

## **Amendments to University Policies and Regulations for 2020/21**

This paper summarises the amendments to the University's academic UPRs (University Policies and Regulations for the 2020/21 academic year, available at: <https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs/academic-assessment-and-awards>) that students need to be aware of. *Amendments are identified in red italics.*

This paper should be read in conjunction with UPR SA07 (*Regulations and Advice for Students' Particular Attention – Index*, (at: [https://www.herts.ac.uk/data/assets/pdf\\_file/0005/233096/SA07-RegsandAdviceforStudents\\_ParticularAttention-Index.pdf](https://www.herts.ac.uk/data/assets/pdf_file/0005/233096/SA07-RegsandAdviceforStudents_ParticularAttention-Index.pdf)) and the StudyNet guidance on the Academic Regulations (at: <https://www.study.net2.herts.ac.uk/ptl/common/studentcentre.nsf/page/98370E73AE82CA21802577E60057CE00x>) (please **copy this URL and paste it into your browser**).

### **1. Temporary regulations in response to the Covid-19 pandemic**

In March 2020, the University introduced a Safety Net policy in response to the Covid-19 pandemic. The following temporary amendments to the regulations will continue to apply for the lifespan of the pandemic:

- (a) If a module is failed and then passed at referral, the grade for referred assignment will not be capped to the pass grade (as is normally the case);
- (b) If a module is failed, deferral to next academic year will be offered as an alternative to a referral. Again, the grade would be uncapped, and transcripts would show it to be a first attempt;
- (c) For students in their final year of studies, the final programme board of examiners have the discretion to disregard all grades from the 2019/20 academic year when calculating degree classification, if that benefits the student. So:
  - For final year Bachelor's students, the best 90 credits at level 6 would be used, as if the student were a final year direct entrant.
  - For final year Integrated Master's students (MEng, MPharm, etc.), the best 90 credits at L7 plus the best 120 credits from the remaining L5/7 modules would be used.
- (d) University regulations allow for up to 30 credits of failed modules to be compensated by the final programme board of examiners to allow an award to be made, with the classification grade being reduced by 2.5 for each 15 credits compensated. During the Covid-19 pandemic, the limits of compensation are unaffected; but programme boards will compensate without applying the penalty to the classification grade (except where there are proven cases of cheating in a module).

Details can be found in UPR AS14, sections D5.2.2, D5.2.3, D6.1, D6.2 and D6.3: ([https://www.herts.ac.uk/data/assets/pdf\\_file/0003/232509/AS14-Struct-Ass-Regs-Ugrad-Taught-Pgrad-Progs.pdf](https://www.herts.ac.uk/data/assets/pdf_file/0003/232509/AS14-Struct-Ass-Regs-Ugrad-Taught-Pgrad-Progs.pdf)).

### **2. Relaxation of Sandwich Award requirements**

Previously, a sandwich award required the successful completion of at least 36 weeks of full-time placement activity from a maximum of two approved placements. If students did not accumulate 36 weeks then there were three options within the regulations:

- To award a degree 'with Employment Experience' for at least 12 weeks of experience;
- For those who had completed between 12 and 35 weeks of experience, the balance could be made up by a separate placement to make up the 36 weeks;
- Revert to a non-Sandwich route.

However, many placement students have experienced problems their placements due to the Covid-19 pandemic. It was agreed that the University should be more flexible with respect to students who could not complete their 36 weeks. The following arrangements have been agreed during 2019/20 and 2020/21:

- A reduction of the 36-week minimum requirement to 30 weeks minimum;
- In exceptional circumstances, the University is able to approve a Sandwich award where a student has accumulated down to the 24 weeks placement activity.

Details can be found in UPR AS11, section 2.4:

([https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0016/232504/AS11-Schedule-of-Awards.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0016/232504/AS11-Schedule-of-Awards.pdf)).

### **3. Use of mobile phones or other electronic devices in examinations**

In recent years the University has experienced several cheating cases in examinations and in-class tests involving students with hidden mobile phones. The University's regulations on academic misconduct have therefore been amended to clarify that failure to comply with instructions about the location of mobile phones or other electronic devices is an academic misconduct offence, regardless of whether the phone or other electronic device has been used or not.

Details can be found in UPR AS14, Appendix III, section 2.1.4:

([https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0007/237625/AS14-Apx3-Academic-Misconduct.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0007/237625/AS14-Apx3-Academic-Misconduct.pdf)).

### **4. Appeals procedure for students registered on Partner-delivered provision**

***(NB. This only applies to students registered on University of Hertfordshire awards that are delivered by a partner organisation of the University)***

Previously, appeals from students registered on UH courses delivered by its collaborative partners on their assessment grades, module grades, progression, awards, etc. were dealt with by the partner organisation. Only once the procedures of the partner organisation had been exhausted could a student appeal to the UH Vice-Chancellor. However, the University has decided that all formal stages of academic appeals (but not complaints) should now be considered by UH rather than the collaborative partner. In summary:

- (a) Students can still informally raise any initial queries on:
- Their mark or grade for an individual piece of coursework by contacting the lecturer(s) concerned soon after receiving the mark or grade. After receiving a response, if the student still believes there is an error which has not been rectified and wishes to pursue the matter further, he or she could raise the issue with their Programme Leader;
  - Their module grades by contacting their module leader or programme leader within 5 working days of publication of the result. The student will receive an answer as quickly as possible, but some queries may take longer than others depending on their nature;
  - Their progression through the programme, award or the classification of an award by contacting their Programme Leader;
  - Possible administrative error or procedural irregularity by contacting their programme Leader.
- (b) All formal appeals requesting a review of the decision of a Board of Examiners must be made in writing to the University of Hertfordshire. This includes decisions on module grades and decisions on progression through a programme, withdrawal from a programme and an award or its classification.
- Requests for must be made in writing to the Dean of the appropriate School at the University, within 10 working days of the date of the notification of the Board of Examiners decision. It should summarise the grounds for the appeal and include any relevant evidence. Students should seek advice from their programme handbook and Programme Leader on how to do so. The Dean of School (or their nominee) will then investigate the appeal and inform the student of the outcome within 15 working days.

- (c) If the student's appeal is rejected by the Dean of School or the relevant Board of Examiners, then a student can, in limited circumstances, appeal to the Vice-Chancellor of the University. These are only allowed if exceptional circumstances apply, and a submission to the Vice-Chancellor is not merely another opportunity to present the same case as that submitted to the Dean of School and should be made only if the student believes that the correct procedure has not been followed and/or that all the relevant circumstances have not been considered and/or there is new evidence not previously considered.

The student must notify the Vice-Chancellor, in writing, within 10 working days of the response from the Dean of School that their request had been dismissed. It must be supported by a statement detailing the grounds upon which a review is being sought, together with any relevant documentary evidence.

The address for lodging of the written notification and supporting statement is:

*Student Procedures Co-ordinator, University of Hertfordshire, Dean of Students, College Lane, Hatfield. Hertfordshire. AL10 9AB. United Kingdom*

Or through email, to: [studentprocedures@herts.ac.uk](mailto:studentprocedures@herts.ac.uk)

Full details can be found in UPR AS13, Appendix I, section 5:

([https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0019/233533/AS13-apx1-Appeals-Procedure-Partner-Organisations.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0019/233533/AS13-apx1-Appeals-Procedure-Partner-Organisations.pdf)).