the research process, which may include electronic media, drawings and photographs.

In the case of a candidate electing to proceed under this Regulation, any reference to the thesis includes a thesis supplemented by a practical component.

42. A candidate for a Master's Degree in the Faculty of Engineering may present a design study accompanied by a critical discussion in place of the thesis.

43. A candidate may not submit a thesis a substantial part of which consists of material which has been submitted for any other Degree or qualification. This shall not apply so as to preclude the inclusion of material submitted in part satisfaction of the requirements for the Degree of MSc(Res) or as part of the Research Training Programme.

44. A candidate shall include in the thesis

- (a) a declaration concerning access to and reproduction of the thesis;
- (b) a summary, not exceeding 300 words in length, which may be drawn up in consultation with the Supervisor.

45. Two hard copies of the thesis must be submitted to the Registrar and Secretary. An identical third copy must also be provided in electronic format, preferably on CD, and shall be retained by the University as a Master copy, pending the outcome of the examination. The hard copies shall be properly bound using the University Print Service's binding service or equivalent. When a thesis has been approved following examination, one properly bound copy shall be deposited in the University Library. Students who registered from 2008-09 onwards are additionally required to submit an identical copy of the final bound thesis in electronic format, in accordance with the University's procedures for e-theses.

46. The award of any qualification shall be withheld until a hard and/or electronic copy (as directed by the University) of the final version of the thesis following examination is submitted to the Registrar and Secretary.

MINIMUM PERIOD OF STUDY

47. The programme of research for a Master's Degree by Research shall be not less than one year for a full-time candidate and not less than two years for a part-time candidate.

TIME-LIMITS AND EXTENSIONS

48. Time-limits for the presentation of theses shall be calculated from the date of the candidate's initial registration at the commencement of the programme of research.

49. A University Staff candidate may apply for admission as a candidate at any time within one year after the commencement of the programme of research.

50. If, on the recommendation of the Examiners, a candidate is required to submit a revised thesis, such submission shall be within one year of the date of notification of the first result.

51. Applicable time-limits, including that set by the preceding Regulation, may, for good reason, be extended for one year by the Faculty and by a second year (and, in exceptional cases, by a further period) by the Senate on the recommendation of the Faculty. In any case in which the Faculty refuses to extend or recommend the extension of a time-limit, the Senate shall consider the case (including the views of the Faculty) and may grant the extension.

EXAMINERS

52. At least two Examiners shall be appointed to report to the Faculty on the thesis and oral examination. At least one Examiner shall be an External Examiner. Prior to appointment an Examiner shall declare any conflict of interest with respect to the candidate or their research project. The following special provisions apply to particular categories of candidate:

- (a) in the case of a University Staff candidate or a Research Fellowship or Independent Research Worker candidate, at least two External Examiners shall be appointed;
- (b) in the case of a University Staff candidate holding a non-established appointment arising from external financing, one Examiner may be a member of the Academic Staff of the University other than the grant-holder; at the discretion of the Pro-Vice-Chancellor, the grant-holder may be appointed as an additional Examiner.

FAILURE

53. A candidate for a Master's Degree or for the Degree of DClinPsy who fails to satisfy the Examiners may be permitted, on the recommendation of the Examiners, to present a revised thesis, or take a further oral examination, or both.

54. A candidate for the Degree of PhD, PhD with Integrated Studies, EdD, DBA, DDDSc, EngD or MD who fails to satisfy the Examiners may, on the recommendation of the Examiners:

- (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; or
- (b) be awarded instead a Master's Degree; or
- (c) be permitted to become instead a candidate for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the

Examiners, take a further oral examination for the Master's Degree.

Regulations for the Degree of PhD in all Faculties

1. A person may be admitted as a candidate in one of the following categories:

- full-time student candidate;
- part-time student candidate;
- University Staff candidate;
- Hospital Staff candidate;
- Research Fellowship or Independent Research Worker candidate.

2. The Senate may permit a candidate for a Master's Degree by research in any Faculty to become instead a candidate for the Degree of PhD and may recognise as part of the period of research for the Degree of PhD some or all of the time spent as a candidate for the Master's Degree.

3(a) (For candidates who commenced the programme of study and research before September 2010)

A full-time student candidate may not be awarded the Degree of PhD unless the candidate has been awarded a total of *forty-five* credits or *forty-five* less exemptions in respect of units prescribed in the Regulations for the Research Training Programme. A person may not be admitted as a full-time student candidate (or be permitted to transfer to that status from candidacy for a Master's Degree) unless (a) the candidate has taken units from those prescribed in the Regulations for the Research Training Programme and has been awarded at least *twenty* credits in respect of such units or *twenty* less exemptions; or (b) in exceptional circumstances, the candidate who has not yet satisfied that requirement is admitted (or permitted to transfer) subject to such condition as to satisfaction of that requirement by a specified date as the Senate may impose. The candidate may be exempted by the Senate from the whole or part of the requirements of this Regulation on account of credits awarded in another institution or of the candidate's previous study and/or experience, or in other exceptional circumstances.

3(b) (For candidates commencing the programme of study and research in or after September 2010)

Candidates will be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

RECOGNITION OF ATTENDANCE AT OTHER INSTITUTIONS

4. The Senate may recognise as part of the period of research for the Degree of PhD other time already spent in another institution by a candidate under approved supervision on research relevant to the subject of the thesis, provided that:

- (a) the work done during that time has been approved by the Faculty as of sufficiently high standard; *and*
- (b) the work has not been and will not be submitted for any other Degree; *and*

- (c) the remaining period of research is at least two years.

PERIOD OF STUDY, REGISTRATION AND TUITION FEE PAYMENT

5. The programme of research shall be pursued for not less than the following periods:

- (a) full-time student candidates, two years in the case of the holder of a Bachelor's Degree with Honours or an equivalent qualification, or a Master's Degree, or (with the permission of the Senate) the Degrees of MB, ChB, and three years in all other cases, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period;
- (b) part-time student candidates, four years (provided that the Faculty may require a particular candidate to spend some part of this period in full-time work in the University on the research topic); (c) University Staff candidates, a period not less than two years determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so the total time devoted to the research shall not be less than that required of a full-time student candidate (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 5(a) applies);
- (d) Hospital staff candidates, a period of not less than two years determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research and so the total time devoted to the research shall not be less than that required for a full time candidate;
- (e) Research Fellowship or Independent Research Worker candidates, two years in the case of the holder of a Bachelor's Degree with Honours or an equivalent Degree, or a Master's Degree, or (with the permission of the Senate) the Degrees of MB, ChB, and three years in all other cases, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period.

6. The normal period of registration and tuition fee payment shall be as follows:

- (a) full-time student candidates, three years;
- (b) part-time student candidates, six years;
- (c) University Staff candidates, two years (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 6(a) applies);
- (d) Hospital Staff candidates, six years;

- (e) Research Fellowship or Independent Research Worker candidates, three years.

TIME LIMITS

7. The time-limit for the presentation of the thesis shall be as follows:
- (a) full-time student candidates, four years;
 - (b) part-time student candidates, eight years;
 - (c) University Staff candidates, eight years; (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 7(a) applies);
 - (d) Hospital Staff candidates, eight years;
 - (e) Research Fellowship or Independent Research Worker candidates, four years.

SUPERVISION

8. In the case of a part-time student candidate (other than one admitted under a remote location scheme approved by the Senate), the supervision of the candidate shall be personal and not by correspondence only. The candidate shall meet the Supervisor at such frequent and regular intervals as the Faculty may direct. A report on the progress of the research shall be submitted annually by the Supervisor through the Faculty to the Senate.

Regulations for the Degree of PhD with Integrated Studies

1. A person may be admitted in the following category:
full-time student candidate
2. The programme of study and research shall be pursued for not less than four years.
3. A candidate shall be admitted as a candidate for a Master's Degree approved for this purpose and pursue the programme of study for not less than one year.
4. A candidate who after completing the minimum period of study has obtained not less than *one hundred and twenty* credits may be permitted to become additionally a candidate for the Degree of PhD with Integrated Studies (in the case of a candidate commencing the programme of study and research before September 2010) or a candidate for the Degree of MPhil with Integrated Studies (in the case of a candidate commencing the programme of study and research in or after September 2010). Such a candidate shall
- (a) pursue a programme of research for not less than three years, and present a thesis for examination in accordance with the Regulations for Higher Degrees by Research;
 - (b) successfully complete the departmental upgrading process before progressing to the third year of study (in the case of a candidate commencing the programme of study and research before September

2010) and additionally (in the case of a candidate commencing the programme of study and research in or after September 2010) before becoming a candidate for the Degree of PhD;

- (c) obtain a total of not less than *forty-five* credits (or *forty-five* less exemptions) in respect of Research Training units prescribed by the Head of Department (in the case of a candidate who commenced the programme of study and research before September 2010), or undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme (in the case of a candidate commencing the programme of study and research in or after September 2010); and
 - (d) complete satisfactorily such of the additional non-credit-bearing requirements of the Regulations for the relevant programme as are specified to be met in the relevant year.
5. The time-limit for the Master's Degree shall be two years. The time-limit for the presentation of the thesis for the Degree of PhD with Integrated Studies shall be five years from initial registration as a candidate for the Master's Degree.
6. A candidate who completes the requirements of the programme of study and research for the Master's Degree may be awarded that Degree and a candidate who completes the requirements of Regulation 4 may also be awarded the Degree of PhD with Integrated Studies.
7. The following programmes of study and research are specified for the purposes of Regulation 3 above.
- AAPT90 ARCHAEOMATERIALS (MSc)
(FACULTY OF ARTS AND HUMANITIES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Archaeomaterials only)
- ACST90 CONTROL SYSTEMS (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Control and Systems Engineering only)
- ARCT190 SUSTAINABLE ARCHITECTURAL STUDIES (MArchStudies) (FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Sustainable Architectural Studies only)
- ARCT134 SUSTAINABLE ARCHITECTURE AND COMPUTER AIDED ENVIRONMENTAL DESIGN (MSc)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Sustainable Architecture and Computer Aided Environmental Design only)
- ARCT135 URBAN DESIGN (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Urban Design only)

ARCT136 ARCHITECTURAL DESIGN (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Architectural Design only)

ARCT137 CONSERVATION AND REGENERATION (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Conservation and Regeneration only)

ARCT138 DESIGNING LEARNING ENVIRONMENTS (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Designing Learning Environments only)

BMST02 STEM CELL AND REGENERATIVE MEDICINE (MSc)
(FACULTY OF SCIENCE)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Biomedical Science only)

CHMTXX MOLECULAR SCALE ENGINEERING (MSc) (FACULTY OF SCIENCE)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Molecular Scale Engineering only)

CIVT90 ENVIRONMENTAL MANAGEMENT OF URBAN LAND AND WATER (MSc(Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT91 EARTHQUAKE AND CIVIL ENGINEERING DYNAMICS (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT95 CONCRETE ENGINEERING (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT96 STEEL CONSTRUCTION (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT97 STRUCTURAL ENGINEERING (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

COMT90 ADVANCED COMPUTER SCIENCE (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate of the Degree of PhD with Integrated Studies in Computer Science only)

CPET90 ENVIRONMENTAL AND ENERGY ENGINEERING (MSc(Eng))
(FACULTY OF ENGINEERING)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

EDUT118 EDUCATION POLICY AND PRACTICE (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Education Policy and Practice only)

GEMT93 MOLECULAR AND GENETIC MEDICINE (MSc)
(FACULTY OF MEDICINE, DENTISTRY AND HEALTH)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

HART90 PUBLIC HEALTH (MPH)
(FACULTY OF MEDICINE, DENTISTRY AND HEALTH)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Public Health or the Degree of PhD with Integrated Studies in Health Sciences Research only)

MATT91 ADVANCED METALLURGY (MMet)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

MATT92 AEROSPACE MATERIALS (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Advanced Materials Science only)

MATT93 CERAMIC SCIENCE AND ENGINEERING (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

MATT94 POLYMER AND POLYMER COMPOSITE SCIENCE AND ENGINEERING (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

MATT95 WASTE IMMOBILISATION (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Waste Immobilisation only)

PAST90 STATISTICS (MSc)
(FACULTY OF SCIENCE)
(For initial registration of a candidate of the Degree of PhD with Integrated Studies in Probability and Statistics only)

PHYT90 NANOSCALE SCIENCE AND TECHNOLOGY (MSc)
(FACULTY OF SCIENCE) (Joint programme with the University of Leeds). (For initial registration of a candidate for the degree of PhD with Integrated Studies in Nanoscale Science and Technology only)

PHYT91 STUDIES AT THE LIFE SCIENCE/PHYSICAL SCIENCES INTERFACE (MSc)

(FACULTY OF SCIENCE)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

POLT90 RESEARCH METHODS IN POLITICS AND INTERNATIONAL RELATIONS (MA)

(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Politics only)

TRPT90 PLANNING RESEARCH AND THEORY (MA)

(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in City, Society and Planning only)

Regulations for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre

1. A person may be admitted as a full-time student candidate.
2. The programme of study and research shall be pursued for not less than three years.
3. A candidate shall be admitted initially as a candidate for the Degree of MPhil leading to PhD or as a candidate for a Postgraduate Diploma.
4. A candidate admitted initially for a Postgraduate Diploma approved for this purpose and who has obtained not less than *one hundred and twenty* credits may be permitted to become instead
 - (a) a candidate for the Degree of MPhil leading to PhD; and where applicable also
 - (b) a candidate for an appropriate Postgraduate Diploma in professional skills, as specified in the Regulations for the relevant EPSRC Doctoral Training Centre.
5. A candidate for the Degree of MPhil leading to PhD and, where applicable also for the appropriate Postgraduate Diploma in professional skills shall
 - (a) pursue the programme of research for not less than three years on a full-time basis; and
 - (b) pursue the appropriate Postgraduate Diploma in professional skills on a part-time basis; and
 - (c) successfully complete the relevant departmental upgrading procedure before progressing to the third year of study and becoming a candidate for the Degree of PhD; and
 - (d) present a thesis for examination in accordance with the General Regulations for Higher Degrees by Research.
6. A candidate who successfully completes the requirements of the programme of study and research for the Degree of PhD may be awarded that Degree, and a candidate who successfully completes the requirements of the programme of study for the appropriate Postgraduate Diploma in professional skills may be awarded that Diploma.

7(a) For candidates who commenced the programme of study and research before September 2010

A candidate for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre shall complete either an appropriate Postgraduate Diploma in professional skills or *forty-five* credits of the Research Training Programme, as appropriate to the individual EPSRC Doctoral Training Centre.

7(b) For candidates commencing the programme of study and research in or after September 2010

A candidate for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre shall complete an appropriate Postgraduate Diploma in professional skills and/or undertake the Doctoral Development Programme, as appropriate to the individual EPSRC Doctoral Training Centre.

8. The time-limit for the presentation of the thesis for the Degree of PhD shall be five years from the date of initial registration as a candidate, this period to include some or all of the time spent as a candidate for the Degree of MPhil.

Regulations for the Degree of MPhil in all Faculties

1. A person may be admitted as a candidate in one of the following categories:
 - full-time student candidate;
 - part-time student candidate;
 - candidate without attendance;
 - University Staff candidate;
 - Hospital Staff candidate;
 - Research Fellowship or Independent Research Worker candidate.
2. A candidate for the degree of MPhil commencing the programme of study and research in or after September 2010 will be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

MINIMUM PERIOD OF STUDY

3. The programme of research shall be for not less than the following periods:
 - (a) full-time student candidates (except in the Faculty of Medicine), one year;
 - (b) full-time student candidates in the Faculty of Medicine, one year in the case of the holder of the Degrees of MB,ChB or BDS, or BMedSci with Honours or BSc with Honours of the University or an equivalent award of another institution or body recognised by the Senate, and two years in all other cases;
 - (c) part-time student candidates, two years (provided that the Faculty may require a particular candidate to spend some part of this period in full-time work in the University on a research topic);
 - (d) candidates without attendance, one year;
 - (e) University Staff candidates, a period not less than one year determined in each case by the Senate having regard to the candidate's qualifications and

the proportion of time to be spent on the research, and so that the total time devoted to the research shall not be less than that required of a full-time student candidate;

- (f) Hospital Staff candidates, a period not less than one year determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so that the total time devoted to the research shall not be less than that required of a full-time student candidate;
 - (g) Research Fellowship or Independent Research Worker candidates, one year, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period.
4. In the case of part-time student candidates, the supervision of the candidate shall be personal and not by correspondence only. The candidate shall meet the Supervisor at such frequent and regular intervals as the Faculty may direct. A report on the progress of the research shall be submitted annually by the Supervisor through the Faculty to the Senate.

TIME-LIMITS

5. The time-limit for the presentation of the thesis shall be as follows:

- (a) full-time student candidates, three years;
- (b) part-time student candidates, six years;
- (c) candidates without attendance, four years;
- (d) University Staff candidates, six years;
- (e) Hospital Staff candidates, six years;
- (f) Research Fellowship or Independent Research Worker candidates, four years.

Note: The attention of candidates seeking to transfer to candidacy for the Degree of PhD is drawn to Regulation 3 for that Degree.

Regulations for the Research Training Programme (for candidates who commenced the programme of study and research before September 2010)

1. These Regulations apply to candidates required under Regulation 3 of the Regulations for the Degree of PhD, Regulation 6 of the Regulations for the Degree of MD, and Regulation 6 of the Regulations for the Degree of DSc to participate in the Research Training Programme.
2. The choice of units shall be made in consultation with the candidate's supervisor and Head of Department and is subject to the approval of the Faculty.
 - (a) A candidate for the Degree of PhD shall take units to the value of *forty-five* credits - or in the case of a candidate exempted in part from the requirement of Regulation 3 of the Regulations for the Degree of PhD, such lower number as may be specified by

the Senate. Not less than *twenty* of the prescribed credits must have been awarded before admission as a full-time student candidate or transfer to that status, in accordance with Regulation 3 of the Regulations for the Degree of PhD.

- (b) A candidate for the Degree of MD or DSc shall take units to the value of *thirty* credits (or in the case of a candidate exempted in part from the requirement of Regulation 6 of the Regulations for the Degree of MD or DSc, such lower number as may be specified by the Senate). Not less than *twenty* of the prescribed credits must have been awarded before admission as a full-time student candidate or transfer to that status, in accordance with Regulation 6 of the Regulations for the Degree of MD or DSc .
3. Units shall be selected from
- (a) those listed in the current handbook "Research Training at the University of Sheffield";
 - (b) exceptionally and where the needs of a particular candidate so require, from units in any Degree programme for a Bachelor's or Master's Degree.
4. A candidate for the degree of PhD with Integrated Studies shall take RTP units as an integral part of the Degree Programme and units to be taken shall be prescribed by the Head of Department.
5. The Faculty may permit a candidate to amend the registration in respect of the units to be taken.
6. Where a candidate fails to be awarded credits in respect of a unit or units, the Faculty may permit the candidate to repeat the unit or units or to take another unit or units, in each case on such conditions as the Faculty may determine.

Regulations for the Doctoral Development Programme (for candidates commencing the programme of study and research in or after September 2010)

1. These Regulations apply to all candidates for Higher Degrees by Research listed in Regulation 29 of the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates, except candidates for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre (unless otherwise specified in the Regulations for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre), the Degree of MSc(Res), the Degree of LLM by research or the Degree of MMus by research.
2. The candidate shall undertake a Training Needs Analysis at the start of each year (or other appropriate period of study) in consultation with the supervisory team, in order to identify the additional skills and experience required to meet the levels of competence outlined in the appropriate Faculty's Needs Analysis Framework.
3. A candidate shall undertake an individual programme of training and skills development during

each year (or other appropriate period of study) based on the outcomes of the Training Needs Analysis, to be agreed in consultation with the supervisory team subject to the approval of the Head of Department and the Faculty.

4. In the case of a candidate for the Degree of PhD, PhD with Integrated Studies, MD, DSc, EngD or EdD a candidate may not be permitted to transfer to that status from candidacy for a Master's degree, unless the candidate has presented a portfolio demonstrating that they have undertaken the agreed programme of training and skills development and have achieved an appropriate level of competency as agreed by the supervisory team.

5. Where a candidate fails to successfully complete a part or parts of the programme of training and skills development, the Faculty may permit the candidate to repeat that part or parts, or to undertake other training or skills development, in each case on such conditions as the Faculty may determine.

General Regulations as to Examinations⁵

INVIGILATED EXAMINATIONS

1. A candidate shall not use or attempt to use any unfair means (e.g. plagiarism) and shall not communicate with or attempt to communicate with any other candidates. Answers must be the candidate's own work. Where other material is quoted, the candidate shall state the source(s) from which it is derived.
2. A candidate shall not use any answer book, writing paper or blotting paper other than that supplied in the examination hall.
3. All unauthorised material (such as revision notes, books and data tables) and electronic devices (such as electronic dictionaries, mobile phones, radios and personal audio equipment) shall be left outside the examination hall or surrendered to an invigilator before entering the hall. Any material required for any particular examination will be provided in the hall. (If candidates are permitted to introduce books, notes or other material into an examination hall, they will be informed by the Department concerned, and the nature and extent of the authorised material will be stated on the question paper.)
4. No part of an answer book shall be torn off and all answer books and other material supplied in the examination hall shall be left behind on candidates' desks at the end of the examination.
5. A candidate whose first language is not English may use a dictionary during examinations, provided that
 - (i) the candidate has obtained the written permission of the Pro-Vice-Chancellor of the relevant Faculty; and
 - (ii) the candidate presents the dictionary, together with the written authority for inspection of the Chief Invigilator at the beginning of each examination in which the dictionary is to be used.
 - (iii) electronic dictionaries may not be used in invigilated examinations.
6. A candidate may use an electronic calculator in examinations (unless such use has been prohibited in any particular examination by the Examiners), subject to the following conditions:
 - (i) the calculator shall be of a type officially approved in advance by the University;
 - (ii) each calculator to be used in an examination shall be approved in advance by the Pro-Vice-Chancellor of the relevant Faculty or by the Pro-Vice-Chancellor's representative, and such approval shall be symbolised by the attachment of a distinctive marker to the calculator;
 - (iii) the calculator shall be presented for inspection by an invigilator on request at the beginning of each examination in which the calculators are to be used;

⁵ Regulations 1-12 apply to students in all Faculties, including the International Faculty. The Notes for Candidates on Invigilated Examinations apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

- (iv) the calculator shall be self-contained, battery-operated and noiseless;
 - (v) spare batteries may be taken into the examination hall, but instruction manuals, battery chargers, battery packs and spare parts are not permitted, nor any attachments which extend the capabilities of the calculator (such as printers or memory packs);
 - (vi) any time signals on the calculator shall be switched off before entry into the examination hall;
 - (vii) a candidate who brings into the examination hall any calculator not approved in accordance with these Regulations will be considered to have used or attempted to use unfair means.
7. A candidate should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

NON-INVIGILATED EXAMINATIONS

8. A candidate shall not use or attempt to use any unfair means (eg plagiarism).
9. A candidate shall comply with any conditions prescribed by the relevant Department in respect of the submission of material for the purpose of assessment. Such conditions may include the date and place of submission of material, the method of submission (e.g. hard copy and/or electronic copy) the number of copies required, the method of presentation (e.g. typewritten), the need to obtain an official receipt and any other special requirements.
10. Submitted material must be a candidate's own original work. Where other material is used, the candidate shall state the source(s) from which the information is derived and the extent to which the candidate has made use of the work of others.
11. A candidate should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

BREACH OF REGULATIONS

12. Any breach of the preceding Regulations will constitute the use of unfair means.

NOTES FOR CANDIDATES ON INVIGILATED EXAMINATIONS¹

Before the Examination

1. The use of calculators in examinations
A candidate wishing to use an electronic calculator in an examination should note Examination Regulation 6 and request approval for the particular calculator no later than week 10 of the relevant Semester. Approval for a calculator to be used in University examinations is granted on an individual basis and each calculator to be

used must be presented by the student for the attachment of a distinctive marker.

If you expect to use a calculator in an examination you must comply with the following instructions:

- (a) Consult the lists of approved/prohibited models displayed in Departmental Offices, the Student Services Information Desk (SSiD) in the Union of Students Building and in the Registration and Examinations Office, Level 6 University Houses. (Students are advised not to buy a new calculator without consulting the latest edition of the lists.)
- (b) If your calculator is shown on the list of approved models, take it to SSiD where a marker will be attached.
- (c) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have “used or attempted to use unfair means” and disciplinary action may be taken against you.
- (d) If your calculator is on neither list, take it to SSiD as soon as possible and preferably no later than mid-December in any year, and complete the application for it to be approved. You will be able to keep your calculator. A decision will be available before the Christmas vacation. Further applications can be considered after the Easter vacation but no later than the beginning of May in any year. Calculators which do not have external means of programming and have numeric function only will almost certainly be permitted. Among the calculators which are prohibited are:
 - (i) those having an alphabetic display of stored data (including text) or equations or alphabetic formulae; (models which produce alphabetic output only in the form of messages in the normal course of operation are permissible).
 - (ii) those capable of external programmability, whether by detachable modules or the insertion of cards, tape, bar codes or cassettes, or by any other means (other programmable calculators are normally acceptable).

Approval given to calculators in previous years remains valid. Any calculators which are already marked as approved do not need to be re-submitted for approval.

2. All candidates should read carefully the General Regulations as to Examinations.

3. Fee: No fee is payable when a candidate takes an examination at the first sitting. A re-examination fee must be paid when a candidate has failed at the first sitting or been absent on that occasion without good cause.

4. Timetables: For invigilated examinations draft timetables will be displayed in departments in week 9 or 10 of each Semester. Students are asked to check that all their papers appear on the draft. If there are any clashes or missing papers, students should contact the Registry Office, Level 6, University House immediately. The final examination timetables will be displayed in academic departments and on the

University’s web-site in week 11 and 12 of each Semester. The numbers of the question papers will be indicated on the timetables and printed in bold type in the top right-hand corner of the papers. The examination halls in which papers are being held will be included on the final timetable. As desks are allocated by paper numbers, candidates should note the number of the paper to be taken and not just the title.

5. Anonymous marking and U-cards: Candidates will write their Registration Numbers on all answer books. Candidates must bring their UCard (which bears the Registration Number) to every examination. Any candidate who does not possess such a card must consult the Registry Office, Level 6, University House at least 14 days before the first examination.

6. Religious beliefs: Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), is asked to notify the Registry Office at the beginning of each session for which he/she registers. Once examination timetables have been set it is difficult for alterations to be made.

7. Alternative examination arrangements: The Examinations Team will make alternative examination arrangements for students with a long-term or permanent disabling condition, dyslexic students and those with additional support requirements. Students so affected should contact the Examinations Team as soon as possible in the first year of attendance. A request for alternative arrangements should be supported by staff of the University Health Service, the University Counselling Service, the Sheffield Regional Access Centre or an educational psychologist.

8. Dictionaries: A candidate whose first language is not English should note the provision of Examination Regulation 5. Permission to use dictionaries can be requested through the Student Services Information Desk (SSiD).

9. Illness before an examination: A candidate who is taken ill prior to an examination should consult the University Health Service at the earliest opportunity in order that alternative examination arrangements can be considered and a medical report can be made to the Examiners.

On the day of an invigilated examination

10. **Personal belongings:** Candidates should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic bag) and preferably no items of value. Outdoor coats, large bags, brief cases etc., must be left outside the hall, in cloakrooms, if available, or in a designated area of the hall itself. (Small handbags may be left on the floor by the candidate’s desk). The University of Sheffield accepts no responsibility for any loss or damage to personal belongings. You will be unable to claim from the University if they are lost or damaged.

11. **Mobile phones and pagers** (and other devices which can store text) must not be taken to examinations.

A mobile phone is potentially a method of storing unauthorised material. See 3 General Regulations as to Examinations. If taken to an examination unintentionally, they must be surrendered to an Invigilator before entering the hall. No additional time will be allowed in compensation for time taken in recording the custody of such items by the Invigilators. The return of such items to their owners after an examination may be delayed if the Invigilators are otherwise occupied by examination duties.

12. Unauthorised material (such as revision notes): See Regulation 3 for Invigilated Examinations.

13. Smoking and the consumption of alcoholic drinks is not allowed in the examination halls.

14. Admission to the hall: Candidates will be admitted to the hall a few minutes before the start of each examination.

15. Absence: If, for no good reason, a student fails to attend an examination, special papers will not be set and the student shall be deemed to have failed.

16. Late arrival and early departure: Candidates who are more than 30 minutes late for an examination will not be admitted. A candidate will not be allowed to withdraw from an examination until 40 minutes have elapsed. Any candidate leaving an examination must do so quietly and take great care not to disturb other candidates. No candidate will be allowed to leave during the last ten minutes of an examination.

17. Seating arrangements in examination halls: Candidates should read carefully the seating arrangements which will be set out on the noticeboard outside the examination hall. Candidates are not allowed to reserve seats for themselves beforehand. Invigilators may require candidates to move to alternative seats.

18. On the examination desk the candidate will find the question paper, answer books, an attendance slip and any ancillary materials provided for the particular examination.

19. During the few minutes before the examination begins, candidates must:

- (a) listen carefully to any announcements the Chief Invigilator may have to make
- (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator
- (c) complete the attendance slip on the desk, (this will be collected by an Invigilator soon after the start of the examination)
- (d) complete as far as possible the cover sheet of one answer book on the desk
- (e) read the notes on the cover of the answer book.

20. If candidates require further stationery during the examination, they should put up a hand and an Invigilator will bring it to them.

21. Temporary withdrawal: A candidate who wishes to make a temporary withdrawal from an examination for personal reasons must put up a hand and ask to be

accompanied by an Invigilator or other authorised person.

22. Illness during an Examination:

- (a) A candidate who wishes to withdraw from an examination because of illness should inform an Invigilator. The candidate may be escorted to the University Health Service and may be able to complete the examination later. If the candidate chooses not to be escorted (s)he should attend the University Health Service without delay or ask one of the Medical Officers to call on him/her; otherwise the University Health Service may not be able to advise the academic authorities on the student's condition at the time of the examination.
- (b) If a candidate is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.

23. At the end of an examination all answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and candidates must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Candidates must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given.

After the Examination

24. Publication of results: Examination results will be made available through academic departments or posted to the student's permanent or correspondence address, if not available during a Semester.

USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (non invigilated exams): ADVICE TO STUDENTS⁶

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate⁷). Many of these relate to good academic practice:

- a critical, analytical and creative thinker;
- an independent learner and researcher;
- information literate and IT literate;
- a flexible team worker;
- an accomplished communicator
- competent in applying their knowledge and skills;

⁶ The Advice to Students on the Use of Unfair Means in the Assessment Process applies to students in the Sheffield-based Faculties. Additional Advice applies to students in the International Faculty
(www.city.academic.gr/docs/ifgenspec.pdf).

⁷ <http://www.shef.ac.uk/sheffieldgraduate/>

- professional and adaptable.

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using unfair means in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism, submitting bought or commissioned work, double submission (or self plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. Plagiarism (either intentional or unintentional) is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

2. Submitting bought or commissioned work (for example from internet sites, essay “banks” or “mills”) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.

3. Double submission (or self plagiarism) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

4. Collusion is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

5. Fabrication is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

How can I avoid the use of unfair means?

To avoid using unfair means, any work submitted must be your own and must not include the work of any other

person, unless it is properly acknowledged and referenced.

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skills that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to **declare that all work submitted is entirely your own work**. Many departments will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your department will inform you how to do this.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor, supervisor or another member of staff involved.

The following websites provide additional information on referencing appropriately and avoiding unfair means:

The **Library** provides online information literacy skills tutorials

<http://www.shef.ac.uk/library/services/infoskills.html>

The **Library** also has information on reference management software

<http://www.shef.ac.uk/library/refmant/refmant.html>

The **English Language Teaching Centre** operates a **Writing Advisory Service** through which students can make individual appointments to discuss a piece of writing. This is available for all students, both native and non-native speakers of English.

<http://www.shef.ac.uk/elte/services/writingadvisory>

What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where unfair means is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

Detection of Unfair Means

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors and supervisors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

For further information

<http://www.shef.ac.uk/ssid/ourcommitment/index>

www.shef.ac.uk/ssid/procedures/grid.html#discipline

General Regulations as to Progress of Students⁸

CONDUCT OF REVIEW

1. A review of the progress of a student registered as a candidate for any Degree or other qualification shall be conducted by the Faculty under the following Regulations or by the Faculty Student Review Committee to which the Faculty has delegated this function.
2. A student's progress may be reviewed if the student is reported by a Head of Department to the Pro-Vice-Chancellor of the relevant Faculty for review on any one or more of the following grounds:
 - (a) failure to attend regularly, or as specified in the relevant Regulations, the programme of study for which the student has registered;
 - (b) failure to perform adequately the work of the programme;
 - (c) failure to present at the times appointed such written work as may have been required;
 - (d) failure to pass an examination;
 - (e) failure to pursue the programme of research or to co-operate appropriately with the appointed supervisor;
 - (f) failure to demonstrate a satisfactory level of professional competence in dealings with others which form part of the student's programme of study or research.

The purpose of the review shall be to determine whether the student shall be permitted to continue the programme of study, and if so on what terms and all aspects of the student's record may be taken into consideration. Where successful conclusion of the programme of study leads to professional practice, that may be taken into consideration.

3. The Pro-Vice-Chancellor or another Officer of the Faculty shall offer any student whose progress is to be reviewed the opportunity to bring before the Faculty or the Committee considerations affecting the case.
4. The Faculty or the Committee shall have power:
 - (a) to exclude or suspend the student from further attendance at lectures, classes and examinations in the Faculty;
 - (b) to suspend the student from attendance at lectures and classes in the Faculty but with permission to take examinations;
 - (c) to exclude or suspend the student from candidature for the higher Degree for which the student is registered;
 - (d) to require that the student transfers to an alternative programme of study;
 - (e) to permit the student to continue the programme of study unconditionally or subject to such requirements of an academic nature as may be

imposed, provided that, in the absence of special circumstances, an undergraduate student registered for a full-time programme of study shall not be permitted to repeat with attendance more than one year of the programme of study.

5. The despatch of a letter to a student's address last notified to the Student Services Department shall fulfil any requirements of giving notice or information to the student under these Regulations.
6. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the Faculty and the latter Faculty.

RIGHT OF APPEAL

7. The decision of the Faculty or Committee shall be reported to the Director of Student Services, who shall inform the student of the decision and of the effect of this Regulation. A student wishing to appeal against the decision to the Appeals Committee of the Senate shall give notice in writing within 14 days of the date of the letter of notification and the notice shall contain a statement of the grounds for appeal. A Pro-Vice-Chancellor may extend the time-limit imposed by this Regulation.
8. A student may only appeal against a decision of the Committee upon one or more of the following grounds:-
 - (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
 - (b) that material which the student could not reasonably have been expected to produce at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
 - (c) that the initial decision was manifestly unreasonable.
9. Appeals are considered by the Appeals Committee of the Senate. The Appeals Committee may confirm, vary or quash the decision of the Faculty or Committee and may exercise any of the powers conferred upon the Faculty or Committee by the foregoing Regulations. The Appeals Committee shall have no power to vary any decision made by Examiners.
10. The student shall be informed of the decision of the Appeals Committee.

⁸ Regulations 1-6 apply to students in all Faculties. Regulations 7-10 apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (www.city.ac.gr/genspec).

General Regulations as to Academic Appeals

1. A student may apply under these Regulations for a recommended grade for any unit or Degree classification or examination result to be re-considered in the light of new evidence.

GROUNDINGS FOR APPEAL

2. For these purposes, 'new evidence' is defined as:
- procedural error either by the Examiners or during the recording, transcription and reporting of the examination results and additionally, in the case of Higher Degrees by Research, evidence of negligence or misconduct on the part of an Examiner;
 - extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners;
 - evidence of a failure of supervision which significantly affected the candidate's performance and which could not reasonably be expected to have been the subject of complaint by the student to the Head of Department or the Pro-Vice-Chancellor of the Faculty before the examination.

These are the only grounds on which representations can be made. Appeals will not be considered against the academic judgement of the Examiners. Representations may, however, be made in cases where the Examiners have recommended, in response to a candidate using unfair means in an examination, that a credit or examination result be refused or a grade reduced.

PROCEDURE

Reference in these Regulations to the Pro-Vice-Chancellor means the Pro-Vice-Chancellor of the relevant Faculty and includes any person authorised to act on their behalf.

3. A student who wishes to place such new evidence before the Faculty shall apply in writing, setting out clearly the facts which the student wishes the Faculty to consider and showing how those facts constitute new evidence as here defined. The application must be made to the Pro-Vice-Chancellor

- within 28 days of the publication of the examination result in the case of a candidate for a Higher Degree by research; or
- within 14 days of the publication of the examination result in any other case.

The Pro-Vice-Chancellor may extend the time limit imposed by this Regulation.

For the purposes of these Regulations, the date of publication of examination results means the date upon which the examination results are first made available to students in the relevant Department, even though the results are still subject to confirmation by the Faculty and the Senate.

4. After consulting the Head of Department, the Pro-Vice-Chancellor may

- determine that the appeal be upheld; or

- convene an Academic Appeals Committee of the Faculty to hear the case; or

- determine that there is no *prima facie* case for appeal.

ACADEMIC APPEALS COMMITTEE

5. The Academic Appeals Committee shall comprise

- in the case of an appeal by a candidate for a higher Degree by research

- the Pro-Vice-Chancellor or nominated representative;
- two other members of the Faculty;
- two members of another Faculty; and

- in any other case

- the Pro-Vice-Chancellor or nominated representative;
- not less than two and not more than four other members of the Faculty.

6. The student may opt either (a) for the appeal to be dealt with on written submissions; or (b) for an oral hearing (at which the student may choose to be accompanied by a friend or adviser).

7. Where the appeal is to be dealt with on written submissions, the Committee shall receive:

- the material submitted by the student;
- any written comments made on that material by or on behalf of the Head of Department and, where appropriate, by the supervisor; and
- any written comments made by the student on the material submitted under (b) above.

8. Where there is an oral hearing, the Committee shall hear oral submissions by or on behalf of the student, the Head or other representative of the Department, and where appropriate the supervisor. The student may comment on the submissions made by others. In any case in which factual matters are in dispute, the Committee shall investigate the facts, and may invite appropriate persons to attend to assist; during this process, the student may be present and may ask questions, make comments, and produce other persons who can provide information or testimony.

9. The Committee shall reconsider the grade, classification, result or other subject of the appeal in the light of the material available to it. Except as provided above, no person other than members of the Committee and its Secretary shall be present during its deliberations.

10. The Pro-Vice-Chancellor or the Committee shall report to the Faculty and may make any recommendation as to the subject matter of the appeal as could, under the relevant Regulations, have been made by the Examiners.

11. Where the substance of the appeal concerns acts or omissions of the Pro-Vice-Chancellor, and in any other case where it is inappropriate for the Pro-Vice-

General Regulations as to Academic Appeals

Chancellor to act under these Regulations, the Pro-Vice-Chancellor shall appoint a Deputy.

General Regulations relating to Student Fitness to Practise

These Regulations relate to students following Programmes specified in the accompanying Procedural Notes. In these cases, the University has a responsibility (and in some instances a statutory obligation) to ensure that students are fit to practise in the relevant profession and that they meet or are likely to meet the requirements of the relevant professional body.

1. Any concerns about a student (which might become the subject of proceedings under these Regulations) shall be reported to the Head of Department.
2. Matters which may give rise for concern may include any health condition, behaviour or attitude which may affect the student's fitness to practise in the relevant profession.

INITIAL INVESTIGATION

Reference in these Regulations to the Pro-Vice-Chancellor means the Pro-Vice-Chancellor of the relevant Faculty and includes any person authorised to act on their behalf.

3. On receipt of information regarding any areas of concern, the Head of Department will instigate a preliminary investigation into the matter. The student will be informed in writing of the concerns and will be given the opportunity to make representations in person or in writing.
4. Following the initial investigation, the Head of Department may decide to:-
 - (a) take no further action under these Regulations;
 - (b) suspend the student in accordance with Regulation 5;
 - (c) make a recommendation that the case is considered by the Faculty Fitness to Practise Committee.

SUSPENSION OF STUDENTS

5. Pending the completion of proceedings under these Regulations, the Head of Department may, with the agreement of the Pro-Vice-Chancellor, suspend the student from studies on the programme, any practice components or from both studies and practice components, and may include other requirements within the terms of the suspension. The Head of Department shall notify the student in writing of the terms of the suspension.
6. The Pro-Vice-Chancellor may take action under this Regulation only to protect the University community in general or a particular member or members of that community or members of the public and shall limit the scope of any suspension to that which is, in their opinion, necessary to achieve that object.
7. The Pro-Vice-Chancellor shall review any suspension every four weeks in the light of any developments and any representations made by or on behalf of the student.

PROCEDURE WHEN MATTER REFERRED TO A FITNESS TO PRACTISE COMMITTEE

8. There shall be a Faculty Fitness to Practise Committee which shall consist of:-
 - (a) the Pro-Vice-Chancellor or nominated representative;
 - (b) one member of the academic staff from the Department in which the student is registered who shall normally be registered with the relevant professional regulatory body;
 - (c) one member of academic staff from another Faculty or a member of academic staff from another University or other relevant institution or body.
9. The student shall be given at least fourteen days notice in writing of the date upon which the Committee will meet. If the student fails to attend the hearing, the Committee may proceed in the absence of the student if it is satisfied that due notice of the meeting has been given or may adjourn to a later date.
10. The hearing shall be in private. The student may attend and be accompanied at the hearing by a friend or representative, whether legally qualified or not. The representative may speak and act on behalf of the student.
11. The Committee shall have power:-
 - (a) to decide that the grounds for concern are not made out, in which case the Committee may recommend the removal of any suspension imposed under Regulation 5;
 - (b) to permit the student to continue with the programme, either unconditionally or subject to such requirements pertaining to the programme as may be imposed;
 - (c) to suspend the studies of the student for a specified time;
 - (d) to require the student to repeat a specified part or parts of the programme;
 - (e) to require any other action considered appropriate by the Committee to enable the student's successful completion of the remainder of the programme;
 - (f) to exclude the student from further study on a programme leading to a professional qualification but permit registration for an alternative programme;
 - (g) to exclude the student from further study in the Faculty.
12. The despatch of a letter to a student's address last notified to the Student Services Department shall fulfil any requirements of giving notice or information to the student under these Regulations.
13. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the latter Faculty.

RIGHT OF APPEAL

14. The Director of Student Services shall notify the student of the decision and of the effect of this Regulation. A student may appeal against a decision of the Committee upon one or more of the following grounds:-

- (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
- (b) that material of which the student could not reasonably have been expected to have been aware of at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
- (c) that the initial decision was manifestly unreasonable.

15. Notice of appeal, specifying which of the grounds listed in the preceding Regulation is relied upon, shall be given to the Director of Student Services within 14 days of the date of the letter of notification to the student of the decision. The Director of Student Services shall refer the appeal to the Appeals Committee of the Senate.

16. The Appeals Committee may confirm, vary or quash the original decision and may exercise any of the powers conferred on the Faculty Fitness to Practise Committee by the foregoing Regulations.

17. The Director of Student Services shall notify the student of the decision of the Appeals Committee.

18. Reference in these Regulations to the Director of Student Services includes any person authorised to act on their behalf.

Regulations as to the Discipline of Students⁹

MISCONDUCT DEFINED

1. Misconduct for the purposes of these Regulations is improper interference, in the broadest sense, with the proper functioning or activities of the University, or those who work or study in the University; or action which otherwise damages the University.

2. Subject to the general definition in the preceding Regulation, the following shall constitute misconduct

- (a) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
- (b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University;
- (c) violent, indecent, disorderly, threatening or offensive behaviour or language whilst on premises owned or managed by the University or engaged in any University activity or which affects or concerns any member of the University;
- (d) fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
- (e) behaviour likely to cause injury or impair safety on premises owned or managed by the University or such behaviour which affects or concerns any member of the University;
- (f) behaviour which puts or is likely to put at risk of harm any person with whom a student has dealings as part of a programme of study or research
- (g) sexual, racial or any other form of personal harassment of any student, member of staff or other employee of the University or any authorised visitor to the University;
- (h) breach of the University's Code of Practice relating to Meetings and Other Activities on University Premises under section 43 of the Education (No 2) Act 1986 or of any other Regulation which provides for breaches to be dealt with under these Regulations;
- (i) the use of any unfair means in the assessment process of the University;
- (j) damage to, or defacement of, property on any premises owned or managed by the University or the property of other members of the University community caused intentionally or recklessly, or misappropriation of such property;
- (k) misuse or unauthorised use of premises or items of property in premises owned or managed by the University, including computer misuse;

- (l) conduct which constitutes a criminal offence where that conduct
 - (i) took place on premises owned or managed by the University, or
 - (ii) affected or concerned other members of the University community, or members of the public, or
 - (iii) damages the good name of the University, or
 - (iv) itself constitutes misconduct within the terms of these Regulations, or
 - (v) is an offence of dishonesty, where the student holds an office of responsibility in the Union of Students, or on premises owned or managed by the University;
- (m) behaviour which brings or is likely to bring the University into disrepute, for example misconduct in a community or other public setting;
- (n) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
- (o) failure to comply with a previously-imposed penalty, requirement or undertaking under these Regulations.
- (p) breach of any tenancy agreement in relation to accommodation owned or managed by the University.

DISCIPLINE PANEL AND DISCIPLINE COMMITTEE

Reference in these Regulations to the Director of Student Services includes any person authorised to act on their behalf.

3. There shall be a Discipline Panel which shall consist of

- (a) at least three members of the staff of the School of Law appointed by the Senate to be Chairmen of the Discipline Panel; and
- (b) at least seven members of the academic staff appointed by the Senate, and;
- (c) persons nominated by the Director of Student Services.

If for any reason no Chairman of the Discipline Panel is able to act, the Director of Student Services may appoint another person with legal training to act as a Temporary Chairman, and that person may be a member of the academic staff of another University.

4. The Discipline Committee of the Senate acting in respect of any matter shall be convened by the Director of Student Services and shall comprise

- (a) a Chairman of the Discipline Panel;
- (b) two other members of the Discipline Panel (in the case of alleged misconduct by a student in appropriate professionally accredited programmes

⁹ Regulations 1-2 apply to students in all Faculties. Regulations 3-33 apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

of study, to include one member of the Discipline Panel who is a member of the staff of that Faculty registered with the relevant professional regulatory body);

- (c) two student members appointed by the President of the Union of Students (or if the President is unable to act, by the Education Officer of the Union)

A secretary to the Committee shall be appointed by the Director of Student Services.

REPORTING OF ALLEGED MISCONDUCT

5. Any member of the University who becomes aware of conduct by a student which might become the subject of proceedings under these Regulations shall report the matter to the Director of Student Services.

INITIAL INVESTIGATION

6. The Director of Student Services shall make enquiries and determine

- (a) that no further action be taken under these Regulations; or
- (b) that the matter be referred for consideration under the administrative procedure established under these Regulations; or
- (c) that the matter be referred to a Chairman of the Discipline Panel with a view to the consideration of the matter under the summary procedure established under these Regulations; or
- (d) that the matter be referred to the Directors of Accommodation and Commercial Services, to Corporate Information and Computing Services, to the Library or to the President of the Union of Students with a view to the matter being dealt with under the disciplinary procedures of the Director of Accommodation and Commercial Services or the Union of Students or the Regulations on the Use of Computing Facilities or the Regulations Relating to the Library or under General Regulation 9 concerning Ethics Approval; or
- (e) that the matter be referred to the Discipline Committee.

7. When the matter appears to disclose the commission of a serious criminal offence, no further action (except in respect of the suspension of the student) shall be taken under these Regulations unless the matter has been reported to the police and either a decision not to prosecute has been taken or the trial has been completed. If a student is acquitted before a criminal court, no further proceedings shall be taken under these Regulations in respect of the same facts. Where a student has been convicted and sentenced by a criminal court, the verdict of the court shall not be open to challenge in proceedings under these Regulations and the sentence shall be taken into consideration in determining the penalty under these Regulations.

SUSPENSION OF STUDENTS

8. A student who is the subject of a complaint of misconduct or against whom a criminal charge is

pending or who is the subject of police investigation may be suspended by the Vice-Chancellor pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation. Suspension may involve exclusion from all premises owned or managed by the University and activities of the University or may be limited to specified places or activities or by reference to time or other circumstances. It may include a requirement that the student have no contact of any kind with a named person or persons. The Vice-Chancellor may take action under this Regulation only to protect the University community in general or a particular member or members of that community or members of the public and shall limit the scope of any suspension to that which is, in his opinion, necessary to achieve that object. The Vice-Chancellor shall notify the student in writing of the terms of the suspension and shall also keep a record in writing of the terms of any suspension and any subsequent action taken by him in respect of the suspension.

9. Before exercising his powers under the preceding Regulation, the Vice-Chancellor shall give the student concerned an opportunity to make representations in person or in writing. In cases of great urgency the Vice-Chancellor may suspend a student with immediate effect, and without giving any such opportunity, for a period of not more than seven days, and shall in any such case review the suspension at or before the end of that period having in the meantime given the student concerned an opportunity to make representations in person or in writing.

10. The Vice-Chancellor shall review any suspension every four weeks in the light of any developments and any representations made by or on behalf of the student. Where the terms of the suspension prevent the student from continuing a programme of study or research, the student may require the suspension to be reviewed on written representations after the initial period of four weeks by a Chairman and two other members of the Discipline Panel (none of whom shall be members of the Discipline Committee dealing with the matter) who may set aside or vary the terms of the suspension.

PROCEDURE WHEN MATTER REFERRED TO A DISCIPLINE COMMITTEE

11. Where the Director of Student Services determines that the matter be referred to the Discipline Committee, the Director of Student Services shall appoint an officer to take charge of the proceedings ("the officer") who shall formulate specific charges identifying the acts of misconduct alleged, and notify the student of the charges and supply to the student copies of any documents or written statements on which it is proposed to rely in support of the charges. The student shall be given at least fourteen days notice of the date upon which the Discipline Committee will meet, and shall be asked to indicate in writing not less than three days before the hearing whether the charge is admitted or denied and of any wish to question at the hearing the maker of any written statement. A Chairman of the

Discipline Panel (who may, but need not be, the person appointed to take the chair of the Discipline Committee dealing with the matter) may give directions as to the procedure to be followed in preparing for the hearing (which may include directions varying the time-limits in this Regulation where the student would not be prejudiced thereby), being directions designed to ensure a fair and speedy resolution.

12. The hearing shall be in private. The student may be accompanied at the hearing by a friend or representative, whether legally qualified or not. The officer may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. If the student has not already admitted the charge under the preceding Regulation, each charge shall at the hearing be put to the student who shall be invited to admit or deny it. If the student does not admit the charge, the hearing shall proceed as though the student denied the charge.

13. If the charge is denied, the officer shall present the facts alleged and present material in support of the charge (which may take the form of oral or written statements by witnesses or of documents or digital images). The student may then make a statement and present material in refutation of the charge. The officer and the student may each ask questions and comment upon the material presented by the other party. The Discipline Committee may itself ask questions or seek additional material (any such material to be open to question and comment by either party) and may adjourn from time to time as seems expedient. The Discipline Committee shall then (in the absence of all other persons) decide whether it is satisfied on the material before it that the charge is made out.

14. If the charge is admitted, or the Discipline Committee finds the charge made out, the officer and the student may make statements and present material relevant to the question of the penalty to be imposed. The Discipline Committee shall then (in the absence of all other persons) determine the penalty to be imposed.

15. If the student fails to attend the hearing, the Committee may proceed if it is satisfied that due notice of the meeting has been given, or may adjourn to a later date. If the Committee acts in the absence of the student it shall proceed as if the student denied the charge unless it is satisfied that the student has voluntarily provided a written admission of the charge as specified.

PENALTIES

16. The Discipline Committee may impose any one or more of the following penalties

- (a) a reprimand;
- (b) with the consent of the student, a requirement that the student gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe, breach of the undertaking to constitute misconduct;
- (c) in the case of the use of unfair means in the assessment process of the University in relation to taught programmes of study, refusal of credit for

any or all units for which the student is registered or part thereof with in each case no grade being returned or the grade amended to reflect the reduced grade) with or without the right to enter for a subsequent examination in respect of that unit or part thereof;

- (d) in the case of the use of unfair means in the assessment process of the University in relation of a Higher Degree by research, failure in the examination with or without a right to submit a revised thesis in the case of a first submission, or for a candidate for the Degree of PhD, PhD with Integrated Studies, PhD in an EPSRC Doctoral Training Centre, DEdCPsy, DMedSci, EdD, DBA, DDSc, EngD or MD failure in the examination with the right to be considered by the Examiners for the award of a Master's Degree;
- (e) a fine of not more than £750;
- (f) the payment of compensation in a sum not to exceed £1,000 for damage to property or loss or injury to any person caused by the student;
- (g) exclusion for a stated period or permanently from any part of the University or from the use of any of the facilities of the University;
- (h) suspension for a stated period from membership of the University;
- (i) expulsion from membership of the University.

SUMMARY PROCEDURE

17. When the matter is referred to be dealt with under the summary procedure, the Director of Student Services shall nominate a member of the Discipline Panel to act as Chairman and shall

- (a) notify the student of the acts of misconduct alleged and that the matter has been referred to a Chairman of the Discipline Panel to be dealt with under the summary procedure;
- (b) supply to the student and the Chairman of the Discipline Panel a statement of the facts alleged and copies of any other written material relevant to the circumstances;
- (c) require the student to attend at a summary hearing of which the student shall be given at least seven days' notice; and
- (d) ask the student to confirm in writing not later than three days before the summary hearing that the charge is admitted and to indicate any wish to question at the summary hearing the maker of any written statement on any matter relevant to the penalty to be imposed.

18. The summary hearing shall be in private. The student may be accompanied at the hearing by a friend or representative, whether legally qualified or not, who may speak and act on behalf of the student. A representative of the Director of Student Services shall also attend.

19. Where the student has given notice of an intention to do so, the student may question the maker of any written statement and may make representations

relevant to the question of the penalty to be imposed. The Chairman of the Discipline Panel shall then determine the penalty to be imposed.

20. The Chairman of the Discipline Panel may impose any one or more of the following penalties

- (a) a reprimand;
- (b) with the consent of the student, a requirement that the student gives an undertaking as to future conduct in such terms and containing such conditions as the Chairman of the Discipline Panel may prescribe, breach of the undertaking to constitute misconduct;
- (c) in the case of the use of unfair means in the assessment process of the University, refusal of credit for any or all units for which the student is registered or part thereof (with in each case no grade being returned or the grade amended to reflect the reduced grade);
- (d) a fine of not more than £100;
- (e) the payment of compensation in a sum not to exceed £250 for damage to property or loss or injury to any person caused by the student.

21. If the student fails to confirm that the charge is admitted, or fails to attend the summary hearing, or the Chairman of the Discipline Panel considers that the available penalties are insufficient, the Chairman of the Discipline Panel may refer the matter to the Discipline Committee (of which he or she shall not be a member) and may give directions as to the procedure to be followed in preparing for a hearing of the matter by that Committee.

ADMINISTRATIVE PROCEDURE

22. The Director of Student Services shall appoint an investigating officer who shall

- (a) notify the student of the act or acts of misconduct alleged;
- (b) require the student to attend a meeting of which the student shall be given at least three days' notice;

23. The meeting shall be in private. The student may be accompanied at the meeting by a friend or representative, whether legally qualified or not.

24. Where the student admits the act or acts of misconduct alleged, the investigating officer may impose one or more of the following penalties:

- (a) with the consent of the student, a requirement that the student gives an undertaking as to future conduct in such terms and containing such conditions as may be prescribed, breach of the undertaking to constitute misconduct;
- (b) a fine of not more than £100;
- (c) the payment of compensation in a sum not to exceed £250 for loss or damage to property of any person caused by the student.

25. If the student fails to confirm that the act or acts of misconduct alleged are admitted, or fails to attend the meeting, or the investigating officer considers that the available penalties are insufficient, the investigating

officer may refer the matter to the Director of Student Services for reconsideration in line with Regulation 6.

DISCIPLINARY POWERS OF THE DIRECTOR OF ACCOMMODATION AND COMMERCIAL SERVICES IN RELATION TO THE OCCUPATION OF ACCOMMODATION OWNED OR MANAGED BY THE UNIVERSITY

26. The Director of Accommodation and Commercial Services shall have the power in the interests of the student residents, as well as that of the University to respond to misconduct in accommodation owned or managed by the University. Misconduct is defined in sections 1 and 2 of these Regulations. Reference to the Director of Accommodation and Commercial Services in this and the following Regulations includes any person authorised to act on their behalf.

27. Where a report of alleged misconduct against any student resident is received, the Director of Accommodation and Commercial Services shall investigate the matter and

- (a) notify the student of the act or acts of misconduct alleged;
- (b) supply to the student a statement of the facts alleged and copies of any other written material relevant to the circumstances;
- (c) require the student to attend a meeting of which the student shall be given at least three days' notice.

28. The meeting shall be private. The student may be accompanied by a friend or representative, whether legally qualified or not, who may speak or act on behalf of the student.

29. The student may question any statement made and may make representations relevant either to the facts alleged or the question of the penalty imposed.

30. If the Director of Accommodation and Commercial Services is satisfied that a student resident is guilty of misconduct, then one or more of the following penalties may be imposed

- (a) with the consent of the student, a requirement that the student gives an undertaking as to future conduct in such terms and containing such conditions as may be prescribed, such as writing letters of apology or undertaking a period of voluntary service, breach of the undertaking to constitute misconduct;
- (b) a fine of not more than £100;
- (c) the payment of compensation for loss or damage to property of any other person in a sum not to exceed £250;
- (d) exclusion of the student from any part of the accommodation owned or managed by the University or from specified activities taking place in the accommodation for a stated period of time.

31. Where the matter is judged to be of a serious nature or is not admitted, the matter may be referred to the Director of Student Services, with a view to it being dealt with under Regulations 11-15 or 17-21.

CONTRACTUAL POWERS OF THE DIRECTOR OF ACCOMMODATION AND COMMERCIAL SERVICES

32. These Regulations shall be without prejudice to the rights of the Director of Accommodation and Commercial Services or the University under any residential contract entered into by the student or as the owner or occupier of the premises comprising accommodation owned or managed by the University.

APPEALS

33. There shall be a Disciplinary Appeals Committee of the Senate which shall be convened by the Director of Student Services and shall comprise

- (a) a Chairman of the Discipline Panel (other than a member of the Discipline Committee for the particular matter);
- (b) a senior member of the academic staff appointed by the Director of Student Services;
- (c) an officer of the Union of Students (other than a member of the Discipline Committee for the particular matter) appointed by the President of the Union of Students (or if the President is unable to act, by the Education Officer of the Union).

If for any reason no Chairman of the Discipline Panel is able to act, the Director of Student Services may appoint another person with judicial experience or legal training. If for any reason no officer of the Union of Students is able to act, the President of the Union of Students (or if the President is unable to act, the Education Officer of the Union) may appoint another member of the Union with experience of disciplinary matters.

34. The student may appeal from a decision of the Discipline Committee or of a Chairman of the Discipline Panel or of the investigating officer or of the Director of Accommodation and Commercial Services to the Disciplinary Appeals Committee of the Senate upon any one or more of the following grounds

- (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
- (b) that the penalty imposed was too severe as being disproportionate to the gravity of the charge admitted or found to have been made out;
- (c) that material of which the student could not reasonably have been expected to have been aware at the time of the initial decision casts substantial doubt upon the appropriateness of that decision.

35. Notice of appeal, specifying which of the grounds listed in the preceding Regulation is relied upon, shall be given, within fourteen days of the notification to the student of the decision of the Discipline Committee or of the decision of the Chairman of the Discipline Panel or of the decision of the investigating officer or the Director of Accommodation and Commercial Services, to the Director of Student Services who shall refer the appeal to the Disciplinary Appeals Committee. The student shall be given at least fourteen days' notice of

the date upon which the Disciplinary Appeals Committee will meet.

36. The Director of Student Services may refer a case to the Disciplinary Appeals Committee in any case where no valid notice of appeal has been given but where there appear to be grounds for believing that the original decision was unsafe or unsatisfactory.

37. At the hearing of the appeal, the student may be accompanied at the hearing by a friend or representative, whether legally qualified or not. The officer shall act as respondent to the appeal and may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. The student and the officer may each address the Disciplinary Appeals Committee as to the grounds of the appeal, and the student may reply to the arguments adduced by the officer. If the Disciplinary Appeals Committee upholds the appeal in whole or in part, it may as the case requires

- (a) quash the decision; or
- (b) substitute a lower (or in the case of an appeal brought on the ground that the penalty imposed was too severe, a higher) penalty; or
- (c) in the case of an appeal from a decision of the Discipline Committee refer back for rehearing by a differently-constituted Discipline Committee either the matter as a whole or the decision as to penalty.

PROVISIONS AS TO EXAMINATIONS

38. Where a penalty imposed under these Regulations includes the refusal of credit for any unit (or part thereof), the student shall be deemed to have taken and failed the assessment in that unit or component with no grade being returned and the results of any relevant examination shall reflect (and if already approved shall be revised to reflect) that position.

DISCIPLINARY POWERS OF THE UNION OF STUDENTS

39. The Union of Students shall, subject to these Regulations, have power to prevent misconduct in the premises and areas assigned to the Union of Students and may exercise discipline over its members under such rules as may be made under the Constitution of the Union and approved by the Senate.

NOTICE TO THE STUDENT

40. The despatch of a letter to a student's address last notified to Student Services shall fulfil any requirement of giving notice or information to the student under these Regulations.

Regulations relating to Intellectual Property

1. For the purposes of these Regulations
 - a) "Intellectual Property" means patents, trade marks, service marks, logos, internet domain names, rights in designs, copyright (including rights in software), database rights, rights in confidential information, trade secrets, inventions and know-how and other intellectual property rights whether registered or unregistered and including any applications for registration and all other rights or forms of protection having equivalent or similar effect anywhere in the world;
 - b) "Student Intellectual Property" means any Intellectual Property created, devised, made, produced or developed by a student in the course of the student's programme of study or research. For the avoidance of any doubt, if the student is also an employee of the University (for example a teaching assistant) then any Intellectual Property created in the course of such employment will be governed by the terms of such employment and will not be Student Intellectual Property.
2. A student undertaking undergraduate and taught postgraduate programmes of study shall be the owner of the Student Intellectual Property created by that student. Exceptions to this Regulation may include the following
 - a) students employed or sponsored by another institution or organisation;
 - b) students undertaking a sponsored project or placement;
 - c) where the Intellectual Property is generated as a result of collaborative work, for example with other students or with members of staff (or where the work being undertaken derives from the Intellectual Property of staff);
 - d) units which have as a primary or substantial purpose, the creation of Intellectual Property;
 - e) other exceptional circumstances.
3. The University shall maintain a list of units of study to which the exceptions set out in 2(d) above shall apply.
4. The University retains the right to use student works for the purposes of education and/or quality assurance. The University shall use reasonable endeavours to seek the permission of students where the University wishes to use student work for such purposes.
5. It shall be a condition of registration for higher degrees by research that the student shall agree to assign the Student Intellectual Property to the University.
6. Where the whole or part of a student's programme of study or research is sponsored by, or involves the use of, facilities provided by another institution or organisation, under an agreement made with the University, the following provisions shall apply
 - (a) the University may in its own name or as agent for the student assign or license to the third party the Intellectual Property, or any part of it, on such terms as it may think fit;
 - (b) all rights to the Intellectual Property in any work (including any report, essay, dissertation or thesis) produced by the student during or as a result of such programme shall be assigned to the University;
 - (c) the student shall, in accordance with any relevant terms of the agreement between the University and the third party, keep confidential all information relating to the work or business of the third party, acquired by the student during that programme, and neither use for the student's own benefit nor, save with the consent of the third party, disclose to any other person any such information.
7. Where the Student Intellectual Property is vested in the University pursuant to these Regulations, the University may exploit it, or any part of it, using reasonable endeavours to that end and granting to the student a reasonable share of any revenues received by the University as a result of such exploitation. If the University does not wish to exploit any part of the Student Intellectual Property vested in it, it shall at the request of the student return such part to the student.
8. Where Student Intellectual Property is vested in the University pursuant to these Regulations, a student may not without the consent of the University (which will not be unreasonably withheld or delayed) publish any work which might prejudice the acquisition and protection of the Student Intellectual Property by the University or any third party to whom it, or any part of it, has been assigned.
9. Any breach of these Regulations may be dealt with under the Regulations as to the Discipline of Students.

Regulations on the Use of Computing Facilities¹⁰

1. In these Regulations “computing facilities” means any computing facilities

- (a) controlled by Corporate Information and Computing Services; or
- (b) owned by the University or any University company; or
- (c) situated on University premises;

and “Head of Department” means the Head or Chairman of the Department which controls the facilities or the premises on which the facilities are situated.

2. No person may use computing facilities without the authorisation of the Director of Corporate Information and Computing Services acting on behalf of the Information Services Committee, or of the Head of Department or of the person or body to whom the facilities belong.

3. Every authorisation for the use of computing facilities shall be subject to the conditions that the facilities are to be used only by the person to whom the authorisation is given and only for the purpose or purposes for which it was granted and shall be subject to these Regulations.

4. Where the use of computing facilities is for the purposes of externally funded research or for purposes private to an individual user or external to the university, authorisation may be subject to the payment of charges prescribed from time to time by the Information Services Committee or by the Director of Corporate Information and Computing Services acting in accordance with any directions of that Committee.

5. No computing facilities may be used

- (a) to secure unauthorised access to any program or data held in any computer wherever located;
- (b) to cause any unauthorised modification of the contents of any computer, wherever located;
- (c) in any way which jeopardises the work of others, or the integrity of the equipment or of any programs or data; or
- (d) in breach of the Computer Misuse Act 1990 or other applicable legislation, or of any local rules made by the Director of Corporate Information and Computing Services or the Head of Department.

6. No student or member of the University staff may use any means

- (a) to secure unauthorised access to any program or data held in any computer facilities; or
- (b) to cause any unauthorised modification of any such material.

7. Any breach of these Regulations may be dealt with, in the case of students under the Discipline Regulations and in the case of members of the staff of the University in accordance with disciplinary procedures approved

(subject to the Statutes) by the Council. Any person suspected of a breach of these Regulations may be debarred from access to computing facilities by the Director of Corporate Information and Computing Services or the Head of Department until the appropriate disciplinary procedures have been completed; any use or attempted use of facilities by a person so debarred from access or by another acting on that person's behalf shall constitute a breach of these Regulations.

Note: These Regulations should be read in conjunction with the *Code of Practice for the Use of University Computing Facilities*.

¹⁰ Additional Regulations apply for students using the International Faculty's Computing facilities (www.city.academic.gr/docs/ifgenspec.pdf).

Regulations relating to the Library¹¹

1. For the purposes of these Regulations, the University Library comprises the collections, services and facilities provided on the premises of the University Library on the University's Sheffield campus and elsewhere; and the services and resources provided at any location, directly or indirectly, by the University Library across the campus network or the Internet.

2. Admission to and licence to remain on University Library premises, and use of University Library facilities, are conditional upon observance of these Regulations.

3. The following shall be eligible to use the University Library and to borrow materials from it:

Any registered student of the University or member of the University staff in possession of a currently valid U-card

Any other member of the University as defined in Section 2 of the Statutes, except that a graduate who is not currently a registered student may not borrow without the permission of the Director of Library Services

Any other person meeting criteria approved by the Information Services Division Executive.

4. Other persons may be afforded such facilities as the Director of Library Services considers appropriate. In offering such facilities, the Librarian may impose a charge not exceeding that approved by the Information Services Division Executive for the particular circumstances.

5. Persons who are eligible for and hold more than one U-card must declare this entitlement to the University Library and designate one U-card as valid for borrowing. No person may use more than one U-card for borrowing.

6. Users other than registered students and members of University staff must register separately with the University Library. Such users will be issued with an external U-card validated for Library use, or with a University Library ticket. Such users must inform the Library of any change of address.

7. Every user must present a valid U-card or Library ticket when borrowing, and must produce this, or another form of identification, when asked to do so by a member of Library staff on Library premises. U-cards and Library tickets are not transferable.

8. Users must comply with the rules as to loan entitlements and loan periods, return dates, recall periods and renewal conditions published on the University Library's premises and on its printed guides and web pages.

9. Users leaving University Library premises with books and papers may be required to show them at the control point. No material may be removed from the

Library without its loan being recorded. The borrower of an item as shown in the current loan record is responsible for the safe return of that item, and liable for any loss or damage to it.

10. Users must comply with all such additional conditions as may be published in respect of certain services such as interlibrary loans, and access to networked electronic materials.

11. Users must comply with all relevant legal requirements, including those relating to copyright, data protection and computer misuse.

12. No Library material lent to users may be taken outside the United Kingdom without the written permission of the Director of Library Services.

13. Users may be required to pay fines in accordance with rules published on the University Library's premises and on its printed guides and web pages in the case of the late return of borrowed or recalled items, the non-collection of items obtained on interlibrary loan, and certain other acts or omissions; and may be required to pay compensation for loss of library materials. Users' borrowing rights may in addition be suspended. The level of fines shall be approved from time to time by the Information Services Division Executive.

14. Any person behaving inconsiderately or inappropriately on University Library premises may be required to leave immediately by the Director of Library Services or another member of Library staff acting on behalf of the Director.

15. Any breach of these Regulations and any other misconduct relating to the University Library may be dealt with, in the case of students, under the Discipline Regulations, and in the case of members of the staff of the University in accordance with the disciplinary procedures prescribed in the Statutes or approved by the Council. A student or a member of the academic staff may be suspended from access to the premises of the University Library in accordance with those Regulations and procedures. Access to University Library premises and services may be withdrawn by the Director of Library Services from any other person in breach of these Regulations.

16. A person may appeal against the imposition of a fine or other penalty under these Regulations to the Director of Library Services. The grounds for appeal should be submitted in writing not more than 14 days after the notice of the imposition of the fine or other penalty is issued. After consultation as necessary the Director of Library Services shall determine whether or not the appeal shall be upheld. A written response will normally be provided to the appellant, indicating action to be taken where appropriate, within 10 days of the receipt of the appeal.

¹¹ These Regulations apply to students in the Sheffield-based Faculties and to students of the International Faculty visiting the Sheffield campus. Separate Regulations apply to students of the International Faculty, or visiting the City campus, for use of its libraries (www.city.academic.gr/docs/ifgenspec.pdf).

Regulations Relating to the Library

17. A person who remains unsatisfied with the decision of the Director of Library Services may within 10 days of the notification submit an appeal in writing to the Pro-Vice-Chancellor for Information Services, who after consultation as necessary, shall determine whether or not the appeal shall be upheld. A written response shall normally be provided to the appellant, indicating action to be taken where appropriate, within 28 days of the receipt of the appeal. Where a person's borrowing rights have been suspended the Director of Library

Services shall have discretion to authorise their reinstatement pending the outcome of the appeal.

18. These Regulations should be read in conjunction with the Code of Practice for the use of the University Library, and information about the University Library and its services published on the University's web pages.