

## **Changes to University Legislation for the 2023-24 cohort.**

This note includes information regarding 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 2023-24 cohort legislation, and, retrospective changes that were made following the publication of the 2023-24 cohort legislation. *[NB: in line with CMA guidance, all 2023-24 cohort legislation documents were published on 16<sup>th</sup> December 2022].*

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. Home Office (UK Visas and Immigration [UKVI]) Required Amendments**

- a. In late 2022, the Home Office (UK Visas and Immigration [UKVI]) provided universities with updated details about what they are required to do / undertake to continue to meet their sponsor licence duties. The Home Office's clear expectation is that all delivery to international taught or research student visa holders is required to take place on campus, with no online activity or online delivery allowed. These amends to UKVI regulations also required consideration around dissertations periods, examination periods and sabbatical officer periods. The below changes have all been made as part of this process (i.e. they were required to ensure the University continues to adhere to its duties).
  - Regulation 7 – Sections 7.8.1 (c)(i), 7.8.1 (c)(iii), 7.8.1 (d), and 7.8.1 (f) updated.
  - Code of Practice on Extension to Study Periods – Section 7.5 updated.
  - Code of Practice on Leave of Absence Procedure – Section 3.5 inserted (with subsequent section numbering updated). Sections 3.1, 3.4, 4.1.3, 4.1.4 (i), 5.2, 9.2, and 12.2 updated.
  - Code of Practice on Placement Learning – Sections 6.6 (a), 6.6 (b), and 8.6 (b) updated.
  - Code of Practice on Student Attendance / Engagement and Reasonable Diligence – Sections 1.6, 2.3.1, 2.3.3, 3.4, 4.1, 4.2, 4.4, 5.1, 5.2.4, 5.2.6, 6.1, 7.1, and 7.2 updated.
  - Code of Practice on Student Immigration Duties – Sections 2.4, 4 and 6 inserted. The Title of the document, Sections 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 4.2.2, 4.2.4, 4.3.1, 4.3.2, 4.6, 7, and Appendix 1.2 (e) have been updated.
  - Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers – Sections 2.8, 2.16, 2.18, 2.20, 2.21, 2.23, 3.2, 4.1, 4.4, 5.2.1, 5.2.2, 6.1.3, 6.1.4, Appendix A 6.2, 6.3, 6.4, 6.5, and 10.2 updated.
  - Guidance for Students on Paid Employment – Section 5b inserted (and subsequent numbering updated). Sections 1a, 1b, 3b, 4a, 4b, 4c, and 5c updated.
  - Guidance for Taught Students on Leaves of Absence – Sections 4c, 5c, and 10a updated. Hyperlinks found in 6a, 7b, 8a, and 9a also updated (to ensure they go to the correct / appropriate webpage).

#### **2. University Regulations**

a. Regulation 3 – Human Resource Matters

- Section 3.4.9 has been deleted (with subsequent numbering updated), and section 3.4.8 has been updated. These amendments were made to align the process for promotion to Associate Professor with that already in place for promotion to Professor.

b. Regulation 5 – Admission and Registration

- Section 5.1.1 (a) has been updated to specify the minimum age for admission to a programme with a clinical placement. This update provides clarity in relation to the University's safeguarding duties for students on a clinical placement.

c. Regulation 6 – Programmes of Study

- A footnote has been added to the header of section 6.1. This has been added for clarity, to note that UoB use the term “programme” and “course” interchangeably.

### 3. Codes of Practice

a. Code of Practice on the Admission of Students

- Sections 6.3, 6.4, 6.9 and 6.22 have been deleted, with subsequent numbering updated (NB: the information contained in these deleted sections has been moved to sections 6.1 and 8).
- Sections 2.2, 6.1, 6.17, and 6.21 have been updated to provide further clarity and / or update nomenclature.
- Section 8 (Admissions Complaints Policy and Procedure) has been re-written considering recent cases, with the updates providing further clarity.

b. Code of Practice on Assessment and Award of PhD by Published Work

- Sections 3.1 and 5.6 have been updated. These updates were made to provide further clarity.

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

- Sections 2.2, 2.3, 4.1, 4.6, 5.1, 6.1, 7.2.1, 8.9, 9.1, 9.2, 9.4, 10.1, 11.4, A8, and C10 have been updated. These updates have been made to provide further clarity on process, or to link to correct sections of other legislation documents.

d. Code of Practice on the Student Representation System

- Sections 5.3.3, 5.6.2, 6.1.3, 7.1.7, and 7.1.8 have been updated. These updates have been made to provide further clarity on process and reporting requirements.

### 4. Policy Documents

- a. No substantive changes were made to any 2023-24 Policy documents prior to publication.

## 5. Stand-Alone Guidance Documents

- a. No substantive changes were made to any 2023-24 Guidance documents prior to publication.

### *Changes made following publication:*

## 6. University Regulations

### a. Regulation 5 – Admission and Registration

- Section 5.2.3 (i)(iii) has been updated. This section has been updated to correct a previously incorrect reference to another area of this Regulation, and to delete a reference to the glossary that no longer exists.
- Sections 5.2.3 (d) and 5.2.9 (d) have been updated. The updates were made to provide further clarity on the definition of “University Session”.

### b. Regulation 6 – Programmes of Study

- Section 6.1.2 (g) has been updated. This section has been updated to allow for the use of synoptic / integrated programme assessment, something that was recently agreed by the University Executive Board.
- Sections 6.1.2 (g), 6.1.2 (h), and 6.1.2 (s)(x) have been updated. These updates were made to ensure that the required flexibility in design and delivery of modules is available to colleagues, and to ensure consistency of language used across University Legislation.

### c. Regulation 7 – Assessment, Progression and Award

- Sections 7.2.1 (c) and 7.2.1 (d) have been updated. These sections have been updated to allow for the use of synoptic / integrated programme assessment, something that was recently agreed by the University Executive Board.
- Section 7.4.1 (g) has been inserted (with subsequent numbering updated). Sections 7.3.2 (a)(ii) and (a)(iii) have been updated. The insertion and updates were made to provide further clarity on, and put in to writing, current processes and practices.
- Section 7.8.1 (c) has been updated. This update was made to ensure alignment with the updates to the Code of Practice on Student Attendance / Engagement and Reasonable Diligence.
- Sections 7.2.1 (d)(i) and (d)(ii) have been updated. These updates were made to ensure that the required flexibility in design and delivery of modules is available to colleagues.
- Section 7.4.2 (b) has been updated. The update removes the requirement for a hardbound thesis to be submitted / deposited.

### d. Regulation 8 – Student Conduct

- Sections 8.1.1, 8.2.1 (k), 8.2.1 (m), 8.2.1 (p), 8.2.1 (t), and 8.2.2 have been updated. These updates were made to add further clarity to points, or to confirm existing practices.

## **7. Codes of Practice**

### **a. Code of Practice on Academic Appeals**

- Section 2.12 has been inserted (with subsequent numbering updated). This insertion was made to reflect current / existing practice.

### **b. Code of Practice on Academic Integrity**

- Sections 1.5 and A1.5 have been updated. These sections have been updated to provide further clarity that AI (Artificial Intelligence) generated content is included in these clauses. The principles of this Code of Practice already cover generative AI, but the updates make it explicit with students about the use of generative AI.
- Section 1.6 of Appendix A has been updated. This update was made to provide further clarity / instruction to students, with particular reference to Generative AI.

### **c. Code of Practice on Assessment and Award of PhD by Published Work**

- Section 3.1 updated. This update was made to provide further clarity on current processes.

### **d. Code of Practice on Assessment of Research Degree Theses**

- Sections 6.3 and 9.6 inserted (with subsequent numbering updated). Sections 4.3.6 and 7.4.2 updated. The insertions and updates were made to provide further clarity and / or reflect current processes.
- Section 8.9 has been updated. The update removes the requirement for a hardbound thesis to be submitted / deposited.

### **e. Code of Practice on External Examining (Taught Provision)**

- Section 6.9 has been inserted and sections 1.1, 3.3, 3.4, 7.4, and Appendix A have been updated. These sections have been inserted / updated to provide further clarity, or to reflect current practice / a newly agreed practice.
- Sections 3.4, 5.7, 7.4, and Appendix A (a(iv), a(viii)) have been updated. The updates were made to provide further clarity on: requirements regarding the Office for Students 'B' Conditions; the ongoing Marking and Assessment Boycott; Generative Artificial Intelligence; and required experience of external examiners.

### **f. Code of Practice on Health, Wellbeing and Fitness to Study**

- There has been a full review of the whole document, with updates made throughout. The review was led by Student Services, with engagement / support from Legal Services. A key change to the document is the introduction of a 'Supportive Person' available at all three levels of the process. In addition, language has been updated to ensure in keeping with current



terminologies and the external policy landscape. None of the updates made are deemed to be detrimental, the updated document is more supportive, with the process enhanced.

g. Code of Practice on Leave of Absence Procedure

- Section 4.1.4 (iii) has been inserted. Insertion made to provide further clarity of rules / reflect current practice.

h. Code of Practice on Lecture Capture

- A full review of this document has been conducted by Senior colleagues, with input from Students, on behalf of the University Education Committee (UEC). Various updates have been made throughout.

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

- Sections 3.12, 3.16, B1 (h), and B1 (i) have been updated. These updates were made to provide further clarity / explicitly confirm current practices.

j. Code of Practice on Personal Academic Tutoring

- Section 3.4 has been updated. This update was made to ensure University practices are aligned with the expected / required external practices.
- Sections 2.4.2, 2.5.1 (b), 2.5.4, and 2.6.5 have been updated. These updates were made to ensure consistency of language used across University Legislation.

k. Code of Practice for Procedures for Extensions to Study Periods

- Section 6.7 has been deleted (with subsequent numbering updated). The deletion was made to reflect current practice.

l. Code of Practice on Student Attendance / Engagement and Reasonable Diligence

- Section 1.5 and 1.6 have been moved to newly created section 2, and sections 4.3 and 4.4 have been moved to newly created sections 1.5 and 1.6 (subsequent numbering updated in both cases). There have been no changes to the content in the updates noted above. Sections 1.1, 1.4, 3.2, 3.3, 4.1, 4.3, 6.1, 6.2.1, and 8.3 have been updated. These updates were made to provide greater clarity on rules and to make the document easier to understand.

m. Code of Practice on the Student Representation System

- Section 5.2.1 has been updated. This update has been made to provide further clarity regarding the engagement expectations of Student Reps.
- Sections 4.7 and 7.1.5 have been updated. These updates were made to ensure consistency of language used across University Legislation.

n. Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers

- Section 2.20 has been updated. This update has been made to return to a previous practice, that is, to allow all non-student visa holders to have their GSR2 normally held on campus, while retaining the “must do” requirement for student visa holders.
- Section 1.1, and various sections of Appendix A (1.1-1.2, 2.1-2.4, 3.1-3.3, 4.1-4.2, 5.1, 5.1 (iii), 6.1-6.5, 7.1-7.4, 8.1-8.2, 9.1-9.3, 10.1-10.2, 11-11.1 (ii), 12) have been updated. These updates were made to reflect updated naming conventions / titles, and to provide further clarity on current processes.

o. Code of Practice on Taught Programme and Module Assessment and Feedback

- Sections 4.2.3 (c) has been updated, and section 5.1.2 has been inserted (with subsequent numbering updated). These updates have been made to provide further clarity on University expectations.
- Section 4.2.1 has been inserted and sections 1.2, 2.10, 3.2.1, 3.6, 3.11, 4.1.1 have been updated. These sections have been updated to allow for the use of synoptic / integrated programme assessment, to accurately reference the updated Academic Teaching Year, and to ensure alignment with the recently published Assessment Load Guidance document.
- Sections 3.9, 4.2.3 (a), 4.2.4 (c), 5.1.3 and 5.2.1 have been updated. These updates were made to provide further clarity on current processes / put in writing current practices and, in the case of section 3.9, increase flexibility in a process.
- Sections 6.1.5 (a) and Appendix A (2.4) have been deleted (with subsequent numbering updated). Sections 5.7.6, 6.1.5 (c), 7.3.3 (a), and Appendix A (1.1) have been updated. The deletions and updates were made to provide further clarity / reflect current practice and to fix erroneous references.
- Sections 3.2.1, 3.6, 3.11, 4.1.16 (b), 4.1.17 (d), 4.2.1, 5.1.4, and Appendix C have been updated. These updates were made to ensure that the required flexibility in design and delivery of modules is available to colleagues.

p. Code of Practice on Teaching and Academic Support Provided by Registered Students

- Section 6.1 has been updated. This update has been made to ensure alignment with the associated Guidance document. Previously there were minor inconsistencies in the responsibilities assigned to PGTA Coordinators between the two documents.

## 8. Policy Documents

a. Harassment and Bullying Policy

- Sections 7.5.1, 11.4, Appendix 2, and Appendix 3 have been updated. These updates were required as the previously referenced "Harassment Service Advice" no longer exists as a University Service. This service has been replaced by the University's "Report and Support" service. The updates therefore reflect this change.

## 9. Stand-Alone Guidance Documents

a. Assessment Load Guidance



- New guidance document created to replace the “Guidance on ensuring consistency for students by aligning module credit weighting and summative assessment load” document. A working group, with Academic and Professional Services representation from across all areas of the University, created this document in order to be less prescriptive, have more allowances for local interpretations, and align with the University Assessment & Feedback Principles and the Code of Practice on Taught Programme and Module Assessment and Feedback.
- b. Guidance to Accompany the Code of Practice on Misconduct and Fitness to Practise Committee
- The “Fitness to Practise” section (on page 5 & 6) has been inserted. The insertion was made to provide clarity on existing practices for Committee members, students, and professional bodies.
- c. Guidance on January Boards of Examiners
- New Guidance document created for all active cohort legislation. Following previous feedback from the Guild of Students, which noted that PGT dissertation resubmissions were having to wait until the June exam boards, Senior Academic and Professional Services staff were in agreement that there was nothing to prevent anyone arranging extra boards in this kind of situation, and this guidance has therefore been created to note / confirm this.
- d. Guidance for Students on Paid Employment
- Sections 3b, 4a, and 5c have been updated. The updates were made to provide further clarity on current rules / requirements.
- e. Guidance for Taught Students on Leaves of Absence
- Section 9c has been updated. This update was made to reflect current practice.
- f. Guidance on Teaching and Academic Support Provided by Registered Students
- Section 5.2 (b) has been updated. This update has been made to ensure alignment with the Code of Practice document. Previously there were minor inconsistencies in the responsibilities assigned to PGTA Coordinators between the two documents.

In case of queries, please contact:

Thomas Melia, College Academic Policy Partner (email: [t.m.melia@bham.ac.uk](mailto:t.m.melia@bham.ac.uk))