



The  
University  
Of  
Sheffield.

## MEMORANDUM

**To:** Heads of Academic Departments  
Departmental Administrators/Managers  
Departmental Examinations contacts (UG/PGT)  
Vice-Presidents and Heads of Faculty  
Faculty Directors of Learning & Teaching  
Faculty Directors of Research & Innovation  
Professor Petros Kefalas (Vice Principal for Teaching & Learning, International Faculty)  
Professor Panayiotis Ketikidis (Vice Principal for Research & Innovation, International Faculty)  
Professor Wyn Morgan (Vice-President for Education)  
Professor Dave Petley (Vice-President for Research & Innovation)  
Bella Abrams, Director of Information Technology  
Pamela Barrett, Interim Director of Student Recruitment & Admissions  
Dr Malcolm Butler, Director of Global Engagement  
Alison Little, Associate Director, Learning Strategy & Student Engagement, The Library

**cc:** Michelle Nolan, Head of Academic Programmes & Student Engagement (APSE)  
Ana Kingston, Head of Student Administration Service (SAS)  
Susan Bridgeford, Director of Student Support Services (SSS)  
Liz Carlile, Head of Admissions (Student Recruitment & Admissions)  
Deborah McClean, Director of Research Services  
Andrea Bath, Head of Quality & Standards (APSE)  
Stephanie Betts, Interim Student Results & Awards Manager (SSS)  
Rachel Bovill, Academic Programmes & Quality Manager (APSE)  
Andrew Callaghan, Chair of Quality & Scrutiny Sub-Committee  
Sally Sutton, Student Conduct & Appeals Team Manager (SAS)  
Helen Tattam, Student Information & Developments Manager (SAS)  
David Swinn, Head of Governance (University Secretary's Office)  
Kathryn Clements, Governance Officer (University Secretary's Office)  
Charlotte Williams (Research Services)  
Jo Ashton, Student Examinations Manager (SSS)

**From:** Dr Tony Strike, University Secretary

**Date:** December 2019

**Subject:** **SUMMARY OF CHANGES TO GENERAL UNIVERSITY REGULATIONS FOR 2019-20 AND EXAMINATION CONVENTIONS FOR 2019-20**

This memo provides a summary explanation of the changes to the University General Regulations XIV to XXV for 2019-20. Amendments to the General Regulations have been approved by Senate (following consideration by various University Committees reporting through to Senate).

## **1. AMENDMENTS TO GENERAL REGULATIONS**

### **REGULATION XIV: General University Regulations**

#### **Addition to clause 23**

A sub-clause has been added to make explicit the current practice that students who have previously been withdrawn for non-payment of academic-related fees will not be re-admitted until the debt has been cleared.

#### **OTHER REQUIREMENTS FOR ADMISSION**

23. A student who has previously:
- (a) been expelled from membership of the University will not be admitted onto a programme of study or a component of a programme of study except with the permission of the Vice-President for the relevant Faculty or any person authorised to act on their behalf.
  - (b) been withdrawn from membership of the University for non-payment of academic-related fees will not be admitted onto a programme of study or component of a programme of study until the debt has been cleared, and without the permission of the Vice-President for the relevant Faculty or any person authorised to act on their behalf.

#### **Amendment to Notes for Students on Registration**

##### **Update to note 1.4.2**

1.4.2 has been amended to reflect changes to the administrative process for students returning from a Medical Leave of Absence, which took effect at the beginning of 2018-19. The process has been streamlined to improve administrative turnaround, and improve the student experience by offering more flexibility in the way that students' fitness to resume their studies is confirmed.

- 1.4 Registering after a Leave of Absence
  - 1.4.1 A student wishing to resume their studies following a Leave of Absence will be required to register in order to resume their programme of study.
  - 1.4.2 Students who have been on a Medical Leave of Absence must have their fitness to resume their studies confirmed by the University Health Service (UHS), in order to be eligible to re-register:
    - (i) Students who are registered with the UHS should book an appointment to have their fitness to resume their studies assessed.
    - (ii) Students who are not registered with the UHS should book an appointment with their own healthcare professional to be assessed. Students should then send evidence that they are fit to resume their studies to the UHS by email, for approval.
    - (iii) Students in the Faculty of Medicine, Dentistry and Health should seek departmental advice about the process for confirming medical fitness to resume their studies.
  - 1.4.3 Students returning from Maternity Leave or Leave of Absence on non-medical grounds do not need to make an appointment with the University Health Service.
  - 1.4.4 All students returning from Leave of Absence will be contacted by the University shortly before it is due to end and will be asked to confirm whether they will be resuming their studies. It is important that students respond to this request so that appropriate advice and instruction can be given. Failure to respond within the allocated time period may result in a student's registration being terminated.

#### **Amendment to Notes for Students on Tuition Fees**

##### **Update to note 4.2**

4.2 has been amended to remove the reference to the 2% full payment discount, as this is no longer offered.

- 4.2 The University provides students with a range of payment options. ~~A payment discount is available to students who opt to pay their fees in full before the start of their course.~~

However, the University reserves the right to request that payment is made in full at the start of each year of study.

## REGULATION XV: General Regulations for First Degrees

### Changes to regulations on Recognition of Prior Learning

Amended to meet Nursing and Midwifery Council conditions for the re-approval of nursing programmes.

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:
- (a) the work attracting the credits has not been and will not be submitted for any other Degree; and that
  - (b) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan or MPhys may not, without the special permission of the Senate, be awarded to any student 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.
13. Permitted exceptions to 12 are as follows:
- (a) exceptions to 12 (a) and (b) are permitted in the case of apprenticeship-related and pre-registration nursing programmes which are subject to external requirements<sup>2</sup>.
  - (b) as permitted by the Senate exceptions to 12 (a) are permitted in the case of collaborative dual/double award programmes with the permission of Senate.
  - (c) exceptions to 12 (b) are permitted in the case of non-modular programmes or apprenticeship-related programmes<sup>2</sup>, and that (except in the case of non-modular programmes or apprenticeship-related programmes)

<sup>2</sup> The following apprenticeship-related and pre-registration nursing programmes are specified for the purposes of regulations ~~4213, 4546, 4748, 4849~~ and 4950.

#### FACULTY OF ENGINEERING:

AMRU06 and AMRU07 MAINTENANCE ENGINEERING (FdEng)  
AMRU05 and AMRU21 MANUFACTURING TECHNOLOGY (FdEng)  
AMRU03 and AMRU20 MECHANICAL MANUFACTURE (FdEng)  
AMRU20 MECHANICAL MANUFACTURE (FdEng)  
AMRU08 and AMRU09 MECHANICAL MANUFACTURE (BEng)  
AMRU10 and AMRU11 MANUFACTURING TECHNOLOGY (BEng)  
AMRU12 and AMRU13 MAINTENANCE ENGINEERING (BEng)  
AMRU14 and AMRU15 MECHANICAL MANUFACTURE (BEng)  
AMRU16 and AMRU17 MANUFACTURING TECHNOLOGY (BEng)  
AMRU18 and AMRU19 MAINTENANCE ENGINEERING (BEng)

#### FACULTY OF MEDICINE, DENTISTRY AND HEALTH:

NURU152 NURSING (Fd Nursing Associate)  
NURU149 NURSING (ADULT) (BMedSci)

#### FACULTY OF SOCIAL SCIENCES:

SCSU13 SOCIAL WORK (BA (Hons))

### Change in numbering of clauses

Following the insertion of a new clause 13 (as detailed above), please note that the numbering for all subsequent clauses within Regulation XV have changed. Note in particular that references to the clause giving examiners the right to exercise discretion, notwithstanding the regulations, has changed from 46 to 47.

- ~~46-47.~~ In every case, the Examiners will recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the student.

## **REGULATIONS XIX – XXI: General Regulations relating to the Progress of Students, Academic Appeals, and Student Fitness to Practise**

The terminology in these three sets of regulations has been updated to reflect changes to titles of formal procedures panels and their membership, and replace references to 'Student Services' with 'Student Support Services'. References to 'Discipline Committee' now relate to the 'Senate Discipline Panel', and 'Appeals Committee of the Senate' has become the 'Senate Appeals Panel'.

## **REGULATIONS XXII: General Regulations relating to the Discipline of Students**

This set of regulations has been amended substantially in response to:

- the University's review of its compliance with the OIA Good Practice Framework on Disciplinary Procedures;
- the University's review of its Student Suspension Regulations, as recommended by the Task & Finish Group on Student Suspensions;
- changes to titles of university panels and committees referenced in Student Formal Procedures – note that what was previously referred to as a Discipline Panel has now become a Discipline 'Pool', following the re-naming of Discipline Committee to Senate Discipline Panel;
- the need to update the list of protected equality characteristics.

These amendments cover principally changes to:

- definitions of misconduct (clause 2);
- suspension procedure (clauses 8-10);
- disclosure of a serious criminal offence (clause 7).

## **REGULATION XXV: Regulations relating to the Library**

### **Clarification in clause 15**

15. Users may be required by the University Librarian to pay compensation for the replacement of lost or damaged library materials, the non-collection of items obtained on interlibrary loan and certain other acts or omissions. Users' borrowing rights may in addition be suspended in the case of late return of borrowed or recalled items.

### **Clarification of the timescales for consideration of appeals against library penalties by non-students**

18. ~~Appeal Complaints~~ against the imposition of any penalty under these regulations may be dealt with, in the case of students, in accordance with the Student Complaints Procedure, ~~and in the case of any other person through written appeal to the University Librarian.~~
19. In the case of any other person, complaints against the imposition of any penalty under these Regulations may be dealt with through written appeal to the University Librarian, submitted not more than 15 working days after the notice period of the penalty is issued. Acknowledgement of the appeal will be made within 5 working days and a full written response will be made within 30 working days.
- ~~19,20.~~ These Regulations should be read in conjunction with information about the use of the University Library, and information about the University Library and its services published on the University's web pages.

## **2. CONTACTS FOR QUERIES**

If you have any queries arising from the changes please note the following main contacts:

### **General Regulations (general and specific matters) and Regulations relating to the Discipline of Students**

Ana Kingston (Student Administration Service) ([a.kingston@sheffield.ac.uk](mailto:a.kingston@sheffield.ac.uk), ext. 21280)

### **Regulations relating to Taught Programmes of Study**

Rachel Bovill (Academic Programmes & Student Engagement) ([r.a.bovill@sheffield.ac.uk](mailto:r.a.bovill@sheffield.ac.uk), ext. 24048)

### **Regulations relating to Research Programmes of Study**

Charlotte Williams (Research Services) ([charlotte.williams@sheffield.ac.uk](mailto:charlotte.williams@sheffield.ac.uk), ext. 21432)

## **3. EXAMINATION CONVENTIONS**

There have been no changes to the Examination Conventions for 2019-20, except from an update to reflect the change in number of former Regulation 46 (as detailed under Regulation XV above).

For proposed amendments or queries relating to the Examination Conventions, please contact: Helen Tattam, Student Information and Developments Manager, Student Administration Service ([h.l.tattam@sheffield.ac.uk](mailto:h.l.tattam@sheffield.ac.uk), ext. 21292).