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
Vice Principals for Teaching & Learning / Research (International Faculty)
Professor Wyn Morgan (Vice-President for Education)
Professor David Petley (Vice-President for Research & Innovation)
Louise Woodcock (Head of Academic & Learning Services)
Ana Hidalgo-Kingston (Head of Student Administration Service)
Scott Castle (SSiD)

cc: Lindsay Unwin (Research and Innovation Services)
Joanne Rowlands (Research Degree Support Team)
Angela Gascoyne (Learning & Teaching Services)
Karen Anderson (Learning and Teaching Services)
Sally Sutton (Student Conduct and Appeals Team)
Sue Stephens (University Secretary’s Office)
Stephanie Betts (Student Engagement and Progress Manager)
Jo Ashton (Student Examinations Manager)
Marie Boam (Student Results and Awards Team)
Alison Little (Library Services)

From: See contact details on next page
Date: 26 September 2017
Subject: SUMMARY OF CHANGES TO GENERAL UNIVERSITY REGULATIONS FOR 2017-18 AND EXAMINATION CONVENTIONS FOR 2017-18

This memo provides a summary explanation of the changes to the University General Regulations XIV to XXV for 2017-18. 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 2017-18, 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:
ALL SECTIONS:
Changes to the titles of senior University staff have been made to reflect the following changes in title during 2016-17:

- The Vice-Chancellor has the new title of President and Vice-Chancellor
- The Deputy Vice-Chancellor has the new title of Provost and Deputy-Vice-Chancellor
- The Pro-Vice Chancellor for Learning and Teaching has the new title of Vice-President for Education
- The Pro-Vice Chancellor for Research and Innovation has the new title of Vice-President for Research
- Faculty Pro-Vice Chancellors have the new title of Faculty Vice-Presidents

REGULATION XIV: General University Regulations
Amendments have been made to the General University Regulations relating to Fees, including the creation of two new regulations noting that students are charged different fees based on whether they are home or overseas students, and to note that students are responsible for the payment of their fees.

A new set of guidance notes for students on Fees has been introduced.

REGULATION XV: General Regulations for First Degrees
A number of amendments to the Regulations for First Degrees have been made to ensure that current Regulations take account of new apprenticeship-related programmes. The amendments include the following:

- An exception to Regulation 12, which would allow the recognition of credit from other institutions submitted for another degree to be used for University of Sheffield apprenticeship-related programmes
- An addition to Regulation 34 to specify the required number of credits for a Foundation Degree.
- An addition to Regulation 37a to include Level 1 of Foundation Degrees in the provision for students to resit a failed unit on one or more occasions.
- A new Regulation setting out the opportunities for Foundation Degree students to resit failed units at Level 2.

In addition, it has been noted that there is currently no definition of apprenticeship-related programmes in the General University Regulations. It is proposed that an asterisk is inserted after the first reference to ‘apprenticeship related programmes’ would provide a link to a list of programme codes that all under this definition. This list should be updated annually by Learning and Teaching Services.

REGULATION XVI: General Regulations for Higher Degrees
- An amendment has been made to Regulation 5 of the General Regulations for Higher Degrees by Research to add the proviso that any checks that may be required on a staff candidate’s employment, application or immigration status can be completed and cleared within one year after commencement of the programme of research.

- A point of clarification has been added to Regulation 2(b) of the Regulations for the Degree of PhD in all Faculties to indicate that the time limit for final decision on the Confirmation Review (18 months) is for full-time students (pro-rata for part-time students).
Additions have been made to the General Regulations for Higher Degrees to include four new PhD with Integrated Studies programmes and two new programmes, one PhD with Integrated Postgraduate Diploma and one PhD with Integrated Masters, titles as follows:

- Integrated Studies in Biomedical Science - BMSR44
- Integrated Studies in Genomic Approaches to Drug Discovery - BMSR43
- Integrated Studies in Molecular, Cellular and Developmental Biology - BMSR45
- Integrated Studies in Sensory Neuroscience - BMSR42
- Degree of PhD with Integrated Postgraduate Diploma in Advanced Social Research (DTP)
- Degree of PhD with Integrated Masters in Data Analytics and Society (CDT)

REGULATION XVIII: General Regulations as to Examinations
Additions to Regulation 2 of the General Regulations as to Examinations, Invigilated Examinations, and minor amendments to the accompanying notes for students, to clarify procedures regarding the use of answer books and continuation papers.

REGULATIONS XIX, XXI and XXII: General Regulations as to Student Progress, Student Fitness to Practise and Discipline of Students
Minor amendments have been made to the Regulations as to the Discipline of Students to ensure that the Regulations apply on premises owned, managed or leased by the University.

Penalties available to the Discipline Committee and under the summary procedure in the case of the use of unfair means have been amended to also include the penalty of the failure of part of a unit and the reduction of a grade.

An addition has been made to Regulation 8 of the General Regulations as to the Discipline of Students, regarding the suspension of students, to allow the President and Vice-Chancellor to suspend a student to ensure that a full and proper investigation can be carried out.

Please note that there are no amendments to the following Regulations for 2017-18, other than changes to titles of senior University staff:

- REGULATION XXV: Regulations relating to the Library
- 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 have been made and any further amendments will be made available online in September 2017. There are no other amendments.

Location of Documentation
University Regulations for 2016-17 will be available at [www.shef.ac.uk/calendar](http://www.shef.ac.uk/calendar) from the Downloads box on this webpage shortly. The Regulations for First Degrees can be viewed with amendments taking effect in 2017-8 highlighted, or in their finalised format, with the amendments incorporated.

Examination Conventions for 2017-18 will be available soon to download from the relevant web pages linked from [www.shef.ac.uk/ssid/exams/conventions](http://www.shef.ac.uk/ssid/exams/conventions). Changes to the Conventions include:
Examination Conventions for Modular Undergraduate Programmes:
There have been no changes to the Examination Conventions for Modular Undergraduate Programmes of Study.

Examination Conventions for Modular Taught Postgraduate Programmes:
- Additions to 4.3 of the conventions regarding invoking Regulation 24 in recommending the award of merit and distinction
- A guidance sheet relating to the use of Regulation 24, including a case study

The development of this enhanced guidance, and the suggested amendments to the PGT Examination Conventions themselves, are intended to make the guidance for departments more on a par with undergraduate guidance, to clarify the use of Regulation 24 and ensure consistency of decision-making.

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 2017-18.

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)
Angela Gascoyne (Learning and Teaching Services) Tel: 21366   Email: a.gascoyne@sheffield.ac.uk

Regulations relating to Taught Programmes of Study
Marie Boam (Student Results and Awards Team) Tel: 21289   Email: m.boam@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 2017-18

Please note: the Regulatory texts (or relevant portions of texts) given below show the text approved for 2017-18 and the Regulation paragraph numbers are those cited in the 2016-17 Calendar.

1. GENERAL UNIVERSITY REGULATIONS

Two new Regulations are to be added to General University Regulations relating to fees, to make it clear that different fees are charged based on whether students are deemed to be Home or Overseas, and to make it clear that students are responsible for the payment of their fees. A new set of guidance notes is to be added after Guidance notes on xxxx. The new notes are included in Appendix 1.

New regulations inserted after current 37 and 38 and additions to current Regulation 40, 42, 43 and 44 (new 42, 44, 45 and 46) to make it clear that provisional registration referred to in the Fees regulations is that for fee paying purposes:

38. In common with other UK universities, the University of Sheffield charges different fees depending on whether students are classed as Home or Overseas for tuition fee purposes. The decision to class a student as a Home or an Overseas student is determined by government legislation as set out in the Education (Fees and Awards) Regulations 2007.

40. Students are responsible for the payment of their tuition fees. In the case of a sponsor’s failure to pay a student’s tuition fee, or agreed part thereof, the student will be liable for any unpaid fees. In the case of a loan withdrawal on the grounds of ineligibility, the student will be liable for any unpaid fees.

42. Except where permission has been obtained under the terms of the Personal Payments Scheme, neither provisional (for fee paying purposes) 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.

44. A student who is not able to pay the composition fee or make arrangements for the planned payment of that fee may be granted provisional registration (for fee paying purposes) by the Vice-Chancellor President and Vice-Chancellor under the terms of the Personal Payments Scheme. The student will be given a statement of the payments required as a condition of the provisional registration (for fee paying purposes).

45. A student who is provisionally registered (for fee paying purposes) will become fully registered on making the last of the payments required as a condition of the provisional registration (for fee paying purposes). A student who is fully registered may be made provisionally registered (for fee paying purposes) if agreed payments are not made.

46. A provisional registration (for fee paying purposes) will lapse if the payments required are not made, unless it is extended or renewed by the Vice-Chancellor President and Vice-Chancellor, under the terms of the Personal Payments Scheme on conditions agreed with the student.

A reference has also been added to the end of these Regulations to the new Notes for Students on Tuition Fees.

2. GENERAL REGULATIONS FOR FIRST DEGREES

Regulation 12:
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
except as permitted by the Senate in the case of collaborative dual/double award programmes or apprenticeship-related programmes, and that (except in the case of non-modular programmes or apprenticeship-related programmes) a Bachelor’s Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan, 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.

Regulation 34:
For Foundation Degrees, a student will complete units to a total value of not less than 120 credits at each of Levels 1 and 2. For other undergraduate degrees, a student will 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 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….

Regulation 36a
A student who fails to satisfy the Examiners in respect of any unit at Level 2, or Level 1 in the case of Foundation Degrees, may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the unit on one or more occasions. …. 

New Regulation 38
A student for a Foundation Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 2 and who has not been recommended for the award of a Foundation Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination on one occasion in respect of any failed unit(s) taken at Level 1 where a subsequent examination has not already been attempted, or in respect of any failed unit(s) taken at Level 2. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit and will not be recommended for the mark of distinction or merit. 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.

Regulation 45
The class of Degree to be awarded to each student will be recommended to the Faculty by the Examiners. The recommendations will take into account the performance of the student at Level 2, Level 3 and, where applicable, Level 4, except in the case of apprenticeship-related programmes, where the recommendations will normally take into account the performance of the student at Level 3 only.

Regulation 47
A student who is awarded the required number of credits at Levels 2 and 3, or Level 3 for apprenticeship-related programmes, but to whom the Examiners do not recommend the award of Honours will be recommended for the award of a Pass degree.

Regulation 48a
The Examiners may recommend that a student for a Degree other than an Integrated Master’s Degree who is awarded not fewer than 200 credits at Levels 2 and 3, or 100 credits at Level 3 for apprenticeship-related programmes, 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 student 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 student. A student who is awarded not fewer than 200 credits at Levels 2 and 3, or 100 credits at Level 3 for apprenticeship-related programmes, but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Pass Degree.
Regulation 49
The Examiners may in their discretion, but only with the specific concurrence of the External Examiner, recommend that a student who is awarded not fewer than 180 credits at Levels 2 and 3, 280 credits at Levels 2, 3 and 4, or 100 credits at Level 3 for apprenticeship-related programmes, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination, but will not recommend the award of Honours to such a student.

New Regulation 58 (combining current Regulations 57 and 58)
The examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Foundation Degree. Details of the requirements for achieving a merit or distinction will be specified in the relevant Programme Regulations.

3. GENERAL REGULATIONS FOR HIGHER DEGREES BY RESEARCH

3.1 General Regulations for Higher Degrees by Research
A proviso has been added to the Regulation, to clarify the need for the necessary clearances for employment or research to be obtained.

5. A full-time or part-time student candidate may apply for admission as a University staff candidate at any time within one year after the commencement of the programme of research, on the proviso that any checks that may be required on their employment, application or immigration status can be completed and cleared within this period.

3.2 Regulations for the Degree of PhD in all Faculties
A clarification has been added regarding the time limit for Confirmation Review:

2(b). (For students commencing the programme of study and research on or after 1 August 2012)
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 18 months of the students’ initial registration for full-time students (pro-rata for part-time students). A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.

3.3 Regulations for the Degree of PhD with Integrated Studies
Four new Integrated Studies programmes are now available within the Faculty of Science:
- Integrated Studies in Biomedical Science - BMSR44
- Integrated Studies in Genomic Approaches to Drug Discovery - BMSR43
- Integrated Studies in Molecular, Cellular and Developmental Biology - BMSR45
- Integrated Studies in Sensory Neuroscience - BMSR42

These programmes are to be added to the list of programmes in Regulation 7 of the Regulations for the Degree of PhD with Integrated Studies.

3.4 Additions to the Scope of General Regulations for Higher Degrees by Research
The Faculty of Social Science has received funding for two new programme types as follows and defined further within Items 4 and Item 5:
- PhD with Integrated Postgraduate Diploma in Advanced Social Research (DTP)
- PhD with Integrated Masters in Data Analytics and Society (CDT)

It is proposed that these new programme titles be added to the list of programmes provided in Regulation 1 of the General Regulations for Higher Degrees by Research.
New Regulations for the Degree of PhD with Integrated Postgraduate Diploma in Advanced Social Research (DTP)

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

2. A student will be required to undertake a programme of taught study as defined in the Regulations for SMIT08.

3. A student may obtain exemption from individual modules of the Postgraduate Diploma with the agreement of the supervisor and the Faculty PG Director, for example, those with prior relevant experience or who wish to focus solely on the PhD during a given time. Such students may undertake alternative modules at a later date.

4. A student is required to submit a reflective portfolio for modules listed in categories 2A, 2E and 2F of the Regulations for SMIT08. Such portfolios must be submitted by the end of the third year or by the time of thesis submission, whichever is earlier (with equivalent time limits for part-time students).

5. 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, and this must be completed within 4 months of the initial attempt.

6. A student who accrues less than 60 credits may be considered for an award of MPhil or PhD only, as per the General Regulations for Higher Degrees by Research.

7. A student who accrues 60 credits (as per the regulations for SMIT09) may be awarded an approved Postgraduate Certificate in Advanced Social Research. The research output of the student will be independently assessed according to the General Regulations for Higher Degrees by Research, and should an MPhil or PhD award be recommended, both Taught and Research awards will be made in an integrated form.

8. A student who accrues 120 credits (as per the regulations for SMIT08) may be awarded an approved Postgraduate Diploma in Advanced Social Research. The research output of the student will be independently assessed according to the General Regulations for Higher Degrees by Research, and should an MPhil or PhD award be recommended, both Taught and Research awards will be made in an integrated form.

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

Regulations for the Degree of PhD with Integrated Masters in Data Analytics and Society (CDT)

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

2. A student will be required to undertake a programme of taught study as defined in the Regulations for SMIT03.

3. 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 ninety credits of the integrated Master’s Degree element;
   (b) full engagement in other aspects of the programme (e.g. regular attendance at journal clubs and away days, internship module etc.).

4. A student who is awarded 60 credits (as per the regulations for SMIT05) 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 in Data Analytics and Society.

5. In order to progress to the third year of study, a student must successfully complete the requirements of the second year of registration, to include:
(a) obtaining a total of not less than one hundred and eighty credits of the integrated Master’s Degree element;
(b) submission of a research project that has been approved by the programme directors;
(c) full engagement in other aspects of the programme (e.g. regular attendance at journal clubs and away days, etc.).

6. A student who is awarded 120 credits (as per the regulations for SMIT04) and/or has produced sufficient research evidence but who does not wish to proceed to the third year of study, or who does not successfully complete the requirements of the second year of study, may be awarded an approved Postgraduate Diploma in Data Analytics and Society and/or an MPhil. Should both awards be appropriate, they will be made in an integrated form.

7. 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.

8. 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.

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

NB. Given the additional demands of the programme, the minimum period of registration is 3 years, and the time limit for the programme is 5 years; this will be set out in the Code of Practice for Research Degree Programmes.

1. GENERAL REGULATIONS AS TO EXAMINATIONS
2. INVIGILATED EXAMINATIONS

2. A student will only use the answer book and continuation paper supplied in the examination hall by invigilators. All rough work should be completed using the paper provided and should be handed in at the end of the examination. The supply of additional material is at the discretion of the invigilator. This regulation should be read in conjunction with note 21 in Notes for Students on Invigilated Examinations.

2. NOTES FOR STUDENTS ON INVIGILATED EXAMINATIONS

PROPOSED AMENDMENT To NOTE 21

CURRENT VERSION

21. Stationery: Students should only use the answer book and continuation writing paper supplied in the examination hall. If students require further stationery during the examination they should put up a hand and an Invigilator will assist bring it to them. See also Regulation 2 for Invigilated Examinations.

5. GENERAL REGULATIONS AS TO THE DISCIPLINE OF STUDENTS
2. Subject to the general definition in the preceding Regulation, the following will 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, 
managed or leased 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, managed or leased 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 or abuse 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, managed or leased 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, managed or leased by 
the University, including computer misuse;

(l) conduct which constitutes a criminal offence where that conduct:

(i) took place on premises owned, managed or leased by the University;

(ii) affected or concerned other members of the University community, or members of the public;

(iii) damages the good name of the University;

(iv) itself constitutes misconduct within the terms of these Regulations;

(v) is an offence of dishonesty, where the student holds an office of responsibility in the Union of 
Students, or on premises owned, managed or leased 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, managed or leased by the 
University.

[...]

SUSPENSION OF STUDENTS
Reference in these Regulations to the President and Vice-Chancellor includes the Deputy-Vice-Chancellor.
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 President and 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 or leased 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 Regulations relating to the Discipline of Students of any kind with a named person or persons. The President and 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 or to ensure that a full and proper investigation can be carried out and will limit the scope of any suspension to that which is, in his/her opinion, necessary to achieve that object. The President and Vice-Chancellor will notify the student in writing of the terms of the suspension and will also keep a record in writing of the terms of any suspension and any subsequent action taken by him/her in respect of the suspension.

[...]

**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 (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a 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;

[...]

**SUMMARY PROCEDURE**

[...]

21. The Chair 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 Chair 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 in relation to taught programmes of study, refusal of credit for any or all units for which the student is registered (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a part thereof:

   (i) for credit bearing assessment 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);

   (ii) for non-credit bearing assessment no grade or a fail grade being returned;

[...]


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

27. The Director of Accommodation and Commercial Services will have the power in the interests of the student residents, as well as that of the University to respond to misconduct in accommodation owned, managed or leased by the University. Misconduct is defined in Regulations 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.

28. Where a report of alleged misconduct in accommodation owned, managed or leased by the University against any student is received, the Director of Accommodation and Commercial Services will 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 will be given at least three working days’ notice.

31. If the Director of Accommodation and Commercial Services is satisfied that a student is guilty of misconduct in accommodation owned, managed or leased by the University, 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 £200;
   (c) the payment of compensation for loss or damage to property in a sum not to exceed £500;
   (d) exclusion of the student from any part of the accommodation owned, managed or leased by the University or from specified activities taking place in the accommodation for a stated period of time.

CONTRACTUAL POWERS OF THE DIRECTOR OF ACCOMMODATION AND COMMERCIAL SERVICES

33. These Regulations will 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, managed or leased by the University.
NEW SECTION:
NOTES FOR STUDENTS ON TUITION FEES

1. Tuition Fee Status
1.1 The tuition fee a student is required to pay will be determined by their Fee Status. A student may be eligible for a fee status of Home or a fee status of Overseas. The decision to class a student as a Home or an Overseas student is determined by government legislation as set out in the Education (Fees and Awards) Regulations 2007. The regulations governing the fee status of students can be found on the government legislation website.

1.2 In common with other UK universities, the University of Sheffield charges different fees depending on whether students are classed as Home or Overseas for tuition fee purposes. Information about the rules a student needs to meet to qualify for Home fee status is given on the UKCISA website. The University’s information on Fee Status can be found on the University’s fee status webpages.

1.3 Who can be classed a Home student for fee purposes?
The Education (Fees and Awards) Regulations 2007 define who is eligible for Home fee status, setting out the categories of students who are eligible to pay the Home rate of tuition fees. Students should consult the Regulations for current definitions of eligibility.

1.4 What students should know about fee status
(i) students should understand the definition of Ordinary Residence and the concept of being ‘settled’ in the UK. These definitions are provided on the UKCISA website (www.ukcisa.org.uk);
(ii) each university will determine the fee status of its students. A decision by one university will not have a bearing on the decision of another university and their fee status will need confirming by each university they apply to;
(iii) it is essential to provide full and accurate information at the time of applying and before registering;
(iv) the fee status is determined at the start of studies. Once registered, a student’s fee status is unlikely to change;
(v) by signing the Registration Declaration when they register, students are confirming that the information provided at the time of registering is full and accurate. Changes to this information thereafter are unlikely to be considered by the University in a request for a change to fee status.

1.5 It is a student’s responsibility to clarify their fee status during the application process. If a student thinks their fee status could be in question, they should:
(i) read the guidance provided by the UK Council for International Students (UKCISA);
(ii) request a formal Fee Status Assessment from the University’s Admissions Service by contacting the University’s Admissions Service.

1.6 Channel Islands and Isle of Man
Undergraduates from the Channel Islands and the Isle of Man meeting the criteria for classification as Home students will be charged the same fee as mainland UK students. Postgraduate students from the Channel Islands and the Isle of Man will be subject to a Fee Status Assessment to determine the level of fee.

1.7 Fee Status Assessments
(i) The University’s Admissions Service will normally undertake a Fee Status Assessment after an offer of a place has been made;
(ii) The University’s ruling on fee status is independent of decisions taken by other universities;
(iii) The University will take the information provided in the application on good faith; in effect, this means that if the fee status appears clear from the information provided in the application, the University will assume the information is full and accurate. However, the University may contact students at any time, if a query arises on their fee status;
(iv) If a student’s fee status is unclear from the information provided in the application, the
Admissions Service may undertake a fees status assessment;
(v) If students wish to ensure that their fee status is accurate before the start of their studies, they should request a fee status assessment by the Admissions Service. A fee status assessment will not be undertaken before an application is submitted;

(vi) Once a student’s fee status has been ruled upon, the application record will be updated accordingly. It is the student’s responsibility to bring to the University's attention any omission or error which may have a bearing on their fee status before registering.

1.8 Students should understand that their rate of fee is subject to confirmation by the University and that they may be required to provide evidence of their nationality/immigration status, residential, education and employment history at any time. They should also understand that the provision of false information may result in a fee status and tuition fee change.

1.9 Overseas students who expect to qualify for a Home rate of tuition fee at a point after the start date of their programme should defer their entry to the University. Detailed advice can be obtained from the University’s Admissions Service.

2. **Tuition Fees**

2.1 The University’s Home and Overseas tuition fees are listed online via the Student Services Information Desk webpages.

2.2 Tuition fees may increase in line with inflation.

2.3 Tuition fees for Overseas Students are fixed at the start of the programme, and remain unchanged in subsequent years, with the exception of fees for Medical and Dental programmes which incur a clinical fee in the final years of the course and for Integrated Programmes (where a student might progress on from a Master’s to a Research degree). The fixed fee guarantee is only available to students who remain on the course to which they were originally admitted; if a student changes their course, they may be subject to a higher or lower rate of fee in subsequent years of study.

2.4 Students who opt to change programmes should be aware that this may lead to a change in the level of their tuition fee.

2.5 Different fee levels apply to students who:

(i) are on ‘Placement’, such as on a Year Abroad or a Year In Industry/Employment

(ii) are on a repeat period of study (with tuition);

(iii) are on an Intercalated degree course: students who intercalate pay the relevant annual tuition fee for the new undergraduate or postgraduate course. Students who wish to intercalate at another university are not required to pay tuition fees to the University; MBChB/BDS students who return to their MBChB/BDS course should note that if they intercalate on a postgraduate course, their future funding from Student Finance England may be affected. Students should contact the Medical School for advice;

(iv) spend between one and three years ‘In Practice’ (eg in the School of Architecture)

(v) are classed as ‘Remote Location’;

(vi) attend as an ‘External Candidate’ to resit examination(s) only, ie do not intend to attend classes: resit fees are payable subject to the number of credits being re-examined;

(vii) choose to do a ‘Languages for All’ module. Fees are determined by:

- the number of credits/modules taken;
- the student’s current registration status;
- the availability of unrestricted choice on their main programme of study;

(viii) are studying at the English Language Teaching Centre where the fees are charged on a weekly basis.

3. **The Financial Declaration**

3.1 It is a requirement of the registration process that students complete the online Financial Declaration, in advance or at registration.

3.2 The Financial Declaration requires students to:
(i) acknowledge and agree to the rate of fee they are being charged;
(ii) confirm they have the funds to cover their tuition fees and living costs for the duration of their course;
(iii) disclose how their tuition fees will be paid (by means of personal funds, a loan or sponsor funding)
(iv) agree to pay their tuition fees by means of a university-approved payment plan; students should note that fees are payable in each academic session.

3.3 UK/EU students should confirm whether they have applied for, and are expecting to, receive a loan from Student Finance England.

3.4 Sponsored students will be required to provide evidence of their funding and to acknowledge their personal tuition fee liability in the case of their sponsor failing to settle their fees.

3.5 Postgraduate Research students expecting to be in receipt of a University Scholarship or funding from a Research Council should advise the University via the Financial Declaration.

3.6 Postgraduate Taught students will be asked to confirm if they have previously studied at the University.

4. Payment of Tuition Fees

4.1 It is a requirement of the University’s registration process that, in order to gain Full Registration, students have a fee payment arrangement in place, or provide evidence of sponsorship, in advance, or at the time, of registering. Up to date information on payment arrangements can be found on the University’s tuition fee pages at: www.sheffield.ac.uk/registration/tuitionfees

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.

4.3 Self-funded students must make arrangements to pay their tuition fees either in full or by instalments by an approved payment method. Such students should note that The University does not issue invoices to self-funded students.

4.4 Where students are expecting an external organisation (eg an employer/embassy) to pay some or all of their tuition fee, they are required to provide evidence of the funding arrangements; more information for sponsored students can be found http://www.sheffield.ac.uk/registration/tuitionfees/sponsored-students. Fees from a sponsor must be paid in full upon receipt of an invoice. Students should note that The University does not issue receipts for payments made in advance; the cardholder will receive an email confirming payment.

4.5 Students may be entitled to a University Scholarship, as follows:
(i) Home Postgraduate students who have previously graduated from The University of Sheffield are eligible for a 10% Alumni Reward; the application/eligibility process is part of the registration process;
(ii) self-funded overseas students may be eligible to apply for a Faculty/Country Scholarship; (iii) students with a sibling or spouse (including civil partner) who is studying at the University may be eligible to apply for the Sibling & Spouse Scholarship.
Students should note that in the event of a scholarship being withdrawn on grounds of ineligibility, they will become liable for any resulting unpaid tuition fees.

4.6 Students should make every effort to honour the agreement to pay tuition fees by ensuring that they have sufficient funds in their bank account when the payment is due. If a student becomes aware that they may face difficulties in meeting a payment, they must contact the Student Fees Team in the Student Administration Service in advance of the payment date, in order to discuss a possible alternative payment arrangement. If the payment does not reach the
University as agreed with prior notice, students may have their registration and computer facilities cancelled. They may be required to settle all outstanding fees before they are permitted to re-register and the University may withdraw the option to pay in instalments.

4.7 Students are not permitted to continue into a further period of study with an academic-related debt unless they have arranged payment of the debt via the Personal Payments Scheme and/or have the express agreement of the Student Fees Team.

4.8 Students are not permitted to graduate until all outstanding academic-related debts have been paid.

4.9 The University operates a Tuition Fee Refund Policy. A student may be eligible for a refund if he/she:
(i) takes a leave of absence or withdraws from the University, with the following exceptions:
   • where the period of leave of absence ends in the same academic year;
   • if the student is a Postgraduate Research student and the leave of absence is for a period of less than six months within the same academic session (for PGR students, the registration start date marks the start of a twelve month academic session);
(ii) transfers or downgrades from a Masters’ qualification to a Diploma or Certificate qualification (unless the student has received teaching/supervision for the higher award or the transfer or downgrade is the result of a failure to progress on the higher qualification);
(iii) submits their thesis early (having paid all fees due to cover the minimum fee paying period);
(iv) starts or leaves their English Language Teaching Centre programme earlier than expected.

5. Temporary Registration
If a student cannot pay or provide a sponsor letter by the time they are required to register, they may be given Temporary Registration. Students on a Temporary Registration should keep the Student Fees Team informed of their financial circumstances at all times. Failure to do so may result in:
● loss of access to University services and facilities;
● exclusion from classes;
● withdrawal.

6. Provisional Registration (for fee paying purposes)
A Provisional Registration Status may be granted to students who encounter unexpected financial difficulty whilst on their course. If a student cannot pay their tuition fee either in full or in instalments under one of the University’s standard instalment payment plans, a student should contact the Student Fees Team. Students who are provisionally registered (i.e. given a Provisional Registration Status for fee purposes) are entitled to the same services and support as fully registered students.