



Memorandum

To: Heads of Academic Departments
Academic Departmental Administrators
Examinations contacts in Academic Departments
Faculty Pro-Vice-Chancellors
Faculty Directors of Learning & Teaching / Research & Innovation
Vice Principals for Teaching & Learning / Research (International Faculty)
Prof. Paul White (Pro-VC for Learning & Teaching)
Prof. Richard Jones (Pro-VC for Research & Innovation)
Andrew West (Director of Student Services)

cc: Sue Stephens (PGS), Helen Grindley (Taught Programmes Office), Lindsay Unwin (Research & Innovation Services), Joanne Rowlands (Research Degree Support Team), Sue Davison (LeTS), Tracy Mayes (LeTS), Simon Beecroft (LeTS), Angela Gascoyne (LeTS), Angela Marron (LeTS), Gayle McKay (LeTS), Deanna Meth (LeTS), Juliet Storey (LeTS), Richard Ward (LeTS), Claire Allam (LeTS), Marie Evans (LeTS), Andrea Bath (LeTS), Louise Woodcock (LeTS), Ana Kingston (Registry Services), Liz Buckton (Student Conduct and Appeals Office)

From: See contact details on next page

Date: 5 August 2011

Subject: **Summary of changes to General University Regulations for 2011-12 and Examination Conventions for 2011-12**

Please find attached a summary explanation of the changes to the University General Regulations for 2011-12. These Regulations changes have all now been approved by Senate (following consideration by various University Committees reporting through to Senate).

This summary is being released in advance of the official publication of the University Calendar for 2011-12, so that departments can be aware of any changes they may need to consider when updating their Departmental Student Handbooks and other Departmental guidance/publications.

In particular, your attention is drawn to significant amendments to the following Regulations which may have wider implications for changes required to procedures and systems both centrally and departmentally.

Location of Documentation

University Regulations for 2011-12 are available at www.shef.ac.uk/calendar from the Downloads box on this webpage. These Regulations can be viewed with amendments taking effect in 2011-12 highlighted, or in their finalised format, with the amendments incorporated.

Examination Conventions for 2011-12, which remain unchanged, are available to download from the relevant webpages (UG and PGT) linked from www.shef.ac.uk/ssid/exams/conventions.html.

Contacts for Queries

If you have any queries arising from the changes please note the following main contact points:

General Regulations-general and specific matters

Sue Davison (Learning and Teaching Services) Tel: 21359 Email: s.davison@sheffield.ac.uk

Taught Programmes of Study - registration/assessment/examinations/progress

Helen Grindley (Taught Programmes Office) Tel: 21272 Email: h.grindley@sheffield.ac.uk

Research Programmes of Study - registration/assessment/examinations/progress

Lindsay Unwin (Research & Innovation Services) Tel: 21443 Email: l.v.unwin@sheffield.ac.uk

Summary of Changes for 2011-12

(with reference to the University Regulations, Examination Conventions and other guidance/policies related to the Regulations)

n.b. The Regulatory texts (or relevant portions of texts) given below show the text approved for 2011-12 and the Regulation paragraph numbers are those cited in the 2011-12 Calendar.

1. General Ordinances

Ordinance 2 of the General Ordinances now includes the Master of Public Administration (MPA) and Master of Research (MRes) in the list of degrees awarded by the University.

2. General University Regulations

Regulation 9 – Ethics Approval

Regulation 9 has been amended to make it clear that research must comply with the University's Ethics Policy governing human participants, personal data and human tissue, and to clarify that any breach of the Regulation may be dealt with under the Regulations as to the Discipline of Students.

3. General University Regulations for First Degrees

Regulation 7 - Attendance other than for University Qualifications

An additional regulation has been added to confirm that Erasmus exchange students shall normally register for 60 credits of modules offered by the relevant 'home' department at an appropriate level of study in each semester attended at the University.

Regulation 26 – First University Examination

Clarification of the term 'completed units' at Level 1 has been added for the purposes of this Regulation, in line with the same definition already in existence at Levels 2, 3 and 4 (Regulation 31).

4. General Regulations for Higher Degrees by coursework (or coursework and dissertation)

Regulation 28 – Time limits and Extensions

The last paragraph of this regulation has been amended as follows:

28. Except with the permission of the Faculty, or where the Regulations for a particular programme of study provide otherwise

(a) a full-time candidate must complete the programme of study for a Master's Degree within a period one year greater than the minimum required to complete the programme of study; and

(b) a part-time candidate must complete the programme of study for a Master's Degree within a period of two years greater than the minimum required to complete the programme of study.

Any period during which the Faculty has granted a candidate leave of absence shall be ignored in calculating the time-limit.

Applicable time-limits for full-time and part-time candidates may, for good reason, be extended by not more than ~~one~~^{two} years by the Faculty and, in exceptional cases, by a further period by the Senate on the recommendation of the Faculty.

The amendment has been made to address ambiguities in how Regulation 28 is interpreted for the purposes of determining the absolute maximum amount of time a PGT student potentially has to complete their studies. The amendment does **not** reduce the maximum time available for PGT students to complete. Instead, practice will be changed so that in situations where a PGT student has not finished modules/units (inc. the dissertation) and requests an extension to time limit beyond the 'normal' period of study, the additional period of one year (FT)/two years (PT) defined in Regulations 28(a) and (b) will be invoked first (and will simply require Departmental permission) rather than

immediately requesting approval for a Faculty extension. If additional time beyond this is required to finish, then approval for a further one year Faculty extension can then be sought.

The Taught Programmes Office intends to issue separate additional guidance to departments in due course on the practical operation of this Regulation and requesting PGT extensions to time limit.

5. General Regulations for Higher Degrees by Research

Regulation 45 – Theses

The amended Regulation includes the requirement for two rather than three hard bound copies of the thesis to be provided, with an identical copy being provided in electronic format, which would then be retained by the University as a master copy. The Regulation also now states that the final approved copy of the thesis, following examination, should be provided as one hard copy and one electronic copy.

6. General Regulations for the Degree of PhD in all Faculties

Period of Study, Registration, and Tuition Fee Payment, and Time Limits

Regulations 5c, 6c and 7c

A clause has been added to these Regulations to ensure that a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate shall:

- require the permission of the Head of Department to undertake any other work during the programme of research.
- normally be registered for and pay tuition fees for three years;
- have the same time limit as full-time candidates, ie. four years.

Regulations for the Degree of PhD with Integrated Studies

The MSc in Molecular Scale Engineering offered in the Faculty of Science has been added to the list of programmes to which the Regulations apply.

7. General Regulations as to Academic Appeals

Regulation 9

This Regulation stating that students did not have the right to see any examination script or report prepared by an examiner on a dissertation during the appeals process has been removed, since it is no longer appropriate following the introduction of the Principles of Assessment by the Senate in June 2010.

Regulation 12

This Regulation stating that the decision of the Faculty or the Academic Appeals Committee is final has been removed, as it is not necessarily the case that such a decision is final. Students have the option to make application for a Case Review under the Student Complaints procedure if they are not satisfied with the outcome of their academic appeal.

8. General Regulations as to the Discipline of Students

Change of name

All references throughout the Regulations as to the Discipline of Students to the text "Accommodation and **Campus** Services" have been replaced by the updated text "Accommodation and **Commercial** Services".

Regulation 2 – Misconduct defined

Part (h) of this Regulation has been amended to remove the specific text " Regulations on the Use of Computing Facilities", as any breaches under all relevant Regulations are already covered by the general statement in the second half of Regulation 2(h).

Regulation 6 – Initial Investigation

Parts (b) and (c) of this Regulation have been amended to take into account an additional new Administrative Procedure which will be introduced from 2011-12 (see below). Part (d) of this Regulation has been amended to make reference to potential breaches of General Regulation 9 concerning Ethics Approval.

Regulations 22 to 25 – Administrative procedure

These new Regulations set out an additional new Administrative Procedure designed to allow minor infringements of the General Regulations as to the Discipline of Students, such as minor student anti-social behaviour, to be dealt with in a timely, effective and consistent manner. It is intended to review the operation of this new procedure after one year.

Further minor amendments to Regulations 34 and 35 reflect the introduction of an investigating officer under the new Administrative Procedure.

Regulation 33 – Appeals

Part (b) of this Regulation has been amended to remove the requirement to consult with a Faculty Pro-Vice Chancellor regarding the appointment of an academic member of staff on the Disciplinary Appeals Committee. In practice this step was a formality and simply increased the time it took to set up disciplinary hearings.

9. General Regulations relating to Intellectual Property

There have been a number of changes to the Regulations relating to Intellectual Property, with the following intentions:

- to provide an up-to-date definition of Student Intellectual Property;
- to ensure that, with certain exceptions, taught students will be the owners of the Intellectual Property generated by them as part of their programmes of study;
- to define exceptions to the Regulation, where a third party may have a legitimate interest in the Intellectual Property generated;
- to ensure that the Regulations are effective in practice.