MEMORANDUM

To: Heads of Academic Departments
    Departmental Administrators/Managers
    Departmental Examinations contacts (UG/PGT)
    Faculty Pro-Vice-Chancellors
    Faculty Directors of Learning & Teaching
    Faculty Directors of Research & Innovation
    Vice Principals for Teaching & Learning / Research (International Faculty)
    Professor Wyn Morgan (Pro-Vice-Chancellor for Learning & Teaching)
    Professor Richard Jones (Pro-Vice-Chancellor for Research & Innovation)
    Andrew West (Director of Student Services)
    Louise Woodcock (Head of Academic & Learning Services)
    Susan Gill (Head of Learning & Teaching Services)
    Ana Hidalgo-Kingston (Head of Student Administration Service)
    Scott Castle (SSiD)

cc: Helen Tattam (Taught Programmes Office)
    Deborah Roddis (Research and Innovation Services)
    Lindsay Unwin (Research and Innovation Services)
    Joanne Rowlands (Research Degree Support Team)
    Sue Davison (Learning & Teaching Services)
    Sally Sutton (Student Conduct and Appeals Office)
    Sue Stephens (Strategy Planning and Governance)
    Stephanie Betts (Taught Programmes Office)
    Marie Boam (Taught Programmes Office)
    Alison Little (Library Services)

From: See contact details on next page

Date: 5 August 2016

Subject: SUMMARY OF CHANGES TO GENERAL UNIVERSITY REGULATIONS FOR 2016-17 AND EXAMINATION CONVENTIONS FOR 2016-17

This memo provides a summary explanation of the changes to the University General Regulations XIV to XXV for 2016-17. Amendments to the General Regulations have been approved by Senate (following consideration by various University Committees reporting through to Senate).

This summary is being released in advance of the official publication of the University Calendar for 2016-17, so that departments can be aware of any changes they may need to consider when updating Departmental guidance/publications.
In particular, your attention is drawn to the following amendments, the wording for which can be found in the relevant section of the memo:

REGULATION XIV: General University Regulations

- The provision of three new award titles: MGeog (Master of Geography), MGeogSci (Master of Geographical Science) and MScMBA Master of Science and Business Administration (Double Masters)
- A number of amendments and additions to the General Regulations relating to Registration and Fees to update references to policies and procedures and to ensure that current practice is accurately reflected.
- A new section providing Notes for Students on Registration has been added to the end of the General University Regulations, to ensure compliance with the Competition and Markets Authority (CMA) guidance for the higher education sector.

REGULATION XV: General Regulations for First Degrees

- Regulations relating to the Foundation Year (Level 0). These were temporarily withdrawn from the amendments for 2015-16, after it was agreed that further consultation was needed. This consultation has taken place and it was agreed that the Regulations should be introduced from 2016-17.
- Regulations 53, 54 and 55 have been removed from the General Regulations for First Degrees. These Regulations refer to students who began their programme of studies in or after September 2000 but before September 2006, and are now rarely used. New Regulation 56 has been added to direct departments to the Regulations in the 2015-16 version of the Calendar for those rare instances when these particular Regulations would apply.
- Regulation 7 regarding the number of credits for which visiting Erasmus students are permitted to register has been amended. The previous wording stated that students would ‘normally register for 60 credits in each semester attended’. The word ‘normally’ has now been removed to reflect the fact that students are not permitted to register for more than 60 credits.
- References to the MGeog and MGeogSci have been added to the appropriate Regulations.

REGULATION XVI: General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

- A restructure of the General Regulations for Higher Degrees has taken place, to separate Regulations relating to taught degrees, research degrees and regulations relating to specific higher degrees by research into three distinct sections. This work was undertaken by a working group in 2015 and 2016, in consultation with Faculty and University committees for both taught and research provision and the relevant professional services.

- Amendments have been made to the Regulations for Higher Degrees by Research relating to research away from the University, supervision for joint award arrangements, the Doctoral Development Programme, and degree of PhD and EngD undertaken in an EPSRC Centre for Doctoral Training. Information relating to programme length and placement opportunities for particular PhD and EngD programmes has been added, together with specific regulations relating to the award of DSpecMed and the Degree of PhD in Public Health, Economics and Decision Science (DTC). An obsolete programme, TRPT90 Planning Research and Theory, has been removed.

Amendments to the content of the General Regulations for Higher Degrees are set out in full in SECTION 3 of this memo, to clearly highlight the changes in content in addition to the substantial restructure of Regulation XVI.
REGULATION XVIII: General Regulations as to Examinations

- Additions to make reference to the University’s Anonymous marking policy, and the provision for students to request that draft examination timetables take account of religious observance requirements.
- Other minor amendments have been made to clarify procedures, and ensure compliance with the CMA guidance for the higher education sector.

REGULATIONS XIX, XXI and XXII: General Regulations as to Student Progress, Student Fitness to Practise and Discipline of Students

An additional Regulation has been added to each of these sections to specify that students may be able to apply for a review of their case by the Office of the Independent Adjudicator for Higher Education (OIA) should they be dissatisfied with the decisions of the Appeals Committee and be considered eligible under OIA rules.

REGULATION XXV: Regulations relating to the Library

A number of amendments to the General Regulations relating to the Library have been made to ensure consistent and appropriate references to the University Librarian and to remove explicit references in this section to the Regulations for fines.

Please note that there are no amendments to the following Regulations for 2016-17:

- REGULATION XX: General Regulations as to Academic Appeals
- REGULATION XXIV: Regulations on the Use of Computing Facilities

With respect to REGULATION XXIII: Regulations relating to Intellectual Property, amendments to the list of units exempt from Regulation 2d will be made available online in September 2016. There are no other amendments.

Location of Documentation

University Regulations for 2016-17 will be available at www.shef.ac.uk/calendar from the Downloads box on this webpage in September 2016. The Regulations for First Degrees can be viewed with amendments taking effect in 2016-17 highlighted, or in their finalised format, with the amendments incorporated.

Examination Conventions for 2016-17 will be available soon to download from the relevant web pages linked from www.shef.ac.uk/ssid/exams/conventions. Changes to the Conventions include:

Examination Conventions for Modular Undergraduate Programmes:

For your information, revisions have been made to the Examination Conventions for Modular Undergraduate Programmes, in order to improve guidance relating to the following:

Extenuating circumstances

- More specific guidance has been provided under 2.3 regarding medical circumstances and the circumstances under which departments might consider it appropriate for students to sit an examination.

- Additional wording has been added to paragraph 2.4 to highlight the need for appropriate evidence in order for departments to grant extensions to deadlines for assessed work.
Additional wording has been added to paragraph 2.13 regarding the need to submit notification of medical or personal circumstances, including dyslexia, within specified departmental deadlines.

Progression and failure
An additional sentence has been included in 3.1 as a reminder that, depending on the University of Sheffield degree programme onto which a Foundation Year student wishes to progress, there may be higher progression requirements than achieving a pass grade in each module.

Additional minor amendments have been made to update terminology.

Examination Conventions for Modular Taught Postgraduate Programmes:
There have been no changes to the Examination Conventions for Postgraduate Programmes of Study.

Examination Conventions for UG Non-Modular Programmes of Study in the Faculty of Medicine, Dentistry & Health
There have been no changes to the Examination Conventions for UG Non-Modular Programmes of Study in the Faculty of Medicine, Dentistry & Health for 2016-17.

Contacts for Queries
If you have any queries arising from the changes please note the following main contact points:

General Regulations (general and specific matters)
Sue Davison (Learning and Teaching Services) Tel: 21359 Email: s.davison@sheffield.ac.uk

Regulations relating to Taught Programmes of Study
Helen Tattam (Taught Programmes Office) Tel: 21292 Email: h.tattam@sheffield.ac.uk

Regulations relating to Research Programmes of Study
Lindsay Unwin (Research and Innovation Services) Tel: 21443 Email: l.v.unwin@sheffield.ac.uk
Summary of Changes to General Regulations for 2016-17

Please note: the Regulatory texts (or relevant portions of texts) given below show the text approved for 2016-17 and the Regulation paragraph numbers are those cited in the 2016-17 Calendar.

1. GENERAL UNIVERSITY REGULATIONS

1.1 NEW AWARD TITLES
The following three new award titles have been added to the list of Degree and Other Awards in Regulation 5 of the General University Regulations:

- Master of Geography (MGeog)
- Master of Geographical Science (MGeogSci)
- Master of Science and Business Administration (Double Masters) (MScMBA)

1.2 REGISTRATION
The addition of two new Regulations, some additions and other minor amendments, including:

30. 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. By signing the Registration Declaration, a student will be consenting to the processing and sharing of their personal data in accordance with the University’s Data Protection Policies.

31. By signing the Registration Declaration, a student will be consenting to the processing and sharing of their personal data in accordance with the University’s Data Protection Policies.

32. Students are required to register at the start of their programme of study, and annually thereafter at the start of each session forming part of their programme of study. Failure to register at a time determined by the Vice-Chancellor may result in a student’s withdrawal from their programme of study.

33. A student following a programme of study for which teaching or supervision is provided validated under the Regulations for this University in one or more institutions Validated Programmes of Study will comply with such registration procedures as are specified in the Regulations applying to the relevant programme of study.

A new section providing Notes for Students on Registration has been introduced in the General University Regulations, setting out the Registration process, Registration statuses, registration for programmes and modules, UCards and access to IT services and termination or suspension of registration (the full notes are included in Appendix 1).

1.3 FEES
Amendments to the General Regulations relating to Fees have been set out in full in this memo.

An addition has been made to the following explanatory sentence at the beginning of the Regulations relating to Fees. Other amendments have been made to clearly reflect current procedures, in particular, to make reference to the Personal Payments Scheme and the Tuition Refund Policy, and to remove references to the Registration Panel, since this no longer in operation. The numbering of regulations in this section has changed.

FEES

Reference in these Regulations to the Vice-Chancellor includes any person authorised to act on behalf of the Vice-Chancellor.

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

38. 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

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1 Regulations 37-51 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (www.citycollege.sheffield.eu/frontend/index.php)
composition fee is payable at the start of the programme of study and in respect of the whole period of the programme of study.

39. 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 Vice-Chancellor. A temporary registration will lapse if the evidence is not provided within three weeks of the given deadline.

40. Except with the permission has been obtained under the terms of the Personal Payments Scheme, of the Registration Panel neither provisional nor full registration will be granted for any session to a student who has not paid all composition fees due to the University from any previous session.

41. 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 Vice-Chancellor for the planned payment of that fee will be fully registered.

42. A student who is not able to pay the composition fee or make arrangements acceptable to the Vice-Chancellor for the planned payment of that fee may only be granted provisional registration by the Vice-Chancellor under the terms of the Personal Payments Scheme, of the Registration Panel. The student will be given a statement of the payments required as a condition of the provisional registration.

43. 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.

44. A provisional registration will lapse if the payments required are not made, unless it is extended or renewed by the Vice-Chancellor under the terms of the Personal Payments Scheme or the Registration Panel on conditions agreed with the student.

45. Should a student be refused the Vice-Chancellor refuse to grant, extend or renew a registration, or an extension or renewal thereto, for non-payment of the composition fee, notice in writing will be given to the student and the Registration Panel. The student may appeal to the Vice-Chancellor by giving notice in writing to the Chair. The Panel Vice-Chancellor will consider the case and may vary, reverse or uphold the earlier decision.

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

47. A student permitted to repeat an examination without attendance at lectures or classes is not required to register under these Regulations but will 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 Vice-Chancellor.

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

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

50. In the case of the withdrawal from the University of a student withdrawing or taking a period of leave from the University, it will be for the University to determine whether or not to grant any remission of the liability to pay fees in accordance with the University’s Tuition Fee Refund Policy.

51. Students considering withdrawing from their 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.

Except with the permission of the Vice-Chancellor, the award of any qualification will be withheld until after the student has paid all composition fees due to the University.

2. GENERAL REGULATIONS FOR FIRST DEGREES

2.1 REGULATIONS RELATING TO FOUNDATION YEAR (LEVEL 0)

In order to clarify practice in relation to the award of credits in the Foundation Year, the following new Regulations 25, 26 and 27 have been added to Regulations relating to the ‘Award of Credits’

AWARD OF CREDITS

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

24. A student who has been awarded credits in respect of any unit may not repeat the examination for that unit.
Level 0 (FOUNDATION YEAR)
25. A student will complete units at Level 0 to a total value of not less than 120 credits. For the purposes of this Regulation ‘completed units’ are those for which a student 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.
26. A student who is awarded 120 credits will thereby pass the Foundation Year.
27. A student who fails to satisfy the Examiners in respect of any unit at Level 0 may enter for a subsequent examination in respect of the unit on no more than two occasions. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

3. GENERAL REGULATIONS FOR HIGHER DEGREES, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

3.1 RESTRUCTURE OF THE GENERAL REGULATIONS FOR HIGHER DEGREES, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

The whole of this section has been restructured to separate out into three sections:
1. Regulations for Higher Degrees by Coursework, Postgraduate Diplomas and Postgraduate Certificates (and coursework elements of Higher Degrees by Research)
2. Regulations for Higher Degrees by Research
3. Regulations for Higher Degrees by Research that relate to specific higher degrees

This restructuring exercise in itself does not represent a change to the content of these Regulations. However, there have also been some amendments to the content of the General Regulations for Higher Degrees, as set out in paragraphs 3.2 to 3.9 below.

With regard to the Regulations for specific higher degrees by research, proposals will be developed in future to establish procedures to publish, maintain and update these specific Regulations through a Faculty-based approval process.

3.2 GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH
The following phrase has been added to ensure compliance with CMA guidance for the higher education sector:

1. These Regulations apply subject to any different provision in the Regulations for a particular programme of study to
   The Degree of PhD in all Faculties
   The Degree of PhD with Integrated Studies
   The Degree of EdD
   The Degree of DBA….

3.3 GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH: RESEARCH AWAY FROM THE UNIVERSITY
Regulations 31, 32, 33 and 34 relating to research away from the University have been removed and replaced with the following new Regulation:

10. A full-time or part-time student may pursue the whole or part of the programme of research at a specified place away from the University, in accordance with the University's standard Remote Location scheme, or a Memorandum of Agreement for a remote location scheme with a specific institution. To apply for a remote location scheme, students must:
   (a) be an International or European Union (EU) student not resident in the UK; and
   (b) meet the normal entry requirements for the programme of research for which they are applying; and
   (c) accept adequate supervisory arrangements for the research scheme acceptable to the relevant faculty of the university; and
   (d) prove access to the necessary library, computing and other research facilities required to successfully undertake the programme of research within the required period.
Approval to study as a remote location student can only be sought during the application process and will not be given to students who are already registered as full-time or part-time students of the University. Remote location students must not spend more than eight consecutive weeks at the University at any time during the course of their degree (schemes agreed with specific institutions may set out further specifications relating to the amount of time spent at the University).

(numbering has changed due to the re-organisation of the General Regulations for Higher Degrees).

3.4 GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH: SUPERVISION
A new Regulation 8 has been added to specify that in the case of a Joint Award arrangement, at least one additional supervisor will be appointed by the partner institution:

8. In the case of a Joint Award arrangement, at least one additional Supervisor will be appointed by the partner institution.

3.5 GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH: DOCTORAL DEVELOPMENT PROGRAMME
A new Regulation 19 has been added to clarify the expectation that a student will only be awarded the degree on completion of the Doctoral Development Programme, in addition to their degree:

19. A student will not be awarded the degree unless the Faculty has confirmed the student's satisfactory completion of the Doctoral Development Programme.

3.6 REGULATIONS FOR THE DEGREE OF PHD WITH INTEGRATED STUDIES
In the list of approved Masters programmes, TRPR90 PLANNING RESEARCH AND THEORY (MA) (FACULTY OF SOCIAL SCIENCES) (For initial registration of a student for the Degree of PhD with Integrated Studies in City, Society and Planning only) has been removed as it is now obsolete.

3.7 GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH (PROGRAMMES UNDERTAKEN IN AN EPSRC CENTRE FOR DOCTORAL TRAINING)
Additions to the General Regulations for higher Degrees by Research have been made to reflect the four-year duration of some research programmes in Centres for Doctoral Training (CDTs) funded by the EPSRC and the option, or in some cases, requirement to undertake a placement during the programme.

In addition, details relating to the existing Industrial Doctoral Centre (IDC) for Machining Science have been recommended to be incorporated into the Regulations for the Degree of PhD undertaken in an EPSRC Centre for Doctoral Training.

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

1. A person may be admitted as a full-time student candidate.
2. The programme of study and research will be pursued for not less than three years except in the case of PhDs/EngDs undertaken in:
   the EPSRC Centre for Doctoral Training in Energy Storage and its Applications;
   the EPSRC Centre for Doctoral Training in Advanced Metallic Systems (PhD);
   the EPSRC Centre for Doctoral Training in Advanced Metallic Systems (EngD);
   the EPSRC Centre for Doctoral Training in Nuclear Fission – Next Generation Nuclear;
   the EPSRC Centre for Doctoral Training in Polymers, Soft Matter and Colloids;
   the EPSRC Centre for Doctoral Training in Engineering for the Water Sector (STREAM IDC) EngD;
   the EPSRC Centre for Doctoral Training in Integrated Tribology
   the EPSRC Centre for Doctoral Training in Machining Science (IDC in Machining Science) (PhD)
   the EPSRC Centre for Doctoral Training in Machining Science (IDC in Machining Science) (EngD)
when it will be not less than four years.

12. In the following programmes, a training placement may be required as an integral part of the programme:
   Energy Storage and its Applications: An industrial placement of up to one month, and a one-week placement at the University of Southampton, Malaysia Campus
Advanced Metallic Systems (PhD): the opportunity (not compulsory) to undertake placements in the sponsoring company or in an overseas research institution for two-three months.

Advanced Metallic Systems (EngD): all students will be expected to spend up to 75% of their time in their sponsoring company

Nuclear Fission - Next Generation Nuclear: optional secondments, typically between 3-6 months in length

Polymers, Soft Matter and Colloids: all students will be expected to spend six months at the sponsor’s site in year three or four.

3.8 GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH (PROGRAMMES UNDERTAKEN IN AN EPSRC CENTRE FOR DOCTORAL TRAINING)
The following new Regulations have been added cover the Degree of PhD in Public Health, Economics and Decision Science (DTC).

Regulations for the Degree of PhD in Public Health, Economics and Decision Science (DTC)

1. A person may be admitted as a candidate in the following category:
   (a) full-time student candidate

2. In order to progress to the second year of study, a student must successfully complete the requirements of the first year of registration, to include:
   (a) obtaining a total of not less than sixty credits of a relevant Bachelor’s and/or Master’s Degree;
   (b) completion of three research attachments, including submission of a reflexive account of the knowledge and skills acquired in each, to be assessed by the attachment lead supervisor;
   (c) identification of supervisors and development of a research proposal that has been approved by the programme directors;
   (d) full engagement in other aspects of the programme (e.g. regular attendance at journal clubs, away days etc).

3. A student who is awarded 60 credits (of which at least 40 must be from a relevant Master’s Degree) but who does not wish to proceed to the second year of study, or who does not successfully complete the requirements of the first year of study, may be awarded an approved Postgraduate Certificate.

4. A student who fails to satisfy the examiners in respect of a credit-bearing unit may enter for a subsequent examination in respect of the unit on one occasion only.

5. A student’s registration for the Degree of PhD will be considered probationary until such time as the candidate successfully passes the departmental Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The final decision regarding whether a student may be permitted to pass the Confirmation Review must be taken within 2 years of the students’ initial registration. A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.

6. In all other aspects of the programme, the Regulations for the Degree of PhD in all Faculties will apply.

3.9 GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH (DSpecMed)
The following new Regulations have been added to the Regulations for the Doctorate in Specialist Medicine (DSpecMed).

Regulations for the Degree of DSpecMed (Dermatology)

1. A person may be admitted as a student who:
   a. has a degree in Medicine from a reputable institution, followed by at least two years’ experience in hospital or general medical practice, or a year of dermatology experience, and
   b. has an MSc in Dermatology from King’s College, University of London, Cardiff University or University of Hertfordshire, or another reputable institution as judged by the Faculty, and
   c. has two satisfactory references from previous teaching or learning institutions and one reference from the student’s funder or international sponsor.
2. A student’s registration for the Degree of DSpecMed (Dermatology) will be considered probationary until such time as:
   a. the student successfully passes the departmental Confirmation Review, and
   b. the student successfully passes the assessment at the end of year two.

3. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The final decision regarding whether a student may be permitted to pass the Confirmation Review must be taken within 18 months of the students’ initial registration. A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.

4. Assessment at the end of year two shall include:
   a. Submission of a thesis to the standard expected for the Degree of MD, in accordance with the Regulations for Higher Degrees by Research; and
   b. Successful completion of an oral examination in matters relevant to the subject of the thesis; and
   c. Successful completion of an interview with a panel of experts appointed by the Faculty.

5. Students who fail to meet the requirements of assessment at the end of year two shall:
   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 student 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.

6. Students who do not wish to continue to pursue the Degree of DSpecMed (Dermatology), or who do not progress satisfactorily in years 3-5 (as determined by the department), but who successfully complete the requirements of Regulation 3 (a) and (b), may be awarded an MD in Clinical Dermatology.

7. Students who, after completing the minimum period of study (as defined in the Code of Practice for Research Degree Programmes), satisfactorily complete the requirements of the course as determined by the department, may be awarded the Degree of DSpecMed (Dermatology).

4. GENERAL REGULATIONS AS TO EXAMINATIONS

A reference has been made to the University’s anonymous marking policy in new Regulation 6:

Anonymous marking: The University has an anonymous marking policy which applies to all invigilated examinations. Students should familiarise themselves with the Statement of Procedures for the Anonymous Marking of Examinations.

An additional statement has been added to Regulation 7 (formerly Regulation 6) regarding religious beliefs:

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 Services 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. Students may request that draft examination timetables take account of religious observance requirements and should follow the procedure for notifying Religious Observance ensuring that they adhere to the deadlines given. Requests received after the relevant deadline will not be considered. Once final examination timetables have been set, alterations will not be made.

An addition has been made to Regulation 24 (formerly Regulation 23) regarding procedures at the end of an examination:

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 unless instructed otherwise. 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 students must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Students should wait until Invigilators have collected examination material from desks and 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. Students causing a disruption at the end of an examination may be subject to disciplinary action.
Other minor amendments have been made to reflect current practice more explicitly.

5. GENERAL REGULATIONS AS TO THE DISCIPLINE OF STUDENTS
A new regulation has been added to clarify the role of the Office of the Independent Adjudicator (OIA), and in particular that the OIA review process is separate to institutional processes.

EXTERNAL REVIEW
42. If the student is dissatisfied with the decision of the Disciplinary Appeals Committee, the student may be able to apply for a review of their case by the Office of the Independent Adjudicator for Higher Education (OIA), providing that their case is eligible under its Rules. This is an independent review scheme and forms no part of the University’s review or appeal procedures. The OIA will normally only review issues that have been dealt with through the University’s internal procedures.

6. GENERAL REGULATIONS AS TO THE PROGRESS OF STUDENTS
A new regulation has been added to clarify the role of the OIA, and in particular that the OIA review process is separate to institutional processes.

EXTERNAL REVIEW
11. If the student is dissatisfied with the decision of the Appeals Committee, the student may be able to apply for a review of their case by the Office of the Independent Adjudicator for Higher Education (OIA), providing that their case is eligible under its Rules. This is an independent review scheme and forms no part of the University’s review or appeal procedures. The OIA will normally only review issues that have been dealt with through the University’s internal procedures.

7. GENERAL REGULATIONS RELATING TO STUDENT FITNESS TO PRACTICE
A new regulation has been added to clarify the role of the OIA, and in particular that the OIA review process is separate to institutional processes.

EXTERNAL REVIEW
19. If the student is dissatisfied with the decision of the Appeals Committee, the student may be able to apply for a review of their case by the Office of the Independent Adjudicator for Higher Education (OIA), providing that their case is eligible under its Rules. This is an independent review scheme and forms no part of the University’s review or appeal procedures. The OIA will normally only review issues that have been dealt with through the University’s internal procedures.

8. GENERAL REGULATIONS RELATING TO THE LIBRARY
References to the Director of Library Services have been replaced with references to the University Librarian and references to the Information Services Sub-Group have been removed, since this no longer exists. A reference to the Code of Practice for the use of the University Library has also been amended to ‘information about the use of the Library’.

In addition, current Regulation 13 has been removed and replaced by new Regulations 14 and 15, as follows:

14. Users must not borrow materials using another person’s UCard or library card, unless they have written permission to do so. All borrowing must be made in accordance with rules published on the University Library’s premises and on its printed guides and web pages.

15. Users may be required 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.

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 will be approved from time to time by the University Executive Board’s Information Services Sub-Group.
NOTES FOR STUDENTS ON REGISTRATION – NEW SECTION

1. The Registration Process

1.1 It is a requirement of the registration process that students read and accept the Registration Declaration. The Declaration requires students to:

(i) observe the Charter, Statutes and Regulations of the University;
(ii) consent to the processing of sensitive personal data as defined by the Data Protection Act; and
(iii) confirm the start and end dates of their programme of study.

Each of the statements contained within the Declaration must be accepted by either checking the relevant boxes in the Online Registration System or by signing a paper copy of the Registration Declaration.

1.2 Students must register at the start of each relevant academic session. Students not able or willing to register may be required to request a Change of Status, such as a Leave of Absence; or they may wish to withdraw from their programme of study.

1.3 The Student Registration Record

(i) A student’s registration record should be up to date and accurate at all times; this includes a student’s correspondence address and contact information.

(ii) Students are required to verify and confirm their personal and contact data at the time of registering, to ensure that the details held by the University are correct.

(iii) At registration, a student’s identification document will be checked and his or her name will be entered into the corresponding university student record as it appears on their identity documentation. It is the responsibility of the student to ensure that any changes or inaccuracies in their name, as it appears in their student record, are reported at the earliest possible opportunity.

(iv) Once registered, students are responsible for maintaining their personal and contact details in their Registration Record;

(v) Any changes must be communicated promptly either online via My Record in MUSE or in writing to Registry Services or the Student Services Information Desk.

1.4 Registering after a Leave of Absence

(i) 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.

(ii) Students who have been on a Medical Leave of Absence must obtain a certificate from the University Health Service to confirm that they are fit to resume their studies. Registration cannot be completed until this confirmation has been received.

(iii) 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.

(iv) 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.

1.5 Additional Information for Students

(i) Medical Students on Intercalated Pathways:

Students on the MBChB programme who wish to progress to an Intercalated MSc programme at the University of Sheffield may be required to register twice in the year in which they begin their MSc, once for the MBChB and again for the MSc Programme, as follows:

• He/she may be required to register as a continuing student on the MBChB programme as in previous years after which a Leave of Absence will be applied to this registration record in order to allow progression onto the MSc.

• Students will also be required to register as a new student on the MSc programme. Students on this pathway should read and follow the registration instructions carefully to ensure they understand what is required of them.

Students on the MBChB programme who intend to progress to an Intercalated MSc at another university will be required to register as follows:

• Students may be required to register at the University of Sheffield as a continuing students on to the next year of the MBChB programme, after which a Leave of Absence will be applied to their record
Students will then register for their intercalated year at the institution where they will be studying for their MSc, in accordance with the registration guidance and process of that institution.

On returning to the MBChB from the intercalated year, all students will follow the process for students returning from a Leave of Absence.

(ii) International students:
- Students who are sponsored by the University under Tier 4 of the UK Points-Based Immigration System must comply with statutory immigration requirements and with the University’s corresponding policies and procedures.
- Where a student is unable to comply fully at the point of registration, but is able to provide evidence to show that they will be able to do so, they will be granted a Provisional Registration. Such students are permitted to attend lectures and classes but are required to comply with immigration requirements by a given deadline in order to progress to a full registration.
- The University may withdraw immigration sponsorship from any student who does not comply with these requirements, or is unable to complete their registration within the required time period, and this may result in the termination of a registration.
- International students should note that any change to their registration status within the University may impact on their right to stay in the UK.

(iii) Erasmus and Study Abroad students:
- Students attending the University under the Erasmus or Study Abroad exchange programmes must choose up to 60 Sheffield credits (30 ECTS) per semester and are not permitted to register for more credits than this.
- The minimum number of credits a student can register for is 40 Sheffield credits (20 ECTS) for one semester or 100 Sheffield credits (50 ECTS) for a full year of study.
- Students wishing to study fewer than 60 Sheffield credits (30 ECTS) per semester must provide a supporting letter from their home university.

(iv) Students spending time abroad
- Where a student travels abroad to undertake an activity organised, sponsored or facilitated by the University for one month or more, it is essential that they update the contact details in their student record with their overseas correspondence address.
- This information will be used to contact the student in case of emergency, for example where an incident occurs in the location they are based in during their time abroad.
- It is the student’s responsibility to ensure that this information is kept up to date and updates can be made online via My Record in MUSE, or by notifying SSiD in writing. It is not sufficient for the student to inform their department of their address, as this may not be recorded in the University’s central records.

2. Registration Statuses

2.1 A student will be considered ‘registered’ once they have a Registration Status of Fully Registered, Temporarily Registered or Provisionally Registered.

2.2 Students with any of these Registration Statuses can follow their programme of study or research as normal.

2.3 In order to become Fully Registered a student must have done the following:
   i. provided satisfactory evidence of their identity
   ii. paid their tuition fees or agreed a payment plan with the University
   iii. have the required number of modules for their programme on their registration record
   iv. completed all mandatory sections of the Registration Process
   v. provided evidence of their pre-entry qualifications (if required)
   vi. met immigration requirements and provided evidence of their right to study in the UK (where required)
   vii. read and signed the Registration Declaration.

2.4 In the event that a student is unable to pay their tuition fees or agree a payment plan with the University at the point of registration, Temporary Registration may be granted. He/she will become Fully Registered once he/she has either made all required payments or agreed a payment plan. Failure to comply with financial requirements within a given timeframe, as determined by the University, may lead to the termination of his/her registration.

2.5 Where a student is required to provide evidence of their right to remain in the UK, but is unable to do so at the point of registration, they may be granted a Registration Status of Provisionally Registered. This will be changed to Fully Registered once the required evidence has been provided. Failure to comply with immigration requirements within a given timeframe, as determined by the University, may lead to the termination of their registration.
2.6 Students required, but unable, to provide evidence of their pre-entry qualifications at the time of registration may be granted a Registration Status of Provisionally Registered. This will be changed to Fully Registered once the required evidence has been provided. Failure to comply with this requirement within a given timeframe, as determined by the University, may lead to the termination of their registration.

2.7 Where a student is unable to meet more than one of the requirements referred to in points 2.4, 2.5 and 2.6 above, non-presentation of immigration and/or qualifications evidence will take precedence and a Registration of Status of Provisionally Registered will be applied. On presentation of the necessary evidence, should tuition fees or an agreed payment plan remain outstanding the student’s Registration Status will be changed to Temporarily Registered and point 2.4 above will apply.

3. Registration for Programmes and Modules:
3.1 Registration can only be completed once a student has the required number of modules added to their registration record. Information about modules can be found in the programme regulations which are associated with each programme of study. These regulations contain information about the modules a student must register for (enrol on) and their individual credit value.

3.2 Some programme regulations allow students to choose modules from a range of options. This information is also provided within the Programme Regulations.

3.3 Students wishing to register for more than 120 credits in any session will need to seek the approval of their Faculty.

3.4 Students may not enrol for the same module more than once during the course of any programme of study.

3.5 At the start of each semester, there is a three-week period during which students may make changes to the modules for which they have registered. This is called the Add/Drop period. Any changes requested after Add/Drop (after the end of the third week of the semester) will require the permission of the Faculty.

3.6 Academic departments may provide additional Add/Drop guidance and instructions and students should consult their departments and check the relevant programme regulations for more information before making their choices.

3.7 It is expected that Erasmus and Study Abroad students will register for modules or units at the level they are studying at in their home institution (ie Bachelor level students should not be applying for Masters level modules).

4. UCards and access to IT services
4.1 Once a student has been given a Registration Status of Fully, Provisionally or Temporarily Registered, he/she will be issued with a Student UCard. The UCard officially identifies the holder as a University of Sheffield student.

4.2 The UCard gives a student access to student IT services and many other services and facilities. It is the property of the University of Sheffield and students are expected to carry their UCard with them at all times whilst on University property.

4.3 The UCard is issued with an expiry date which reflects the expected end of study date at the time of printing. The expiry date will only be altered if an official change to the end of study date is agreed by the University, and a student’s record has been updated accordingly.

4.4 Access to IT services depends upon a student having a valid username and password and an eligible Registration Status. Where a student’s registration is suspended or terminated (see section 5 below), this will remove their access to IT services and invalidate their UCard.

5. Termination or Suspension of a Registration:
5.1 If a student fails to complete the registration process within the required timescale, he/she may be Deemed Withdrawn from the programme of study; this means that the University will terminate their student registration and they will no longer be considered a registered student of the University.

5.2 If a student fails to communicate with the University at the end of a period of Leave of Absence, it will be assumed that they do not wish to continue their studies and the process of withdrawing them from their programme will be instigated.

5.3 If a student fails to respond to repeated reminders relating to outstanding tuition fee payments, or to requests for evidence related to immigration or qualifications, the University may suspend their registration temporarily pending completion of the required action by the student. In these circumstances, international students should particularly refer to section 1.5(ii) of these notes.

5.4 Students will be given advance notice by the University of any termination or suspension of their registration.