

Changes to University Legislation for the 2024-25 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 2024-25 cohort legislation, and, retrospective changes that were made following the publication of the 2024-25 cohort legislation. *[NB: in line with CMA guidance, all 2024-25 cohort legislation documents were published on 11th December 2023].*

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 5 – Admission and Registration

- Sections 5.2.3 (d) and 5.2.9 (d) have been updated. The updates were made to provide further clarity on the definition of “University Session”.

b. Regulation 6 – Programmes of Study

- Sections 6.1.2 (g), 6.1.2 (h), and 6.1.2 (s)(x) have been updated. These updates were made to ensure that the required flexibility in design and delivery of modules is available to colleagues, and to ensure consistency of language used across University Legislation.

c. Regulation 7 – Assessment, Progression and Award

- 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.

d. Regulation 8 – Student Conduct

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

2. Codes of Practice

a. Code of Practice on Academic Appeals

- Section 2.12 has been inserted (with subsequent numbering updated). This insertion was made to reflect current / existing practice.
- b. Code of Practice on Academic Integrity
- 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 Admission of Students
- Section 6.11 has been split out in to two individual sections (6.11 & 6.12) (with subsequent numbering updated). There was no change to the content in the update noted above. Sections 6.33 (c), (d), (e), 6.34 (e), 6.35 (c), and 6.36 have been deleted as this information is now held online only. Sections 3.2, 5.4, 6.23, 6.24, 6.27, 6.29, 6.30, 6.33 (b), (c), 6.34 (b), (c), (d), 6.35 (a), (b), 6.38, 7.11, and 10.1 have been updated. All updates were made to provide further clarity and / or note current practice.
- d. Code of Practice on Assessment and Award of PhD by Published Work
- Section 3.1 updated. This update was made to provide further clarity on current processes.
- e. Code of Practice on Assessment of Research Degree Theses
- Sections 6.3 and 9.6 inserted (with subsequent numbering updated). Sections 4.3.6 and 7.4.2 updated. The insertions and updates were made to provide further clarity and / or reflect current processes.
- f. Code of Practice on External Examining (Taught Provision)
- 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.
- g. 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.
- h. 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.
- i. Code of Practice on Misconduct and Fitness to Practise Committee

- Sections 3.12, 3.16, B1 (h), and B1 (i) have been updated. These updates were made to provide further clarity / explicitly confirm current practices.
- j. Code of Practice on Personal Academic Tutoring
- Section 3.4 has been updated. This update was made to ensure University practices are aligned with the expected / required external practices.
 - Sections 2.4.2, 2.5.1 (b), 2.5.4, and 2.6.5 have been updated. These updates were made to ensure consistency of language used across University Legislation.
- k. Code of Practice for Procedures for Extensions to Study Periods
- Section 6.7 has been deleted (with subsequent numbering updated). The deletion was made to reflect current practice.
- l. Code of Practice on Student Attendance / Engagement and Reasonable Diligence
- Section 1.5 and 1.6 have been moved to newly created section 2, and sections 4.3 and 4.4 have been moved to newly created sections 1.5 and 1.6 (subsequent numbering updated in both cases). There have been no changes to the content in the updates noted above. Sections 1.1, 1.4, 3.2, 3.3, 4.1, 4.3, 6.1, 6.2.1, and 8.3 have been updated. These updates were made to provide greater clarity on rules and to make the document easier to understand.
- m. Code of Practice on Student Representation System
- Sections 4.7 and 7.1.5 have been updated. These updates were made to ensure consistency of language used across University Legislation.
- n. Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers
- Section 1.1, and various sections of Appendix A (1.1-1.2, 2.1-2.4, 3.1-3.3, 4.1-4.2, 5.1, 5.1 (iii), 6.1-6.5, 7.1-7.4, 8.1-8.2, 9.1-9.3, 10.1-10.2, 11-11.1 (ii), 12) have been updated. These updates were made to reflect updated naming conventions / titles, and to provide further clarity on current processes.
- o. Code of Practice on Taught Programme and Module Assessment and Feedback
- Sections 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.

3. Policy Documents

- a. No substantive changes were made to any 2024-25 Policy documents prior to publication.

4. **Stand-Alone Guidance Documents**

- a. 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.
- b. 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.
- c. Guidance for Taught Students on Leaves of Absence
 - Section 9c has been updated. This update was made to reflect current practice.

Changes made following publication:

5. **University Regulations**

- a. Regulation 3 – Human Resources Matters
 - 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).
- b. Regulation 6 – Programmes of Study
 - 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).
- c. Regulation 7 - Assessment, Progression and Award
 - 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).

6. **Codes of Practice**

- a. Code of Practice on Academic Appeals

- 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 Assessment of Research Degree Theses
- Section 8.9 has been updated. The update removes the requirement for a hardbound thesis to be submitted / deposited.
- c. 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.
- d. Code of Practice on Placement Learning
- 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.
- e. Code of Practice on the Student Representation System
- 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'.
- f. Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers
- 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'.
- g. Code of Practice on Taught Programme and Module Assessment and Feedback
- 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'.
- h. Code of Practice on Teaching and Academic Support Provided by Registered Students

- 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'.

7. Policy Documents

a. 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'.

b. 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.

c. 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.

8. Stand-Alone Guidance Documents

a. Assessment Load Guidance

- 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 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.

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

- 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'

d. Guidance on Placement learning

- 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.

In case of queries, please contact:

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