

SUMMARY OF ACADEMIC POLICY DECISIONS – AUTUMN 2009

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

Quality Assurance and Enhancement Committee – 11/11/09

Undergraduate School Board – 9/12/09

Graduate School Board – 16/12/09

Senate – 21/10/09, 20/01/10

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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FOR ACTION

1. **Procedures for dealing with Prospective Study Abroad Students with a disciplinary record or academic offence (S.M.64.10)**

Resolved 'that the changes to the procedures for dealing with prospective study abroad students with a disciplinary record or academic offence, as detailed in *Annex A of the Undergraduate School Board report (S/10/09)*, be approved with immediate effect.'

See Annex A below.

SECTION B – FOR INFORMATION

1. **Undergraduate Rules of Assessment (S.MM.65-68/10)**

Resolved 'that:

- i) the Credit Framework should be amended for students entering the preliminary, first or second stage in October 2010 so that credits would be awarded at the level of the module instead of the component;
- ii) Departments should no longer be permitted to aggregate two 15-credit modules together. Departments would need to restructure their courses for students entering the preliminary, first or second stage in October 2010. Disaggregation could not take place for students entering an away year or final year in October 2010.
- iii) the following rule be rescinded with immediate effect:

"the mark for the second attempt/voluntary resit/repeat stage will count even where it is lower than the original mark."
- iv) that students in Stage One should be offered voluntary reassessment where appropriate but have the implications of carrying fails clearly explained to them. '

2. Variations to Rules of Assessment (S.M.69/10) and 73-75/10)

Resolved 'that the variations to the UG Rules of Assessment presented in *Annex B of the Undergraduate School Board report (S/10/09)* should be approved with effect from 2010/11.'

See Annex B below.

3. Variations to the PGT Rules of Assessment (S.M.73-75/10)

Resolved

- a) 'Professional Code of Conduct at East 15 Acting School that the changes to the Professional Code of Conduct at East 15 Acting School, as set out in GSB/09/50, be approved with effect from October 2009.
- b) LLM in European Business Law that, with effect from October 2009, the following variations for the LLM in European Business Law (Pallas) be approved:
 - i) To operate a 20/40 model for this programme
 - ii) To require students to take 200 credits and to make it a requirement for the award of the LLM that students pass 200 credits
 - iii) To reduce the weighting for the dissertation from 60 credits to 40
 - iv) To delete clause 3.1.d that refers to condonement in the Rules of Assessment
 - v) To permit up to 60 taught credits to be reassessed
 - vi) To reduce the requirement for a merit and distinction to 7 and 8 respectively
- c) MA in The Foundations of Psychoanalytic Psychotherapy that, with effect from October 2009, the Rules of Assessment for the MA in The Foundations of Psychoanalytic Psychotherapy be amended to permit students who choose to leave with a Postgraduate Diploma to be awarded a Pass with Merit or Distinction (in accordance with the Rules of Assessment for a standalone Postgraduate Diploma).'

4. Exam Paper incidents main and resit boards (QAEC.M.133/09)

Resolved that specific exam incidents should be followed up in future. All incidents should be reported to the relevant Head of Department and investigated fully, with appropriate action taken.

5. Amendment to Higher Degree Regulations (S.M.72/10)

Resolved 'that the Higher Degree Regulations, regulation 4.68, be revised as follows with immediate effect (new text underlined):

'The examiners for a submission by published work shall declare the result of an examination for the degree of Doctor of Philosophy as 'pass', 'minor corrections to the summary', 'resubmission of published work on one further occasion only', 'MPhil', or 'fail'.'

6. Report on distant venue resit examinations 2008-09

Resolved 'that:

- i. students should be allowed to resit examinations at distant venues for modules from Departments across the University, subject to consultation with Heads of Department or their designate to ascertain module suitability for distant venue examination.
- ii. subject to i, above, students resident outside of Europe, Canada and the United States of America should be permitted to take resit examinations at a British Council office or an approved educational centre from September 2010, in the countries indicated below. A fee of £450 per student would be charged, regardless of number of resits to be taken.
Countries where resit examinations can normally be taken:

Bahamas (Ministry of Education), Bahrain, China, Cyprus, Hong Kong, India, Jamaica, Japan, Jordan, Kenya, Korea, Kuwait, Malaysia, Mauritius, Pakistan, Oman, Qatar, Singapore, Sri Lanka, Saudi Arabia, Sudan, Taiwan, Tanzania, Thailand, Trinidad and Tobago, Turkey, United Arab Emirates, Uganda, Yemen, Zambia.'

7. Future term dates (S.M.92/10)

Resolved 'that the term dates for the academic years 2020/21 to 2024/25 be approved as set out in paper S/10/19.'

See below.

Rachel Lucas
Assistant Registrar (Quality)

CIRCULATION

FOR ACTION:

Heads of Department/School
Directors of
Human Rights Centre
Interdisciplinary Studies in the Humanities
Centre for Psychoanalytic Studies
Study Abroad Office
Centre for Theoretical Studies
Departmental Administrators (including Centres listed above)

FOR INFORMATION:

Vice-Chancellor
Pro-Vice-Chancellors
Deans
Academic Registrar
Faculty Managers
Academic Officers

**PROCEDURES FOR DEALING WITH PROSPECTIVE STUDY ABROAD
STUDENTS WITH A DISCIPLINARY RECORD OR ACADEMIC OFFENCE**

October 2009

In line with the University's established policy, where a student has a disciplinary record following a disciplinary sanction imposed by either the Proctor or a Disciplinary Committee the student shall, by default, not be permitted to undertake study abroad as a component of a degree course.

Students whose disciplinary record disallows them from studying abroad may ~~make a case~~ appeal, in writing, to the Disciplinary and Membership Officer, setting out the reasons why, despite the disciplinary record, a period of study abroad should be permitted.

Following receipt of the student's request, the Disciplinary and Membership Officer shall review the case and decide whether the student may be permitted to study abroad. When making the decision, ~~it is at the discretion of the Disciplinary and Membership Officer to consult any relevant member of the University, including the student's academic department and the Proctor's office.~~ the Disciplinary and Membership Officer shall consult the student's Head of Department/School/Centre, the Proctor's office and any relevant member of the University.

The purpose of the consideration of the case by the Disciplinary and Membership Officer is to decide solely whether study abroad is appropriate in the context of the student's disciplinary record, not to review the original disciplinary decision and/or sanction.

Following consideration of the student's request, the Disciplinary and Membership Officer shall inform the student in writing either granting permission for the period of study abroad, or explaining why permission has not been granted.

If the Disciplinary and Membership Officer believes that the decision to prevent the student from studying abroad should be upheld, or feels unable to make a decision, the case shall be referred automatically to a Committee drawn from members of the Disciplinary and Membership Panel.

The Committee shall consist of two appointed members of the Disciplinary and Membership Panel (who shall constitute a quorum) and one student member of the University from the standing panel of students appointed to sit on Disciplinary and Membership committees. Members of the Panel will be selected from appointed members who are from departments other than the one in which the student is registered.

The Academic Registrar or his/her nominee will act as Secretary to the Committee and will circulate in advance background information for consideration at a meeting of the Committee.

The Committee's terms of reference are:

- To consider requests from students whose disciplinary record prohibits them from a period of study abroad; and
- To determine whether, in light of the student's disciplinary record, the prohibition should be upheld or overturned.

The Committee would not normally seek to interview the student, but is free to request such an interview, to request additional documentation or to consult any person it sees fit before reaching its decision.

The Committee Secretary will prepare a report of the Committee's deliberations which will constitute the formal record of the case.

The Committee Chair will write to the applicant to inform him/her of the outcome of the Committee. In the event that the prohibition to study abroad is upheld, a copy of the Committee's report will be sent to the student.

The Committee's decision will be final and no further appeal will be permitted.

After a case has been completed, all correspondence and documents relating to the student's request will be held in a confidential file.

Academic Offences

Students who are prevented from studying abroad because of academic offences should appeal in writing to the Dean of the relevant faculty, setting out the reasons why, despite the academic offence(s), a period of study abroad should be permitted.

If the Dean believes that the decision to prevent the student from studying abroad should be upheld, or feels unable to make a decision, the case shall be referred automatically to a Committee drawn from members of the Academic Offences Panel. The procedure is the same as that detailed above for disciplinary offences.

The Committee's decision will be final and no further appeal will be permitted.

**Cassandra Sayer
Student Discipline Office**

October 2009

Variations to Rules of Assessment

1. Department of Mathematical Sciences

The Department of Mathematical Sciences has just gained approval from the Faculty Board to introduce 4-year versions of most of its degree programmes in Oct 2010. They will involve a third year spent in the US. We need to apply the same variation to the Rules of Assessment as is currently applied to the existing BSc Mathematics with a Year in the US course. The courses are:

Accounting and Mathematics with a year in the USA - GN1K
Computing and Mathematics with a year in the USA - GG1L
Economics and Mathematics with a year in the USA - LG1C
Finance and Mathematics with a year in the USA - GN1H
Management and Mathematics with a year in the USA - NG2C
Management with Mathematics with a year in the USA - N2GC
Management, Mathematics and Economics with a year in the USA - LGN0
Mathematics and Biology with a year in the USA - GC1C
Mathematics and Humanities with a year in the USA - GV1X
Mathematics for Secondary Teaching with a year in the USA - GX11
Mathematics with Computing with a year in the USA - G1G4
Mathematics with Economics with a year in the USA - G1LC
Mathematics, Cryptography and Network Security with a year in the USA - GGC4

Variations to the Rules of Assessment

For all courses involving a year in the US:

Stage One

In order to progress from Stage One to Stage Two, students must obtain a minimum average year mark of 53. The Board of Examiners may only permit students to be reassessed in a maximum of 60 credits if this year mark is not achieved at the first attempt.

Stage Two

Students must **pass every module at the first attempt** .

For two particular schemes, we need slight further variations: again these are variations which already exist for the “non-USA” version of these two degrees.

For **BSc Mathematics for Secondary Teaching with a year in the USA**

Stage Three

In addition to the standard requirements for progress, the MA832 project must be passed.

Students who do not pass MA832 , but otherwise meet the conditions for passing the BSc Mathematics, may be considered for the award of the BSc in Mathematics.

For **BSc Mathematics and Humanities with a year in the USA**

In addition to the normal progression requirements students must also achieve:
40% in both coursework and examination for CS101 The Enlightenment.
40% in both coursework and examination for the first year Humanities option.

2. Department of Biological Sciences: Final year research project: proposal for 45 credit module

Last year the Department of Biological Sciences introduced 15 credit compulsory Research Skills modules, linked to the existing compulsory 30 credit Research Project modules run in the Department. These new Research Skills modules were developed in order to maintain the weighting of the research project within our courses following the changes to the Rules of Assessment.

The department requests permission to consolidate these two modules into a 45 credit Research Project.

Term Dates 2020/21 to 2024/2025

Recommended to Senate:

that term dates for academic years 2020/21 to 2024/2025 be approved as set out below:

2020/2021

Autumn term	Thursday 8 October 2020 – Friday 18 December 2020
Spring term	Monday 18 January 2021 – Friday 26 March 2021
Summer term	Monday 26 April 2021 – Friday 2 July 2021
	Easter Day Sunday 4 April 2021

2021/2022

Autumn term	Thursday 7 October 2021 – Friday 17 December 2021
Spring term	Monday 17 January 2022 – Friday 25 March 2022
Summer term	Monday 25 April 2022 – Friday 1 July 2022
	Easter Day Sunday 17 April 2022

2022/2023

Autumn term	Thursday 6 October 2022 – Friday 16 December 2022
Spring term	Monday 16 January 2023 – Friday 24 March 2023
Summer term	Monday 24 April 2023 – Friday 30 June 2023
	Easter Day Sunday 9 April 2023

2023/2024

Autumn term	Thursday 5 October 2023 – Friday 15 December 2023
Spring term	Monday 15 January 2024 – Friday 22 March 2024
Summer term	Monday 22 April 2024 – Friday 28 June 2024
	Easter Day Sunday 31 March 2024

2024/2025

Autumn term	Thursday 3 October 2024 – Friday 13 December 2024
Spring term	Monday 13 January 2025 – Friday 21 March 2025
Summer term	Tuesday 22 April 2025 – Friday 27 June 2025
	Easter Day Sunday 20 April 2025
	*term starts on Tuesday, as Monday is a Bank Holiday ¹

Richard Stock
Deputy Academic Registrar

¹In June 2000, the Vice-Chancellor's Advisory Group determined that the standard pattern of 10 week teaching terms and four week Christmas and Easter breaks should be maintained regardless of the date of Easter. In years when Good Friday falls at the end of the spring term, the term will end on a Thursday. In years when Easter Monday falls at the beginning of the summer term, the term will start on a Tuesday.