

## **Changes to University Legislation for the 2021-22 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 2021-22 cohort legislation, and, retrospective changes that were made following the publication of the 2021-22 cohort legislation. *[NB: in line with CMA guidance, all 2021-22 cohort legislation documents were published on 3<sup>rd</sup> December 2020].*

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

### ***Changes made prior to publication:***

#### **1. University Regulations**

##### a. Regulation 6 - Programmes of Study

- Sections 6.2.4 (d) and (e) have been updated to reflect the current practice in Admissions regarding a reduction in periods of registration.

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

- 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.

#### **2. Codes of Practice**

##### a. Code of Practice on the Assessment of Research Degree Theses

- 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.

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

- Section 3.1 has been updated to remove the requirement for pro rata equivalent for those members of staff not holding full time contracts. A period of employment of three years has been set for all members of staff.

##### c. 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.

d. Code of Practice 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 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.

3. Policy Documents

- a. No substantive changes were made to any 2021-22 Policy document prior to publication.

4. Stand-Alone Guidance Documents

a. 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.

***Changes made following publication:***

5. 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).

## 6. University Regulations

### a. Regulation 1 – Definitions

- 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.”

### b. Regulation 3 – Human Resources Matters

- 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.
- 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).

### c. Regulation 5 – Admission and Registration

- Section 5.3.1 (j) has been updated to reflect a change in operational Leave of Absence processes / procedures.
- 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”.

### d. Regulation 6 – Programmes of Study

- 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 (r) (viii) has been updated to provide further clarity on the Year Abroad and Year in Industry rules surrounding contributions to degree classifications.
- 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).

e. Regulation 7 – Assessment, Progression and Award

- 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 7.3.1 (f) (v) and 7.3.1 (f) (vi) updated, and section 7.3.1 (f) (vii) inserted, to provide further clarity on the Year Abroad and Year in Industry rules surrounding contributions to degree classifications.
- 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 changes in language made throughout (i.e., "programme requirements" changed 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).

f. Regulation 8 – Student Conduct

- 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 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.
- 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.

## 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.
- 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.

b. Code of Practice on Academic Integrity

- 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 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.
- d. 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.
  - 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 for Procedures for Extensions to Study Periods
- 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/>.
- f. Code of Practice on Extenuating Circumstances
- Sections 1.3, 1.4, 1.6 and 4.11 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 1.3, 1.4, 1.6, 1.10, 4.2, 4.8.9, 4.8.11 and 4.11 have been updated. These changes have been made to provide further clarity on process and remove out of date references.
- g. Code of Practice on External Examining (Taught Provision)
- 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 changes 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.

h. 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.

i. 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.

j. 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.

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

- 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 (Office of the Independent Adjudicator) 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.

l. Code of Practice on Personal Academic Tutoring

- 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.

m. Code of Practice on Placement Learning

- 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.

n. 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.

o. 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.

p. Code of Practice on the Student Representation System

- 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’.

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

- 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'.

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

- Section 4.1.16 (e) has had terminology updated ("driver / owning School" has been changed 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.
- Section 7.26 and 7.27 updated, and section 7.28 inserted, to provide further clarity on the Year Abroad and Year in Industry rules surrounding contributions to degree classifications.
- 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 changes 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'.



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

- 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'.

**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.

b. Policy on Consultation with Students

- 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'.

c. 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.

d. 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.

**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.

- 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.

b. 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.

c. 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.

d. 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.

e. Guidance on Minimum Standards for the Organisation and Supervision of Dissertations for Postgraduate Taught Programmes (PGT)

- A new document named “Guidance on Minimum Standards for the Organisation and Supervision of Dissertations for Postgraduate Taught Programmes (PGT)” has been made available to students from the 2021-22 cohort. In October 2017, a set of minimum standards relating to the organisation and supervision of dissertations on postgraduate taught programmes was developed in response to the 2017 Postgraduate Taught Experience Survey (PTES) results. Since then Student concern about the organisation and supervision of dissertations has continued to persist in subsequent PTES surveys. As a result these standards have been updated in October 2020 in order to improve the student experience on this point.
- Section 3.5 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’

f. 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.
- g. 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.
- 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 2021-22 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 Taught Students on Leaves of Absence (LoA)
- 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.
- j. 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.

In case of queries, please contact:

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