

UNIVERSITY OF HERTFORDSHIRE
CENTRE FOR ACADEMIC QUALITY ASSURANCE

Amendments to University Policies and Regulations for 2014/15

This paper summarises the amendments to the University's UPRs (University Policies and Regulations for the 2014/15 academic year, available at:

http://sitem.herts.ac.uk/secreg/upr_azlist_info.htm) 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: <http://sitem.herts.ac.uk/secreg/upr/pdf/SA07-Regs%20and%20Advice%20for%20Students'%20Particular%20Attention%20-%20Index-v07-0.pdf>) and the StudyNet guidance on the Academic Regulations (at:

<http://www.studynet1.herts.ac.uk/ptl/common/studentcentre.nsf/page/98370E73AE82CA21802577E60057CE00x>).

1. Acceptable patterns of Placement Activity

The University's placement practices and processes have been audited against chapter B10 of the QAA Quality Code (*Managing HE Provision with Others*). A recommendation for 'further examination of the UPRs to review the consequences of interrupted placement learning' was accepted by the Committee. Whilst it was acknowledged that discipline-specific requirements will usually dictate whether a supplementary placement was acceptable or not, the integrity of the Sandwich experience could suffer if more than two separate placements contributed towards the 36 weeks requirements for a Sandwich award. The following amendment has been approved to UPR AS11, section 2.4:

2.4 Sandwich awards

A sandwich award requires the successful completion of at least **36** weeks placement *activity from a maximum of two separate placements, neither of which should be normally less than 12 weeks in duration*, in order for the award to be made. The sandwich award title should be:

<Award title (Sandwich)>

2. (i) Acceptable patterns for, (ii) credit requirements for, and (iii) language of delivery and assessment for Study Abroad

- (i) Some Study Abroad opportunities involve one Semester of study in an exchange partner University and one Semester of placement activity abroad. Students following this study pattern were previously eligible for the 'with Study Abroad' title in recognition of the one Semester of study in the exchange partner University, but the Semester of placement activity was not recognised (as it lasted less than 36 weeks). However, it has been agreed that up to one of the two Semesters of study required to achieve the 'with a Year Abroad' title could consist of placement activity;
- (ii) The University's study abroad practices have been audited against chapter B10 of the QAA Quality Code. A recommendation to 'Standardise the credit requirements for the award of the 'with a Year Abroad' and 'with Study Abroad' has been accepted;
- (iii) In response to the same audit, a policy of requiring the language of delivery and assessment to be English for periods of study abroad that replace level 5 studies at the University (as opposed to the study abroad being an additional year of studies) was approved by the Committee and Academic Board.

The following amendments have been approved to UPR AS11, section 2.5:

2 REGULATIONS FOR AWARDS OF THE UNIVERSITY OF HERTFORDSHIRE

2.5 Study abroad

2.5.1 Award titles

Successful completion of a period of study abroad should lead to the award of one of two titles:

<Award title with a Year Abroad> (where at least two (2) Semesters of study *have* been completed *and at least 90 credit points have been accumulated. One (1) Semester could be a Semester of placement activity abroad, in which case at least 45 credit points shall have been accumulated*)

or

<Award title with Study Abroad> (where at least one (1) Semester of study has been completed *and at least 45 credit points have been accumulated*).

2.5.2 Language of delivery and assessment

Where a period of study abroad replaces one (1) or two (2) Semesters of Level 5 studies on a student's programme at the University of Hertfordshire, the language of delivery and assessment for that period of study abroad must be English.

3. Publication of Board of Examiners details

The information that Schools are required to publish to both students have been consolidated and rationalised. The following amendments have been approved to UPR AS14, section C1:

C BOARDS OF EXAMINERS

C1 General regulations for Boards of Examiners

- C1.7 *The title of each Programme Board of Examiners and its Chairman will be recommended by the Dean of School responsible for the programme of study and must be approved by the Vice-Chancellor. The title of each Programme Board, the name of its Chairman and the dates on which it is scheduled to meet (and any subsequent amendments to this information) will be published by the School Administration Manager (or nominee) to the students concerned, and reported to the Academic Board.*
- C1.8 *The title of each Module Board of Examiners and its Chairman will be recommended by the Dean of School responsible for the relevant modules and must be approved by the Vice-Chancellor. The title of each Module Board, the name of its Chairman and the dates on which it is scheduled to meet (and any subsequent amendments to this information) will be published by the School Administration Manager (or nominee) to the students concerned, and reported to the Academic Board.*
- C1.9 *The title of each Short Course Board of Examiners, its Chairman and its membership will be recommended by the Dean of School responsible for the relevant short courses and must be approved by the Vice-Chancellor. The title of each Short Course Board, the name of its Chairman and the dates on which it is scheduled to meet (and any subsequent amendments to this information) will be published by the School Administration Manager (or nominee) to the students concerned, and reported to the Academic Board.*

4. Interpretation of module status codes

Recent discussions with the student body has revealed some misunderstanding over the intention of the P(40) and P(50) module status codes, and the fact that (i) the grade awarded is capped to the pass grade for classification purposes but (ii) the actual grade achieved is presented on students' Notification of Results. The following amendments to UPR AS14, section D1.2 and D5.2 have been approved:

D **ASSESSMENT AND AWARD REGULATIONS**

D1 **Module and short course assessment grading**

D1.2 **Interpretation of module status codes**

The following status codes *will* be reported *by Module Boards to describe a student's status on a module*:

Status Code	Description
P(40)	Passed, capped at 40. <i>Level 0, 4, 5 or 6 module</i> or short course passed at referral or re-enrolment, <i>with the numeric grade for the module capped to the minimum pass grade</i> for classification purposes
P(50)	Passed, capped at 50. <i>Level 7 module</i> or short course passed at referral or re-enrolment, <i>with the numeric grade for the module capped to the minimum pass grade</i> for classification purposes

D5.2 **Referral**

D5.2.2 **Referral in undergraduate programmes**

- iv Students who are successful in referred assessments will be awarded a P(40) *or P(50), as appropriate*, status code *for the module*.

D5.2.3 **Referral in postgraduate programmes**

- iv Students who are successful in referred assessments will be awarded a P(50) status code *for the module*.

5. Contribution of elective modules to the 45-credit limit for modules with FNFA status codes.

In 2011/12, the University recognised the fact that full-time students are also able to register to study up to 30 credits of additional modules that are not part of their normal programme of study. These elective modules are taken from any discipline area in the University, subject to availability and module pre-requisites. However, clarification has been requested on whether additional 'elective' modules contribute towards the 45-credit limit for modules with FNFA status codes. The following amendment to UPR AS14 has been approved:

D3 **Interim awards and progression**

- D3.8 A student will be withdrawn from a programme with the offer of the maximum possible interim award if they acquire **45** credit points or more of modules with FNFA status codes, *with the exception of modules which are not part of their validated programme of study*.

6. Revisions to the Degree Classification Methodology

- (i) *Revisions to the Standard Degree Classification Methodology*
The recommendations of a 2012 Working Group on Degree Classification Methodology led to revised methodologies being applied to Honours graduates from the 2013/14 academic session, apart from students who spent a year on industrial placement or year abroad in 2012/13. However, from 2014/15 the revised methodologies will apply to all graduates.
- (ii) *Classification of students who have undertaken Study Abroad*
The University's study abroad practices have been audited against chapter B10 of the QAA Quality Code, and led to a recommendation that 'UPR AS14 should state that transfer of credits from partners will not count towards degree classification. These should further state

that students who study abroad at level 5 for the entire year, their classification will be entirely based on their final year's credits and grades at UH'.

(iii) *Contribution of elective modules to programme credit and classification requirements*

In 2011/12, the University recognised the fact that full-time students are also able to register to study up to 30 credits of additional modules that are not part of their normal programme of study. These elective modules are taken from any discipline area in the University, subject to availability and module pre-requisites. However, clarification has been requested on whether additional 'elective' modules contribute towards the credit and classification requirements for an award. An amendment to UPR AS14 section D6.1.6 (referring to Bachelor's Degrees with Honours) was therefore approved in 2012/13, but the equivalent statements for Integrated Master's Degrees and awards 'with Distinction' and 'with Commendation' were not included.

As a result of (i) to (iii), above, the following amendments to UPR AS14 sections D6 and D7 have been approved:

D6 Final awards – Honours classification

D6.1 Calculation of overall classification grade for Honours classification (Bachelor's Degree)

(NOTE:

18 Throughout sections D6 and D7 the word 'average' shall be read as 'arithmetical mean'.)

~~D6.1.1 For students being considered for a final award with Honours classification in 2012–2013, the Programme Board of Examiners will determine for each candidate:~~

~~i the average numeric grade of the best 90 credits at Level 6 or higher and~~

~~ii the average numeric grade of the best remaining 30 credits at Level 5 or higher;~~

~~iii a combined numeric grade from a weighted average of (i) and (ii) (that is, 75% (i) : 25% (ii));~~

~~iv the candidate's Honours classification will be considered on the basis of this combined average numeric grade.~~

D6.1.1 For students being considered for a final award with Honours classification ~~from 2013–2014~~, the Programme Board of Examiners will determine for each candidate:

i the average numeric grade of the best **90** credits at Level **6** or higher; and

ii the average numeric grade of the best remaining **90** credits at Level **5** or higher; and

iii a combined average numeric grade, weighted 75% (i) and 25% (ii); and

iv the candidate's Honours classification will be considered on the basis of this combined average numeric grade.

D6.1.2 For classification purposes, a cap of **90** will

D6.1.5 All pass grades (including referred passes) and compensated grades are eligible for inclusion in the determination of the combined average numeric grade, with the exception of grades awarded for *non-University of Hertfordshire modules studied during a period of study abroad and additional modules which are not part of a validated programme of study.*

D6.1.6 For direct entrants to Level **6**, *and for those students who have replaced their University of Hertfordshire level 5 studies with study abroad*, Honours classification will be determined from the average numeric grade of the best **90** credits at Level **6** or higher.

D6.1.7 For direct entrants to levels **5** or **6**, any graded

D6.2 Calculation of overall classification grade for Honours classification (Integrated Master's Degrees)

~~D6.2.1 For students being considered for a final award with Honours classification in 2012–2013, the Programme Board of Examiners will determine for each candidate:~~

- ~~i the average numeric grade of the best 90 credits at Level 7, and~~
- ~~ii the average numeric grade of the best remaining 60 credits at Level 6 or higher;~~
- ~~iii the average numeric grade of the best remaining 30 credits at Level 5 or higher;~~
- ~~iv a combined numeric grade from a weighted average of (i), (ii) and (iii) (that is, one-half (i) : one-third (ii) : one-sixth (iii));~~
- ~~v the candidate's Honours classification will be considered on the basis of this combined average numeric grade.~~

D6.2.1 For students being considered for a final award with Honours classification ~~from 2013–2014~~, the Programme Board of Examiners will determine for each candidate:

- i the average numeric grade of the best 90 credits at Level 7; and
- ii the average numeric grade of the best remaining 120 credits at Level 6 or higher; and
- iii the average numeric grade of the best remaining 90 credits at Level 5; and
- iv a combined average numeric grade, weighted 50% (i), 30% (ii) and 20% (iii); and
- v the candidate's Honours classification will be considered on the basis of this combined average numeric grade.

D6.2.2 For classification purposes, a cap of 90 will.....

D6.2.5 All Pass grades (including referred passes) and compensated grades are eligible for inclusion in the determination of the combined average numeric grade, *with the exception of grades awarded for non-University of Hertfordshire modules studied during a period of study abroad and additional modules which are not part of a validated programme of study.*

D6.2.6 ~~For direct entrants to Level 6, and for those students who have replaced their University of Hertfordshire level 5 studies with study abroad, Honours classification will be determined from:~~

- ~~i the average numeric grade of the best 90 credits at Level 7; and~~
- ~~ii the average numeric grade of the best remaining 120 credits at Level 6 or higher; and~~
- ~~iii a combined average numeric grade, weighted 62.5% (i) and 37.5% (ii); and~~
- ~~iv the candidate's Honours classification will be considered on the basis of this combined average numeric grade.~~

D6.2.7 For direct entrants to levels 5, 6 or 7, any

D7.2 Criteria for conferring University awards 'with Distinction' or 'with Commendation'

D7.2.8 All Pass grades (including referred passes) and compensated grades are eligible for inclusion in the determination of the combined average numeric grade, *with the exception of grades awarded for additional modules which are not part of a validated programme of study.*

7. Feedback to students on marked student work (including examination performance)

- (i) Clarity has been requested on the precise nature of the four week turnaround on assessed coursework. It has been confirmed that the intention of the policy was that marked student work should be returned within four calendar weeks (however, it is acknowledged that there may be circumstances which prevent the return of coursework within four weeks, and in these cases it is good practice to inform students and to advise when their work will be returned).
- (ii) The University has agreed that it should better communicate its policy on feedback to students on their examination performance.

The following amendments have been approved to UPR AS12, sections 5.5 and 5.6:

5.5 Return of marked student work

Students' coursework will be returned to them together with feedback no later than four (4) calendar weeks after the submission deadline. *Any exceptions to this must be agreed by the Associate Dean of School (Academic Quality Assurance) or the Associate Dean of School (Learning and Teaching) and notified to students in advance of the expiration of the four (4) week period.* For work of an on-going nature, such as a major project or dissertation, supervising staff will ensure that students are provided with feedback at interim stages.

5.6 Provision of feedback on examinations

Schools must ensure that, if sought, feedback on performance in written examinations is available to students. Schools are responsible for determining the nature and extent of feedback, with the assumption that students who are resitting an examination are entitled to guidance, if sought, on the strengths and weaknesses of their examination performance. Students that are not re-sitting should normally receive individual feedback when requested, but in some circumstances more generic feedback, which does not address the individual case, may be appropriate.

8. Process for issuing the "Pass List" as the formal record of the University's Awards

The University is considering the processes in place for the recording, verification and publication of awards information, as the current process for producing pass lists is overly bureaucratic and the method of publication out-dated. The Award Pass List will continue to be the formal record of the University awards which have been approved by a Programme Board of Examiners, but there will no longer be a requirement for it to be published on noticeboards (for instance, it could be published electronically). The following amendment to UPR AS12, section 10.1.4 has been approved:

10 PUBLICATION OF RESULTS

10.1 General regulations and procedures

10.1.3 Publication of Award Pass Lists

School Administration Managers will ensure that:

- i not more than **20** working days following the relevant Board meeting, a copy of the Award Pass List(s) ~~is/are displayed on the appropriate student notice board for a period of not less than ten (10) working days will be published to students.~~
- ii on the day that the Award Pass List is ~~displayed~~ *published to students* (that is within **20** working days of the relevant Board meeting), the original signed Award Pass List is sent to the Assistant Registrar, accompanied by a copy of the relevant E10 form, authorised in accordance with the requirements of section 9.5.4, v, and, where appropriate, a copy of the form E10a (section 9.3, refers).

9. Withholding of the notification of results from student debtors

The University has clarified the arrangements for withholding examination results and conferment of awards from student debtors. The following amendments have been approved to UPR AS12, sections 10.1 and 11.1:

10 PUBLICATION OF RESULTS

10.1 General regulations and procedures

10.1.7 Withholding of results

- i *The University reserves the right to withhold the formal notification of the examination or assessment results from any student who has owed money to the University in the form of Academic Student Debt, as defined in Appendix I, UPR SA13 and such sum has not been paid.*
- ii Candidates in these circumstances will, nevertheless, be notified of any examination or coursework referrals/deferrals and will be permitted to submit for such examinations or assessments. However, the University reserves the right to withhold the formal notification of the results of any referred examinations or assessments until such time as the moneys owed have been paid.

(This does not affect any rights of 'subject access' which the student may have under Data Protection legislation and candidates should refer to UPR IM08.

11 THE CONFERMENT AND CERTIFICATION OF AWARDS

11.1 Award Pass Lists

11.1.3 Withholding notification of the conferment of an award

The University reserves the right to withhold notification of the conferment of an award from any student who has owed money to the University in the form of Academic Student Debt, as defined in Appendix I, UPR SA13 and such sum has not been paid.

(Note for guidance:

'Withholding notification' will include, but may not be limited to, withholding Transcripts, notifications of results and award certificates or such other action that the University, at its sole discretion, deems appropriate.)

7. University definition of 'plagiarism'

Previously, the University's taught regulations and research regulations contained different definitions of plagiarism. It has been agreed that a common definition of plagiarism be adopted, based upon the definition used by the Research Councils UK (RCUK). The following amendment has been approved to UPR AS12, Appendix I, section 2:

2 DEFINITIONS

2.1.2 'plagiarism':

the misappropriation or use of others' ideas, intellectual property or work (written or otherwise), without acknowledgement or permission. This may include, but is not limited to:

- a the importing of phrases from *or all or part of* another person's work without using quotation marks and identifying the source;
- ~~b making a copy of all or part of another person's work and presenting it as the student's own work by failure to disclose the source;~~
- b without acknowledgement of the source, making extensive use of another person's work, either by summarising or paraphrasing the work merely by changing a few words or by altering the order in which the material is presented;
- c the use of the ideas of another person without acknowledgement of the source or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the candidate.

(Note for guidance:

for the avoidance of doubt, plagiarism may be intentional or unintentional)

8. Guidance to disabled students on appeals and complaints

The University's appeals and complaints processes have been audited against chapter B9 of the QAA Quality Code (Academic Appeals and Student Complaints). A recommendation that 'Consideration should be given as to whether UPR AS 12 should mirror SA05 4.6 with its reference to Disability Services and reasonable adjustments' was accepted. The following amendments have been approved to UPR AS12, Appendix I, section 5.6 and Appendix II, section 3.11:

5 REQUESTS FOR THE REVIEW OF ASSESSMENT DECISIONS – UNDERGRADUATE AND TAUGHT POSTGRADUATE CANDIDATES (APPEALS PROCEDURE)

5.6 Formal procedure for the review of a decision by a Board of Examiners

5.6.2 Irrespective of whether

(Note for guidance:

- With regard to the requirement to submit requests for a formal review under the provisions of this section (5.6) using the pro forma referred to in section 5.6.1, the University will make reasonable adjustments for disabled *students*. ~~Disabled students should seek advice from Disability Services.~~
- The current version of the pro forma is published on-line on the Dean of Students' web site, *at:*

<http://www.studynet1.herts.ac.uk/ptl/common/studentcentre.nsf/Teaching+Documents?OpenView&count=9999&restricttocategory=Personal+Life/Conduct,+Discipline,+Appeals>

5.6.3 Any candidate wishing to

3 IDENTIFYING AND MAKING REASONABLE ADJUSTMENTS TO EXAMINATION ARRANGEMENTS

3.11 Requests for the review of assessment decisions – undergraduate and taught postgraduate candidates (Appeals Procedure)

Where a student submits a request for a formal review of a decision of a Board of Examiners under the provisions of section 5.6, Appendix I, UPR AS12 ('Formal procedure for the review of a decision by a Board of Examiners'), the University will make reasonable adjustments for disabled students. Disabled students should seek advice from Disability Services.