

## Amendments to University Policies and Regulations for 2016/17

This paper summarises the amendments to the University's UPRs (University Policies and Regulations for the 2016/17 academic year, available at:

[http://sitem.herts.ac.uk/secreg/upr\\_azlist\\_info.htm](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. Interpretation of Module and Short Course grades, and equivalent classification

In order to clarify the classifications available to students achieving Foundation Degrees and similar undergraduate awards available 'with Distinction' and 'with Commendation', the following amendment to UPR AS14, section D1.1 has been approved:

#### D ASSESSMENT AND AWARD REGULATIONS

##### D1.1 Interpretation of grades

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

## 2. Interim awards and progression

There are interim awards (i.e. awards given where a student has not been able to achieve their final intended award) on the student record system that have been offered to students but, even after a number of years, have not yet been accepted by them. This leaves the student without an award and the University with a number of uncompleted records. The following amendments to UPR AS14, section D3 have therefore been approved, to:

- provide students who do not respond to the offer with the award they are entitled to;
- resolve the number of unconfirmed awards on the student record system;
- reduce the workload for investigating historic records to backdate the conferment of interim awards from previous years.

### D3 Interim awards and progression

D3.1 The University wishes to recognise the achievement of students but to discourage the conferment of multiple awards for a particular period of continued study. Thus, undergraduate programmes typically provide for a range of exit points with interim awards and, in this context, all undergraduate awards up to and including a Bachelor's degree are considered as interim awards when approved as part of an Honours degree programme.

*D3.2 The conferment of interim awards is associated with exit from a programme of study. If a student withdraws from their programme of studies (or is withdrawn by the University without the option of continuation) before achieving the final intended award, the maximum possible interim award will be conferred upon them by the Programme Board of Examiners.*

*D3.3 If a student is neither able to progress to the next stage of their programme of studies nor receive their final intended award, but is eligible to continue on their programme of studies (in other words, to repeat the failed elements of their studies), eligibility for an interim award will be noted by the Programme Boards of Examiners. If the student subsequently wishes to continue registration with the intention of achieving a higher award, he or she must indicate in writing that intention by the deadlines published by the University. Failure to do so will lead to the student being withdrawn and the interim award being conferred by the Programme Board.*

*D3.4 A student who receives an interim award may subsequently seek to undertake further study towards a higher award but admission to such a programme (and the amount of specific credit to be allowed) is at the discretion of the University. Information concerning the University's APL guidelines may be obtained from Academic Services.*

In such a case, the University will not .....

## 3. Introduction of a maximum period of registration on a programme

The University previously imposed no maximum period for the registration of a student on a taught programme of studies. A number of Schools have reported problems with this (lack of) regulation, primarily due to (i) the currency of the credit achieved by some long-term students being reduced with time, and (ii) for the purposes of accreditation many Professional, Statutory and Regulatory Bodies (PSRBs) imposing a maximum period of study of between 6 and 8 years on our students. The following amendment to UPR AS14, section D3.9 has therefore been approved:

### D3 Interim awards and progression

*D3.9 A Programme Board has discretion to withdraw a student from a programme with the maximum possible interim award if the student has failed to achieve their final intended award within a period of eight (8) years for undergraduate programmes or five (5) years for postgraduate taught programmes.*

**(NOTE:**

- 14** The progression criteria in sections *D3.6 to D3.9* describe minimum expected Levels of achievement. Further constraints may be applied by Programme Boards, for instance, to reflect Professional or Statutory Regulatory Body requirements.)

#### 4. Clarification of students' fitness to practise regulations

The University has consulted with Schools over the past two years on its arrangements for considering any concerns, complaints or allegations which could call into question a student's fitness to practise. In association with the approval of UPR SA15 (Fitness to Practise), the following amendments to UPR AS14, section D11 have been approved:

##### D11 **Students' fitness to practise**

*Successful completion of a Professional Programme (at any level), as defined in UPR SA15<sup>1</sup>, would make the student concerned eligible to apply for Registration and/or would entitle him or her to practise and/or would indicate the student's potential suitability to practise. UPR SA15<sup>N</sup> defines 'Registration' as the process whereby a Regulator registers individuals thereby permitting them to practise their profession lawfully. The term 'Regulator' is used generically in UPR SA15<sup>N</sup> and means a body authorised by the Privy Council to permit practise but also, a Professional Statutory Regulatory Bodies or Professional Bodies, where appropriate/relevant.*

*Concerns, complaints and allegations which, if upheld, would call into question a student's fitness to practise, are considered under the provisions of UPR SA15<sup>N</sup>.*

*UPR SA15<sup>N</sup> sets out, amongst other things, the circumstances in which a student might be withdrawn from a programme and also the circumstances in which a student might be excluded from the University by the Vice-Chancellor.*

##### D11.4 **Where a student is permitted, exceptionally, to continue on the programme**

In certain exceptional cases, and following appropriate consultation, where the nature of the *concern, complaint or allegation* is such that it would not otherwise warrant his or her exclusion from the University, a student may be permitted to continue on his or her programme. In these circumstances, a *Student Fitness to Practise Panel* may impose a lesser penalty.

**(Note:**

*UPR SA15<sup>N</sup> sets out the circumstances in which a report will be made by the University to the relevant Regulator.)*

##### D11.5 **Where a student is permitted, exceptionally, to transfer to another programme**

- i Where the nature of the *concern, complaint or allegation* is such that it would not warrant his or her exclusion from the University had he or she been following another programme, the *Student Fitness to Practise Panel* may, in exceptional circumstances and subject to the following conditions, recommend that the student be permitted to transfer to another programme:
  - a the student's past conduct would not prevent him or her from *achieving any Registration (as defined in UPR SA15<sup>N</sup>)* associated with the new award or render him or her ineligible for membership of any professional body for which the new award would otherwise qualify its holder;
  - b a place is available on the programme which he or she has chosen;
  - c the student meets the entry requirements for the programme;
  - d the student is judged to be a suitable candidate by the Admission Tutor for that programme and by the relevant Associate Dean of School.
- ii In these circumstances, the student will be suspended from the University *by the Vice-Chancellor* until he or she enrolls on his or her new programme.

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<sup>1</sup> UPR SA15 'Fitness to Practise'