

SUMMARY OF ACADEMIC POLICY DECISIONS – SUMMER 2004

This information note refers to decisions made at the following meetings:

ASC – 26 May 2004

Senate – 9 June 2004

Minute numbers are given to indicate the source of the information set out below. Where extracts of minutes are included verbatim, this is indicated by speech marks.

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SECTION A – FOR ACTION BY HEADS OF DEPARTMENT AND CENTRES

1. Student References (S.M.M.71/04)

‘Resolved

- (i) that the Procedures for Providing Student References be approved for implementation from October 2004, as set out in [Appendix A](#)
- (ii) that Departments and Centres be encouraged to adopt the procedures for the current cohort of graduating students;
- (iii) that the Staff Development Office be invited to develop a face-to-face training session and an online tutorial for academic staff to develop the guidance in Section B of the Procedures, with the use of examples of good practice and practical training.’

2. Revised Academic Offences Regulations and new Academic Offences Guidelines (S.M.76/04)

Senate approved revised Academic Offences Regulations and new Academic Offences Guidelines as set out in [Appendix B](#), for implementation from 2004/05.

3. Annual Monitoring – Revised Proforma (ASC.M.17/04)

‘Resolved

that the revised proforma for Annual Monitoring be approved’, as set out in [Appendix C](#).

4. Periodic Review – Revised Procedures (S.M.78/04)

‘Resolved

that the revised Procedures for Periodic Review of Degree Schemes leading to University of Essex Awards, as attached as [Appendix D](#), be approved with effect from 2004/05.’

5. External Examining

a. Dismissal Guidelines and Procedure (S.M.82/04)

‘Resolved

that the Guidelines and Procedure for the Dismissal of External Examiners, attached as [Appendix E](#), be approved with effect from 2004/05.’

b. Procedures for External Examiners (S.M.87/04)

‘Resolved

that the following amendment to Section 8.4 of the Procedures for External Examining, in respect of consideration of student work by external examiners, be approved.

8.4 Overall arbitration on candidates borderline for degree classification is carried out on the basis of final year assessed material only. Second year marks are confirmed by the Second-year Board, and may not be altered in the candidate's final year. Therefore, in those Schools which operate a system of in-class credits for degree classification, it is important that ~~the relevant University departments explicitly confirm all X9 course aggregate marks on the second-year grid.~~ **be considered. The internal markers should, where possible, attempt to resolve an X9 by either lowering the aggregate to X8 or raising it to X0. If the internal markers are unable to do this, or if there is disagreement between them about what to do, then the work must be considered by the External. The External may raise the mark, lower the mark, or confirm it with no change. This decision will be recorded on the second-year grid. In reaching a decision on X9 components, External Examiners are invited to consider the candidates whole performance across the examination and coursework.**

c. Joint Examination Boards – Attendance of External Examiners (ASC.M.13/04)

‘Noted

The Chair had agreed, on behalf of the Committee, that only the External Examiner of the administering department was required to be present at joint degree examination boards.’

SECTION B – FOR INFORMATION

1. Marks for attendance (ASC.M.12/04)

ASC agreed that the policy on marks for attendance should be reworded to read:

‘Marks should be awarded on the basis of academic achievement, not merely attendance or lack thereof. It is acceptable on academic grounds to allocate marks for the manner and quality of participation in class.’

2. Student Satisfaction Survey (ASC.M.16/04)

ASC approved the arrangements for managing the outcomes of the annual University Student Satisfaction Survey, as set out in the [Appendix F](#).

3. Teaching Quality Information (ASC.M.18/04)

‘Resolved

that the procedures for approving TQI information for publication be approved.’ See [Appendix G](#).

4. Publication of Student Handbooks (ASC.M.46/04)

‘Resolved

- (i) that departments should be permitted to provide student handbooks on CD rather than hard copy, provided that hard copies were made available to students on request;’

5. Use of Dictionaries in Examinations (S.M.M.79-80/04)

‘Resolved

that with effect from 2004/05

- (i) the entitlement of students whose first language is not English to take a translation dictionary into examinations be abolished;
- (ii) where a dictionary of any sort is permitted to be used, it be permitted for all students taking that examination and be specified clearly in the rubric of that examination.’

6. Distance Learning (S.M.77/04)

‘Resolved

that the principles and procedures as set out in [Appendix H](#) be approved as a Framework for Distance and Online Teaching and Learning with immediate effect.’

7. Coursework requirements for students repeating a year of study (ASC.M.72/04) (approved by the Vice-Chancellor on behalf of the Senate, awaiting Senate minute number)

‘Resolved

that, except where explicitly permitted as a consequence of extenuating circumstances, students repeating a year (or part of a year) should not be permitted to recycle work from previous attempts at a course.'

Intellectual Property Rights in Student Work (S.M.M.124-125/04)

'Resolved

- (i) that Regulation 7.16 be amended with effect from 2004/05 (**see also item 9 below**);
- (ii) that the Code of Practice on IPR be replaced by guidelines for students, as at [Appendix I](#), and a single copy be kept on the Web, in the Calendar.

8. Amendments to Regulations (S.M.140/04)

The Senate approved amendments to Regulations relating to Registration, Academic Progress and Examinations and the General Regulations. See [Appendix J](#).

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July 2004