

## GUIDELINES ON DRAFTING CONVENTIONS

Over the many years of its existence the Drafting Committee, and its successor the Drafting Group which acted on behalf of the Senate in confirming Regulations relating to programmes of study, developed a number of drafting conventions and it is important that these are used consistently, particularly in Regulations relating to programmes of study which a number of different people in the academic departments and the administration are involved with Regulations. Whilst the best way of finding what these conventions are is to consult the current edition of the University *Calendar*, the language of the Charter and the Statutes is very much based on legal drafting principles, one of which is that commas are not generally used, although they appear in some of the more recent sections, some of which have in effect been slotted into the Statutes from other sources.

A number of general rules which apply to Regulations can also be identified as follows:

### 1. *General*

- Male signifies also female: wherever possible “he” or “she” should be avoided and standard phraseology. Normally prior to admission, someone is referred to in Regulations as “A person” eg “A person may be admitted as a candidate”. Once admitted to the University the person normally becomes “A candidate” rather than “a student”. Regulations always refer to the singular so “Candidates who” should not be used. “A Student” is used in General Regulations only, not those relating to specific Degrees
- The terms listed in the “Interpretation” section of the General Regulations relating to all Faculties should be used (without further definition) in the sense there given. e.g., “candidate” refers to someone who has been admitted to read for the relevant degree or other qualification; it will normally be unnecessary (and undesirable) to use “a candidate for the BA” etc.
- Italics are always used for “*either*” and “*or*” and to distinguish numerical series e.g., select *two* of the following, units to the value of *twenty* credits
- “Shall” is used to express a requirement
- “May” is used to express a permissive condition
- “Not less than” and “not more than” are used to express minima and maxima. Do not use “at least”.
- Initial capitals are used for “Postgraduate”, “Certificate”, “Dean”, “Diploma”, “Degree”, “Examiner” “Level”, “Regulation”, and for course titles
- Levels of qualification are listed in descending order of academic hierarchy i.e. Higher Degree, First Degree, Diploma, Certificate (unless the awards form part of a single programme and clarity requires a different practice)
- The initial capitals of an award should follow the conventions embodied in General Ordinances e.g., MA MSc, LLB, MB, ChB, LittD, DEng EdD etc. They should always appear where reference is made to the qualification in titles but (because of the significance of “candidate”, see above) only exceptionally in the text of Regulations. The use of Capitals throughout where there should be a lower case is prohibited eg MSC, BSC is never written.
- Full stops must not be used to indicate abbreviations ie we do not write B.A. or Ph.D. (but note that we do write MB,ChB because there are two separate qualifications involved, the Bachelor of Medicine and the Bachelor of Surgery)
- Standard titles in use are normally in upper case and include e.g.,  
**REGULATIONS FOR THE DEGREE OF MASTER OF SCIENCE (MSc) IN PHYSICS,**  
**REGULATIONS OF THE COUNCIL RELATING TO MEMBERSHIP**  
(Note that Regulations of the Senate need not be so identified, whereas those of the Council do),  
**GENERAL REGULATIONS RELATING TO ALL FACULTIES**  
**ORDINANCES RELATING TO...**

When there is only one Regulation, the title is singular ie “REGULATION OF THE COUNCIL”

- Regulations relating to specific courses within a set of Regulations for a particular Faculty should be listed in alphabetical order of the course code assigned by CiCS, for ease of reference, rather than the title, but an alphabetical index of course titles should be provided. The JACS code is normally also included in the title for reference purposes. The order of information within the heading should, , be the Course code, the course title, the Degree and the JCAS code eg MATU11 MEDICAL MATERIALS SCIENCE AND ENGINEERING (BEng) (JCAS J510)
- Where a Faculty order is required, it is now customary for this to be alphabetical (although in the past the old historical order of their foundation was always used).

## 2. *Regulations For Modular Degrees*

Regulations for Modular degrees were introduced in 1994 and 1995 and enabled university-wide drafting conventions to be applied to every course which was offered in this format. These can be seen in use in the current edition of Part II of the Calendar but are broadly as follows:

- All modular Regulations are subject to the provisions of either the General University Regulations, the Regulation for Higher Degrees by or the General Regulations for Validated Degrees which define the common principles underlying the modular system. It is not necessary to re- state any of those provisions in individual programme Regulations.
- A Regulation relating to each individual programme of study which is subject to those Regulations, is then used to define the combinations in which modular units should be taken, together with any special requirements such as additional academic requirements which are not covered in the General Regulations such as progression requirements, vacation study or study abroad.
- In some Faculties General Regulations which apply generically to most or all programmes of study offered are used eg in Arts and Engineering.
- Regulation paragraph numbering normally mirrors the Level of the programme of study eg paragraph 1 relates to Level 1, paragraph 2 to Level 2 etc. Where a Regulation is needed to refer to study abroad or field work at a particular Level, this should be added after those prescribing the main course content ie Regulation 4 or 5 as appropriate.
- Within each paragraph sub-paragraphs should be designated (a), (b), (c) etc and sub-sub-paragraphs should then be designated (i), (ii), (iii) etc. Normally (a) will cover the lists of core modules and (b) and subsequent sub-paragraphs (c), (d), (e) etc the approved and unrestricted modules.
- Each paragraph must terminate with a full stop, unless it ends with a list of modules.
- What are commonly know as modules are referred to as “units” in Regulations, because there are many units which do not have the value of the standard module, which is twenty credits.
- Within Regulations for a particular programme of study, reference to a unit should normally only be made once, to avoid unnecessary length and duplication, and this is achieved by cross-referencing, often multiple If only one unit , or part of a list of units is to be duplicated, that list needs to be sub-divided for the purposes of cross-referencing eg Regulation 1(b)(i) and (ii).
- Where a cross-reference to another part of a Regulation is made different conventions apply.
  - (i) if this occurs within the same numbered paragraph there is no need to refer to that number eg “in (a) above” will suffice,
  - (ii) if it is within a different numbered paragraph of the Regulations for the same programme of study that number should be quoted eg “in Regulation 1(a) above”, and
  - (iii) if it is to a Regulation for a different programme of study full reference is needed, including the course code eg “in Regulation 1 of the Regulations for the Degree of BSc in xxxx ( Code)”. This latter version should normally only refer to an

entire Level of study eg for the BEng/MEng programmes where there is a common first year. The details should normally be given under the Bachelor's Degree. In other cases where the syllabus for one programme of study may be identical to that for another degree, such a cross reference should NOT be used, as Regulations should normally be self-contained.

- Where cross references to another course apply to more than one Level of study eg in the Regulations for MEng programmes in the Faculty of Engineering, a separate reference is required for each level of study. eg

#### Level 1

1. A candidate shall take the programme of study prescribed at Level 1 in the Regulations for the Degree of MEng in xxx (Code).

#### Level 2

2. A candidate shall take the programme of study prescribed at Level 2 in the Regulations for the Degree of MEng in xxx(Code)
- It is extremely important when amending Regulations to note that the credit value shown for each Level of study MUST total the prescribed figure, and should also not exceed it. This figure is 120 credits for undergraduate programmes and all postgraduate taught programmes commenced prior to 1999, except at Level 3 of the MEng type degrees where it is 120 in each of the third and fourth sessions and 180 credits for all other graduate taught programmes from 1999.

#### **Standard Terms**

Standard terms exist for use in modular degree Regulations, examples of which are given as follows:

**Each paragraph of a Regulation should commence with the phrase "A candidate shall take", normally followed firstly by the list of units where there is no choice ie core modules.** It is only necessary to use this phrase once in each paragraph. For subsequent choices of approved and unrestricted units a variety of formulae is available as follows .

1. A candidate shall take
  - (a) APS100  
APS101  
APS103

**for lists of modules where is a choice but it is only possible to fulfil it by selecting a single unit**

- (b) a unit to the value of *twenty* credits from the following

APS104	20
APS105	20
APS106	20

**for lists of modules where there is a choice and it is possible to select a combination of units**

- (b) units to the value of *twenty* credits from the following

APS109	10
APS110	20
APS112	20
APS113	10

unrestricted units to the value of *twenty* credits

**for lists of modules where there is a selective choice of a combination of units**

- (b) units to the value of *forty* credits from the following,  
not more than *ten* being selected from (i)
- |             |    |
|-------------|----|
| (i) APS200  | 10 |
| APS201      | 10 |
| (ii) APS203 | 20 |
| APS204      | 20 |
| APS205      | 10 |

where the unit choice is between only two modules use

- a unit to the value of twenty credits from the following
- |        |    |
|--------|----|
| APS100 | 20 |
| APS101 | 20 |

but where there are several pairs of modules, do not use “either x or y”but

*one* of the following

- (i) APS100  
    APS101
- (ii) APS102  
    APS103
- (iii) APS104  
    APS105

where the choice of units is from a list from which modules may already have been taken,

units to the value of *twenty* credits selected from  
2(e)(ii) above

where a choice of units at two different levels is from the same list of modules

Where this occurs, usually these units may be taken at either Levels 2 and 3 to a total specified value, with the value at each Level at the candidate’s discretion, and a composite provision, normally given as Regulation 4 needs to be used.

- 2(f)(ii unrestricted units selected in accordance with  
) Regulation 4 below
- 3(c)(ii unrestricted units selected in accordance with  
i) Regulation 4 below
4. A candidate may take unrestricted unit to a total value  
of not more than *twenty* credits in respect of 2(f)(ii)  
and 3(c)(iii) above

Note that a colon is NEVER used after “from the following”

(Note also that the General Regulations provide that a Unit may only be selected once and the original convention of saying “and not already taken” is now redundant)

***Provisions for the award of interim qualifications***

Programme-specific Regulations, particularly those at postgraduate level, normally apply at Degree level and although Diploma or Certificate qualifications may be awarded, unless these are entirely free-standing, the provisions for their award are an integral part of the Degree Regulations.

2. A candidate who has been awarded xxx credits in  
respect of units listed at yyy above shall be eligible for  
the award of the Postgraduate Diploma in .....
3. A candidate who has been awarded xxx credits in  
respect of units listed at yyy above shall be eligible for  
the award of the Postgraduate Certificate in .....

An exception to this rule applies to Diploma and Certificate programmes in the Institute of Lifelong Learning, where the programmes are intended to be free-standing qualifications, but can be built up towards a degree.

***Relegation clauses for candidates who cannot meet the requirements for a particular programme of study***

Some programmes of study make provision for a candidate to transfer to a different one, having failed to achieve the stated requirements eg

The Head of Department may, on the basis of the candidate's examination performance and in accordance with procedures approved by the Board, require a candidate who has taken a programme of study prescribed at 1 and 2 above to become instead a candidate for the Degree of BEng in (Code).

(normally used in the Faculty of Engineering)

A candidate must achieve a weighted mean grade of 9.0 or above at Level 1 in order to continue as a candidate for the Degree of MChem in Chemistry with Study in Industry (CHMUO7). The Head of Department may require a candidate who has not satisfied this requirement to become instead a candidate for the Degree of MChem in Chemistry (CHMUO2)

(normally used in the Faculty of Pure Science)

Note that in such cases the candidate is not awarded the alternative qualification but becomes instead a candidate for it. There may be exceptions to this where it is possible for the degree to be awarded.

Another variation on this is when a specified level of performance for progression from one Level to another, other than laid down in the General Regulations is applied. eg

A candidate may proceed to the dissertation only on the recommendation of the Examiners based on performance in the units listed at 1(a) and (b) above.

***Year Abroad Provisions and other off campus provisions***

*Single Honours or Dual Honours involving only one language or degrees requiring technical or professional study abroad or study in an industrial establishment*

The standard wording, which follows the paragraphs describing the main modular content, is as follows

4. Before proceeding to the final year a candidate shall spend one year in an appropriate country\*, as an English assistant in a school, or in attendance as a full-time student at a university or other approved institution or gaining appropriate academic or professional experience, the arrangements being subject to the approval of the Head of Department. Attendance during this period shall carry a value of *eighty* credits for which no grades shall be awarded. During this period the candidate must prepare a dissertation or other written work as prescribed by the Head of Department, which shall be the equivalent of two units each of the value of *twenty* credits.

\*in some languages more specific provision is needed eg for the Degrees involving Hispanic Studies and Catalan and Russian and Slavonic Studies and in Degrees involving Study Abroad eg in Chemistry.

Where a lesser period than one year is required typical wording is as follows:

4. Before proceeding to Level 3, a candidate shall spend a period of not less than three months in an appropriate foreign country, the arrangements being subject to the approval of the Head of Department

*Dual Honours Degrees involving two languages*

The standard wording is as follows

4. Before proceeding to the final year a candidate shall spend a half year in each of the appropriate countries, as an English assistant in school etc as above..... During each half year the candidate shall prepare a dissertation or other written work, as prescribed by the Head of Department, which shall be the equivalent of one unit to the value of *twenty* credits

*Degrees in Chinese, Japanese and Korean Studies*

The standard wording is as follows:

4. Before proceeding to Level 2 a candidate shall undertake a year of intensive language tuition, including a period spent abroad in an appropriate country, which shall carry a value of one hundred and twenty credits, the arrangements being subject to the approval of the Head of Department

*Field Work or Vacation Work/Study*

These provisions need to be made in similar fashion

4. Before proceeding to Level 2 a candidate shall take a Professional Studies and Skills course and attend a field course, the arrangements being subject to the approval of the Head of Department

It is important to note that in Regulations only the Board of the Faculty or the Head of Department may authorise such special arrangements and that other officers such as Course Directors have no legal standing.

*Non-University requirements*

Any provision which relates to the requirements of an external body such as Professional Institutions which accredit our Degrees should not form part of University Regulations, but may be added as a note to the Regulations.

### **3. Regulations For Non-Modular Taught Degree Programmes**

Where a taught programme of study has been exempted from the University modular provision, there are no clear drafting conventions as there are for modular degrees, and it is important to be aware that only the earlier sections of the General University Regulations, which contain no academic requirements, apply. The fact that this exception has been made must be indicated at the start of the Regulations by use of the following statement: **This programme of study is not a modular programme.** Programmes which are non-modular are normally graduate taught course programmes of more than one year's duration and it is simply not possible to regulate for a 180 credit programme which takes more than one year,, some undergraduate programmes eg in the Faculty of Medicine and the Faculty of Arts, and a number of postgraduate programmes in Medicine.

Since there is far greater variability in course structures for non-modular courses than for those in modular format, the drafting of such Regulations tends to require careful attention to ensure that all aspects are covered adequately. Entry requirements and periods of study and assessment procedures in particular normally require specification. Elements or units of study for such a programme of study do require coding in the same way that modular units do, even there is no credit value, in order that the Student Office can assign details of performance in them in the student's records.

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