University of Birmingham

Changes to University Legislation for the 2016-17 cohort.

Please note: University Legislation for the 2016-17 cohort is now archived and no longer being updated, even though it may still be in use.

For more information please visit the [Archived Legislation page](#).

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.

The University introduced 'cohort legislation' in 2017-18 following receipt of guidance from the Competition and Markets Authority (CMA). This means that the legislation that applies to a Student throughout their Programme of study depends upon their entry cohort, i.e. the year in which they started their studies. In practice, this means that for any Student who started their studies in the 2016-17 entry cohort, or before, would have the 2016-17 cohort legalisation applied to them.

Due to the move to cohort legislation there are no changes to show that were made prior to the publication of the 2016-17 cohort legislation, however, there have been retrospective changes made following the publication of the 2016-17 cohort legislation, these are shown below. Please note, 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 following publication:

1. **Grade Point Average (GPA)**

   a. From summer 2019 graduating Students will be able to request to receive their grade point average, as such, a number of University Legislation documents have been updated. The following documents have been updated so any reference to degree classification now also references weighted mean mark and grade points average:
      i. Regulation 1: Definitions and Interpretation;
      ii. Regulation 5: Admission and Registration;
      iii. Regulation 6: Programmes of Study;
      iv. Regulation 7: Assessment, Progression and Award;
      v. Code of Practice on Academic Appeals;
      vi. Code of Practice on Adjusted Regulations and Bachelor's Degrees;
      vii. Code of Practice on Adjusted Regulations and Undergraduate Masters Degrees;
      viii. Code of Practice on Extenuating Circumstances;
      ix. Code of Practice on External Examining (Taught Provision);
      x. Code of Practice on Misconduct and Fitness to Practise Committees;
      xi. Code of Practice on Taught Programme and Module Assessment;
      xii. Code of Practice on Teaching and Support Provided by Registered Students.

2. **University Regulations**

   a. Regulation 1: Definitions and Interpretation

- The definition of "Assessment Protocols" has been removed as these no longer exist within the University.

b. Regulation 2: Organisation and Governance

- Updated to reflect the new naming conventions for the Student Representation System.

c. 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).
- Sections 3.2, 3.4, 3.4.12, 3.5, 3.6, 3.8, 3.9, 3.12 and 3.13 have been updated. These updates were made in order to implement the changes to titles and promotions processes which have been agreed as a result of the Birmingham Academic Career Framework.

d. 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.

e. 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.
- A new section, numbered 6.2.3 and called "Intercalated Programmes of Study", has been created, however, no content has been added / amended.
- Sections 6.2.4 (d) and (e) have been updated to reflect the current practice in Admissions regarding a reduction in periods of registration.
- Section 6.1.4 (e) has been updated to list the Postgraduate Diploma (PGDip) as an Exit Award from a Professional Doctorate programme.
- Section 6.2.2 (c) has had a footnote added to show that, for students who register on a 'top-up' programme, their maximum registration period will be worked out by adding the maximum length of the two programmes together, instead of taking the maximum length from the first programme they initially registered on.

f. 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.

- 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 7.13.2 (a) has been updated to ensure appropriate terminology is contained within. This section was updated as a result of the University using the ''Emergency Situations' regulation due to the ongoing COVID-19 pandemic.
- Sections 7.8.1 (b) – (g) have been updated to ensure that they align with the updated Code of Practice on Student Attendance / Engagement and Reasonable Diligence. These updates were made in accordance with the Emergency Regulations relating to the COVID-19 pandemic and the 'Framework for Educational Resilience 2020-21'.
- Section 7.4.4 (a) has been updated to provide further clarity regarding the need for external examiners for registered students who are current / former members of staff.
- Section 7.2.6 (a) has been updated to allow students in the final stage of a classified honours degree an opportunity to retrieve failure.

g. <u>Regulation 8: Student Conduct</u>

- 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.
- Sections 8.1.4, 8.2.1 (b), (q), 8.3.2 (b) and 8.3.6 have been deleted and relevant numbering updated.
- Sections 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.2.1 (a), (b), (d), (g), (n), (o), 8.3.2, 8.3.2 (d), 8.3.3, 8.3.4, 8.3.5, 8.4.1 (a), (b), 8.6.1 (iv), 8.8.1, 8.9.1, 8.10.4 and 8.10.5 have been edited.
- Sections 8.2.1 (c), (y) and 8.2.2 have been added.
- The above three bullet point updates were made in response to the Office for Students (OfS) publication of its Statement of Expectations for Preventing and Addressing Harassment and Sexual Misconduct Affecting Students in Higher Education. The University convened a Student Conduct Review Group in spring 2020 which recommended the above changes.

3. **Codes of Practice**

a. <u>Code of Practice on Academic Appeals</u>

- To ensure that nomenclature is up to date various sections have been updated.

b. <u>Code of Practices on Adjusted Regulations and Bachelor's Degrees</u>

- List of Schools that use adjusted regulations added.

c. <u>Code of Practices on Adjusted Regulations and Undergraduate Masters Degrees</u>

- List of Schools that use adjusted regulations added.
- Updates made to reflect what happens in current practice (i.e. on BIRMS). The previous version of the Code of Practice did not cover all potential scenarios for students, this has now been rectified.

d. 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.
- Section 3.2 has been updated to provide further clarity regarding the need for external examiners for registered students who are current / former members of staff.

e. Code of Practice on Compliance with Student Immigration Visa Permissions and Obligations

- Various updates have been made in light of the new Home Office Terminology and Rules for Student Visas that came in to force on 5 October 2020. A 'note' has been added to the start of the document and sections 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.2, 4.2.2, 4.3.1, 4.3.2, 6, and the Appendix (introductory paragraph, 1.1, 1.2, 3, 4) have been updated.

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

- Sections 8.4 and 8.5 have been updated to remove references to my.bham (which no longer exists) and replace them with references to the student gateway, https://student-gateway.bham.ac.uk/.

g. Code of Practice on Extenuating Circumstances

- Various, minor updates have been made to provide greater clarity to staff and students.
- Section 5.6 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.
- Various updates have been made to provide further clarity on processes (i.e. no changes are being made to what happens in practice), these updates relate to the general extenuating circumstances process, the new academic teaching year (NATY) structure and the COVID-19 pandemic. Sections 2.4, 5.1, 8.1, 10.3, 10.11 and the Grading Criteria for Assessing Extenuating Circumstances have been edited, and section 10.12 has been inserted.
- Sections 2.4, 7.2.3, 10.9 and A5 have had terminology updated ("driver / owning School" has been changed to "home PAU" to bring it line / ensure consistency with other Legislation).
- A list of acronyms used in the CoP have been added at the beginning of the document.
- Sections 2.4, 7.2.3, 10.2, 10.9, A5, Recommendation 8 and Recommendation 10 have been updated. These changes have been made to provide further clarity on process and remove out of date references.

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

- Sections 2.5 and 5.4 have been updated to provide clarity on processes that already happen in practice.
- Sections 7.2, 9.7 and 10 have had minor updates to provide greater clarity to students, external examiners and staff.
- Section 3.2 has been updated to reflect the University decision to move to online induction for new external examiners, rather than holding face-to-face induction events.

i. <u>Code of Practice on Health, Wellbeing and Fitness to Study</u>

- To ensure that nomenclature is up to date various sections have been updated.
- Various, minor updates have been made to provide greater clarity to students.
- Clarification has been added around who would be expected to attend a level 3 panel meeting and the immediate suspension.

j. <u>Code of Practice on Leave of Absence (LoA) Procedure</u>

- Section 3.4 had had a minor update to provide greater clarity to students and staff.
- Section 5.1.3 has been inserted to formalise what happens in practice, and what the University is required to do by Immigration law.
- Section 2.2 has been inserted to provide clarity around flexible programmes and LoA
- Section 5.1.1 has been inserted to make clear that a registered student is put on a LoA when a temporary suspension / debarment is imposed.
- Section 5.1.2 has been amended to provide greater clarity and to ensure consistency with terminology used in other legislation documents.

k. <u>Code of Practice on Misconduct and Fitness to Practise Committees</u>

- To ensure that nomenclature is up to date various sections have been updated.
- Various, minor updates have been made to provide greater clarity to students and committee panel members
- Clarity has been added to how a student can and cannot use this, and other, procedures.
- Section 3.4 has been inserted and sections 3.13, 6.1, 6.2, A7.4 and A7.6 (d)(ii) updated. These changes were made 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.

l. <u>Code of Practice on Personal Academic Tutoring</u>

- A task and finish group (made up of representatives from the Guild of Students, and a cross section of academics, academic services, careers network and professional services staff) has reviewed and updated this document. The changes add clarity to the role of the personal academic tutor for students and staff.
- Sections 1.1, 2.4.2, 2.5.2, 2.6.2, 2.6.5, 3.1, 3.1.1, 3.3, 3.6 and footnote 2 have been updated. These updates were made to ensure the Code of Practice reflects / aligns with the information contained in the Tutorial Framework.

m. <u>Code of Practice on Placement Learning</u>

- Text added that makes clear the need for colleagues to assist students if their placement provider is no longer able to continue a placement.

n. <u>Code of Practice on Plagiarism</u>

- The definition of plagiarism and categorisation of serious plagiarism have been updated to provide more detail / clarity on what the University constitutes as these.

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

- Sections 1.2, 2.4, 2.5 have been updated to provide greater clarity to students and staff.

p. Code of Practice on Student Concerns and Complaints

- Various, minor updates have been made to ensure that nomenclature is up to date.
- Further clarity has been added about the role of the Senate Review Panel.

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

- Section 2.3 updated to provide clarity that in some Colleges Welfare Tutors are Professional Services members of staff and not Academic members of staff.
- References to Personal Tutor have been changed to Personal Academic Tutor.
- Various revisions have been made to this Code of Practice (CoP) in accordance with the Emergency Regulations relating to the COVID-19 pandemic and the 'Framework for Educational Resilience 2020-21'. The following changes were made: the CoP has been renamed to include "engagement" within the title; various references to "engagement" have been added throughout the document; sections 1.5, 2.3.1, 3.2, 5.2.1, 5.2.2, 5.2.4, 5.2.5, 5.2.6, 6.1 have been updated; sections 1.6 and a footnote to 5.2.1 have been inserted; and section 3.2.1 has been deleted

r. Code of Practice on the Student Representation System

- A re-write of the Code of Practice has taken place to following a review of the University Student Representation System (which was led by the Director of Student Engagement, and featured representation from the Guild of Students, Registry and Colleges of the University). Relevant information has been updated to reflect the new naming conventions and operational detail has been removed and inserted in to the SRS Benchmarking Toolkit.
- Section 7.1.2 has had a minor update in order to emphasise what should already be happening regarding feeding back to students (i.e. this is not a new requirement).
- Section 7.1.4 has been updated in order to remove operational elements from the Code of Practice.
- Sections 4.7 and 7.1.3 have been added (and subsequent numbered sections updated), and sections 3.1, 4.1, 5.4.3, and 7.1.6 have been updated. These updates were made to include the requirement for College Forums to run from the 2021-22 academic session.
- Sections 3.1, 4.1, 4.7, 5.4.3, 7.1.3, 7.1.6 have been updated. These updates clarified that "College Forum" would be known "College Student Rep Forum" (sections 3.1, 4.1, 4.7, 5.4.3, 7.1.3, 7.1.6), and that College Student Rep Forums make recommendations, with CEC confirming the action necessary to resolve the issues raised (section 4.7 and 7.1.3).

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

- Sections 2.7, 2.10, 4.1, 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.
- Section 6.1.5 has been updated to remove reference to my.bham (which no longer exists) and replace it with reference to the student gateway, https://student-gateway.bham.ac.uk/.

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

- Sections 13.4.3 (a), 13.4.3 (b) (i) – (iii) and 13.4.5 (a) – (d) 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.
- 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.
- Section 2.5 has been inserted and section 9.2 and the 'Information for Registered Students' section in Appendix A have been edited in order to reflect information that is contained in the 'Framework for Educational Resilience 2020-21'.
- Section 9.2 has been updated to allow for students to receive copies of their examination scripts, and to formalise the conditions students should adhere to when receiving said copies.
- Section 11.11.2 has been updated to allow students in the final stage of a classified honours degree an opportunity to retrieve failure.

4. **Policy Documents**

a. Collaborative Provision Policy

- Section 1.4 of Appendix 1 has been updated to 'soften' the language regarding the award of one or two certificates. *[NB: The Collaborative Provision Policy is a non-cohort specific document].*

b. Policy on Consultation with Students

- Change of title from 'Policy on Consulting Students About Major Changes' to 'Policy on Consultation with Students'. This is because a wider range of changes are now covered by the Policy.
- Expansion of the Policy to cover not only 'major' changes but any changes affecting students' education. This includes programme/module changes and programme withdrawal/course closure, which are also addressed in separate guidance but not previously covered by the Policy.

- Inclusion of more information about the purpose of consultation and how it should be carried out, both to inform students and assist colleagues managing the consultation process.
- Promotion of a joined-up approach via alignment with, and cross-referencing to, the Student Protection Plan and related processes and guidance around amending programmes/modules and Competition and Markets Authority (CMA) guidance.

a. <u>Policy on Graduate Certificates and Diplomas</u>

- Sections 2.1, 5.1.2, 5.1.5 and 6.1 have had minor updates to provide greater clarity to students and staff.

5. **Stand-Alone Guidance Documents**

a. <u>Guidance on Consideration of Grievances submitted to Council by Registered Students of the University</u>

- Various, minor updates have been made to provide greater clarity to students and to ensure that nomenclature is up to date.

b. <u>Guidance on Student Access to Examination Scripts</u>

- A new document titled "Guidance on Student Access to Examination Scripts" has been made available to students from the 2016-17 cohort. It is expected that, following the implementation of the semesterised academic year, more students will want to see and learn from examination scripts from the January assessment period. Therefore, a document has been created that outlines consistent approaches to making exam scripts available to students across both assessment periods.

c. <u>Guidance for Students on Paid Employment</u>

- Section 3 has had various terminology updates, all related to the implementation of new academic teaching year (NATY).

In case of queries, please contact:
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