**Changes to University Legislation for the 2020-21 cohort.**

This note includes information regarding *substantive* changes to academic and student University Legislation (i.e. Regulations, Codes of Practice, Policies and Guidance), which were approved by the relevant University Committee.

It shows changes that were made prior to the publication of the 2020-21 cohort legislation, and, retrospective changes that were made following the publication of the 2020-21 cohort legislation. *[NB: as per CMA guidance, all 2020-21 cohort legislation documents were published on 14th January 2020].* 

If a piece of University Legislation is not listed then please assume it was rolled forward between years (i.e. no changes were made).

**Changes made prior to publication:**

1. **University Regulations**
   a. **Regulation 3 - Human Resource Matters**
      - Sections 3.2.3 (b) (ii), 3.12.3, 3.12.7 and 3.13.2 have had minor updates to ensure that correct terminology is being used. These changes were made as part of the implementation of the new academic teaching year (NATY).
   b. **Regulation 5 - Admission and Registration**
      - Sections 5.2.1 (b) and 5.2.3 (d) have had minor updates to ensure that correct terminology is being used. Section 5.2.9 (c) has been inserted to provide clarity on module choice. These changes were made as part of the implementation of NATY.
   c. **Regulation 6 - Programmes of Study**
      - Sections 6.1.2 (g) and 6.1.2 (p) (iii) have had minor updates to provide greater clarity to students and staff. Section 6.1.2 (p) (xi) has been removed as this clause is no longer relevant. These changes were made as part of the implementation of NATY.
   d. **Regulation 7 – Assessment, Progression and Award**
      - Sections 7.2.3 (d) (v), 7.2.7 (a) and 7.8.1 (b) have been updated to provide clarity around the reporting of examination irregularities and fitness to practise processes.
      - Sections 7.2.1 (d) (i) and (ii), 7.2.1 (e) and (l), 7.2.6 (d) (ii) and 7.3.1 (f) (vi) have been updated to provide clarity on the structure of the academic teaching year. Section 7.2.1 (d) has been removed as this clause is no longer relevant. These changes were made as part of the implementation of NATY.
   e. **Regulation 8 - Student Conduct**
Numerous sections have been updated to provide further clarity on the process, based on guidance for plain English best practice (Crystal Mark), or based on the Office of the Independent Adjudicator for Higher Education (OIA) Good Practice Framework for Disciplinary matters.

2. Codes of Practice

a. Code of Practice on Academic Appeals

- Section 1.13 has been inserted to highlight the timescales that the University aims to resolve appeals in (in accordance with OIA guidance).

b. Code of Practice on the Assessment of Research Degree Theses

- Sections 4.3.4, 4.3.6 and 8.1.1 (j) have had minor updates to provide greater clarity to students and staff.

c. Code of Practice on Extenuating Circumstances (ECs)

- Sections 1.10, 2.3, 3.5.1, 4.2 and 4.6 have had minor updates to provide greater clarity to students and staff.
- Section 3.4.4 has been inserted to ensure the Code of Practice remains fit for purposes under the new teaching year structure. These changes were made as part of the implementation of NATY.

d. Code of Practice on External Examining (Taught Provision)

- Sections 7.2, 9.7 and 10 have had minor updates to provide greater clarity to students, external examiners and staff.

e. Code of Practice on Leave of Absence Procedure

- Sections 3.4 and 4.1.5 have had minors update to provide greater clarity to students and staff.
- Section 4.1.3 has been inserted to formalise what happens in practice, and what the University is required to do by Immigration law.

f. Code of Practice on Lecture Capture

- Numerous sections have been updated to reflect what happens in practice, make the Code of Practice as neutral as possible (i.e. remove references to specific software), and tidy up nomenclature.

g. Code of Practice on Misconduct and Fitness to Practice Committees

- Numerous sections have been updated to provide further clarity on the process, based on guidance for plain English best practice (Crystal Mark), or based on the Office of the

h. Code of Practice on Personal Academic Tutoring (PAT)
   - Numerous sections have been updated to reflect the introduction of personal academic tutoring modules for first year students. These changes were made as part of the implementation of NATY.

i. Code of Practice for Procedures for Extensions to Study Periods
   - Sections 1.2, 2.3, 2.4, 6.5.1 have been updated to provide greater clarity to students and staff.
   - Section 6.6 has been updated to remove the option for a Principle Academic Unit to accept without evidence.

j. Code of Practice on Student Concerns & Complaints
   - Section 1.13 has been inserted to highlight the timescales that the University aims to resolve appeals in (in accordance with OIA guidance).

k. Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers
   - Sections 2.7, 2.10, 5.1.3, 7.2.3, 8.2.1 and 8.2.3 have been updated to reflect what happens in practice and provide greater clarity to students and staff.
   - The Split Location and Distance Learning Checklists, previously appended at the end of the document, have been removed as these are now provided as part of the admissions process.

l. Code of Practice on Teaching and Academic Support Provided by Registered Students
   - Section 2.2.4 has been updated to provide greater clarity to students and staff.

m. Code of Practice on Taught Programme and Module Assessment and Academic Feedback
   - Sections 7.7.4 (c) (i) – (iv) and sections 7.7.4 (e) (i) – (iv) have been updated to reflect what happens in practice (i.e. on Banner).
   - Various sections have been removed in order to remove duplicate information found elsewhere in the Code of Practice and remove potential confusion / contradictory information.
   - Section 4.1.18 (d) and Appendix B have been inserted to explain the pre-existing process for the assessment of exchange students who attend for semester one only. These changes were made as part of the implementation of NATY.
   - Numerous sections have been updated to provide greater clarity to students and staff (primarily in relation to the structure of taught programmes and the assessment arrangements at the end of semester 1), and to ensure the terminology used and
processes described accurately reflect the new teaching year structure. These changes were made as part of the implementation of NATY.

3. **Policy Documents**
   
a. **Policy on Graduate Certificates and Diplomas**
   
   - Sections 2.1, 5.1.2, 5.1.5 and 6.1 have had minor updates to provide greater clarity to students and staff.

4. **Stand-Alone Guidance Documents**
   
a. **Guidance on Misconduct and Fitness to Practice Committees**
   
   - Numerous sections have been updated to provide further clarity on the process, based on guidance for plain English best practice (Crystal Mark), or based on the Office of the Independent Adjudicator for Higher Education (OIA) Good Practice Framework for Disciplinary matters.

**Changes made following publication:**

5. **University Regulations**
   
a. **Regulation 5 - Admission and Registration**
   
   - Section 5.2.9 (c) has been inserted to make clear that students undertaking modules in overseas institutions are responsible for ensuring that their module choices have been approved.

b. **Regulation 6 - Programmes of Study**
   
   - The text contained in sections 6.2.1 and 6.2.2 has been deleted as they added no value / were unnecessary.
   - Section 6.1.2 (i) has been inserted to make clear that approval of substitute modules must be given.
   - Section 6.1.2. (j) has been inserted to make clear that PAU’s will retain oversight of a student's semester abroad module choices.
   - Section 6.1.2 (r) (viii) has been amended to make clear that year abroad marks will no longer be converted and used in degree calculations, and that the year abroad will be treated simply as a year that is passed or failed.

b. **Regulation 7 – Assessment, Progression and Award**
   
   - The text in in the table of section 7.4.2 (d) has been amended to remove the reference to “one year” in the columns for MRes, MA and MSc by Res and MPhil.
   - Section 7.2.6 (i) has been inserted to clarify resit opportunities for students taking a substitute module at an overseas institution.
• Section 7.3.1 (f) (v) has been amended to remove the reference to study abroad.
• Section 7.3.1 (f) (vi) has been amended to remove the reference to semester or year and replace it with “period”.

6. Codes of Practice

a. Code of Practice on Academic Appeals

• Section 1.13 has been inserted to clarify that a student wishing to make an academic appeal during their semester abroad should follow the procedures of the host institution in the first instance.

b. Code of Practice on Academic Integrity

• Section 1.10 has been inserted to clarify that this Code of Practice has limited relevance for students whilst they are undertaking a period of study abroad.

c. Code of Practice on Extenuating Circumstances

• Section 1.11 has been inserted to clarify that this Code of Practice has limited relevance for students whilst they are undertaking a period of study abroad.

d. Code of Practice on Leave of Absence (LoA) Procedure

• Section 2.2 has been inserted to provide clarity around flexible programmes and LoA.
• Section 4.1.1 has been inserted to make clear that a registered student is put on a LoA when a temporary suspension / debarment is imposed.
• Section 4.1.2 has been amended to provide greater clarity and to ensure consistency with terminology used in other legislation documents.

e. Code of Practice on Misconduct and Fitness to Practise Committee

• Sections 1.7 and 1.8 have been inserted to clarify that a student wishing to make an academic appeal or with a complaint about a non-academic matter during their semester abroad should follow the procedures of the host institution in the first instance.

f. Code of Practice on Personal Academic Tutoring

• Section 1.5 has been inserted to clarify that this Code of Practice has limited relevance for students whilst they are undertaking a period of study abroad.

g. Code of Practice on Reasonable Adjustments

• Section 1.13 has been inserted to clarify that this Code of Practice does not apply to students who are undertaking a period of study abroad.

h. Code of Practice on Student Attendance and Reasonable Diligence
• Section 1.5 has been inserted to clarify that this Code of Practice does not apply to students who are undertaking a period of study abroad.

i. Code of Practice on Student Concerns and Complaints

• Section 1.13 has been inserted to clarify that a student wishing to make an academic appeal or with a complaint about a non-academic matter during their semester abroad should follow the procedures of the host institution in the first instance.

7. Policy Documents

a. No substantive changes have been made to any 2020-21 Policy documents since their publication.

8. Stand-Alone Guidance Documents

a. Guidance for Taught Students on Leaves of Absence (LoA)

• Section 2e has been inserted and the table in section 4 has been updated to provide clarity around flexible programmes and LoA.
• The first row in the table contained in section 6a has been inserted to make clear that a registered student is put on a LOA when a temporary suspension / debarment is imposed.

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