

GENERAL REGULATIONS INFORMATION PAPER: AUGUST 2015

Revisions to the General Regulations: University Calendar for Undergraduate Students for 2015-16

III Regulations for Students

The most significant changes to the regulations are summarised below:

(i) Regulations for Students 1.10

This regulation has been amended to clarify that postgraduate dissertations of 60 CATS are permitted under the regulations. The amended regulation reads:

Module value: *allowed module values are 0.5 (half module); 1.0 (module); 1.5; 2.0 (double module). Dissertations on taught postgraduate programmes may, and normally will, have a value of 3.0. In the regulations, references to a 'module' or 'modules' mean modules with a value of 1.0.*

(ii) Regulations for Students 1.20 xi

This regulation has been clarified to ensure it is clearly understood that although students who have temporarily withdrawn are not actively participating in the life of the University, they remain students of the University. Students who have temporarily withdrawn are not, for example, eligible to claim benefits, and the previous wording was not sufficiently unambiguous to ensure that this was understood. The regulation has been amended to read:

Although still registered as students (i.e. not having given up their place on a course), persons who have temporarily withdrawn are not considered to be active students of the University and therefore have no right to avail of University services unless this is expressly stated in a letter from the appropriate University authority which stipulates the person's status and entitlements, including insurance status if appropriate. The cumulative limit on periods of temporary withdrawal is two years, after which the person must apply for admission;

(iii) Regulations for Students 1.20 xii

For clarification on student status when permanently withdrawn, the regulation has been amended to read:

*A student may be required to **permanently withdraw** from the University for academic reasons by a Board of Examiners, School Postgraduate Research Committee or Academic Offences Committee. Registration normally ceases at midnight on the date of permanent withdrawal. Students who have been required to withdraw from the University must apply to the University's Admissions and Access service should they subsequently wish to re-register. Failure to disclose a previous requirement may lead to the withdrawal of any offer of admission or dismissal from the University. Students who have been required to withdraw from the University must spend at least two semesters away from the University before they can be re-admitted. In all cases a School has the right to refuse a student permission to re-register.*

(iv) Regulations for Students 3.5

Additional information has been inserted to clarify the documents which students are required to bring to registration. The amended regulation reads:

Applicants who have been accepted for admission to the University will be instructed about the arrangements for verification of their entrance qualifications. Original qualification certificates or a certified copy (and official translations in English if necessary) will be required, if results are not received, by the University, direct from UCAS. They will also be asked to produce photographic proof of identification (passport or driving licence) or, in the case of international students, a passport and visa information. Full information is provided with the Welcome Pack supplied to new undergraduate students.

(v) Regulations for Students 5.13

For clarification to allow for students undertaking a dual or double degree, the regulation has been amended to read:

'Students registered full-time for a qualification of this University must not be registered at another university (unless permitted in an approved Memorandum of Agreement) without the permission of the Head of School and their Adviser of Studies.'

(vi) Regulations for Students 5.17

This regulation has been amended to reflect an update in the Student Conduct Regulations. The amended regulation reads:

Persons who are subject to a police investigation and/or who are subject to pre-charge, police or court bail conditions which have an impact on their ability to attend campus or carry out study or who acquire a relevant item on a criminal record (see Section IX: Policies, Undergraduate Admissions Policy VI: Student Conduct Regulations paragraphs 5.11-5.16) after the date of admission to the University and before graduation must inform the Director of Academic and Student Affairs in writing without delay within two working days of becoming aware of the investigation. The Director of Academic and Student Affairs may consult with senior colleagues and/or other appropriate persons and will, where appropriate, who may invoke the University's Conduct Regulations (See Section VI: Conduct Regulations). Disclosure is for the purpose of assessing the risk of harm or injury to other students, staff, visitors or other users of University facilities or to its reputation. Persons who have interrupted their studies as a consequence of a custodial sentence must apply for re-admission (see Section IX: Policies, Undergraduate Admissions Policy Appendix 2).

IV Study Regulations

The most significant changes to the regulations are summarised below:

(vii) Study Regulation 1.1.3

In order to achieve consistency with Regulations for Students 1.10, Study Regulation 1.1.3 has been amended to read:

The credit awarded on successful completion of a module of value 1.0 (i.e. one sixth of a stage) is 20 points. Other module values or units are rated pro-rata, with a minimum credit of ~~five~~ normally ten points.

(viii) Study Regulation 1.3.17

The regulation 1.3.17 under Regulations Governing Absence including Examinations and Failure to Submit Assignments due to illness has been expanded to include point iv:

'Repeated medical absences may result in referral to the Fitness to Study procedure (See Section VIII Procedures: Guidelines on Fitness to Study on the Grounds of Health and/or Safety).'

(ix) Study Regulations 1.4.20

For clarification, the regulation has been amended to read:

'Any invigilator who has reason to suspect a student of dishonest behaviour such as described in Study Regulations 1.4.17-1.4.19 above shall follow the Procedures for Dealing with Academic Offences in Section VIII: Procedures.'

(x) Study Regulation 1.4.23

Clarification that, where a pass mark other than 40% has been approved, this must be recorded in the relevant programme specification. The amended regulation reads:

The pass mark for undergraduate University examinations shall be 40%, except for professional examinations in Medicine and Dentistry, the School of Nursing and Midwifery and the School of Pharmacy. Further details are available from those Schools and in the relevant programme specification.

(xi) Study Regulation 1.4.57

For clarification of existing practice, the following regulation has been added:

'Any changes to published marks must be approved by the Director of Academic and Student Affairs.'

(xii) Study Regulation 2.2

Information on the Queen's Employability and Skills Award has been amended to reflect current practice.

2.2.1 The following regulations apply to students who participate in the Careers, Employability and Skills led ~~Queen's Students' Union and Project Children's Intern~~ programme.

~~2.2.2 To be eligible to participate in the Queen's Students' Union and Project Children's Intern programme, students must normally have passed all modules before taking up their internship.~~

~~2.2.3 Where a student has failed to complete a module due to illness or other sufficient cause as agreed by the Head of School or nominee, or where a Board of Examiners has set aside an examination result on medical or other sufficient grounds, then such a student will be deemed to have satisfied the requirements of this regulation.~~

2.2.4 To qualify for the award of the Queen's Employability and Skills Award students must:

i. Complete an internship of at least 200 hours duration at an approved work placement

ii. Write a 2,000 word reflective report outlining skills developed

iii. Deliver a 5-10 minute presentation outlining how the experience has impacted on their future career

~~i. Complete an eight week internship at an approved work placement which is part of the Project Children's Intern programme; and~~

~~ii. Successfully complete an approved project undertaken as part of the internship programme.~~

(xiii) Study Regulation 2.3

Information on the City and Guilds Senior Awards has been removed as they are no longer offered by the University.

V Central Student Appeals Committee

The substantive amendments include:

(i) Regulation 1.19

The 'sifting' process was introduced into the CSAC Regulations in 2014-15 in order to sift out appeals which clearly did not meet grounds.

Regulation 1.19 has been introduced to provide further clarity on what is meant by a prima facie case and where applications may be deemed not to have made a prima facie case, providing examples as below:

the student has not raised a prima facie case; for example, where a student*

- a. does not cite a ground of appeal*
- b. clearly does not meet grounds*
- c. fails to submit necessary supporting documentation (eg medical evidence) before the CSAC deadline*
- d. requests an outcome which is not within the remit of the CSAC to grant (see CSAC Regulation 1.15).*

**The list is not exhaustive.*

(ii) Regulation 1.23

Clarification has been added to ensure that it is understood that, the decision to refer the appeal to the CSAC should not be taken as an indication that the appeal will be upheld. The final decision on the merits of the appeal will be taken by the CSAC.

Clarification has also been added to ensure that it is understood that, where a CSAC applies for a concession to a regulation in support of a student's appeal, the decision to grant the concession remains with the relevant authority and not the CSAC.

VI Conduct Regulations

Academic Council approved the revisions to the Conduct Regulations for 2015-16 at its meeting held on 10 June 2015. The amendments include:

- (i) An additional offence of 'smoking in a non-designated area (outside)' has been added to the existing offence of 'smoking in a prohibited area'. The latter now relates to smoking inside and carries a heavier penalty. This has been introduced following safety concerns and can be considered by a Disciplinary Officer.
- (ii) An additional offence of 'minor assault (slap, push)' has been added to the offences which are normally dealt with by a Disciplinary Officer.
- (iii) The information which should be provided to a complainant at the conclusion of the investigation of the complaint has been clarified.
- (iv) The addition of the requirement for current students to declare to the University that they have been advised that they are subject to a police investigation and/or under bail conditions for relevant offences. This is to allow the University to carry out a risk assessment as to whether or not the student can continue on their programme while under a police investigation and whether there should be any limitations placed should they be permitted to continue on their course.

VIII Procedures

1. Fitness to Practice Procedure

The amendments were approved by the Courses and Regulations Group on 28 April 2015 and Education Committee on 25 May 2015 and include:

(i) Regulation 1.59

In response to a request from the General Dental Council (GDC) to review the University's Fitness to Practise Procedure in light of the findings of the Francis Report, the regulation has been amended to address issues relating to information sharing and the University's duty of candour to the Trust/placement provider.

The Francis report was published following a review, led by Robert Francis QC, into the patient care and quality standards failures in the Mid Staffordshire Foundation Trust in 2013.

Regulation 1.59, the principles of which were discussed at the Courses and Regulations Group, now allows Panels to share information with a Trust or Placement provider should the Panel deem this necessary without student consent. The explicit requirement for a student to consent to this sharing of information has been removed though students will still need to be reminded that they have a duty to report this to their professional bodies on registration.

While this change was a requirement of the GDC, the Fitness to Practise Regulations cover a number of professional areas therefore all Directors of Education in these areas were consulted as part of the change. A number of these professional areas were also members of the Courses and Regulations Group which recommended these changes.

2. Student Complaints Procedure

The substantive amendments include:

- (i) Replacement of Dean with Faculty Pro-Vice-Chancellor

Throughout the document the Dean has been replaced by Faculty Pro-Vice-Chancellor as the recipient of the Stage 2 complaint.

- (ii) Paragraph 17

As part of Stage 1 of the procedure the following paragraph has been inserted:

The member of staff dealing with the complaint should advise the student that the complaint is being dealt with as a Stage 1 complaint and should record details of the complaint.

- (iii) Paragraph 21

In the past year, Heads of School have commented that appeals have been sent to the Dean which they did not feel had been adequately considered under stage one of the procedure. The addition of Paragraph 21 allows complaints to be referred back to stage one where there is evidence that this stage has not been fully exhausted.

Where, in the opinion of the Head of Academic Affairs, it appears that the student has not attempted to resolve the issues informally (Stage 1) or has made insufficient attempts or has given insufficient time to resolve the issues before submitting a Stage 2 complaint, the student will be required to attempt to resolve the issues informally (Stage 1). Informal resolution will also be encouraged where it would, in the opinion of the Head of Academic Affairs, be a more efficient and effective way of addressing the student's issues.

- (iv) Paragraph 24

Students are permitted to see a copy of the investigator's report before a final decision is made by the Faculty PVC. The ability to copy Academic Affairs

into the report at this stage has been included so that colleagues can review to ensure that due process has occurred and that, where students may also have had an academic appeal on similar issues, there is no overlap in process.

3. Guidelines on Fitness to Study on the Grounds of Health and/or Safety

A substantive amendment to note:

(i) Revisions to the Student Care Protocol

The document has been amended throughout, to reflect the revisions to the Student Care Protocol which were approved by Education Committee. This includes changes to the following terminology:

- a. Student Care Intervention Protocol
- b. Student Care Multidisciplinary Team

4. Elite Athletes: Guidelines for Academic Flexibility

The revised guidelines, approved by Education Committee on 25 May 2015, will be included in the 2015-16 University Calendar. Clarity has been provided on the level of sport and type of event which is considered elite, the decision making process in deciding whether or not a case can be considered under these Guidelines and a reinforcement of the message that flexibility cannot be guaranteed.

Revisions to the General Regulations: University Calendar for Postgraduate Students for 2015-16

In addition to the amendments noted above for undergraduate students which may also apply to postgraduate students and will therefore reflected in the Postgraduate Regulations, the most significant changes to the University Calendar for Postgraduate Students are summarised below:

VI Study Regulations for Research Degree Programmes

The most significant changes to the regulations are summarised below:

(i) Study Regulation 2.6:

Clarification that registration at another institution will be permitted in cases where the student is on a joint research degree programme, and the registration arrangements are outlined in a formal agreement between the institutions.

(ii) Study Regulation 5.3.6:

An update of terminology to reflect the separation of the functions and locations of the International Student Support Office and the Postgraduate Centre (the latter now the Graduate School).

(iii) Study Regulation 7.2.3:

Amendment to indicate that maximum page lengths for PhD and MPhil theses may apply in lieu of maximum word lengths, where this is appropriate for the discipline and the research project.

(iv) Study Regulation 6.1.6

Amendment to reflect that Research and Postgraduate Committee, at its meeting on 20 May 2015, considered and approved the extension of principal supervision eligibility to include research fellows appointed under the Queen's University Research Fellows scheme, subject to their participation in the mandatory supervision training.

(iv) Study Regulation 8:

Amendments to the regulations concerning the Central Student Research Appeals Committee (CSRAC), including:

- a. Regulation 8.5: Clarification that students who appeal to CSRAC will not be treated less favourably than any other student, regardless of the outcome of the appeal;
- b. Regulation 8.6: A suggested definition of 'inadequate supervision' as a ground for appeal;
- c. Regulations 8.8-8.10: Formalisation of additional steps in the appeals procedure to include the appointment of an investigating officer and production of an investigation report, the possibility of an appeal being resolved under Chair's powers where the facts are not in dispute, a mechanism for mediation, and further guidance on the response required by a School in instances where an appeal proceeds to a CSRAC hearing;
- d. Removal of regulation 8.12 referring to students who have been required to withdraw as a result of a CSRAC decision. The process outlined applies to all students who have been required to permanently withdraw, and is available in Regulations for Students 1.20.xii.

VII Study Regulations for Higher Doctorates

The most significant change to the regulations is summarised below:

(i) Study Regulation 3.3.6:

An update of terminology to reflect the separation of the functions and locations of the International Student Support Office and the Postgraduate Centre (the latter now the Graduate School).