

# ANNUAL SUMMARY OF ACADEMIC POLICY DECISIONS 2017-18

This document provides the annual summary of key decisions made during the 2017-18 academic year at the following meetings:

**Senate (S):** 01/11/17, 24/01/18, 25/04/18, 04/07/18

**Education Committee (EC):** 13/12/17, 14/02/18, 28/03/18, 20/06/18

**Academic Quality and Standards Committee (AQSC):** 18/10/17, 31/01/18, 14/03/18, 06/06/18

SharePoint site: <https://sp.essex.ac.uk/sections/academic/senate/default.aspx>

All Ordinance changes are subject to Council approval.

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	Category	Name of New or Amended Policy	Summary of change	Link to source paper/committee minutes
1.	Regulations	Registration	<p>Council approved a number of changes to the Registration Regulations with effect from 2018-19. These changes were requested by Senate with a view to ensuring transparency in the expectations set by the University for its students in relation to their registration, updating terminology, ensuring alignment with changes to processes, and ensuring wording reflects the University's commitment to inclusivity in all its policies. A summary of the key changes is set out below:</p> <ul style="list-style-type: none"> <li>▪ an explicit reference to the requirement for new students to complete a Right to Study check at the start of each new programme of study</li> <li>▪ the removal of the reference to the late registration fee, which has been discontinued with effect from 2018-19</li> <li>▪ an acknowledgement that the majority of our new and continuing students now complete their registration online and so do not physically sign a form agreeing to the University's terms and conditions</li> <li>▪ changes to Postgraduate Research terminology to align with the recommendations arising from the Postgraduate Trajectory Review.</li> </ul>	<p><b>Senate 04 July 2018 Minutes</b> [170/18]  <a href="#">S/18/25</a> (Appendix 3)</p>
2.	Work-based learning (WBL)		<p>Senate approved Education Committee's plans for expanding work-based learning, including:</p> <ul style="list-style-type: none"> <li>• the policy on student WBL travel costs</li> <li>• a phased plan to create more work-based learning modules</li> <li>• mapping and publishing information to students on work-based and work-related learning opportunities in the curriculum</li> <li>• a scheme to enable students to reclaim WBL travel costs.</li> </ul> <p>Senate approved plans to extend availability of WBL so that, by the end of AY 2019-20, all departments will offer at least one optional WBL module and that all UG students will have the opportunity of undertaking WBL.</p>	<p><b>Senate 25 April 2018 Minutes</b> [103/18]  <a href="#">S/18/18</a></p>
3.	Taught Provision	Late Submission Policy	<ul style="list-style-type: none"> <li>▪ With effect from 2018-19, there will be a single policy for late submission of coursework for both undergraduate and postgraduate taught programmes of study (not including postgraduate dissertations).</li> <li>▪ Please check Senate minutes as well as reading the paper, to check for the final version of the policy.</li> <li>▪ Updates have been made to student handbooks to reflect the new policy.</li> </ul>	<p><b>Senate 25 April 2018 Minutes</b> – [144/18]  <a href="#">S/18/21</a> (Appendix A)</p>
	Taught Provision	Late Submission Policy	<p>The 'Late submission of coursework for students in the School of Biological Sciences' will be removed from the Late Submissions Policy effective 2018/19</p>	<p><b>Senate 04 July 2018 Minutes</b> [284/18]  <a href="#">S/18/40</a> pg. 10</p>

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4.	<b>Taught Provision</b>	<b>Marking Policy</b>	<p>Senate approved minor changes to the Marking Policy, which included addition of a flow chart, reference to Graduate Laboratory Assistants and the inclusion of a definition of University Staff who are able to mark Student work. Full details of changes set out in Appendix A of Education Committee Report to Senate.</p> <p>Further changes to the policy were made in relation to Group work and the allocation of marks for group work and ensuring clarity of assignment criteria in determining how marks are awarded for teamwork and individual performance.</p>	<p><b>Senate 1 November 2017</b>  <a href="#">Minutes</a> [312/17]  <a href="#">S/17/58 (Appendix A)</a>  <a href="#">SM.312/17</a>  <b>Education Committee</b>  <b>27 September 2017</b>  <a href="#">EC/361/17</a></p> <p><b>Senate 24 January 2018</b>  <a href="#">Minutes</a> [54/18]  <a href="#">S/18/11</a>  <b>Education Committee</b>  <b>13 December 2017</b>  <a href="#">EC/422/17</a></p>
5.	<b>Postgraduate Research</b>	<b>Policy for the Appointment of Independent Chairs for Research Degree Vivas</b>	<p>Senate approved minor changes to the Policy for the Appointment of Independent Chairs for Research Degree vivas to amend the reference to 'Skype' to 'video conference'. Full details are set out in Appendix A of Education Committee minutes.</p>	<p><b>Senate 24 January 2018</b>  <a href="#">Minutes</a> [55/18]  <a href="#">S/18/11</a>  <b>Education Committee</b>  <b>13 December 2017</b>  <a href="#">EC/444/17 (Appendix A)</a></p>

	Category	Name of New or Amended Policy	Summary of change	Link to source paper/committee minutes
6.	Taught Provision	<p><b>Rules of Assessment</b></p> <p><b>Variations for specific courses</b></p>	<p>Requests for variations to the undergraduate and postgraduate rules of assessment were approved with effect from 2017-18.</p> <ul style="list-style-type: none"> <li>▪ <b>Change to the variation to the BA Social Work L500 course</b> That the rules be amended to bring the number of attempts at the assessment in line with the standard rules, with the exception of placements where only two attempts are possible.</li> <li>▪ <b>Change to the variation to the BSc Physiotherapy B169</b> That the rules be amended to bring the number of attempts at assessments in line with the standard rules, with the exception of placements where only two attempts are possible.</li> <li>▪ <b>Change to the Rules of Assessment for all courses at the Tavistock and Portman NHS Foundation Trust</b> that have requirements for students to complete a stipulated number of hours of observation, clinical work or placements. That the rules be amended to include a deferral arrangement for students who are unable to complete the required number of hours of observation or clinical work because of circumstances outside of their control.</li> <li>▪ <b>Change to the variation to the MA Psychological therapies with children, young people, and families M34 delivered at the Tavistock and Portman NHS Foundation Trust</b> (for 2017/18 and retrospectively applied to the cohort that finished in 2016/17) That the rules be amended to enable students who have 60 credits of AP(E)L to be considered for the award of merit and distinction.</li> <li>▪ <b>Change to the variation to BSc Sports Therapy C603, BSc Sports Therapy (Including Placement Year) C604, BSc Sports Therapy (Including Year Abroad) C605</b> That the rules be amended to take account of updates to the course structure and assessment requirements.</li> </ul>	<p><b>Senate 01 November 2017</b> <a href="#">S/17/48</a> <b>Education Committee</b> <b>27 September 2017</b> <a href="#">EC/374/17</a></p>

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	Taught provision	<b>Rules of Assessment</b>  <b>Variations for specific courses</b>	<p>Following a recommendation from the Chair of Education Committee, the Vice-Chancellor, as Chair of Senate, has approved the following variations to the Rules of Assessment 2017-18:</p> <ul style="list-style-type: none"> <li>▪ <b>BSc Biological Sciences with a Year in Industry and BSc Genetics with a Year in Industry – Department of Biological Sciences</b> That with effect from 2017-18, and in line with Senate’s decision that there should be no additional barrier to students progressing on to a placement year, the variation to require a student to obtain a minimum Stage Mark of 50 in Stage 2 in order to remain on the course with a placement year be revoked.</li> <li>▪ <b>BSc Oral Health - School of Health and Social Care (see Appendix 4)</b> That with effect from 2017-18 for modules HS744 and HS747 the presentation component of the module requires a pass mark of 60%.</li> <li>▪ <b>BSc Nursing – School of Health and Social Care (see Appendix 5)</b> That with effect from 2017-18 to change the title of the exit awards from these courses and to enable students who fail up to 30 non-core modules to achieve a BSc in Health Studies.</li> <li>▪ <b>BSc Actuarial Science (including Placement Year) and BSc Mathematics and Statistics (including Placement Year) – Department of Mathematical Sciences</b> That with effect from 2017-18 the variation to require a student to obtain a minimum Stage Mark of 60 in Stage 1 to and to pass all credits in Stage 2 at the first attempt in order to remain on the course with a placement year be revoked.</li> <li>▪ <b>Fd/BA Hotel Management and Events Management with Hospitality – Edge Hotel School (see Appendix 6)</b> That with effect from 2017-18 to permit the award of a Diploma of Higher Education for students that have achieved 225 credits but failed to meet the professional competencies of the course and that reference to the need to meet the professional competencies be added to the rules.</li> <li>▪ <b>Postgraduate Diploma – Kaplan Open Learning (see Appendix 7)</b> That with effect from 2017-18 an error in the wording of the dominant quality criteria for the distinction be corrected so that students would be required to achieve 80 credits at 70 or more rather than the stated 60 credits.</li> </ul>	<b>Senate 04 July 2018</b> <a href="#">Minutes</a> [173/18] <a href="#">S/18/25</a> (page 4)

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7.	Rules of Assessment	<p><b>Rules of Assessment (Undergraduate)</b></p> <p><b>Variations for specific courses</b></p>	<p>Senate approved changes to the Rules of Assessment and progression requirements for UG taught provision as follows:</p> <ul style="list-style-type: none"> <li>▪ <b>School of Computer Science &amp; Electronic Engineering</b> That with immediate effect the rules relating to the requirement to obtain a mark of 30% in the coursework and exam elements for level 5 and level 6 modules in accredited BSc, MEng and MSci courses be amended to permit the rounding up of marks in the 29.5-29.9% range.</li> <li>▪ <b>School of Health and Social Care – BSc Speech and Language Therapy</b> That with effect from 2018/19 variations be approved for this new BSc course which is due to be introduced next year: only two attempts at the placements are permitted; a need to pass all assessment elements for specified modules; and the provision of exit awards with different titles, as Speech and Language Therapy is a protected title.</li> <li>▪ <b>School of Health and Social Care – BSc Occupational Therapy B939 f/t</b> That with effect from 2018/19 the variation will state that students must pass each element of assessment and can only have a maximum of two attempts at the placement modules. However, they can have the standard three attempts at the assessment for other modules. The variation also sets out the criteria for eligibility for a range of non-accredited exit awards.</li> <li>▪ <b>Essex Pathways – preliminary stage of all courses</b> That with effect from 2018/19 the final sentence of paragraph 3.1.2 of the three-year rules and paragraph 4.1.2 of the four-year rules be deleted. The paragraph currently states: ‘However, it is also open to a department to decide whether, notwithstanding the fail, the student should be offered admission into the first year.’</li> <li>▪ <b>Essex Pathways – International Year One</b> That with immediate effect the reassessment arrangements for IA703 and IA704 be changed from part-time study to reassessment without attendance. The Rules of Assessment Advisory Group has asked the School to ensure that students receive a good level of support while they are undertaking the reassessment. Paragraphs EP1.3 and EP2.3 in the current variation document will therefore be removed.</li> <li>▪ <b>Psychology – Stage Two of all courses</b> That with immediate effect the variation which requires students to pass coursework (labs) in Stage Two modules removed. This means there will no longer be any variations for Psychology undergraduate courses.</li> </ul>	<p><b>Senate 25 April 2018</b>  <a href="#">Minutes</a> [139/18]  <b>S/18/21 (Appendix G - pg. 55)</b></p>

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	Rules of Assessment	<p>Rules of Assessment (Undergraduate)</p> <p>Variations for specific courses</p>	<p>Senate approved:</p> <ul style="list-style-type: none"> <li>▪ <b>School of Health and Social Care – FDSc Health Sciences</b> That with effect from 2018/19: the course title to which the current variation applies is changed to Foundation Degree in Health Science (Assistant Practitioner Higher Apprenticeship) L515 and L515SO; the previous variation that only permitted two attempts for each assignment is revoked and that the course reverts to the standard rules that permit up to three attempts; and some minor rewording of the existing variation.</li> <li>▪ <b>School of Health and Social Care – BSc Health Care Practice</b> That with effect from 2018/19 remove the requirement that all credits are studied at level 6 where more than 120 Essex credits are required.</li> <li>▪ <b>Computer Science and Electronic Engineering – non-accredited routes</b> That with effect from the June exam boards taking place in 2017/18 introduce the opportunity for students on 3-year courses and students on integrated masters courses to transfer to a non-accredited degree route at the end of Stage 1 should they fail to meet the requirements of the accredited degree in Stage 1 but satisfy the Rules of Assessment for the non-accredited degree. For students on four year courses introduce this opportunity for stages 1 and 2.</li> <li>▪ <b>East 15 – BSc Creative Producing</b> That with effect from 2018/19 that reassessment is not offered in the same year for modules in BA Creative Producing (Theatre and Short Film) which require collaborative and performance-based assessment.</li> <li>▪ <b>Literature Film and Theatre Studies</b> That with effect from 2018/19 the attendance requirement for Theatre modules is continued for 2018/19 and extended to include Film modules.</li> <li>▪ <b>School of Sport, Rehabilitation and Exercise Sciences – BSc Sports Therapy</b> That with effect from 2018/19 introduce 70% attendance requirement at module level for students to be eligible to participate in the OSPE exams for the practical modules SE114-4-AU; SE115-4-SP; SE218-5-AP; SE219-5-AP; SE315-6-FY; SE321-6-FY; SE317-6-SP.</li> <li>▪ <b>Northwest University – BSc Electronic Systems Engineering</b> That with effect from 2017/18 the new variation for BSc Electronic Systems Engineering be approved.</li> </ul>	<p><b>Education Committee 20 June 2018</b> <a href="#">EC/18/50</a> (noting amendment in Senate minutes 277/18)</p> <p><b>Senate 04 July 2018</b> <a href="#">Minutes</a></p>

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8.	Taught Provision (Postgraduate)	<p><b>Rules of assessment (Postgraduate)</b></p> <p><b>Variations for specific courses</b></p>	<p>Senate approved changes to the Rules of Assessment and progression requirements for PG taught provision as follows:</p> <p><b>Kaplan Open Learning – Postgraduate Diploma (see Annex A)</b> That with effect from 2018/19 the wording of the dominant quality criteria for the distinction be corrected so that students would be required to achieve 80 credits at 70 or more rather than the stated 60 credits.</p>	<p><b>Senate 25 April 2018</b> <b><u>S/18/21</u> (Appendix G -pg. 55)</b></p>



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	Rules of Assessment	<p>Rules of Assessment (Postgraduate)</p> <p>Variations for specific courses</p>	<p>Senate approved the following variations:</p> <ul style="list-style-type: none"> <li>▪ <b>School of Health and Social Care – PG Speech and Language Therapy</b> That with effect from 2018/19 that modules HS830 and HS835 do not need to be specified as separate requirements to pass the Masters degree as the modules are already core and form part of the 180 credits to be passed at Masters Level (Level 7).</li> <li>▪ <b>School of Health and Social Care - MSc Nursing</b> That with effect from 2018/19 the requirement to pass specific named modules is removed from the variation</li> <li>▪ <b>School of Health and Social Care – MSc Health Care Practice</b> That with effect from 2018/19 the following amendments be made to the variation: to correct the list of programme titles; to add the Rules of Assessment for the Professional Practice programmes which were approved in their current form in 2017; to extend the list of modules where all components are required to be passed to all modules as opposed to only specified modules; to allow automatic resubmission within four weeks with the exception of the Dissertation module - HS982; and to add a statement regarding progression on modular programs.</li> <li>▪ <b>School of Sport, Rehabilitation and Exercise Sciences – MSc Musculoskeletal</b> That with effect from 2018/19 for the MCQ component of module SE708 the pass mark is raised to 70% and that the component mark be scaled to produce the overall module aggregate, and that the details of the scaling mechanism be published in the rules.</li> </ul> <p><b>University Rules of Assessment for Taught Masters courses:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Masters courses with Professional Placement</b> That new rules of Assessment for Taught Masters degrees with Professional Placement be approved with effect from 2018/19.</li> </ul> <p><b>Professional Doctorates:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Professional Doctorates (Part-time) Rules of Assessment</b> That with effect from 2017/18 the Professional Doctorates (Part-time) Rules of Assessment be amended in order to clarify a downgrade/exit award option.</li> </ul>	<p><b>Education Committee 20 June 2018</b> <a href="#">EC/18/50</a> (page 3)</p> <p><b>Senate 04 July 2018</b> <a href="#">Minutes</a> [278/18]</p>

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9.	Taught Provision (Undergraduate)	<p>Rules of assessment (Undergraduate)</p> <p>Recommendations from the Rules of Assessment Task and Finish Group</p>	<p><b>Senate has approved the following changes with immediate effect for 2017-18:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Zero-credit employability module</b> – outcomes for employability modules have been standardised as follows: pass/complete and incomplete, and with the option to use merit and distinction. There will be no ‘fail’ recorded on the grid/transcript for these modules.</li> <li>▪ <b>Degree classification for direct entrants to the final stage</b> - the degree algorithm for direct entrants to the final stage has been amended to add a ‘borderline rule’ based on a requirement that at least 60 credits should be in the higher class.</li> <li>▪ <b>Stage One requirement for placement year</b> - a change has been made to the rules of assessment to remove the requirement in Stage 1 for students to achieve a minimum stage mark of 50 for courses with a placement year. This requirement remains for students progressing to a course with a year abroad.</li> <li>▪ <b>Stage Two requirement for placement year</b> - a change has been made to the rules of assessment to remove the requirement in Stage 2 for students on courses involving a placement year to successfully complete the core aspects of the Placement Year Training Programme. Students are still required to complete this training but it is no longer part of the rules of assessment.</li> <li>▪</li> </ul> <p><b>Senate has approved the following changes with effect from 2018-19:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Condonement in the First Year</b> - a change will be made to the requirements to progress from Year One to Year Two to remove the rule that following reassessment the module aggregate for a non-core module must be a minimum of 20 for the fail to be condoned. This brings the approach to condonement in line with how it is applied in subsequent years.</li> <li>▪ <b>Removing compensation in the First Year</b> - a change will be made to the requirements to progress from Year One to Year Two to remove the provision for compensation of failed non-core modules following reassessment. This ends the practice of awarding credit where a module has not been passed.</li> <li>▪ <b>Part-time repeat years</b> - a change will be made to the rules of assessment to remove the limit of a maximum of 60 credits from the provision to repeat a stage of study part-time. Boards of Examiners will be able to offer a repeat year for more than 60 credits starting in 2018-19.</li> <li>▪ <b>Year Two requirements for placement year</b> - a change will be made to the rules of assessment for Year 2 of courses with a placement year to enable a student to proceed to the placement year if they satisfy the requirements having undertaken reassessment. A student will need to have a placement arranged at the time of the June exam board.</li> <li>▪ <b>Transferring to a course with a year abroad (second year students)</b> - when a second-year student wants to transfer to a study abroad degree, where they have undertaken reassessment in the first year, their uncapped marks should be used for the purpose of determining whether they have a minimum year mark of 50 in the first year</li> </ul>	<p><b>Senate 25 April 18 Minutes</b> [119/18] <b>S/18/19</b></p>

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			<ul style="list-style-type: none"> <li>▪ <b>Transferring to a course with a year abroad (first year students)</b> - when a first-year student wants to transfer to a study abroad degree, they should be permitted to change course immediately and be offered reassessment if they need to raise the year mark to 50</li> <li>▪ <b>Terminology</b> - the rules of assessment will be changed to replace the term 'stage' with 'year'. Any case for an exception to be subject to the approval of the relevant Deputy Dean.</li> </ul> <p><b>Senate also approved:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Level 5 credits in the Final Year</b> - that with effect from 2019-20, level 5 credits should not normally be offered to final-year students as part of the standard course structure, unless approved by the relevant Deputy Dean. Students may be approved to take level 5 credits in the final year on an individual basis (as a Special Syllabus Request) to facilitate course change requests, where a student wants to change course at the end of the second year and needs to take a level 5 module in the final year in order to meet a pre-requisite requirement.</li> <li>▪ <b>Rewriting the rules of assessment</b> – Senate approved an approach to rewriting the rules of assessment to improve their accessibility to students and staff. This work will be taken forward in 2018-19.</li> </ul>	
	<p><b>Taught Provision (Undergraduate)</b></p>	<p><b>Rules of Assessment (Undergraduate)</b></p> <p><b>Recommendations from the Rules of Assessment Task and Finish Group</b></p>	<p>The following were approved by Senate:</p> <ul style="list-style-type: none"> <li>▪ That repeat years (full time or part time), offered with immediate effect from 2017-18, should be for uncapped marks.</li> <li>▪ That with effect from 2018-19, a change be made to the rules of assessment to enable Boards of Examiners to offer a part-time repeat year for more than 60 credits at any point in the assessment cycle (as set out in Paper S/18/34 Appendix B).</li> <li>▪ That with effect from 2018-19, a change be made to the rules of assessment to incorporate reference to the maximum period (as set out in Paper S/18/34 Appendix C).</li> <li>▪ That with effect from 2018-19, the section on award classification in the rules of assessment for the Foundation Degree and for the Diploma of Higher Education be amended as set out in Paper S/18/34 Appendix E.</li> <li>▪ That the use of the term 'stage' be retained in the rules of assessment for Initial Teacher Education Awards. Otherwise, the term 'year' to be used instead of 'stage'.</li> <li>▪ That with effect from 2018-19 a change be made to the rules of assessment to remove the use of percentages throughout the undergraduate rules.</li> <li>▪ That with effect from 2018-19 a change be made to the rules of assessment to replace 's/he' with 'they' throughout the undergraduate rules.</li> </ul>	<p><b>Senate 04 July 2018 Minutes [226/18]</b></p> <p><b>Report from the Rules of Assessment TFG S/18/34</b></p> <p><b>Education Committee 20 June 2018 EC/18/34</b></p>

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10.	Taught Provision (Postgraduate)	<p>Rules of Assessment (Postgraduate)</p> <p>Recommendations from the Rules of Assessment Task and Finish Group</p>	<p>Senate has approved the following changes with immediate effect for 2017-18:</p> <ul style="list-style-type: none"> <li>▪ <b>Exit awards and eligibility for a Merit or Distinction</b> - students will be eligible for an exit award with Merit or Distinction if they achieve the required overall level of performance at PG Cert or PG Dip level. This change applies to students who commenced a programme in 2017-18 but not to students undertaking reassessment in 17-18.</li> <li>▪ <b>Reassessment and reinstating marks</b> - following reassessment, if a student achieves a lower mark than their first attempt, the higher mark is reinstated. This change applies to students who commenced a programme in 2017-18 but not to students undertaking reassessment in 17-18.</li> </ul> <p>Senate has approved the following changes with effect from 2018-19</p> <ul style="list-style-type: none"> <li>▪ <b>Criteria for a Merit or Distinction:</b> <ul style="list-style-type: none"> <li>○ To be eligible for the award of a Merit or Distinction, Masters students must achieve an overall weighted arithmetic average of 60% or 70% respectively. This includes passing the dissertation element of the course, but does not mean that a mark of 60% or 70% is required in the dissertation.</li> <li>○ Moving to one calculation method (weighted arithmetic average) for the final calculation for an award with Merit or Distinction.</li> </ul> </li> <li>▪ <b>Eligibility for a Merit or Distinction</b> - students with a capped mark of 50, who nonetheless reach the criteria for a Merit or Distinction, should be eligible for that award.</li> <li>▪ <b>24-month part-time Masters programmes</b> - students on 24 month part-time Masters courses will be required to pass a minimum of 15 credits at the first attempt, in addition to passing core modules, in order to proceed to the next stage (unless this was prevented by substantiated extenuating circumstances accepted by the Board of Examiners).</li> </ul>	<p>Senate 25 April 18 Minutes [119/18] S/18/19</p>

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	<b>Taught Provision (Postgraduate)</b>	<b>Rules of Assessment (Postgraduate)</b>	<p>The following were approved by Senate:</p> <ul style="list-style-type: none"> <li>▪ That with effect from 2018-19, students with a condoned mark, who nonetheless reach the criteria for a Merit or Distinction, should be eligible for that award. The only criterion should be achieving an overall weighted arithmetic average of 60% or 70% respectively.</li> <li>▪ That with effect from 2018-19, students who have not met the requirements to pass and are eligible for reassessment and/or condonement should have the opportunity to undertake reassessment across the summer and/or wait until the final board when the dissertation outcome is known.</li> <li>▪ That in light of the changes approved by Senate at its April 2018 meeting and subject to approval of the changes being recommended in this report, the Rules of Assessment for Full-time Taught Masters Degrees, as set out in Paper S/18/34 Appendix F, be approved with effect from 2018-19.</li> <li>▪ That, as appropriate, the changes set out in Paper S/18/34 Appendix F, be applied to the rules of assessment for the following awards with effect from 2018-19: <ul style="list-style-type: none"> <li>○ Integrated Masters</li> <li>○ Postgraduate Diploma</li> <li>○ Postgraduate Certificate</li> <li>○ Graduate Diploma</li> <li>○ Graduate Certificate</li> <li>○ Initial Teacher Education Awards</li> <li>○ Essex Pathways Pre-sessional Pathways Programmes</li> </ul> </li> <li>▪ That the new Rules of Assessment for Part-time Masters Degrees, as set out in Paper S/18/34 Appendix G, be approved with effect from 2018-19.</li> </ul>	<p><b>Senate 04 July 2018 Minutes</b> [233/18]  <b>Report from the Rules of Assessment Task &amp; Finish Group S/18/34</b>  <b>Education Committee 20 June 2018</b>  <u><b>EC/18/34</b></u></p>
11.	<b>Academic Offences</b>	<b>Academic Offences Procedure</b>	<p>Change to the Academic Offences Procedure with effect from 2017-18:</p> <p>[Section A2.f]  f. unethical research behaviour, that is, academic practice, for example, conducting research without obtaining ethical approval from the University where such approval is required, or the unauthorised use of information that has been confidentially acquired</p>	<p><b>Senate 1 November 2017</b>  <u><b>S/17/48</b></u></p>

	Category	Name of New or Amended Policy	Summary of change	Link to source paper/committee minutes
			<p>Senate approved:</p> <ul style="list-style-type: none"> <li>▪ that the Academic Offences Procedure be amended to make an explicit mention of the University's right to use plagiarism detection facilities and services, with effect from 2018-19 (see Paper S/18/40 Appendix H, Section A3).</li> <li>▪ that training be provided for new staff and 'refresher training' for existing staff on Academic Offences procedures and the University's detection methods for contract cheating.</li> <li>▪ that student-friendly guidelines, written in plain English, be produced to accompany the Academic Offences Procedures.</li> <li>▪ that a procedure for individuals who wish to report suspected academic offences be added to the Academic Offences Procedures, with effect from 2018-19 (see Paper S/18/40 Appendix H Sections B1 and B2).</li> <li>▪ that the Academic Offences Procedure be amended to cover the grounds for any further appeal following the formal conclusion of the appeals procedure, with effect from 2018-19 (see Paper S/18/40 Appendix H, Section E10)</li> <li>▪ that, with immediate effect, the University will not attempt to block access from the University network to websites identified as essay mills.</li> </ul>	<p><b>Senate 4 July 2018 Minutes</b> [262/18]  <b><u>S/18/40</u> (Appendix H)</b></p>
12.	<b>Peer Review of Teaching</b>	<b>Peer Review of Teaching Policy</b>	A paragraph has been added to the Peer Review of Teaching Policy to encourage departments to bring in observers/reviewers from outside the department to be a part of this process. [Section 11b].	<b>Senate 1 November 2017</b> <b><u>S/17/58</u> (Appendix B)</b>
13.	<b>Policy on Reassessment</b>	<b>Policy on Reassessment</b>	A new sub-section was added to the Policy on Reassessment, regarding reassessment being required to take the same form as the original mode of assessment.	<b>Senate 25 April 18</b> <b><u>S/18/19</u> (Appendix G)</b>
14.	<b>Assessment policies</b>	<b>Policy on variations to the Rules of Assessment</b>	Changes to the Policy on variations to the Rules of Assessment were approved.	<b>Senate 25 April 18</b> <b><u>S/18/19</u> (Appendix H)</b>
15.	<b>Library</b>	<b>Library Content Development and Management Policy</b>	Senate approved the new Library Content Development and Management Policy 2018-2021	<b>Senate 25 April 18</b> <b><u>S/18/21</u> (Appendix F)</b>
16.	<b>Postgraduate Research</b>	<b>Framework for the Submission of Theses as a Series of Papers</b>	Senate approved a new framework for the Submission of Theses as a Series of Papers, with effect from 2018-19.	<b>Senate 25 April 18</b> <b><u>S/18/21</u> (Appendices C,D,E)</b>

	Category	Name of New or Amended Policy	Summary of change	Link to source paper/committee minutes
17.	Operation of Exam Boards	Assessment Policy Extenuating circumstances policy	<p>Senate approved:</p> <ul style="list-style-type: none"> <li>▪ subject to a successful trial, from 2018-19, departments should use the centrally-provided exam board statistical report at their pre-boards and share the report with their external examiners, except where a department has its own statistical report which has been approved for the purpose by the relevant Deputy Dean (Education).</li> <li>▪ that the changes to the Assessment Policies covering Marks Scaling be approved as set out in Paper S/18/40 Appendix B with effect from 2018-19.</li> <li>▪ that all departmental extenuating circumstances claims should be dealt with under a single framework with a departmental Extenuating Circumstances Committee, as set out in Paper S/18/40 Appendix C, with effect from 2018-19.</li> <li>▪ that a new Extenuating Circumstances Policy be created, based on the current section on extenuating circumstances in the Assessment Policies, with the amendments as set out in Paper S/18/40 Appendix D, with effect from 2018-19.</li> <li>▪ Additions to Extenuating Circumstances Policy re: students appealing the decision of the Extenuating Circumstances Committee.</li> <li>▪ that the Guidance for Students on Documentary Evidence and the table of acceptable evidence as set out in Paper S/18/40 appendices E and F be published as part of the guidance to students and departments with effect from 2018-19.</li> <li>▪ that the University introduces a policy that allows students to self-certificate as part of the extenuating circumstances policy, with effect from 2018-19, as set out in Paper S/18/40.</li> </ul> <p>that the revisions to the Exam Deferral process be approved as set out in Paper S/18/40 Appendix G with effect from 2018-19.</p>	<p><b>Senate 4 July 2018 Minutes</b> [253/18] <b>S/18/40</b>  <b>(Appendix A - pg 23)</b></p>
18.	Student Staff Liaison Committees (SSLCs) / Student Voice	Student Voice (Student Representatives) Policy	<p>Senate approved that the revised Student Voice (Student Representatives) Policy in Paper S/18/40 Appendix M be introduced with effect from 2018-19.</p>	<p><b>Senate 4 July 2018 Minutes</b> [275/18]  <b>Education Committee 20 June 2018 EC/18/37</b>  <b>Student Voice (Student Representatives) Policy</b></p>
19.	Progress Procedures for Taught Courses	Progress and Appeals Procedures	<p>With effect from 2018-19, Senate approved:</p> <ul style="list-style-type: none"> <li>▪ amendments to the Progress and Appeals Procedures for Taught Programmes of Study as set out in Paper S/18/40 Appendix O.</li> </ul> <p>amendments to the Guidance on Steps in the Progress Procedures as set out in Paper S/18/40 Appendix P.</p>	<p><b>Senate 4 July 2018 Minutes</b> [279/18] <b>S/18/40</b> <b>(Appendix O &amp; P - pg. 155-164)</b></p>

	Category	Name of New or Amended Policy	Summary of change	Link to source paper/committee minutes
20.	<b>Complaints, Conduct and Appeals</b>	<b>Conduct Procedures</b>  <b>Student Concerns and Complaints Procedure</b>  <b>Progress and Appeals Procedures for Research Degrees</b>	Senate approved: <ul style="list-style-type: none"> <li>▪ the revisions to the Conduct Procedures (Appendix R), subject to a withdrawal of the proposed changes in respect of fines to the Student Conduct Procedures, paragraph 46.f, and the Residents' Conduct Procedures, paragraph 37.vi.</li> <li>▪ the following revisions to procedures with effect from 2018-19, as set out in Paper S/18/40: <ul style="list-style-type: none"> <li>○ Student Concerns and Complaints Procedure (Appendix Q)</li> <li>○ Fitness to Practise Procedures (Appendix S)</li> <li>○ Progress and Appeals Procedures for Research Degrees (Appendix T)</li> </ul> </li> </ul>	<b>Senate 4 July 2018 Minutes</b> [281/18]  <b>S/18/40</b> <b>Appendix Q: pg. 165</b> <b>Appendix R: pg. 175</b> <b>Appendix S: pg. 201</b> <b>Appendix T: pg. 211</b>
21.	<b>Library</b>	<b>Policy on Children and Young People in the Library</b>	Senate approved the new policy with effect from October 2018 and an amended to Regulation 7.14 as a consequence. This policy has been introduced and the paragraph relating to visitors between the age of 12 and 17 has been removed from the General Regulation 7.14.	<b>Senate 04 July 2018 Minutes</b> [286/18] <b>S/18/40</b> <b>Appendix V: pg. 227</b>
22.	<b>All Provision and Students</b>	<b>Student Drug and Alcohol Policy</b>	Senate approved the new policy. The policy seeks to manage the balance between our duty of care to all staff and students, our institutional legal obligations and recognition of the negative impact of unacceptable behaviour caused by alcohol and drug use on members of the University community and on individual or groups of students in achieving their best educational outcomes.	<b>Senate 04 July 2018 Minutes</b> [285/18] <b>S/18/40</b> <b>Appendix U: pg. 221</b>
23.	<b>Admissions</b>	<b>Undergraduate and Graduate Admissions Policies</b>	Amendments have been made to the policies ahead of the 2019/20 admissions cycle.	<b>Senate 04 July 2018 Minutes</b> [288/18] <b>S/18/40</b> <b>Appendix W: pg. 231</b>
24.	<b>International Partnerships</b>	<b>International Postgraduate Degree Partnerships</b>	Senate approved: <ul style="list-style-type: none"> <li>▪ that the University establishes mechanisms and frameworks to enable the following three types of International Postgraduate Partnerships only: Visiting PhD students; Co-supervision arrangements leading to an Essex Award; and Joint Doctoral Programmes.</li> <li>▪ that the Principal Regulations for Research Degrees and the Policy on Dual and Joint Research Awards are amended to reflect the arrangements underpinning International PGR Partnerships, and that rules and regulations relating to joint awards are agreed as part of the Due Diligence and Institutional Approval process, rather than the standard University Regulations being applied (see Paper S/18/40 Appendix J).</li> <li>▪ that the approval process outlined in Appendix K is approved for the establishment of International PGR Partnerships at the University of Essex.</li> </ul>	<b>Senate 04 July 2018 Minutes</b> [269/18] <b>S/18/40 (Appendix J)</b>



	Category	Name of New or Amended Policy	Summary of change	Link to source paper/committee minutes
25.	<b>Postgraduate Provision and Student Experience</b>	<b>Postgraduate trajectory</b>	<p>Senate approved:</p> <ul style="list-style-type: none"> <li>Regulation 4.5 of the University's Principal Regulations for Research Degrees be amended as set out in Paper S/18/30.</li> <li>Current terminology used to describe the 'minimum period' of study for PGR courses be changed to a 'standard period' and that this period be three years (full-time) and six years (part-time).</li> <li>Current terminology used to describe a 'completion year' be changed to 'completion period' and that the completion period is extended on a term by term basis for up to three terms in total.</li> <li>Amendments to the Principal Regulations for Research Degrees (as set out in Paper S/18/30 Appendix A) for implementation for students admitted from October 2018, and related updates in the Code of Practice for Research Degrees and Code of Practice for Professional Doctorates.</li> <li>The final thesis submission deadline for all PGR courses be set as four weeks ahead of the end of the maximum permitted registration period allowed, within the third term of the 'completion period' (i.e. four academic years for PhDs, three academic years for MPhils and two academic years for Masters by dissertation students). To be implemented for students admitted from October 2018.</li> </ul>	<p><b>Senate 04 July 2018 Minutes</b> [170/18]  <a href="#">S/18/30</a></p>
26.	<b>Postgraduate research</b>	<b>PGR examination-related processes</b>	<p>Senate approve that, subject to an amendment to modification 6 to clarify that the viva would still take place within three months of thesis submission, modifications to current PGR examination-related processes be approved as set out in Paper S/18/29, appendix 4.</p>	<p><b>Senate 04 July 2018 Minutes</b> [196/18]  <a href="#">S/18/29</a></p>
27.	<b>Research Committee</b>	<b>Research Data Management Policy</b>	<p>Senate noted that Research Committee had approved a revised University Research Data Management Policy.</p>	<p><b>Senate 04 July 2018 Minutes</b> [291/18]  <a href="#">S/18/41</a></p>
28.		<b>Ethical Use of Data Policy</b>	<p>Senate approved the new Ethical Use of Data Policy. This policy describes the University's approach to using student data for the purpose of learner analytics and is underpinned by the University's commitment to using such data in an ethical manner that is beneficial to students.</p>	<p><b>Senate 4 July 2018 S/18/33 (Policy is Appendix 3)</b></p>

Document information	
Document Owner	Quality and Academic Development
Document Author	Philippa Foks
Date published	23 October 2018