

**Updates to University Legislation for the 2018-19 cohort.**

***Please note: University Legislation for the 2018-19 cohort is now archived and no longer being updated, even though it may still be in use.***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 updates 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 updates that were made prior to the publication of the 2018-19 cohort legislation, and, retrospective updates that were made following the publication of the 2018-19 cohort legislation. *[NB: in line with CMA guidance, all 2018-19 cohort legislation documents were published in January 2018].*

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

***Updates made prior to publication:***

**1. University Regulations**

- a. No updates were made to any 2018-19 University Regulation documents before they were published.

**2. Codes of Practice**

- a. No updates were made to any 2018-19 Code of Practice documents before they were published.

**3. Policy Documents**

- a. No updates were made to any 2018-19 Policy documents before they were published.

**4. Stand-Alone Guidance Documents**

- a. No updates were made to any 2018-19 stand-alone Guidance documents before they were published.

***Updates made following publication:***

**5. 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 Teaching and Support Provided by Registered Students;
  - xii. Code of Practice on Taught Programme and Module Assessment and Feedback.

## **6. Apprenticeships**

- a. The first set of Apprenticeships were offered to students starting in the 2018-19 cohort year, as such, a number of University Legislation documents have been updated. The following documents have been updated to reference Apprenticeships as appropriate:
- i. Regulation 5: Admission and Registration;
  - ii. Regulation 7: Assessment, Progression and Award;
  - iii. Code of Practice on the Admission of Students;
  - iv. Code of Practice on Personal Academic Tutoring;
  - v. Code of Practice on Student Attendance and Reasonable Diligence;
  - vi. Code of Practice on Taught Programme and Module Assessment and Feedback;
  - vii. Guidance for the Accreditation of Prior Learning.

## **7. Overseas Campuses**

- a. The University of Birmingham Dubai Campus opened to students starting in the 2018-19 cohort year, as such, a number of University Legislation documents have been updated, along with two new University Legislation documents being created. The two new documents created were:
- i. Code of Practice on Compliance with Student Immigration Visa Permissions for Students Studying at Overseas Campuses
  - ii. Policy on Urgent Return for Students registered at Overseas Campuses

The following documents were updated to provide information to students studying overseas, for example, on Visa requirements or changing references to UK legislation:

- i. Regulation 5: Admission and Registration;
- ii. Regulation 8: Student Conduct;
- iii. Code of Practice on Academic Integrity;
- iv. Code of Practice on Health, Wellbeing and Fitness to Study;
- v. Code of Practice on Misconduct and Fitness to Practise Committee.

## **8. 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 updates 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).

## **9. University Regulations**

### **a. Regulation 1 - Definitions and Interpretation**

- The definition of “Assessment Protocols” has been removed as these no longer exist within the University.
- The definition of “Friend” has been updated to the following “Friend means a member of the staff of the University, a registered student of the University, a Sabbatical Officer of the Guild of Students, or a Guild Advisor of the Guild of Students.”
- Updates made to ensure alignment with University Charter and Statutes (this is following on from the Privy Council approving the: Removal of the office of Treasurer; Disestablishment of the Guild of Graduates and Alumni Association).

### **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 updates were made as part of the implementation of the New Academic Teaching Year (NATY).
- Sections 3.2.3 (b), 3.4.6, 3.4.12, 3.6.7, 3.6.7 (a)-(d), 3.6.8, 3.6.8 (a)-(d), 3.8, 3.8.1, 3.8.2 have been deleted (with subsequent section numbers updated). Sections 3.2, 3.2.1, 3.2.3 (a) (i)-(iv), 3.2.4, 3.4, 3.4.1, 3.4.2, 3.4.3, 3.4.5, 3.4.5 (a)-(c), 3.4.6, 3.4.7, 3.4.10, 3.5.3 (b), 3.6.1, 3.6.1 (b)-(c), 3.6.2 (a), 3.6.4, 3.8.1, 3.9.1, 3.11.1, 3.11.2, 3.11.3, 3.12.1, 3.12.2 have been edited / updated. These updates were made in order to implement the updates to titles and promotions processes which have been agreed as a result of the Birmingham Academic Career Framework.
- Section 3.3.4 (b) updated. Updates made to ensure alignment with University Charter and Statutes (this is following on from the Privy Council approving the: Removal of the office of Treasurer; Disestablishment of the Guild of Graduates and Alumni Association).
- 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.
- Section 3.1.6 updated. This update was made to reflect the new name of the College of Medicine and Health (previously known as the College of Medicine and Dental Sciences).

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 updates were made as part of the implementation of NATY.
- Section 5.3.1 (j) has been updated to reflect a change in operational Leave of Absence processes / procedures.
- Section 5.2.3 (d) and 5.2.3 (i)(iii) has been updated. These updates were made to correct previously incorrect references, 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".
- Section 5.3.1 (j) has been updated. This update was made to reflect the current practice across the University with regards to non-payment of tuition fees.

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 updates were made as part of the implementation of NATY.
- The text contained in sections 6.2.1 and 6.2.2 has been deleted as they added no value / were unnecessary.
- 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.
- Section 6.1.2. (s) (iv) has been updated to further clarify that, for programmes leading to a Taught Postgraduate Degree, the dissertation components should normally be attempted after a student has attempted 120 taught credits, and that the 120 taught credits should normally include research methods training.
- Sections 6.1.2 (i) & (j) have been inserted (with subsequent section numbering updated) to provide definition of pre- and co-requisite modules.
- Sections 6.1.2 (g), (h), (n), (t) (viii) updated to provide further clarity on existing practices.
- 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.
- 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.
- Section 6.1.2 (e) has been updated. This update was made to make clear what level of module equates to what level of the Frameworks for Higher Education Qualifications (FHEQ).
- Section 6.1.2 (s)(v) has been updated. This update was made: to remove the reference to Undergraduate (UG) Master's degree progression credit requirements for stage 3 (which has been moved to Regulation 7, the Regulation that discusses progression requirements); to insert a footnote that provides a reference to where the progression and award requirements can be found in Regulation 7; and to provide clarity that stages only apply to UG programmes.

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 updates 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.
- Sections 7.1.2 (b), 7.1.2 (c), 7.2.2 (a), 7.2.5 (c) and 7.2.5 (d) have been updated to remove references to “assessment protocols” and replace it with references to the “Code of Practice on Taught Programme and Module Assessment”. Assessment protocols previously existed in the University, however, they have since been replaced by the CoP referenced.
- Section 7.2.1 (i) has been updated to include Level D modules as having a pass mark of 50. Previously, this section erroneously only referred to Level M modules having this pass mark, rather than the correct reference to both Level M and D.
- Section 7.3.1 (a) (iii) has been moved (in order for the information to flow better in the overall section) and updated (by updating language used to ensure consistency with other Regulations).
- Minor updates in language made throughout (i.e., "programme requirements" updated to "programme specification").
- 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.
- Sections 7.4.2 (d) and 7.4.2 (e) updated. These updates were made to reflect the new name of the College of Medicine and Health (previously known as the College of Medicine and Dental Sciences).
- Section 7.3.1 (a)(i) has been updated. This update was made to insert two footnotes, one which confirms the UG Master's degree progression credit requirements for stage 3 (this information has been moved from Regulation 6), the other provides a reference to where information on stages can be found in Regulation 6.
- Sections 7.4.1 (g) and 7.4.2 (d) have been updated. These updates were made to provide further clarity / correct erroneous text.

g. 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.
- 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 updates.
- Section 8.2.2 has been updated so that the erroneous reference to Regulation 5 has been removed.
- 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.
- Section 8.3.7 has been inserted. Sections 8.1.2, 8.2.1, 8.3.2, 8.3.5, and 8.10.5 have been updated. The insertion and updates were made to: add further clarity to points / reflect current practices (8.2.1, 8.3.2, 8.3.5); make more transparent how this Regulation interacts with the Code of Practice on Student Concerns and Complaints (8.1.2, 8.10.5); and set out what students can expect in relation to reasonable adjustments (8.3.2, 8.3.7).

## **10. Codes of Practice**

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

- To ensure that nomenclature is up to date various sections have been updated.
- Clarity has been added regarding the nature of eligibility decisions made by the Student Conduct, Complaints and Appeals team when: appeals are first received; and when applications for Senate Review of appeal outcomes are received.
- Section 2.12 has been inserted (with subsequent numbering updated). This insertion was made to reflect current / existing practice.
- Section 2.18 has been updated. This update was made to ensure this clause aligns with the Code of Practice on Misconduct and Fitness to Practise rules for Registered Students serving on Committees.
- Sections 1.6 and 1.9 have been inserted (with subsequent numbering updated). Sections 2.5 and 2.7 have been updated. The insertions and updates have been made to add further clarity to the process, with particular reference to: appropriate forms of evidence (1.6, 2.5); assessing eligibility (2.7); and available support (1.9).

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

- The definition of plagiarism has been updated to provide more detail / clarity on what the University constitutes as plagiarism.
- Various updates have been made to provide clarity for students and Academic Integrity Officers (updates were made following feedback from misconduct committees and Academic Integrity Officers, who felt that some of the detail was too important to sit outside of the Code of Practice).
- This Code of Practice (CoP), along with the associated guidance document, has undergone a full review with various sections updated, and more detail added. A Task and Finish (T&F) Group was set up to look at this CoP in response to feedback received from various Stakeholders. The updates can be summarised as: clarifying procedures, updating plagiarism procedures, and addition of examination irregularity categories.
- 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 Practices on Adjusted Regulations and Bachelor's Degrees

- List of Schools that use adjusted regulations added.

d. Code of Practices on Adjusted Regulations and Undergraduate Masters Degrees

- 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.

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

f. 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.
- 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.
- 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.

g. 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.

h. Code of Practice on Extenuating Circumstances

- Various, minor updates have been made to provide greater clarity to staff and students.



- Section 3.4.4 has been inserted to ensure the Code of Practice remains fit for purposes under the new teaching year structure. These updates 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 1.1, 1.4, 3.4.1, 3.5.1, 4.3, 4.8, 4.8.5, 4.12, 4.13 have been updated and section 4.14 has been inserted.
- Sections 1.3, 1.4, 1.6 and 4.11 have had terminology updated (“driver / owning School” has been updated to “home PAU” to bring it line / ensure consistency with other Legislation).

i. 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.
- Sections 2.2 and 2.3 have been inserted (with subsequent numbering updated), and section 2.1 and Appendix clause A.V. have been updated. These updates have been made to provide clarity on what should already be happening in practice with regards to certain Apprenticeship requirements. Namely, industry specific scrutiny being required, Independent Assessor’s being needed for programmes with integrated End Point Assessments, and what would be classed as ‘sufficient standing’ for industrial appointments.
- 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.

j. Code of Practice on Health, Wellbeing and Fitness to Study

- 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.
- 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.

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

- Section 3.4 had had a minor 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.
- 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.
- Section 4.1.4 (iii) has been inserted. Insertion made to provide further clarity of rules / reflect current practice.
- Sections 9.2 and 10.1 have been updated. These updates were made to reflect current practice / provide further clarity.

#### l. Code of Practice on Lecture Capture

- Information on the facility of Lecture Capture + (i.e. whiteboard capture) has been added.
- 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.
- 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, with main ones noted as:
  - An updated summary of the lecture capture system available for use across the University (section 2).
  - Archiving of recording retention period has been updated to consider data retention legislation (section 4).
  - The University maintains an opt out form for lecture participants who wish to be edited or removed from any recording data (section 4).
  - The University's current 'opt in' policy for lecture capture will continue and therefore academic colleagues wishing to 'opt out' of lecture recording are required to provide acceptable alternative resources (section 5).
  - Appendix 1 has been removed as it now out of date.
  - The University will maintain the existing Event Capture Audience/Guest Speaker (External) Consent Form and Licence process (appendix 2).

#### m. Code of Practice on Misconduct and Fitness to Practise Committees

- 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.
- A section on 'Mitigating Circumstances and Aggravating Factors' has been added to the guidance document, along with clarity about acceptable ways to provide evidence.
- Section 3.4 has been inserted and sections 3.13, 6.1, 6.2, A7.4 and A7.6 (d) (ii) updated. These updates 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.

- Sections 1.1.5 and 8 have been deleted (with subsequent section numbering updated), and sections 2.5 (c), 5.3, A.1, A.9.1, B.1 (d) and B.5 have been edited. The deletions took place as the previous process went beyond the requirements of the OIA and thus allowed efficiency savings in administration processes to be made; the edits provide further clarity and correct out of date information.
- Appendix C of this document has had a new sanction added, the new sanction is found in section C.1.1 (D).
- 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.
- Sections 6.7 and 6.8 have been deleted (as they are no longer accurate / relevant). Sections 1.9, 1.10, 2.4, 2.9, 3.5, 3.15, 4.6, 6.2, 7.3, and 7.4 have been inserted (with subsequent numbering updated). Sections 1.1, 3.1, 3.2, 3.3, 3.4, 3.6, 3.9, 3.10, 3.12, 3.13, 3.14, 4.1, 4.3, 4.5, 4.7, 5.1, 5.3, 5.4, 6.1, 6.3, 6.5, 6.6, 7.2, 7.6, 8.1, 8.2, A.1, A.7.1, A.7.5, A.8.4, A.9.2, B.1, and D.3 have been updated. The majority of these updates were made to provide further clarity to points / confirm existing practices (1.1, 1.9, 1.10, 2.4, 2.9, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.9, 3.10, 3.12, 3.13, 4.1, 4.3, 5.1, 5.3, 5.4, 6.1, 6.2, 6.3, 6.5, 6.6, 7.2, 7.3, 7.4, 7.6, 8.1, 8.2, A.1, A.7.1, A.7.5, A.9.1, A.9.2, B.1). Other updates were made, following consultation with Committee Members, Chairs, and Legal Services, around the constitution and process followed during committees. These updates were made to make committees smoother and quicker and thereby to speed up outcomes for students (3.6, 3.12, 3.13, 4.6, 4.7, 6.2, 6.6, 7.3, 7.4, A.8.4, B.1, D.3). In addition, updates were made to allow legal representation at committees to reflect external legal advice and Universities UK and OIA (Office of the Independent Adjudicator for Higher Education) guidance (3.14, 3.15).

n. Code of Practice on Personal Academic Tutoring

- 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 updates 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.
- Sections 1.1; 2.1.5; 2.2.5; 2.5.1 (b); 2.5.3; 2.5.6; 2.6.2; 3.1.4; 3.3; 3.6; 3.9; and Footnote 2 have been updated. References to 'PebblePad' have been removed, with generic references replacing them (i.e., "online tool").
- 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.

o. Code of Practice on Placement Learning

- Sections 1.1, 1.8 and 3.4 (c) have been deleted.
- Section 4's 'naming' convention has been updated from letters to numbers.
- Sections 1.7 (a), 2.1, 3.1 (b), 4.4, 6.5, 6.6 have been updated to reflect the current / correct terminology / names.

- Sections 3.2 (there was no previous section 3.2), 4.6 and footnote to 7.2 have been inserted in order to provide clarity on arrangements for interrupting of placements / period of study abroad.
  - All the above updates were made due to the disruptions caused by COVID-19, and the potential for continued disruptions in the 2020-21 academic session.
  - Sections 1.7 (a), 2.3, 2.3 (a), 3.3 (a), 4.4, 6.5, 8.4 and 9.5 have been updated. These updates were made to: reflect the recent discontinuation of the Erasmus scheme; remove references to EEA students; reflect the updated Home Office requirements; and update contact details.
  - Sections 3.3 (a), 3.3 (b), 3.4 (a), 4.1, 8.4 (c), and 8.6 (d) have been updated. These updates were made to ensure the links found in these sections were landing on / pointing to the correct place / page.
- p. Code of Practice for Procedures for Extensions to Study Periods
- Sections 1.2, 2.3, 2.4 have been updated to provide greater clarity to students and staff.
  - Section 6.7 has been deleted (with subsequent numbering updated). The deletion was made to reflect current practice.
  - Sections 7.4 and 7.5 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/>.
- q. Code of Practice on Placement Learning
- Text added that makes clear the need for colleagues to assist students if their placement provider is no longer able to continue a placement.
- r. Code of Practice on Student Concerns and Complaints
- Various, minor updates have been made to provide greater clarity to students and to ensure that nomenclature is up to date.
  - Further clarity has been added about the role of the Senate Review Panel and the complaints process for Degree Apprentices.
- s. 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.
  - 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 updates 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.
  - 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.

t. Code of Practice on Student Immigration Duties

- Appendix 1.1 (g) has been inserted (with subsequent numbering updated). Sections 1.1, 1.3, 2.1, 2.3, 2.4, 3.1, 3.2, 3.3, 4.2.4 (b), 4.3.1, 4.4, 6, 7, Appendix 1.1 (a) and 1.2 have been updated. The insertions and updates were made to provide further clarity, correct grammatical errors, and reflect current / provide up to date Home Office rules and / or requirements.

u. Code of Practice on the Student Representation System

- A re-write of the Code of Practice has taken place 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).
- 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.
- 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.
- Section 5.3.5 has been inserted. This insertion was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place ‘offline’.

v. 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.
- 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/>.

- 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.
- Section 5.1 updated. This update was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place ‘offline’.
- Sections 2.16, 2.27, 4.4 and Appendix A (9.3) have been updated. These updates were made to provide further clarity (2.27), convert a URL to a hyperlink (2.16), and reflect the new name of University Graduate / Doctoral School (4.4 & AA [9.3]).

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

- Various, minor updates have been made to provide further clarity for students.
- Appendix A, the grade conversion grid, has had small points of clarification added and an additional pass grade column added to allow for the range of pass grades in Italy.
- 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 updates 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 updates were made as part of the implementation of NATY.
- Sections 2.10, 4.1.19 (b) and 5.3.11 (b) have been edited in order to reflect information that is contained in the ‘Framework for Educational Resilience 2020-21’.
- Section 4.1.19 (b) 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 4.1.16 (e) has had terminology updated (“driver / owning School” has been updated to “home PAU” to bring it line / ensure consistency with other Legislation).
- Section 5.7.1 has been updated to allow students in the final stage of a classified honours degree an opportunity to retrieve failure.
- The whole of section 4.1.16 has been moved (with subsequent section numbering updated) to a newly created section 4.3. Section 4.3 (b) has been added, with sections 4.2 (a), (d), (e), (f), (g), (h) and (i) updated. These updates have been made to allow for the deferral of all assessments, and not just exams (this is something that already happens in practice across the University, but was not previously reflected in Legislation).
- A footnote has been added to section 2.10 to reflect current practice within the University.

- 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.
  - Section 4.1.14 (c) has been updated. This update removed the erroneous references to “Examinations Office” and replaced it with “relevant College Wellbeing Officer”. This update was made to reflect the way the process has been running for a number of years.
  - Section 4.1.18 has been updated. This update was made in response to the OfS B conditions of registration, specifically, the requirement for examination scripts to be retained for five (5) years.
  - Section 1.5 inserted. This insertion was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place ‘offline’.
  - Footnote 4 has been updated. This update was made to reflect current practice of block taught modules and the timeliness of feedback requirements for these modules.
  - Section 2.10 has been updated. This update was made to remove the requirement for an inclusive online, alternative assessment to be developed. This has been removed to align with the University decision to stop using online exams (unless absolutely necessary) due to Generative AI concerns.
  - Section 5.5.2 (c)(ii) has been inserted (with subsequent numbering updated). This insertion has been made to reflect current practice / provide further clarity.
- x. 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.
  - Sections 5.1, 5.5 and 7.4 have been updated to remove out of date references and / or provide further clarity.
  - Sections 3.2, 5.5, 7.1, 7.2, and 7.3 have been updated. These updates show the new reporting requirements.
  - 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.
  - Section 4.5 inserted. This insertion was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place ‘offline’.

- Section 4.2 has been updated. This update has been made to ensure alignment with the working time restrictions found in the Guidance for Students on Paid Employment document.

## 11. 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.

### b. 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 reflect this. Please note this document is classed as non-cohort legislation.

### c. Policy on Consultation with Students

- Update 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 updates 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.
- Section 5.1.6 updated. This update was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place 'offline'.

### d. 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.

### e. Spiking Policy

- This document has been created / introduced to ensure that there is clear information available to staff and students on this topic. Please note this document is classed as non-cohort legislation.



f. Visitor Policy

- This document has been created / introduced to ensure that there is clear information available to staff and students on this topic. Please note this document is classed as non-cohort legislation.

**12. Stand-Alone Guidance Documents**a. Guidance to Accompany the Code of Practice on Academic Integrity

- As a result of the full review of the CoP and this document, various sections of the Guidance document have been deleted as they are now duplicated in the CoP.

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 Assessment Load

- 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.
- At the start of page two, a paragraph / bullet point has been added under the “Student Effort” section. This addition relates to Apprenticeships and was made to provide written guidance around notional hours and off the job hours.
- Section numbering has now been inserted into this document to make it easier to track updates over time. Section 3.4 has been deleted (with subsequent numbering updated). Sections 1.1, 1.2, 2.4 (second bullet point and sub-bullet points added), 2.5 (third bullet point added) have been updated. Deletion and updates were made to provide: further clarity; link to relevant documents; further information, guidance and clarity on Generative AI and the setting of assessments, and clarity on the time lengths of examinations.

d. Guidance on Consideration of Grievances submitted to Council by Registered Students of the University

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

e. 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.

f. 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.

g. Guidance on Placement Learning

- Section 7.6 has been deleted, section 2.8 has been inserted, and sections 3.5, 6.5, 7.5, 7.6 (newly numbered section) have been updated. These updates were made to: reflect the recent discontinuation of the Erasmus scheme; remove references to EEA students; reflect the updated Home Office requirements; and update contact details.
- Sections 6.4 (a), 8.3, 8.4, 8.5, Appendix 1, Appendix 3, Appendix 5 updated. These updates were made to correct erroneous references / links, provide greater clarity, and reflect current practice. Various typos throughout the document have also been updated / fixed.

h. Guidance on Student Access to Examination Scripts

- A new document titled “Guidance on Student Access to Examination Scripts” has been made available to students from the 2018-19 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.

i. Guidance for Students on Extenuating Circumstances

- 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 1a, 1e, 2b, 3a, 3b, 4a, 5d (table - rows 2, 4, 5), 6a have been updated and sections 2c, 2f, 4b, 4d (first row in table), 6b, 6c, Appendix 1 and Appendix 2 have been inserted.

j. Guidance for Students on Paid Employment

- Section 3 has had various terminology updates, all related to the implementation of new academic teaching year (NATY).
- Sections 3b, 4a, and 5c have been updated. The updates were made to provide further clarity on current rules / requirements.
- Sections 2a, 3a, 3b, and 4a have been updated. These updates were made to reflect the published academic year structure / term dates, and to increase the maximum weekly working

hours that can be undertaken by students (this reflects the updates approved by UoB Senior Colleagues in September 2024).

k. 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.
- Section 9d 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/>.
- A footnote, in section 10, has been inserted that makes clear that students who are suspended due to an ongoing conduct investigation will retain access to the University's Wellbeing services.
- Section 9c has been updated. This update was made to reflect current practice.

l. Guidance on Teaching and Academic Support Provided by Registered Students

- Section 5.1 (b) has been updated to ensure the training course names are accurately reflected.
- Section 5.1 and 5.2 have been updated. Section 5.1 to reflect the current names of HEFi training courses. section 5.2 to reflect current practice at the University.
- 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.

### 13. Library Regulations

- a. Both the content and the format of the Library Regulations were refreshed and the regulations were rolled out to *all* cohorts of students from 1<sup>st</sup> September 2018.

In case of queries, please contact:

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