

Amendments to University Policies and Regulations for 2015/16

This paper summarises the amendments to the University's UPRs (University Policies and Regulations for the 2015/16 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/SA07.htm>) and the StudyNet guidance on the Academic Regulations (at:

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

1. The period of placement activity required for a Sandwich Award

A Placements Policy Group has been set up to advise the University on its strategies and policies for placement learning. One recommendation from this group concerned the time period required for the successful completion of a placement activity leading to a Sandwich Award, to clarify that the period required may be longer if the student concerned is working part-time or interrupts the placement. The following amendment to UPR AS11, section 2.4 was approved:

2 REGULATIONS FOR AWARDS OF THE UNIVERSITY OF HERTFORDSHIRE

2.4 Sandwich awards

A sandwich award requires the successful completion of at least **36** weeks *full-time equivalent* 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. Requirements for an award 'with a Year Abroad', which includes placement activity

An award 'with a Year Abroad' is satisfied through the undertaking of either (i) study or (ii) study plus placement activity at an approved partner or placement provider outside the UK. Advice has been sought on what constitutes one Semester of placement activity, and a period of at least 12 weeks has been advised (consistent with the active length of a UH teaching Semester). The following amendment to UPR AS11, section 2.5.1 was approved:

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 (*typically, at least 12 weeks*), 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).

3. Extensions to the submission of coursework

UPR AS12 currently refers to a University-wide policy on coursework extensions and deadlines. However, this policy does not exist, and instead responsibility for extension decisions are delegated to Schools. The following amendment to UPR AS12, section 5.3 was approved:

5 REGULATIONS AND PROCEDURES RELATING TO THE SETTING, REVIEW, SUBMISSION, MARKING AND MODERATION OF EXAMINATIONS AND ASSESSMENTS

5.3 Submission of Coursework

- 5.3.1 ~~The University-wide policy on Applications for coursework extensions and deadlines will be adhered to in all programmes of study are approved by the School with academic responsibility for the module concerned~~ (section 4, i, ~~c and d~~, Appendix I, UPR AS12¹, refers). If an extension is granted, the revised hand-in date is taken as the deadline for the ~~purposes of this policy coursework~~.

4. Clarification of the circumstances permitting off-campus formal examinations

Off-campus formal examinations are not normally permitted. However, isolated exceptions have been identified, requiring the approval of the Assistant Registrar (Exams & Awards). The following amendment to UPR AS12, section 7.1.5 was approved:

7 REGULATIONS AND PROCEDURES RELATING TO EXAMINATIONS SUPERVISED BY THE ASSISTANT REGISTRAR

7.1 Scheduling of examinations (including referred/deferred examinations)

7.1.5 Exceptional and unforeseen circumstances for off-campus formal examinations

- i ~~It is not University practice to permit candidates to sit examinations other than on University premises.~~

(Note for guidance:

Non-EU Credit Accumulation and Transfer Scheme (CATS) exchange students

It should be noted that non-EU/CATS exchange students are recognised by the University as an exception for the purposes of section 7.1.5, i. If non-EU/CATS exchange students are permitted by the Exams and Awards Office to sit a formal examination at their home institution, they must sit the examination on the same day as campus-based students and under the supervision of a nominated member of staff of their home institution who will be responsible for receiving the examination paper, invigilating the examination and sending the completed examination scripts to the University for marking.

Other circumstances

~~In specific circumstances the University may consider relaxing this rule (section 7.5.1, i, refers) in order to permit a candidate to sit an examination at another location but will do so at its absolute discretion and is not bound agree.~~

~~Each case will be considered on an individual basis by the Assistant Registrar who acts and the nominee of the Secretary and Registrar. The decision of the Assistant Registrar is final and will be notified to the candidate, in writing. Any consent is conditional upon the candidate sitting the examination on the same day as campus-based students and under the supervision of a nominated individual approved by the Assistant Registrar who will be responsible for receiving the examination paper, invigilating the examination and sending the completed examination scripts to the University for marking.)~~

¹ Appendix I, UPR AS12 'Assessments and Examinations – Regulations for Candidates (Including Requests for Review of Examination Decisions (Appeals Procedure)) (University-Delivered Provision)'

5. Process for issuing the “Pass List” as the formal record of the University’s Awards

In 2014, the University reviewed its procedures for the recording, verification and publication of awards information. Arrangements for the issuing of Award Pass Lists have been further developed during 2015. The following amendments to UPR AS12, sections 10.1.3, 11.1.1 and 12.1.4 were approved:

10 PUBLICATION OF RESULTS

10.1 General regulations and procedures

10.1.3 Award Pass Lists

School Administration Managers will ensure that *not more than 20 working days following the relevant Board meeting:*

- i an appropriate Award Pass List is produced and signed by the Chairman of the Programme Board of Examiners and by the School Administration Manager and that the original Award Pass List is placed in the Minute Book;*

(Note for guidance:

Section 9.5.3 formally designates the annotated Programme Board of Examiners Report as an appendix to the minutes of the meeting to which it relates. The original Award Pass List is also an important record of the business of the Board. Although it does not form part of the minutes of the meeting, it too should be placed in the Minute Book to ensure that it is readily available for scrutiny.)

- ii students are notified of their award;*
- iii a copy of a fully completed form E10 (or E10a) is received by the Assistant Registrar (Academic Services).*

6. Attendance at formal examinations

The personal responsibility of candidates to arrive in good time for examinations has been clarified. The following amendment to UPR AS12, Appendix I, section 3.1 was approved:

3 EXAMINATIONS

3.1 Attendance

- i Candidates:*

 - a are personally responsible for ensuring that they arrive in good time for the examination and must arrive outside the examination room at least 15 minutes before the scheduled start of the examination and ensure that a seat in the examination room has been allocated to them;*
 - b must not enter the examination room until invited to do so by the Invigilator;*
 - c must sign the attendance register when asked to do so by the Invigilator;*
 - d must comply with seating requirements;*
 - e must comply with the instructions given by the Invigilator and should note that on entering the examination room they are subject to the authority of the Invigilator;*
 - f must ensure that, other than completing the appropriate sections on the front page of the examination script, they do not otherwise write on their examination script or other examination stationery prior to the start of the examination.*

7. Late submission of coursework – referrals

UPR AS12, Appendix 1 sets of the regulations for the late submission of coursework. In summary, unless there are Serious Adverse Circumstances coursework submitted up to one week after the published deadline receives a pass grade, and work received over one week late receives a fail grade. However, for the deferred/referred assessment period these regulations are unclear. It was therefore confirmed at the 7 October 2014 meeting of ASAC that referred

coursework submitted after the published deadline should receive a fail grade, but that deferred coursework should be subject to the normal late submission penalties. The following amendments to UPR AS12, Appendix I were approved:

4 ASSESSMENT OF COURSEWORK

i Candidates are:

g LATE SUBMISSION OF COURSEWORK

Unless there are accepted Serious Adverse Circumstances:

- 1 Coursework (including deferred coursework, but with the exception of referred coursework) relating to modules at Levels 0, 4, 5 and 6, submitted up to one (1) week after the published deadline will receive a maximum numeric grade of 40.
- 2 Coursework (including deferred coursework, but with the exception of referred coursework) relating to modules at Level 7 submitted up to one (1) week after the published deadline will receive a maximum numeric grade of 50.
- 3 ~~Unless there are Serious Adverse Circumstances,~~ Referred coursework submitted after the published deadline will be awarded a fail grade of zero (0).
- 4 ~~Unless there are Serious Adverse Circumstances,~~ Coursework (including deferred coursework) submitted later than one (1) week after the published deadline will be awarded a fail grade of zero (0).

8. Interpretation of Module and Short Course grades

There has been feedback from Schools that the table in section D1.1 requires clarification. The following amendment to UPR AS14, section D1.1 was approved:

D ASSESSMENT AND AWARD REGULATIONS

D1.1 Interpretation of grades

Levels 0, 4, 5, 6			Level 7			
Numeric Grade awarded ¹	Interpretation of Grade		Numeric Grade awarded ¹	Interpretation of Grade		
	Grade Descriptor	Equivalent Classification Descriptor		Grade Descriptor	Equivalent Classification Descriptor	
				Undergraduate	Postgraduate	
80-100 ²	Outstanding	1 st Class	80-100 ²	Outstanding	1 st Class	Distinction
70-79	Excellent	Honours	70-79	Excellent	Honours	
60-69	Very good	Upper 2 nd Class Honours	60-69	Very good	Upper 2 nd Class Honours	Commendation
50-59	Good	Lower 2 nd Class Honours	50-59	Good/satisfactory	Lower 2 nd Class Honours	Pass
			50 ³		Referred Pass	
40-49	Satisfactory	3 rd Class Honours	40-49	Marginal fail	Not applicable	
40 ⁴		Referred Pass				
30-39	Marginal fail	Not applicable	30-39			
20-29	Clear fail		20-29			
0-19	Little or nothing of merit			0-19	Little or nothing of merit	

9. Classification of students who undertake one Semester of Study Abroad

The 2nd June 2015 meeting of ASAC considered a proposal for students who undertake one Semester of their level 5 studies abroad to be classified on the same basis as final year direct entrants and students who replace all of their level 5 studies with study abroad. The following amendment to UPR AS14, sections D6.1.6 and D6.2.6 were approved:

D6 Final awards – Honours classification

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

D6.1.6 For direct entrants to Level 6, and for those students who have replaced *all or part of* 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.

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

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

- i the average numeric grade of