

ANNUAL SUMMARY OF ACADEMIC POLICY DECISIONS 2016-17

This document provides the annual summary of key decisions made during the 2016-17 academic year at the following meetings:

Senate (S): 26.11.16, 25.01.17, 26.4.17, 5.7.17

Education Committee (EC): 14.12.16, 15.2.17, 29.3.17, 21.6.17

Academic Quality and Standards Committee (AQSC): 19.10.16, 1.2.17, 15.3.17, 7.6.17

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

All Ordinance changes are subject to Council approval.

	Category	Name of New or Amended Policy	Summary of change	Link to source paper/committee minutes
1.	Ordinances	Ordinance 8	Amendment to the list of Deans to remove the role of the Dean of Health from the list of Deans described under Ordinance 8, from 1 August 2018	Senate 25.1.2017 Ordinances S.M.31/17 S/17/06
2.	Ordinances	Ordinance 13	Summary of changes: Amendment to remove: <ul style="list-style-type: none"> ▪ Dean of Health (from 2018/19) ▪ Director for the Centre of Psychoanalytic Studies (from 2017/18) Amendment to the list of Co-opted Members of Senate to include: <ul style="list-style-type: none"> ▪ the Deputy Vice-Chancellor Designate from 1 January 2018 – 31 July 2019 	Senate 26.4.17 S.M.74/17 S/17/15 Appendix 1 Senate 5.7.17 S.M.148/17 S/17/29
3.	Ordinances	Ordinance 13 and 19	Amendment to student membership of Senate which updated the representation arrangements.	Senate 26.4.17 S.M.74/17 S/17/15 Appendix 1
4.	Ordinances	Ordinance 14	Amendment to International Academy mission. Mission of International Academy modified to include the development and delivery of Year Zero pathways for home students	Senate 25.1.2017 Ordinances S.M.26/17 S/17/04
5.	Ordinances	Ordinance 25	Update to Ordinance to reflect the change in the list of departments. <ul style="list-style-type: none"> ▪ School of Health and Human Sciences to be renamed School of Health and Social Care from 1 August 2017. ▪ A new School of Sport, Rehabilitation and Exercise Sciences within the Faculty of Science and Health to open 	Senate 26.4.17 S.M.119/17 S/17/15 Senate 25.1.2017 S.M.64/17

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			<ul style="list-style-type: none"> ▪ Centre for Sport and Exercise Science is to be closed from 31 July 2017 ▪ International Academy to change to Essex Pathways from 1 February 2017 ▪ Department of Psychosocial and Psychoanalytical Studies ▪ Faculty of Humanities: <ul style="list-style-type: none"> ▪ School of Law (incorporating the Human Rights Centre) ▪ School of Philosophy and Art History (incorporating the Interdisciplinary Studies Centre) 	S.M.47/17 S.M.46/17 S.M.26/17 S/17/06 Senate 5.7.17 S.M.146/17 S/17/29
6.	Ordinances	Ordinance 31	Ordinance 31 to be amended to enable other Principal Officers to preside over degree ceremonies when required.	Senate 5.7.17 S.M.152/17 S/17/29
7.	All provision	Referencing Policy	Reference Policy be introduced with effect from 2017-18: <ul style="list-style-type: none"> ▪ Each department/school to nominate a recognised referencing style for taught students which meets the following criteria: <ul style="list-style-type: none"> ▪ It should have established support materials, which already are, or can be provided from the Library ▪ It should be included within the EndNote style library ▪ Library Services to create a page on the University website detailing the referencing style selected by each department and the support materials available, as well as details of the range of support available across the University in this area ▪ Departmental handbooks to include the link to this page, instead of detailed guidance on the selected style. 	Senate 26.4.17 S.M.133/17 S/17/27
8.	All Provision	Course approval policy and framework	Changes to the course approval policy with effect from 2017/18 for undergraduate and postgraduate taught provision, and to extend these changes to apply to postgraduate research and partnership provision: <ul style="list-style-type: none"> ▪ Introduction of a third 'concept' stage to the course approval framework. ▪ Consultation and recommendations at each stage ▪ Approval routes 	Senate 26.4.17 S.M.135/17 S/17/27

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9.	All provision	General Regulations	Amendment to paragraph 7.16 of the General Regulations to ensure that the University meets its obligations under the Equality Act 2010 as follows: 7.16 No dogs except for assistance dogs as defined by the Equality Act 2010 may be brought into or kept in any University building.	Senate 5.7.17 S.M.162/17 S/17/29
10.	All provision	Module Optionality	Recommendations were approved to be implemented during the annual update process during 2016/17 to take effect in the academic year 2017/18.	Senate 25.1.17 S.M.50-51/17 S/17/09 (Appendix C)
11.	All Provision	Academic Offences Procedures	Changes to the Academic Offences Procedures and Regulations relating to Academic Affairs to apply from 2017/18: <ul style="list-style-type: none"> ▪ Access to websites identified as an essay mill will be blocked from the University network with immediate effect. ▪ Student handbooks to be updated to strongly warn students against the use of essay mill websites. 	Senate 5.7.17 S.M.228-229/17 S/17/39 (Appendices F & G)
12.	All Provision	Regulations pertaining to Registration	Review of the 28 day withdrawal rule: Changes to the regulations relating to registration were approved with effect from 2017/18.	Senate 5.7.17 S.M.221/17 S/17/39
13.	All Provision	Regulation 6.19	Recommended changes to progress procedures were approved with effect from 2017-18 and which included: <ul style="list-style-type: none"> ▪ Amendment to Regulation 6.19 ▪ Progress and Appeals Procedures for Taught Programmes of Study ▪ Guidelines on Steps in the Progress Procedures 	Senate 5.7.17 S.M.230/17 S.M.231/17 S/17/39 (appendix H, I, J)
14.	All provision	Library regulations	Revisions to the Library Regulations were approved with effect from 2017/18.	Senate 5.7.17 S.M.236/17 S/17/39 (Appendix Y)
15.	All Provision	Equal Access to Learning Support	Recommendations from the Task and Finish Group on Equal Access to Learning Technology, which had considered academic use of the educational technology focussing on FASER, Listen Again, Moodle and Talis Aspire were agreed.	Senate 5.7.17 S.M.218/17 S/17/39

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16.	All Provision	Rules of Assessment	<p>Undergraduate:</p> <ul style="list-style-type: none"> ▪ Change to all versions of the 4 year Undergraduate Rules of Assessment (Annex H & I) ▪ School of Health Sciences (Annex F & D) ▪ Literature, Film and Theatre Studies (Annex G) <p>Postgraduate Taught MSc</p> <ul style="list-style-type: none"> ▪ Mathematical Sciences (Annex A) ▪ Department of Psychology (Annex B) ▪ Tavistock and Portman NHS Foundation Trust (Annex C) ▪ School of Health and Human Sciences (Annex D & E) <p>Postgraduate Research</p> <ul style="list-style-type: none"> ▪ Essex Business School (Annex J) ▪ 	<p>Senate 5.7.17 S.M.224/17 S/17/39 Appendix E</p>
17.	All Provision	Appeals, Complaints, Conduct and Fitness to Practise Procedures	<p>Revisions to procedures which included:</p> <ul style="list-style-type: none"> ▪ Procedure for Appeals against the Decisions of Board of Examiners for all Taught Programmes ▪ Student Concerns and Complaints Procedure ▪ Code of Student Conduct ▪ Fitness to Practise Procedure 	<p>Senate 5.7.17 S.M.232/17 S/17/39 Appendices K, L, M, N)</p>
18.	Taught Provision	Academic Offences Procedure	<p>Amendment to Penalty:</p> <ul style="list-style-type: none"> ▪ Penalty 4: Mark of zero to be given for the unit of assessment, reassessment available to the Board of Examiners. 	<p>Senate 26.4.17 S.M.74/17 S/17/15 Appendix 2</p>
19.	Taught Provision	Marking Policy	<p>Changes to the University's Marking Policy made with effect from 2017/18:</p> <ul style="list-style-type: none"> ▪ All summative coursework should be marked anonymously, where it is practical to do so. ▪ Amendment to paragraph 2b in the Guidance Note clarifying when work that is subject to second marking or moderation should be marked or unmarked when passed to the second assessor . ▪ Amendments to Marking Policy were agreed as set out in Appendix B ▪ Departments should ensure they explain key assessment terms clearly to students and there should be clear indication about whether moderation has taken place. Departments 	<p>Senate 26.4.17 S.M.124/17 S/17/23</p> <p>Senate 5.7.17 S.M.216 (Appendix B) S/17/39</p>

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			should also include a flowchart/or narrative text of their departmental process in their student handbooks.	
20.	Taught Provision	Assessment Policies	<p>Marking Turnaround Time be amended as follows with effect from 2017/18:</p> <ul style="list-style-type: none"> ▪ The expectation for the return of assessed work should be 20 working days, less wherever possible. The 20 working days does not include Bank Holidays and any of the University's Christmas closure periods (which is usually considered to be six days). Other vacation periods are included in the 20 working days as well as term-time (i.e. coursework handed in at the end of term should be returned at the start of the following term, not 20 working days into it). Working days are Monday to Friday. 	<p>Senate 5.7.17 S.M.217/17 S/17/39</p>
21.	Taught Provision	Change to Rules of Assessment	<p>Variations to the Postgraduate Rules of Assessment</p> <ul style="list-style-type: none"> ▪ East 15 Rules for MA and MFA Theatre Directing That with immediate effect first sits be permitted across the summer in a specified list of modules. ▪ b) Centre for Psychoanalytic Studies – MA Psychodynamic Counselling (3 years /36 months) ▪ That the rules be approved with immediate effect following the introduction of the new course. The rules include progression through the stages and take into account that the first year of the course comprises modules at levels 5 and 6. <p>Variation to the Undergraduate Rules of Assessment</p> <ul style="list-style-type: none"> ▪ Change to the variation for East 15 (Annex C) ▪ That rule paragraph 4.6 of the Variations to the Undergraduate Rules of Assessment be amended with immediate effect to reflect the fact that BA Stage Management and Technical Theatre has been discontinued. <p>Change to all versions of the 4 year and 5 year Integrated Masters Rules of Assessment</p> <ul style="list-style-type: none"> ▪ That with effect from 2017/18 the wording of the final stage of all versions of the Integrated Masters Rules of Assessment be amended to reflect the introduction of a dissertation element in the final stage. References to achieving credits only in taught 	<p>Senate 26.4.17 S.M.136/17 S/17/27</p>

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			modules need to be removed.	
22.	Taught Provision	Assessment Policies	Section 8: Handling Extenuating Circumstances: <ul style="list-style-type: none"> Amendment to the Completion and Submission of Extenuating Circumstances Forms 	Senate 5.7.17 S.M.214/17 S/17/39 (Appendix A)
23.	Taught Provision	Admission Policy	Updated on Undergraduate and Postgraduate Admissions Position for 2017 entry	Senate 25.1.2017 S.M.10/17 S/17/03
24.	Taught Provision	Admission Policy	Revision to Admissions Policies: <ul style="list-style-type: none"> Undergraduate Admissions policy 2018/19 Graduate Admissions policy 2018/19 	Education Committee 14 December 2016 EC.M.16/78 EC.M.349/16 Senate 5.7.17 S.M.237/17 S/17/39 (Appendices Z, AA)
25.	Taught Provision	Integrated Masters	Recommendations on Integrated Masters as set out in the paper were agreed.	Senate 25.1.2017 S/17/11 S.M.55/17 Education Committee 14.12.16 EC/16/64 EC.M.309/16
26.	Taught Provision	Undergraduate Entry Requirements	Amendments to entry requirements for the following European countries: <ul style="list-style-type: none"> <i>France</i> – Undergraduate requirement for students studying the French Baccalaureate from 11.5 to 12.0 overall for courses requiring BBB from entry 2017 <i>Lithuania</i> – That a change to the English Language requirement be approved to accept a mark of 70% or above in the Lithuania State of English Exam as evidence that no separate English Language Test be required, with immediate 	Education Committee 14.12.16 EC/16/80 EC.M.356/16 EC/16/81 EC.M.358/16

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			<p>effect from entry 2017.</p> <ul style="list-style-type: none"> ▪ <i>Poland</i> – That a change to the English Language requirement be approved mark of 70% or above at extended level English in the Polish Matura State as evidence that the undergraduate English Language requirement has been met and no separate English Language Test be required, with immediate effect from entry 2017. 	<p>EC/16/82 EC.M.360/16</p>
27.	Taught Provision	Student Assessment of Modules and Teaching (SAMT)	Clarification of wording of the Student Assessment of Module and Teaching Policy with effect from October 2016.	Senate 2.11.16 S.M.185/16
28.	Taught Provision (Undergraduate)	Rules of Assessment: (undergraduate)	<ul style="list-style-type: none"> ▪ Amendment to the Undergraduate Rules of Assessment for 4-year honours degrees with regard to the requirements to progress from <ul style="list-style-type: none"> ▪ Stage 1 to Stage 2, with effect from 2016-17. The change removes the requirement to complete the preparation for the placement year in Stage 1 ▪ Amendment to the Undergraduate Rules of Assessment for 3-year honours degrees with regard to direct entry into the final stage, to include information on the Diploma of Higher Education, with effect from 2016-17 ▪ Amendment to the Rules of Assessment for the BSc Sports Therapy to apply with immediate effect to include students on stage 2 of the course in 2015-16. The variation, as set out in Appendix C, permits students who fail 75 credits because they have failed the OSPE elements of HS280 and HS281 to be reassessed rather than being required to retake the year. ▪ Department of Psychology: Change to the Undergraduate rules of assessment to remove the requirement that students must pass the coursework and exam elements of PS114 in Stage One. ▪ School of Health and Human Sciences: BA Social Work: Variation to Rule of Assessment for this course to be created with immediate effect. This is to introduce named exit awards that satisfy professional body accreditation purposes. Social Work is a protected title and therefore exit awards are unable to use this title. ▪ Essex Business School – MSc Human Resource 	Senate 25.1.17 S/17/11 (Appendix E) S.M.59/17

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			<p>Management: Variation to the Rules of Assessment to allow students to undertake voluntary reassessment for professional body accreditation purposes in failed modules which would normally fall into the range where they could be condoned for the award of a Masters' or PG Diploma. As a consequence rule 4.1d should not be applied.</p> <ul style="list-style-type: none"> ▪ School of Health and Human Sciences – MSc Advanced Periodontal Practise (36 month part time) The Variation approved for this course be recorded for the correct course title: MSc Advanced Periodontal Practise rather than MSc Periodontal Practise. <p>The details of the changes are noted in annexes.</p>	
29.	Rules of assessment (postgraduate)	Rules of Assessment: (postgraduate)	Amendment to the Rules of Assessment for postgraduate courses delivered by Tavistock and Portman NHS Foundation Trust, applied to students who commenced their studies in 2015/16 – 2016/17.	<p>Senate 25.1.17 S/59/17 Education committee 14.12.16 S/17/11</p> <p>Annex F Annex G Annex H</p>
30.	Postgraduate Research Provision	Professional Doctorate Code of Practice	The revised Code of Practice on Professional Doctorates are set out in Appendix C of EC/17/20. The Rules of Assessment documents as frameworks for Professional Doctorates at the University of Essex and its partner institutions are set out in Appendices D and E of EC/17/20	<p>Education Committee 29.3.17 EC/119/17 EC/17/20</p>
31.	Postgraduate Research Provision	Postgraduate Research Student Supervisor Training	Requirements for research student supervisor training were approved with effect from 2017/18.	<p>Senate 5.7.17 SM.218/17 S/17/39 Appendix C</p>
32.	Postgraduate Research Provision	Postgraduate Research appeals procedures	Revisions to the Postgraduate Research appeals procedure were approved with effect from 2017-18	<p>Senate 5.7.17 S.M.233/17 S/17/39 (Appendix O)</p>

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33.	Postgraduate Research Provision	Postgraduate Research Degree Regulation and Policy	<p>Changes to the following regulations, codes of practice and policies in relation to research degrees were approved with effect from 2017/18:</p> <ul style="list-style-type: none"> ▪ Principle Regulations for Research Degrees ▪ Code of Practice: Postgraduate Research Degrees 2017-18 ▪ Guidelines on the Viva Voce (Oral Examination) ▪ Policy on Leave of Absence (intermission) for Postgraduate Research Degree students 	<p>Senate 5.7.17 S.M.234/17 S/17/39 (Appendices P, Q,R,S) S.M.235/17 S/17/39 (Appendices T, U, V, W)</p>