



Academic Regulatory Framework

Revised by the Academic Board for September 2020

Contents

| | |
|--|----|
| Section 1: General Provisions | 7 |
| 1. Authority | 7 |
| 2. Delegations | 7 |
| 3. Academic year | 8 |
| 4. Programme approval, amendment & review | 8 |
| 5. Emergency provisions | 10 |
| Section 2: Admission, enrolment & registration | 11 |
| 1. Admission of students | 11 |
| 2. Entrance qualifications & requirements | 11 |
| 3. Non-standard entry | 12 |
| 4. Enrolment & registration of students | 13 |
| 5. Attendance | 14 |
| 6. Withdrawal | 16 |
| 7. Termination of studies | 16 |
| Section 3: General assessment regulations for taught programmes | 18 |
| 1. Authority | 18 |
| 2. Principles of assessment | 19 |
| 3. School Board of Examiners terms of reference and membership | 19 |
| 4. Programme Assessment Boards: terms of reference & membership | 21 |
| 5. Programme Assessment Board: conduct of meetings | 22 |
| 6. Appointment of External Examiners & Specialist External Assessors | 23 |
| 7. Setting of assessment | 24 |
| 8. Attendance at examinations & submission of coursework | 24 |

| | | |
|-----|---|----|
| 9. | Marking | 27 |
| 10. | Reassessment | 28 |
| 11. | Consideration of results | 28 |
| 12. | Academic misconduct (including plagiarism)..... | 29 |
| 13. | Publication of results & transcripts | 32 |
| 14. | Academic Appeals | 32 |
| 15. | Submission of Appeals..... | 33 |
| 16. | Academic Appeal Process | 35 |
| 17. | Stage One: Initial consideration | 35 |
| 18. | Stage Two: Referral to Academic Appeals Panel..... | 36 |
| 19. | Stage Two: Referral to Extenuating Circumstances Panel (ECP) | 37 |
| 20. | Conclusion of Stage Two | 38 |
| 21. | Stage Three: Formal review | 38 |
| 22. | Student Status..... | 39 |
| 23. | Reporting requirements..... | 39 |
| | Section 4: Research degree regulations | 40 |
| 1. | Research degrees: scope | 40 |
| 2. | Registration & submission deadlines | 40 |
| 3. | Attendance & programme of study..... | 42 |
| 4. | Revision of research proposal..... | 44 |
| 5. | Upgrade procedure | 44 |
| 6. | Transfer to 'writing-up' status | 48 |
| 7. | Submission & examination | 49 |
| 8. | Allegations of plagiarism or other research misconduct during the programme of study..... | 52 |

| | |
|---|----|
| Section 5: The Student Experience and Office of the Independent Adjudicator (OIA) | 53 |
| 1. Jurisdiction | 53 |
| 2. General principles | 53 |
| 3. Completion of procedures | 54 |
| Section 5A: Student Code of Conduct & Disciplinary Procedure | 55 |
| 1. Introduction | 55 |
| 2. General conduct | 55 |
| 3. Misconduct | 57 |
| 4. Misconduct which may constitute a criminal offence & related matters | 57 |
| 5. Disciplinary procedure overview | 58 |
| 6. Action & investigation | 59 |
| 7. Informal Procedures | 60 |
| 8. Formal procedures | 61 |
| 9. Student Disciplinary Committee | 61 |
| 10. Student Disciplinary Appeal Committee | 64 |
| 11. Office of the Independent Adjudicator (OIA) | 65 |
| Appendix a: | 67 |
| Examples of breaches of the Code of Conduct | 67 |
| Appendix b: Policy on referral to the Police or the Disclosure and Barring Service (DBS). | 69 |
| General principles | 69 |
| Policy | 69 |
| Appendix c: Disciplinary tariff guidelines | 71 |
| Section 5B: Course Participation policy: attendance monitoring & case consultation & progress review procedures | 72 |

| | | |
|--|---|----|
| 1. | Background | 72 |
| 2. | School obligations | 72 |
| 3. | Mutual obligations & responsibilities | 72 |
| 4. | The student’s responsibilities concerning participation. | 72 |
| 5. | School responsibilities..... | 73 |
| 6. | Fit to study policy | 74 |
| 7. | Poor performance and/or poor attendance procedures..... | 75 |
| Section 5C: The Principal’s emergency powers | | 81 |
| 1. | General | 81 |
| 2. | Suspension/exclusion to protect the health & safety of an individual student or the School community | 81 |
| 3. | Suspension pending disciplinary action | 82 |
| Section 5D: Student complaints procedure | | 84 |
| Equal Opportunities Statement..... | | 84 |
| 1. | Scope..... | 84 |
| 2. | Principles | 85 |
| 3. | Advice | 85 |
| 4. | Timescales..... | 85 |
| 5. | Stage One | 85 |
| 6. | Stage Two | 86 |
| 7. | Stage three..... | 87 |
| 8. | Record of Complaints..... | 89 |
| 9. | Malicious Accusations..... | 89 |
| Appendix a: List of relevant contacts..... | | 90 |
| Section 5E: Fitness to practise procedure..... | | 91 |
| 1. | Introduction | 91 |

| | | |
|----|---|----|
| 2. | Possible issues which could cause concern | 91 |
| 3. | Procedure for dealing with a concern..... | 91 |
| 4. | Procedure when concern for a student is referred to the Fitness to Practise Committee | 92 |
| 5. | The hearing | 93 |
| 6. | Appeal procedures | 94 |