ANNUAL SUMMARY OF ACADEMIC POLICY DECISIONS 2019-20

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Academic Appeals for UG and PGT Students Procedure	Progress and appeals	All taught provision	Rebecca Funnell (Senior Student Progress Manager) Jonathan Wright (Student Progress Manager) Kirstie Sceats (Student Progress Manager)	That the changes to the Academic Appeals for Undergraduate and Postgraduate Taught Students Procedure as set out in Appendix H of the linked document procedures be implemented with effect from 2020-21.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Appendix H
Academic Offences Procedures	Academic offences	All taught provision	Rebecca Funnell (Senior Student Progress Manager) Jonathan Wright (Student Progress Manager) Kirstie Sceats (Student Progress Manager)	That the changes to Sections 7 and 8 of the Academic Offences Procedures as set out in Appendix I of the linked document be implemented with effect from 2020-21.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Appendix I
Admissions Policies	Admissions	All taught provision	Mandy Chetham (Director of Admissions)	That the changes to the Undergraduate (Appendix O of linked paper) and Postgraduate (Appendix P of linked paper) Admissions policies, be implemented for the 2021-22 admissions cycle.	For 2021/22 admissions cycle	Senate 24/06/2020: Paper S/20/58, Appendices O-P

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Assessment Policies	Assessment	Undergraduate provision	Rachel Lucas, Director of Student Life Hannah Lamb, Student Life Senior Manager	The change to the Assessment Policies introduced for summer 2019, as set out below, has now become a permanent requirement. Assessment Policies, Section 12c [Additional text underlined as approved by Senate in May 2019] 'Where an undergraduate student has not passed a module(s) and is undertaking reassessment over the summer they should have access to feedback on the elements being reassessed. Where they are resitting an exam, they should be provided with written feedback on the exam, or other piece of work for which feedback has not already been provided, within two weeks of the publication of the results by the Board of Examiners. Feedback may take the form of feedback on candidates' overall performance in the exam/piece of assessed work and/or individual feedback on the candidate's exam script/assessed work. The feedback should be sent to the student by the department. It should follow the principles set out in the University's policy on Assessment Feedback. Any variation to this approach must be agreed in advance by the PVC Education.'	Immediate effect	Senate 22/1/2020: Paper S/20/16, Item for Decision 3

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Assessment Policies	Assessment	All taught provision	Wendy Clifton-Sprigg (Deputy Director, Student Administration and Policy)	A number of changes are approved to the Assessment Policies for undergraduate and taught postgraduate awards. Key changes include recommendations to: a) remove the requirement for the Faculty Deans to approve the composition of UG and PGT Boards of Examiners, transferring the responsibility to the Head of Department/School. b) allow senior members of academic staff to chair Board of Examiners meetings for partner institutions. c) updated the title Associate Dean to Deputy Dean of Partnerships. d) remove the requirement for Deans to approve fewer than four members of teaching staff for Board membership. Quoracy of four including the Chair must still be maintained. e) allow where a Board of Examiners is required to take place virtually or remotely, confirmation that the pass lists are a correct record of the decision taken by the Board and that process has been conducted properly, to be obtained via email. A full outline of changes can be found in appendix E of the paper.	Immediate effect	Senate 29/04/2020: Paper S/20/34, Appendix E

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Education Strategy, 2019-25	Education strategy	All provision	Professor Madeline Eacott, Pro-Vice-Chancellor (Education) Richard Stock, Academic Registrar	The Education Strategy, 2019-25 was approved by Council and Senate. The Strategy sets out our Education vision for 2025 and is structured according to our three institutional priorities: People, Knowledge & Communities. The vision reiterates our commitments to delivering a transformational education for all our students, underpinned by personal development to achieve their potential, and to nurturing our community of educators to promote and shape our students' success and celebrate their contributions to education excellence.	Immediate effect	Senate 29/4/20: S/20/32 (final version received by Senate after approval by Senate and Council)
Fitness to Practise Procedures	Fitness to Practise	All provision	Rebecca Funnell (Senior Student Progress Manager) Jonathan Wright (Student Progress Manager) Kirstie Sceats (Student Progress Manager)	That the changes the Fitness to Practise Procedures as set out in Appendix J of the linked document be implemented with effect from 2020-21.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Appendix J

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Moodle baseline	Teaching delivery	All taught provision	Marty Jacobs (Head of Technology-Enhanced Learning) Nikki Kearns and Simon Kemp (Education Technologists)	The Moodle Baseline as set out in Appendix A of the paper is approved with implementation complete by the end of AY 2020/21. Directors of Education (or nominee) work in partnership with the University Technology-Enhanced Learning team (TEL) to implement the Moodle Baseline in every Moodle course for a taught module offered as part of an award by the end of AY 2020-21. Implementation is recorded through Faculty Education Committees with oversight by the Deputy Dean (Education).	Immediate effect	Senate 29/04/2020: Paper S/20/34, Appendix A
Peer Review of Teaching Policy	Teaching delivery	All taught provision	Erin Carman, Education Projects Officer Dr Jo Andrews, Assistant HR Director (Organisational Development)	Approval of the new policy, as found here: a) The current policy requirement to be observed in teaching at least once every two years is unchanged. b) The current flexibility in how peer review is managed in a department is unchanged. c) The policy title has been renamed from Biennial Peer Review of Teaching Policy to Peer Review of Teaching Policy. d) A new format and language has been introduced to clarify the minimum requirements for all colleagues involved in peer review. e) Practical support and guidance for Peer Review has been separated out from the policy.	Immediate effect	Senate 30/10/2019: Paper S/19/46, Appendix C

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Peer Review of Teaching Policy	Teaching delivery	All taught provision	Paul Smart, Head of Academic and Professional Practice Dr Steve McMellor, Education Developer	That the following sentence be added to the Peer Review Policy with effect from 1 July 2020: All academic colleagues engaging with peer review of teaching can do so remotely and/or face to face.	From July 2020	Senate 24/06/2020: Paper S/20/58, Items for decision (1)
Personal Tutor Policy	Student support	All taught provision	Dr Steve McMellor, Education Developer Dr Jo Andrews, Assistant HR Director (Organisational Development)	Approval of the new policy, as found here: a) The previous requirement for all undergraduate and taught postgraduate students to have a named Personal Tutor in their department is unchanged. b) The previous responsibilities of the Personal Tutor and Senior Personal Tutor are unchanged. c) The policy title has been renamed from Departmental Student Support Policy to Personal Tutor Policy. d) References to other parts of departmental student support have been removed. This assumes information about wider support will be provided through other mechanisms such as welcome events, departmental handbooks, and departmental web pages.	Immediate effect	Senate 30/10/2019: Paper S/19/46, Appendix B

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Personal Tutor Policy	Student support	All taught provision	Paul Smart, Head of Academic and Professional Practice Dr Steve McMellor, Education Developer	That the following sentence be added to the Personal Tutor Policy with effect from 1 July 2020: Personal Tutor meetings can take place remotely using the University webinar platform (Zoom).	From July 2020	Senate 24/06/2020: Paper S/20/58, Items for decision (1)
Rules of Assessment	Assessment	Undergraduate provision	Deanna Walker, Assessment Manager	Variations to the Undergraduate Rules of Assessment for: a) School of Health and Social Care: BSc Nursing courses (B740, B760, B740DA, B760DA, B742, B762) b) School of Life Sciences: BSc Applied Biomedical Science (NHS Placement), (formerly named BSc Biomedical Science (Integrated NHS) (B991))	From 2019/20	Senate 30/10/2019: Paper S/19/46, Appendix E
Rules of Assessment	Assessment	All taught provision	Deanna Walker (Assessment Manager)	Amendments to the specific Rules of Assessment for: a) School of Sports Rehabilitation and Exercise Science Taught Masters, Postgraduate Diplomas and Certificates Amendments to the Partner Rules of Assessment for: a) Northwest University (NWU) BSc Electronic Systems Engineering (BSC H60E)	Immediate effect	Senate 29/04/2020: Paper S/20/34, Appendix D

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Rules of Assessment	Assessment	All taught provision	Deanna Walker (Assessment Manager)	Amendments to the Standard Rules of Assessment for: a) Undergraduate 4 Year Rules of Assessment b) Undergraduate 3 and 4 Year Rules of Assessment c) Undergraduate Integrated Masters Amendments to the specific Rules of Assessment a) Department of Language and Linguistics (Mlang) Integrated Masters in Modern Languages (MlanR990)	From 2020/21	Senate 29/04/2020: Paper S/20/34, Appendix D

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Rules of Assessment	Assessment	All taught provision	Aron Hugh (Project Officer)	Variations to the Undergraduate Rules of Assessment a) Proposed Variation to the Rules of Assessment on Practice-Based Learning for International Nursing Students b) Proposed Variations to Rules of Assessment for BSc Physiotherapy Students starting in 2020 c) Proposed Variation to the Rules of Assessment for Department of Literature Film and Theatre Studies d) Proposed changes to BSc Nursing Rules of Assessment Variations to the Taught Postgraduate Rules of Assessment e) Proposed changes to Rules of Assessment for MSc Physiotherapy Students starting in 2020 f) Proposed changes to Rules of Assessment for SRES Full-time Taught Postgraduate Degrees g) Variation to Masters Courses in the Department of Language & Linguistics h) Removal of History Variations for MA History and MA Local and Regional History with effect from 2020/21 Other changes to Rules of Assessment i) Proposed changes to the Edge Hotel School Professional Code of Conduct	From 2020/21	Senate 24/06/2020: Paper S/20/58, Appendix G

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Student Concerns and Complaints Procedure	Concerns and complaints	All provision	Rebecca Funnell (Senior Student Progress Manager) Jonathan Wright (Student Progress Manager) Kirstie Sceats (Student Progress Manager)	That the following change be made to the Student Concerns and Complaints Procedure: 4.1 The purpose of the early resolution stage is to attempt to resolve concerns and complaints as quickly as possible. Concerns at this stage may be made face-to-face, by phone, in writing or by email at a meeting with the relevant member of staff Original text outlined in items for decision, section 6.iv of linked document.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Item for Decision (6.iv)
Student Representatives Policy	Student voice	All provision	Liz Laws (Senior Quality and Academic Development Manager) Ceri Law (Quality and Academic Development Manager))	That the following change to the Student Representatives Policy be approved with effect from 2020-21: In the section of the policy entitled 'Code of Conduct for Student Representatives', to amend the following paragraph: 4.4 Student Reps should attend all meetings expected of their role. Attendance could be in person or facilitated remotely (where distance learning has taken place within that term or to facilitate Student Voice Groups during placements). where practical and requested with sufficient time in advance). Original text outlined in items for decision, section 4 of linked document.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Items for decision (4)

Name of New or Amended Policy	Category	Applies to	Key contact(s)	Summary of change or new policy approved	Date that change or new policy takes effect	Link to source paper/committee minutes
Study Abroad Rules of Assessment	Assessment	Undergraduate provision	Ceri Watkins (Faculty Progress and Assessment Officer) Kristi Connell (Essex Abroad Manager)	That the following rules of assessment for four year degrees with a year abroad are approved with effect for students entering in October 2020: i. That the year abroad be assessed on a pass/fail basis with a pass worth 120 credits ii. To pass the year abroad, a student must: a. Attempt the equivalent of 120 Essex credits as stated in the Learning Agreement. b. 'The best 75% of the marks obtained for individual modules will be used to create an average Year Mark. To pass the year abroad you must obtain a year mark which is at least a pass at the host university.' iii. That the degree classification be based on a weighted average of year 2 and the final year using a 40/60 split. iv. That variations be brought forward as required in the following cases a. Languages and Linguistics b. Programmes with a Term abroad c. Any subjects with specific achievements or professional recognition v. That the detailed changes to the Four Year Rules of Assessment be approved as set out in Appendix B.	From October 2020	Senate 29/04/2020: Paper S/20/34, Appendix B

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Supporting Pregnant Students and their Partners	Student support	All provision	Karen Bush (Head of Equality, Diversity and Inclusion)	The guidance document *Our Approach to Supporting Pregnant Students and their Partners, and Students who Become Pregnant while Studying* is approved with immediate effect, as set out in Appendix C of the paper, to replace the Student Pregnancy and Maternity Policy.	Immediate effect	Senate 29/04/2020: Paper S/20/34, Appendix C
Task and Finish Group on Professional Doctorates	Course design and structure	Postgraduate research provision	Aron Hugh (Project Officer)	That the terms full-time, part-time and top-up be adopted by the University and used to reference the types of Professional Doctorate. That the part-time Professional Doctorate course structure, as set out in Appendix A of the linked document, be approved for the development of all new part-time courses. That the Top-up Professional Doctorate course structure, as set out in Appendix A of the linked document, be approved for the development of all new Top-up courses. That the new course structures for existing provision, as set out in Appendix B of the linked document, be approved with effect from 2020 for all new students.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Appendices A-B
Task and Finish Group on Professional Doctorates	Progress and appeals	Postgraduate research provision	Aron Hugh (Project Officer)	That Taught Boards of Examiners have the power to downgrade/discontinue a student that has not met the taught progression criteria.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Items for Decision (2.v)

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Task and Finish Group on Professional Doctorates	Assessment	Postgraduate research provision	Aron Hugh (Project Officer)	That the new Part-time (Appendix C)and Top-Up (Appendix D) Rules of Assessment be approved for use from October 2020, and the new full-time rules of assessment (Appendix E) be approved for use from October 2021, following approval from the relevant accrediting and validating bodies. That, where required, departments request approval for variations to the newly developed Rules of Assessment.	From 2020/21	Senate 24/06/2020: Paper S/20/58, Appendices C-D
Task and Finish Group on Professional Doctorates	Credit frameworks	Postgraduate research provision	Aron Hugh (Project Officer)	That the new credit framework for Professional Doctorates be approved with effect from October 2020, as set out in Appendix F of the linked document)	From 2020/21	Senate 24/06/2020: Paper S/20/58, Appendix F