



The
University
Of
Sheffield.

Academic Programmes
and Student Engagement
(APSE)

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
Professor Wyn Morgan (Vice-President for Education)
Professor Richard Jones (Vice-President for Research & Innovation)
Professor Alistair Warren (Chair of Quality and Scrutiny Sub-Committee)
Vice Principals for Teaching & Learning / Research (International Faculty)
Ana Kingston (Head of Student Administration Service)
Scott Castle (SSiD)

cc: Michelle Nolan (Head of APSE)
Andrea Bath (Interim Head of Learning and Teaching Services), APSE
Members of Quality Management Team, Learning and Teaching Services, APSE
Ana Kingston (Head of Student Administration Service)
Sally Sutton (Student Conduct and Appeals Manager)
Kathryn Clements and Rebecca Barker, University Secretary's Office
Stephanie Betts (Student Engagement and Progress Officer), Student Administration Service
Marie Boam (Student Results and Awards Manager), Student Administration Service
Helen Tattam (Student Information and Developments Manager), Student Administration Service
Alison Little (Associate Director, Learning Strategy and Student Engagement) The University Library
Chris Willis, Corporate Information and Computing Services

From: Karen Anderson, Secretary to the Quality and Scrutiny Committee, APSE,
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Date: 4 September 2018

Subject: **NOTIFICATION OF AMENDMENTS TO GENERAL UNIVERSITY GENERAL REGULATIONS AND EXAMINATION CONVENTIONS FOR 2018/19 AND PROCESS FOR PROPOSING AMENDMENTS TO GENERAL REGULATIONS FOR 2019/20**

1. Amendments for 2018/19

A summary of approved amendments to the following General Regulations is provided in Appendix 1.

- Regulation XIV: General University Regulations
- Regulation XV: General Regulations for First Degrees
- Regulation XVI: General Regulations for Higher Degrees by Coursework, Postgraduate Diplomas and Postgraduate Certificates
- Regulation XVIII: General Regulations as to Examinations
- Regulation XIX: General Regulations as to Progress of Students
- Regulation XX: General Regulations as to Academic Appeals
- Regulation XXI: General Regulations relating to Student Fitness to Practise
- Regulation XXII: Regulations as to the Discipline of Students
- Regulation XXIII: Regulations relating to Intellectual Property
- Regulation XXIV: Regulations on the use of Computing Facilities
- Regulation XXV: Regulations relating to the Library

The summary is released in advance of the official publication of the University Calendar for 2018-19, so that departments can be aware of any changes they may need to consider when updating Departmental guidance/publications.

Also appended is a summary of changes to Examination Conventions for 2018/19 (Appendix 2).

2. Process and timescales for Proposed Amendments to General Regulations for 2019/20

Proposed amendments to the General Regulations are normally considered by the following committees (in this order):

- Quality and Scrutiny Committee (QSC) - at its meeting in January (see below)
- Learning and Teaching Committee
- Senate

Any proposals from academic departments will usually also need to be considered by the relevant Faculty Learning and Teaching Committee **before** they are referred to the Quality and Scrutiny Committee, so early notification is very helpful.

Completed proposals should be submitted for consideration by QSC not later than **9 January 2019** (for the QSC meeting on 23 January 2019). Any proposals received after this date may be considered at a subsequent meeting of QSC but it may not be possible to arrange for LTC and Senate approval in time for the 2019/20 Calendar.

Contact: Karen Anderson, Secretary to QSC, k.h.anderson@sheffield.ac.uk.

3. Examination Conventions

For proposed amendments or queries relating to the Examination Conventions, please contact Helen Tattam, Student Information and Developments Manager, Student Administration Service, h.l.tattam@sheffield.ac.uk

APPENDIX 1

SUMMARY OF CHANGES TO THE GENERAL REGULATIONS FOR 2018/19

The information below relates to the following General Regulations only:

- Regulation XIV: General University Regulations
 - Regulation XV: General Regulations for First Degrees
 - Regulation XVI: General Regulations for Higher Degrees by Coursework, Postgraduate Diplomas and Postgraduate Certificates
 - Regulation XVIII: General Regulations as to Examinations
 - Regulation XIX: General Regulations as to Progress of Students
 - Regulation XX: General Regulations as to Academic Appeals
 - Regulation XXI: General Regulations relating to Student Fitness to Practise
 - Regulation XXII: Regulations as to the Discipline of Students
 - Regulation XXIII: Regulations relating to Intellectual Property
 - Regulation XXIV: Regulations on the use of Computing Facilities
 - Regulation XXV: Regulations relating to the Library
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The amendments have been approved by Senate (following consideration by relevant University Committees reporting through to Senate).

1. CHANGE OF ROLES IN REGULATIONS

As the role title of 'Director of Student Services' is no longer in existence, a number of instances in the regulations have been updated to the most appropriate person in each instance:

- **REGULATION XIX: General Regulations relating to the Progress of Students** (1 instance) – changed to 'Director of Academic Services, or their nominee'.
- **REGULATION XXI: General Regulations relating to Student Fitness to Practise** (5 instances). Point 18. stated that 'Reference in these Regulations to the Director of Academic Services includes any person authorised to act on their behalf.'. This has been changed to 'Director of Academic Services' only.
- **REGULATION XXII: Regulations relating to the Discipline of Students** (19 instances). Point 3. stated that 'Reference in these Regulations to the Director of Academic Services includes any person authorised to act on their behalf.'. This has been changed to 'Director of Academic Services' only.

2. REGULATION XIV: General University Regulations

2.1 Amendment to clause 57

The removal of the underlined text in below, in order to remove reference to the Postgraduate Certificate in Higher Education programme which has now ended.

STUDY FOR OTHER DEGREES

57. Registered study for any other Degree or qualification of any university will not be undertaken during a programme of study or research without the special permission of

the Senate except that a full-time or part-time student candidate may register for the programme of study leading to the Certificate in Higher Education and a full-time student candidate for the Degree of PhD in this University may register for the programme of study leading to the Postgraduate Certificate in Higher Education.

2.2 Two amendments to the Notes for Students on Tuition Fees

- In order to unpack 1.7.2 more explicitly, additional text added at the end of the clause, underlined in the full clause below:

The University's ruling on fee status is independent of decisions taken by other universities or organisations (for example, student finance bodies, research councils, the NHS). Other organisations may arrive at a different outcome following their assessment of your fee status;

- In clause 3.3, 'Student Finance England' updated to read 'Student Finance'.

3. REGULATION XI: General Regulations for First Degrees

3.1 Inclusion of references to programmes in the School of Languages and Cultures

Previously, Regulation 48(a) permitted the Examiners discretion to award a degree with not fewer than 200 credits on a 3-year degree programme where the total number of credits taken is 240. Similarly, Regulation 48(b) provided the same discretion for Integrated Master's Degrees. However, this regulation did not allow this discretion for students in the Faculty of Arts and Humanities studying a 4-year language programme where a total of 280 credits are considered for awarding an Honours degree. Changes are in bold below.

Regulation 48

The Examiners may recommend:

- (a) that a student for a degree other than an Integrated Master's Degree who is awarded not fewer than 200 credits at Level 2 and 3 (**or not fewer than 230 credits at Levels 2 and 3 in the case of language programmes in the School of Languages and Cultures;** or 100 credits at Level 3 for apprenticeship-related programmes) of which not fewer than 90 credits are at FHEQ Level 6 or above (**or**) of which not fewer than 90 credits are at FHEQ Level 6 or above, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the candidate has obtained a weighted mean grade of not less than 39.5 in the Examination as a whole. The Examiners may, having regard to the following Regulations, recommend the award of Honours to such a candidate. A candidate who is awarded not fewer than 200 credits at Levels 2 and 3 (**or not fewer than 230 credits at Levels 2 and 3 in the case of language programmes in the School of Languages and Cultures;** 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 candidate who is awarded not fewer than 180 credits at Levels 2 and 3 (or 280 credits at Levels 2, 3 and 4; **or 210 credits at Levels 2 and 3 in the case of language programmes in the School of Languages and Cultures;** or 100 credits at Level 3 for apprenticeship programmes) and to whom the Regulation as to Aegrotat cases is inappropriate, be deemed to have passed the Final University Examination, but shall not recommend the award of Honours to such a candidate.

3.2 Addition of new apprenticeship-related programmes

The following additional apprenticeship-related programmes are specified for the purposes of regulations 12, 45, 47, 48 and 49.

NURU152 Foundation Degree Nursing Associate (Fd Nursing Associate)
SCSU13 Social Work (Degree Apprenticeship) BA (Hons)

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

4.1 Correction of an error in clause 14

Clause 14 (Grades) refers to Regulation 43(ii) in the General Regulations for First Degrees, but owing to previously approved amendments, this reference is out-of-date, and needs to be updated to read Regulation 44(b).

4.2 Addition of programmes

Additions to the Regulations for the Degree of PhD with Integrated Studies. Four new Integrated Studies programmes have been approved by the Faculty of Engineering as part of the standard approval process for new research programmes, and are therefore added to the list of programmes in Regulation 7 of the Regulations for the Degree of PhD with Integrated Studies:

- Integrated Studies in Materials Science & Engineering – MATR101
- Integrated Studies in Biomaterials and Regenerative Medicine – MATR102
- Integrated Studies in Nanomaterials and Materials Science – MATR103
- Integrated Studies in Advanced Materials Manufacturing – MATR104

5. REGULATION XXI: General Regulations relating to Student Fitness to Practise

The first sentence has been amended to the following to make reference to the [Procedural Notes](#) published on the University's website:

These Regulations relate to students following programmes specified in the published Fitness to Practise Procedures.

6. REGULATION XXII: Regulations relating to the Discipline of Students

6.1 Change to Regulation 4

The change (tracked) below provides discretion for the requirement for a professionally accredited panel member depending on the facts of the case and

in order to assist with scheduling/availability issues. The proposed change is consistent with a similar provision for cases heard under the General Regulations as to the Progress of Students and the General Regulations relating to Fitness to Practise.

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

(a) a Chair of the Discipline Panel;

(b) two other members of the Discipline Panel (in the case of alleged misconduct by a student in appropriate professionally accredited programmes of study, to normally include one member of the Discipline Panel who is a member of the staff of that Faculty registered with the relevant professional regulatory body);

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

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

6.2 Changes to Regulations 8-10

Recent cases have highlighted a need for clarity as to the nature of the representations the student may make and to whom.

Students who are the subject of a suspension are deemed to present a risk to the University community, and may be the subject of very serious allegations regarding their behaviour. Therefore, there is a question as to the desirability of such a student having an absolute right to make oral representations which will involve meeting in person with members of staff.

Having benchmarked a number of other institutions, it is noted that the vast majority do not make provision for oral representations, with a small minority providing no opportunity for representations on the part of the student at all.

Following consultation with the Discipline Chairs, and senior colleagues, the following amendments were proposed and approved. This preserves the right of the student to make representations after the initial 5 days and then at 4 weekly intervals and also a right of review by a Discipline Chair and Panel outside the suspension process. Thus the only change is the removal of the opportunity to make oral representations.

Changes are tracked below.

SUSPENSION OF STUDENTS

Reference in these Regulations to the President & Vice-Chancellor includes the Provost & 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 & 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, managed or leased by the University and activities of the University or may be limited to specified Regulations relating to the Discipline of Students places or activities or by reference to time or other circumstances. It may include a requirement that the student have no contact of any kind with a named person or persons. The President & 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 & 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.

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

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

A suspension is imposed only in exceptional cases where the criteria set out at Regulation 8 is met. It is acknowledged that a suspension can have significant consequences upon a student and the previous Regulations made provision for the suspension to be reviewed at regular intervals and for the student to make representations regarding their suspension. The Regulations as previously drafted were somewhat ambiguous as to the nature of those representations.

6.3 Changes to Regulations 2(p) and 33 of the Regulations relating to the Discipline of Students

Update of the terminology at Regulation 2 (p) and provision of examples of the actions referred to at Regulation 33, as follows (changes tracked):

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

...

(p) breach of any ~~tenancy agreement~~ residence contract in relation to accommodation owned, managed or leased by the University.

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* for example requiring the student to move to alternative accommodation or serving Notice to Quit.

[QSC Secretary's note: "residential" changed to "residence" during discussion at QSC.]

6.4 Change to Regulation 29 of the Regulations relating to the Discipline of Students

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

Changed to:

“The meeting will be **in** private. The student may be accompanied by a friend or representative, whether legally qualified or not, who may speak or act on behalf of the student.”

This amendment seeks to ensure consistency with similar provisions for the Administrative Procedure (Regulation 24), the Summary Procedure (Regulation 19) and the Discipline Committee Procedure (Regulation 12).

7. REGULATION XXIII: Regulations relating to Intellectual Property

Changes to the list of programmes in the Appendix.

8. REGULATION XXV: Regulations relating to the Library

The current regulations, in points 18 and 19, provide a separate complaints procedure for students and an escalation route for non-students which is deemed unnecessary and complex. These clauses are replaced as follows:

Replacement clause 18:

18. Appeal against the imposition of any penalty under these regulations may be dealt with, in the case of students, in accordance with the Student Complaints Procedure and in the case of any other person through written appeal to the University Librarian.

To be removed:

18. A person may appeal against the imposition of any penalty under these Regulations to the University Librarian. The grounds for appeal should be submitted in writing not more than 15 working days after the notice of the imposition of the penalty is issued. After consultation as necessary the University Librarian will determine whether or not the appeal will be upheld. A written response will normally be provided to the appellant, indicating action to be taken where appropriate, within 15 working days of the receipt of the appeal.

19. A person who remains unsatisfied with the decision of the University Librarian may within 15 working days of the notification submit an appeal in writing to the Pro-Vice-Chancellor, who after consultation as necessary, will determine whether or not the appeal will be upheld. A written response will normally be provided to the appellant, indicating action to be taken where appropriate, within 30 working days of the receipt of the appeal. Where a person’s borrowing rights have been suspended the University Librarian will have discretion to authorize their re-instatement pending outcome of the appeal.

Apart from any changes to roles indicated in point 1 above, there have been no changes to the following:

REGULATION General Regulations Relating to Examinations
REGULATION XIX: General Regulations Relating to the Progress of Students
REGULATION XX: General Regulations Relating to Academic Appeals
REGULATION XXI: Regulations on the Use of Computing Facilities

APPENDIX 2

SUMMARY OF CHANGES TO EXAMINATION CONVENTIONS FOR 2018/19

Examination Conventions for Modular Undergraduate Programmes:

Revisions have been made to sections **3.6** (sub-sections 3.6.4 – 3.6.5) and **4.8** of the Examination Conventions for Modular Undergraduate Programmes for 2018-19, in order to:

- describe undergraduate resit options more explicitly, in order to clarify how the regulations apply to Integrated Masters degree programmes;
- communicate the requirement to submit an application to the Student Results and Awards Team in the Student Administration Service, should examiners wish to recommend the implementation of Regulation 46 in the General Regulations for First Degrees (formerly Regulation 45);
- provide the web link for accessing the application form (<https://www.sheffield.ac.uk/exams/post/non-standard-recommendations>).

Examination Conventions for Modular Taught Postgraduate Programmes:

Revisions have been made to sections **4.2** and **4.4** of the Examination Conventions for Modular Taught Postgraduate Degrees for 2018-19, in order to:

- clarify that where a Masters student is being considered for a lower exit award (Postgraduate Diploma/Certificate), the dissertation grade must be **excluded** from the average degree calculation when determining award), unless otherwise stated in the regulations for the/ student's particular programme of study;
- communicate the existence of a new guidance document to support departments in the use of Regulations 17-19 in the General Regulations for Higher Degrees, when determining students' eligibility for Masters, Postgraduate Diploma and Postgraduate Certificate awards (now available for download alongside the PGT examination conventions at <https://www.sheffield.ac.uk/ssid/exams/conventions/pgt>);
- update regulation numbering (Regulations 22-24 have become Regulations 20-22) and communicate the requirement to submit an application to the Student Results and Awards Team in the Student Administration Service, should examiners wish to recommend the implementation of Regulation 22 from the General Regulations for Higher Degrees (the web link for the application form is as above).

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 2018-19.