AMENDMENTS TO UNIVERSITY ORDINANCES & REGULATIONS FOR THE
2016/2017 EDITION (ie amendments approved by Senate during 2015/16)

ORDINANCES

Insert asterisk at end of Ordinance 1.2 to indicate the following footnote (to be inserted at bottom of page):

* Note: Special arrangements apply to the Board of Studies for Natural Sciences. Please contact the Secretary of the Board for details.

REGULATIONS

1. Regulation 2: Delete “Code of Practice on Research Degrees” and substitute “Policy on Research Degrees” in Regulations 2.3a and b, 2.6a, 2.7.1, 2.7.3e, 2.7.4d, 2.7.5, 2.7.8a, and 2.7.9
2. Regulation 2.1d: Delete “*This requirement to successfully complete the University Online Research Integrity Tutorial does not apply to students on validated programmes”
3. Regulation 2.3a: Delete “and the Degrees of MPhil, PhD and EngD. [Additional guidance notes can be found in the Notes of guidance for students, supervisors and examiners and Guidelines on the MA/MSc by Research].”
4. Regulation 2.3a: Delete “Registry Services” and substitute “York Graduate Research School”.
5. Regulation 2.3a: Delete “under Information for Research Students”
6. Regulation 2.3c: Delete “Senate” and substitute “York Graduate Research School”
7. Regulation 2.3f(i): Insert “during designated periods of study. All paid employment undertaken by a student (including ‘on-call’ hours where a student is not actively engaged in work but where they have to be in a particular place) count towards the twenty hour maximum limit.” after “per week”
8. Regulation 2.3f(i): Delete “University Teaching Committee” and substitute “York Graduate Research School”
9. Regulation 2.3f: Insert new bullet point “(ii)” starting with “Exceptions to these requirements”
10. Regulation 2.3f(ii): Insert “Such exceptions may not be made of students studying on a Tier 4 (General) visa” after “programme of study”
11. Regulation 2.3f(ii): Renumber as Regulation 2.3f(iii)
12. Regulation 2.3: Insert “(g) Sponsored international students studying on a Tier 4 visa must comply with the conditions of their visa and with the University’s attendance management policy for sponsored international students for the period of their enrolment” after clause “f”
13. Regulation 2.3 (Powers of Boards of Studies): Delete “Senate” and substitute “the York Graduate Research School” in the first and third bullet points
14. Regulation 2.4a: Delete “normally” and substitute “who is”
15. Regulation 2.4d: Delete “term” and substitute “quarter”
16. Regulation 2.4e: Delete “Appeals against the appointment of a supervisor are heard in the first instance by the relevant Board of Studies. Special Cases Committee hears appeals against the outcome of the Board of Studies’ decision”
17. Regulation 2.4 (Powers of Boards of Studies): Delete “Senate” and substitute “the York Graduate Research School”

18. Regulation 2.5b: Delete “Students are responsible for seeing approval for absences at other times from their supervisor or, in the supervisor’s absence, the Chair of the Board of Studies concerned.”

19. Regulation 2.5c: Delete “will usually equate to University terms” and substitute “will incorporate the full calendar year, excluding bank holidays and the University end of year closure. Students may request to have a period excluded as a period of study at any point during the year as annual leave, but only with the permission of their supervisor or the Chair of Board of Studies, and to a maximum of 30 days in any given academic year”

20. Regulation 2.5e: Insert “of fewer than five days” after “attendance requirements”

21. Regulation 2.5e: Delete “or other”

22. Regulation 2.5e: Delete “set out in the Mitigating Circumstances Policy”

23. Regulation 2.5e: Insert “Students seeking exemptions of longer than five days must follow either the procedure for authorised absence for periods up to 60 days, or Leave of absence.” at the end of the regulation.

24. Regulation 2.5 (Powers of Boards of Studies): Delete “, where these do not correspond with University Terms” in the second bullet point and substitute “where these differ from the definition in Regulation 2.5c”

25. Regulation 2.5 (Powers of Boards of Studies): Insert “beyond those required in the Policy on Research Degrees” in the third bullet point

26. Regulation 2.5 (Powers of Boards of Studies): Delete “Senate in accordance with the Mitigating Circumstances Policy” and substitute “Special Cases Committee”

27. Regulation 2.6b: Delete “appropriate Board of Studies and referred to”

28. Regulation 2.6b: Delete “where there is no satisfactory resolution”

29. Regulation 2.6c: Delete “the end of their first thesis Advisory Panel meeting” and substitute “their first formal review of progress or thesis submission (whichever comes first)”

30. Regulation 2.6c: Delete “and 6.5c”

31. Regulation 2.6 (Powers of Boards of Studies): Delete “Senate” and substitute “York Graduate Research School” in the first bullet point

32. Regulation 2.6 (Powers of Boards of Studies): Delete “Senate” and substitute “the Vice Chancellor” in the second bullet point

33. Regulation 2.7.1: Delete “and” and insert “MA or MSc by Research” after EngD

34. Regulation 2.7.1: Insert “For the awards of MPhil, PhD and EngD, a student must additionally” between a and b

35. Regulation 2.7.2: Delete “(MPhil, PhD and EngD) and Dissertations (MA/MSc by research)”

36. Regulation 2.7.2a: Delete “and dissertations”

37. Regulation 2.7.2b: Delete regulation 2.7.2b

38. Regulation 2.7.2: Renumber 2.7.2c-f as Regulation 2.7.2b-e

39. Regulation 2.7.2c (original numbering): Insert “Standing Committee on Assessment with the support of” before “Board of Studies”

40. Regulation 2.7.2d (original numbering): Delete “one year of the end of the normal period of enrolment” and substitute “the maximum period of enrolment for their specific research degree programme, as set out in the Policy on Research Degrees.

41. Regulation 2.7.2d (original numbering): Delete “mitigating circumstances apply” and substitute “they take an approved Leave of Absence or have appropriate grounds for extension”.

42. Regulation 2.7.2d (original numbering): Insert “exceptional” after “hampered by”
43. Regulation 2.7.2d (original numbering): Insert “circumstances” after “medical or personal”
44. Regulation 2.7.2d: (original numbering): Delete “unexpected” and substitute “exceptional” before “circumstances arising from employment”
45. Regulation 2.7.2d (original numbering): Delete “for which” and substitute “. In each case,”
46. Regulation 2.7.2d (original numbering): Delete “can” and substitute “must”
47. Regulation 2.7.2e (original numbering): Delete “Code of Practice on Research Degrees” and substitute “on the York Graduate Research School website”
48. Regulation 2.7.2f (original numbering): Insert “without proper acknowledgement of the work and any award which was granted for it” at the end of the regulation
49. Regulation 2.7.2 (Powers of Boards of Studies): Delete “or the extension of the submission deadline for the thesis” and substitute “of the thesis”
50. Regulation 2.7.2 (Powers of Boards of Studies): Delete “mitigating” and substitute “exceptional”
51. Regulation 2.7.3c: Insert “Academic, Research, or Teaching” before the first mention of “staff”
52. Regulation 2.7.3c: Insert “in accordance with the Policy on Research Degrees” at the end of the first sentence.
53. Regulation 2.7.3c: Delete “Senate” and substitute “the Standing Committee on Assessment”
54. Regulation 2.7.3 (Powers of Boards of Studies): Delete bullet point 2
55. Regulation 2.7.3f: Delete “Exemptions from this requirement may only be made by Senate on the recommendation of the Board of Studies concerned. In such cases, two external examiners shall be appointed in addition to the internal examiner”
56. Regulation 2.7.4a: Insert “Standing Committee on Assessment on behalf of” before “Senate”
57. Regulation 2.7.4e: Delete “oral” before “examination”
58. Regulation 2.7.4e(ii) and (vi) and Regulation 2.7.8(a): Delete “minor”
59. Regulation 2.7.4e(ii): Insert “in not more than three months” before “to the satisfaction of the examiners”
60. Regulation 2.7.4e(ii): Insert “(in the case of Masters by Research this correction period should not exceed one month)” at the end of the sentence
61. Regulation 2.7.4e(iii): Insert “(in the case of a Masters by Research, this referral period should be not less than one month, and not more than three months)” at the end of the first sentence
62. Regulation 2.7.4e(v), (vi) and (vii): Insert “or Masters by Research” after MPhil
63. Regulation 2.7.4e(vi): Insert “in not more than three months for an MPhil and not more than one month for a Masters by Research” after “thesis”
64. Regulation 2.7.4e(vii): Insert “or no more than three months and no less than one month for a Masters by Research” after MPhil
65. Regulation 2.7.6: Delete “Mitigating” and substitute “Exceptional” in title
66. Regulation 2.7.6: Delete “a mitigating circumstances claim” in the second sentence, and substitute “an extension request”
67. Regulation 2.7.7: Delete “Thesis Panel” in the second paragraph, and substitute “formal review of progress or thesis submission (whichever comes first)”
68. Regulation 2.7.7: Delete “This requirement to successfully complete the University’s Online Research Integrity Tutorial does not apply to students on validated programmes”
69. Regulation 2.7.7 (Powers of Boards of Studies): Delete “Senate” in the second bullet point and substitute “Vice Chancellor”
70. Regulation 2.7.8c: Delete “are required to obtain and present clearance that all of their obligations to the University Library have been met” and substitute “must make adequate arrangements to reconcile any tuition-related debts to the University.
71. Regulation 2.7.8d: Delete “Academic Registrar” and substitute “University”
72. Regulation 2.7.9: Delete “The author may request that the University Library withhold access and that none of the material contained in it should be reproduced, for a period not exceeding two years from the date on which it was deposited with the University.”
73. Regulation 2.7.9: Insert “Details on the policy on embargo of theses can be found in the Policy on Research Degrees. Information on Intellectual Property can be found in Regulation 12” at the end of the second paragraph.
74. Regulation 2.8: Delete “Further” before “Guidance relating to academic appeals”
75. Regulation 2.8.1b: Delete “the” before “academic judgement”
76. Regulation 2.8.1b: Delete “of examiners or of the members of a thesis advisory panel”
77. Regulation 2.8.2: Delete “reached by a Board of Studies or Thesis Advisory Panel” and substitute “made by or on behalf of a Board of Studies”
78. Regulation 2.8.2(a): Insert “or for a lesser award” after “re-examination for the award”
79. Regulation 2.8.2d: Delete “including confirmation of a student’s enrolment for the degree of PhD or EngD” and substitute “resulting in”
80. Regulation 2.8.2d: Delete “suspension” and substitute “termination”
81. Regulation 2.8.2f: Insert “(f) A decision taken by Special Cases Committee or their nominee, not to uphold recommendations of the Board of Studies to grant leave of absence, repeat study, programme extensions or other exceptions to programme specifications and enrolment requirements that fall under Special Cases Committee’s remit”
82. Regulation 2.8.3c: Delete “SCC” and substitute “Special Cases Committee”
83. Regulation 2.9a: Renumber as 2.9a(i)
84. Regulation 2.9b: Renumber as 2.9a(ii)
85. Regulations 2.9c&d: Re-letter as 2.9b&c
86. Regulation 2.9.1 and 2.9.6(a): Delete “graduate school board” and substitute “Graduate School Board” throughout
87. Regulation 2.9.2: Delete “University Teaching Committee” and substitute “Standing Committee on Assessment”
88. Regulation 2.9.6: Insert “and academic standard” after “quantity”
89. Regulation 2.9.6d: Delete “at http://www.york.ac.uk/admin/gso/exams/thesis/requirements.htm” and substitute “on the YGRS website”
90. Regulation 2.9.7a: Delete “University Teaching Committee” and substitute “Standing Committee on Assessment”
91. Regulation 2.9.7b: Delete “University Teaching Committee” and substitute “Standing Committee on Assessment”
92. Regulation 3: Delete the text of the preamble. Substitute “This regulation governs taught programmes leading to University Awards.”
93. Regulation 3 (Preamble): Insert “These regulations apply to all undergraduate and taught postgraduate students enrolled on undergraduate programmes from 2010, and taught postgraduate programmes from 2011. Students who commenced programmes prior to these dates are bound by the regulations in place when they began their programme. Details of awards of the University are given in Appendix 1”
94. Regulation 3 (Preamble): Insert “Programme specifications for all programmes are available from relevant departments”
95. Regulation 3d: Delete “(this applies to Category 2 students)”
96. Regulation 3e: Delete “online” and substitute “Online”
97. Regulation 5.1: Delete “For programmes governed by the new modular scheme requirements” and substitute “Requirements for individual programmes”
98. Regulation 5.2: Delete “relating to the new modular scheme- Category 2 students” and substitute “relating to taught students”
99. Regulation 5.2: Delete “These regulation relate to awards for taught programmes of study governed by the new modular scheme”
100. Regulation 5.2c and g: Delete “there are not mitigating circumstances” and substitute “no exceptional circumstances claim has been accepted”
101. Regulation 5.2g: Delete “will be discontinued” and substitute “will be deemed to have failed their intended award”
102. Regulation 5.2h: Insert “progression and” after “Candidates for”
103. Regulation 5.2h: Insert “for each stage” after completion of assessments
104. Regulation 5.2h: Insert “that the candidate be allowed to progress to the following stage of their intended award” as a new item after Regulation 5.2h(iii)
105. Regulation 5.2h: Insert “that the candidate be allowed to progress to the following stage of a lesser or alternate award” as a new item after Regulation 5.2h(iii)
106. Regulation 5.2h: Rename Regulation 5.2h(iv)ff.
107. Regulation 5.2h(v) (original numbering): Delete “mitigating” and substitute “exceptional”
108. Regulation 5.2h(v) (original numbering): Insert “allowing the student to sit some or all assessment in a stage ‘as if for the first time’, or” before “the granting of an aegrotat award”
109. Regulation 5.3: Delete the text of Regulation 5.3 and substitute “There is no longer a spate set of regulations for undergraduate programmes commenced prior to 2010/11. In order to avoid changing the number of regulations 5 to 13 and to all document that refer to them, we not in the publication of the regulations that there is no Regulation 5.3. Previous versions of the regulations are available from the archive.”
110. Regulation 5.4: Delete the text of Regulation 5.4 and substitute “There is no longer a spate set of regulations for taught postgraduate programmes commenced prior to 2011/12 (or programmes in the Electronics Department prior to 2012/3, which adopted modularisation in that year). In order to avoid changing the number of regulations 5 to 13 and to all document that refer to them, we not in the publication of the regulations that there is no Regulation 5.4. Previous versions of the regulations are available from the archive.”
111. Regulation 5.5b: Delete “Accreditation” and substitute “Recognition”
112. Regulation 5.5c: Delete Regulation 5.5c
113. Regulation 5.5d-k: Re-letter Regulation 5.5 d-k to c-j
114. Regulation 5.5d (original numbering): Delete “Student who do not submit such assessed work at the required location, date and time may not be given a reassessment opportunity”
115. Regulation 5.5f (original numbering): Delete “and will not be given a reassessment opportunity”
116. Regulation 5.5h (original numbering): Delete “mitigating” and substitute “exceptional”
117. Regulation 5.5, Powers of Boards of Studies: Insert “Additional” before “assessment opportunities”
118. Regulation 5.5, Powers of Boards of Studies: Delete “Category 2”
119. Regulation 5.6: Delete “Mitigating” and substitute “Exceptional” throughout.
120. Regulation 5.6: Insert “affecting assessment” after “circumstances” throughout.
121. Regulation 5.6: Delete “and Procedure” in the second sentence and the final sentence of the Powers of Boards of Studies.

122. Regulation 5.6 (Powers of Boards of Studies): Delete “Mitigating Circumstances Committees” and substitute “Exceptional Circumstances Affecting Assessment Committees”

123. Regulation 5.7a: Delete “Thesis Advisory Panel” and substitute “formal review of progress or thesis submission (whichever comes first)”

124. Regulation 5.7d: Delete i-vi

125. Regulation 5.7d: Insert

(i) Plagiarise  
   i.e. present ideas, material, or scholarship sources form the work of another individual, group or entity, without sufficient acknowledgment

(ii) Collude  
   i.e. participate in a process whereby two or more students work together- without official approval- and share ideas, solutions or material in work submitted for assessment

(iii) Cheat  
   i.e. fail to comply with the rules of closed assessments (eg. by accessing unauthorised material in a closed assessment)

(iv.) Commission or incorporate unauthorised material  
   i.e. seek to gain advantage by incorporating material in work submitted for assessment that has been improved by, or commissioned, purchased or obtained from, a third party (e.g. family members, essay mille, or other students not taking the same assessment)

(v.) Fabricate  
   i.e. seek to gain advantage by incorporating falsified or fabricated material or data in work submitted for assessment or publication

(vi.) Personate  
   i.e. one, or both of, a) produce work for another student with the reasonable expectation that the incorporation of that work is intended to deceive an examiner, b) appear as another student in an assessment(s)

(vii.) Deceive the university as regards assessment
e.g. present fabricated or misleading evidence to gain advantage in assessment arrangements (e.g. adjustments for disabilities or exceptional circumstances affecting assessment claims) or in making research proposals

(viii.) Participate in Unethical Research Behaviour

i.e. unethical behaviour in the undertaking of research or in seeking funding, including the failure to obtain appropriate permission to conduct research, unauthorised use of information which was acquired confidentially, failure to acknowledge work conducting in collaboration, fraud, or misuse of research funds or equipment

126. Regulation 5.7e: Delete Regulation 5.7e
127. Regulation 5.8c: Delete “Academic Registrar” and substitute “University”
128. Regulation 6.1a: Insert “Prospective students between the ages of 16 and 17 will be admitted only where they can demonstrate the ability to live independently in the University community. If assessments of this ability are inconclusive, admission may be deferred.

Students who are under the age of 18 at the time of registration will be required to sign an undertaking with the University which outlines how the University will engage with them differently until they have reached the age of 18” at the end of the regulation.

129. Regulation 6.2b: Delete “Accreditation” and substitute “Recognition”
130. Regulation 6.2f: Insert “and voluntary work” after “Paid employment” both times in the first sentence, and in the final sentence.
131. Regulation 6.2f: Insert a clause number (i) before “Students” in the first sentence.
132. Regulation 6.2f: Insert “during designated period of study. All paid employment and voluntary work undertaken by a student (including ‘on-call’ hours where a student is not actively engaged in work but where they have to be in a particular place) count toward the twenty hour limit” after “per week” in the first sentence.
133. Regulation 6.2f: Insert a clause number (ii) before “Exceptions”
134. Regulation 6.2f: Insert “Such exceptions may not be made for students studying on a Tier 4 (General) student visa” after “employment closely related to the programme of study”
135. Regulation 6.2f: Delete “at the programme level” in the third sentence and substitute “for individual students”
136. Regulation 6.2f: Insert a clause number (iii) before “It shall be a condition of whatever arrangements”
137. Regulation 6.2: Insert “(h) Sponsored international students studying on a Tier 4 visa must comply with the conditions of their visa and with the University’s attendance management policy for sponsored international students for the period of their enrolment” after clause g
138. Regulation 6.2 (Powers of Boards of Studies): Delete “Accreditation” and substitute “Recognition”
139. Regulation 6.3: Delete “once” and substitute “twice”
140. Regulation 6.4c: Insert “, and include a summer term for student on taught postgraduate programmes”
141. Regulation 6.4e: Delete “follow the procedure set out in the Mitigating Circumstances Policy. This also includes a” and substitute “request authorised leave from their Board of Studies. Absences of up to 5 days can be requested through the”
142. Regulation 6.5(c): Delete “All students enrolled for a research degree […] 2.7.7”
143. Regulation 6.6 Title: Delete “Suspension of Enrolment” and substitute “Leave of Absence”
144. Regulation 6.6: Delete “suspend their enrolment” and substitute “take a leave of absence from their programme” in the first sentence
145. Regulation 6.6: Delete “suspend enrolment” and substitute “take a leave of absence” in the last sentence
146. Regulation 6.6 (Powers of Boards of Studies): Delete “suspension of enrolment” and substitute “leave of absence”
147. Regulation 6.6b: Delete “Adademic” and substitute “Academic”
148. Regulation 6.7.1: Insert “exercise of” between “the” and “academic judgement”
149. Regulation 6.7.1: Delete “of examiners”
150. Regulation 6.7.2c: Delete “suspension of studies” and substitute “leave of absence”
151. Regulation 6.7.2h: Delete “mitigating” and substitute “exceptional”
152. Regulation 6.7.2h: Insert “affecting assessment” before committees
153. Regulation 6.7.2i: Insert a regulation 6.7.2i
154. Regulation 6.7.2i: Insert “A student may also appeal against : (i) a decision taken by Chair’s action, by the Chair of Special Cases Committee or their nominee, not to uphold recommendations to grant leave of absence, repeat study, programme extensions or other exceptions to programme specifications and enrolment requirements that fall under Special Cases Committee’s remit”
155. Regulation 6.7.3a: Delete “occurred” and substitute “occurred”
156. Regulation 6.7.3c: Delete “the SCC” and substitute “Special Cases Committee”

Appendix 1: Insert MLaw (Master of Law) into list after MEnv (Master of Environment)
Regulation 2: Regulations for research degree awards

2.3 Enrolment requirements

(a) General research degree requirements, including the required periods of enrolment for awards, are specified in the Code of Practice on Research Degrees, Policy on Research Degrees, and the Degrees of MPhil, PhD and EngD. [Additional guidance notes can be found in Notes of guidance for students, supervisors and examiners and Guidelines on MA/MSc by research.] These publications are available on the Registry Services York Graduate Research School web pages under "Information for Research Support for Current Students".

(b) With the approval of Senate, prior learning and achievement relevant to the programme concerned may be recognised through the reduction of the period of enrolment. Parameters and procedures for this are specified in the Code of Practice on Research Degrees, Policy on Research Degrees.

(c) Specific programme requirements are as approved by the Senate-York Graduate Research School on the recommendation of the Board of Studies concerned. Programme requirements are specified in relevant departmental documents.

(d) Students enrolled for a research degree may not usually be enrolled at the same time for any other degree or qualification at this or another institution, unless such enrolment forms part of an approved programme of study involving another institution or institutions.

(e) Students are not permitted to count the same period of enrolment for the award of a research degree and a taught postgraduate degree.

(f) Paid employment

(i) Students on full-time research degree programmes may undertake a maximum of twenty hours of paid employment per week during designated periods of study. All paid employment undertaken by a student (including 'on-call' hours where a student is not actively engaged in work but where they have to be in a particular place) count towards the twenty hour maximum limit. This maximum is subject to any restrictions imposed by the student’s sponsor or funding body and the approval of his/her supervisor.
Exceptions to these requirements may be made by University Teaching Committee York Graduate Research School (at the programme level) or the Board of Studies (for individual students) on the recommendation of the Board of Studies or Supervisor respectively, for certain categories of employment closely related to the programme of study. Such exceptions may not be made for students studying on a Tier 4 (General) student visa.

It shall be a condition of any arrangements that are made regarding paid employment, residence and attendance that regular supervision will be provided for.

Sponsored international students studying on a Tier 4 visa must comply with the conditions of their visa and with the University’s attendance management policy for sponsored international students for the period of their enrolment.

Powers of Boards of Studies

- To recommend to the York Graduate Research School Senate research degree programme requirements for approval
- To recommend to Special Cases Committee any exceptions to the specified enrolment requirements, including the reduction of periods of enrolment
- To recommend to the York Graduate Research School Senate exceptions regarding paid employment.

2.4 Supervision

See also 2.3 on enrolment requirements

(a) Students on research degree programmes are allocated a supervisor, normally a who is member of University staff. An additional supervisor may be appointed where desirable. This may be a requirement of specified programmes.

(b) In the case of collaborative programmes, approval may be given for a supervisor (or additional supervisor) to be appointed from the collaborating institution or organisation. This may be a requirement of specified programmes.

(c) Students enrolled on the degree of EngD shall have at least two supervisors, one of whom must be a member of University staff. In addition, an industrial supervisor who is employed by the industrial organisation associated with the programme of study must also be appointed. The University may appoint a third supervisor, who may be a member of staff at another university.
(d) Students are required to attend supervisory meetings not less than twice a quarterterm. Requirements for more frequent meetings and/or for meetings with additional supervisors will be specified by the Board of Studies concerned.

(e) All supervisors for research degrees are appointed by the Board of Studies concerned. Appeals against the appointment of a supervisor are heard in the first instance by the relevant Board of Studies. Special Cases Committee hears appeals against the outcome of the Board of Studies’ decision.

### Powers of Boards of Studies

- To recommend to the York Graduate Research School Senate programme-level exceptions to supervisory requirements
- To approve the appointment of supervisors for individual students
- To specify acceptable alternatives to face-to-face supervisory meetings (for example, in the case of distance learning programmes).

### 2.5 Residence and attendance

*See also 2.3 on enrolment requirements*

(a) Research students should normally live within reasonable travelling distance of their designated place of instruction for the duration of designated periods of study. Where fieldwork constitutes part of a programme of study, the fieldwork location may be regarded as the designated place of instruction.

(b) Students may be absent from their designated place of instruction during periods of study provided they are not away at any time at which academic engagements, including thesis advisory panel meetings, have been arranged. Students are responsible for seeking approval for absences at other times from their supervisor or, in the supervisor’s absence, the Chair of the Board of Studies concerned.

(c) “Designated periods of study” will incorporate the full calendar year, excluding bank holidays and the University end of year closure. Students may request to have a period excluded as a period of study at any point during the year as annual leave, but only with the permission of their supervisor or the Chair of Board of Studies, and to a maximum of 30 days in any given academic year, will usually equate to University terms. Exceptions to this will be recorded as programme requirements in departmental documentation.

(d) Exceptions: distance learning programmes: Students on distance learning programmes are expected to demonstrate attendance through participation in all designated academic engagements.
(e) Exemptions: Students seeking exemptions from attendance requirements of fewer than five days for medical or other reasons should follow the procedure set out in the Mitigating Circumstances Policy. This includes a procedure for self-certification for short periods of absence due to ill-health. Students seeking exemptions of longer than five days must follow either the procedure for authorised absence for periods up to 60 days or Leave of Absence.

Powers of Boards of Studies

- To define designated places of instruction and/or placements
- To define designated periods of study, where these do not correspond with University terms, where these differ from the definition in Regulation 2.5c
- To define the academic engagements required for programmes of study beyond those required in the Policy on Research Degrees
- To define exceptions to attendance requirements in programme documentation
- To approve exemptions or recommend exemptions to attendance requirements to Senate in accordance with the Mitigating Circumstances Policy Special Cases Committee.

2.6 Progress and programme transfers

(a) Students must meet progression requirements as specified in the Code of Practice Policy on Research Degrees and in programme documentation. Students who fail to meet progression requirements will not be permitted to continue and their enrolment with the University may be terminated or, where permitted, transferred to another programme.

(b) Appeals against progression decisions should be made to the appropriate Board of Studies and referred to Special Cases Committee where there is no satisfactory resolution. Special Cases Committee will take account only of those mitigating circumstances that were disclosed to the Board of Studies at the appropriate time unless the student can demonstrate acceptable reasons for failure to disclose at that time.

(c) All students are required to complete successfully the online University Research Integrity Tutorial before the end of their first formal review of progress or thesis submission (whichever comes first) or their first Thesis Advisory Panel meeting as specified in Regulations 5.7 and 6.5(c). Failure to comply with this regulation may result in termination of enrolment with the University.
(d) Plagiarism detection software packages may be used at the University’s discretion to detect unfair practice in student submissions. As part of the academic community, students accept that work they submit for assessment may be submitted to these software packages. Further information relating to how such software is used can be found in the University’s Data Protection Statement, the Academic Integrity website and departmental handbooks.

(e) Procedures for investigating academic misconduct and the penalties applied where it has been committed are contained in Academic Misconduct: Policies, Guidelines and Procedures for all programmes of study.

(f) Requests to transfer enrolment: A student enrolled on a research degree programme may request a transfer to a different research degree where such degrees are available and provided that such transfer takes place before the dissertation, thesis or other final research is submitted.

Powers of Boards of Studies

- To specify programme progression requirements for approval by the York Graduate Research School Senate
- To recommend to the Vice Chancellor Senate the termination of enrolment of a research student.
- To consider requests for transfers of enrolment.

2.7 Assessment requirements

2.7.1 Introduction

Detailed assessment requirements and procedures for the award of research degrees are set out in the Code of Practice on Research Degrees Policy on Research Degrees. For the award of the degrees of MPhil, PhD, EngD, MA or MSc by Research a student must:

(a) present a thesis according to the requirements set out in 2.7.2 below, and

For the awards of MPhil, PhD and EngD, a student must additionally:

(b) present him/herself for an oral examination on the subject of his/her advanced study.

For research degree programmes, any further assessment requirements specified in programme documentation should be regarded as progression requirements.
2.7.2 Theses (MPhil, PhD and EngD) and Dissertations (MA/MSc by research)

(a) Word limits for theses and dissertations are prescribed by the Board of Studies concerned.

(b) Students must register their notify the Registrar and Secretary of their intention to present a thesis, together with the title of the thesis, not less than eight weeks before the date of presentation.

(c) Students who wish to submit a thesis more than three months before the end of the specified enrolment period for the award must seek approval from the Standing Committee on Assessment with the support of the Board of Studies concerned.

(d) Students are required to submit a thesis within one year of the end of the normal period of enrolment the maximum period of enrolment for their specific research degree programme as set out in the Policy on Research Degrees, unless mitigating circumstances apply they take an approved Leave of Absence or have appropriate grounds for extension. In such instances, extensions may be recommended by from the Board of Studies concerned for approval by Special Cases Committee. The extension shall not normally exceed two years. Extensions will be granted only in cases where the candidate’s work has been hampered by exceptional medical or personal circumstances or exceptional unexpected circumstances arising from employment. In each case for which supporting documentary evidence must can be made available.

(e) Requirements regarding the presentation and submission of theses and dissertations are set out in the Code of Practice on Research Degrees on the York Graduate Research School website.

(f) Students are not permitted to submit a thesis containing work that has already been submitted for the award of a degree or other qualification conferred at this or any other university without proper acknowledgement of the work and any award which was granted for it.

Powers of Boards of Studies

- To prescribe word limits for theses and dissertations.
- To make recommendations to Standing Committee on Assessment acting on behalf of Senate regarding early submission of the thesis or the extension of the submission deadline for the thesis.
- To make recommendations to Special Cases Committee regarding the late submission of theses and dissertations where mitigating exceptional circumstances apply.
2.7.3 Examiners

(a) Candidates for research degree awards, with the exception of any candidate referred to in paragraph (b) below, shall be examined by at least two and not more than three examiners. The number of examiners who are not members of the academic staff of the University shall always equal or exceed the number of those who are.

(b) In the case of candidates for jointly awarded research degrees the details of examiner membership must be clarified in the degree programme specification and approved by Senate.

(c) Any candidate for a research degree award who, at any time, during the five years prior to the date on which he/she submits his/her thesis or dissertation for examination, has been a member of Academic, Research or Teaching staff of the University shall normally be examined by at least two and not more than three examiners, two of whom shall not be members of the academic staff of the University in accordance with the Policy on Research Degrees. Exemptions from this requirement may only be made by Senate the Standing Committee on Assessment on the recommendation of the Board of Studies concerned.

(d) Candidates for jointly awarded research degrees shall be examined under arrangements approved by Senate, taking into account the provisions of paragraphs (b) and (c) above.

(e) Procedures for the appointment of internal and external examiners are set out in the Code of Practice on Research Degrees.

(f) A candidate’s supervisor shall not be appointed as the internal examiner. Exemptions from this requirement may only be made by Senate on the recommendation of the Board of Studies concerned. In such cases, two external examiners shall be appointed in addition to the internal examiner.

Powers of Boards of Studies

- To make recommendations to Standing Committee on Assessment acting on behalf of Senate on the appointment of internal and external examiners.
- To make recommendations to Standing Committee on Assessment acting on behalf of Senate.

2.7.4 Examinations

(a) No candidate shall be admitted to any examination unless s/he has satisfied the requirements laid down in the Ordinances and Regulations, or has been exempted from
any requirements by the **Standing Committee on Assessment, on behalf of** Senate on the recommendation of the Board of Studies concerned.

(b) Candidates for the award of the degrees of MPhil, PhD or EngD must present themselves for oral examination on the subject of their advanced study or research. Any exception to this requirement must be approved by the Standing Committee on Assessment acting on behalf of Senate on the recommendation of the Board of Studies and a special note on the circumstances in each individual case included in the Examiners’ report.

(c) An oral examination may be a specified programme requirement of an MA or MSc programme by research. Where not required by the programme, an oral examination may nevertheless be required for an individual candidate, at the discretion of the examiners, in order to ensure that the work submitted for examination is the candidate’s own or that the candidate meets the standards required for the degree.

(d) In cases of exceptionally poor presentation, the examiners may jointly recommend that a thesis shall be returned to the student for revision and resubmission prior to the oral examination, following the procedure set out in the **Code of Practice on Research Degrees**. The period allowed to remedy deficiencies in the presentation of the thesis shall not normally exceed one month.

(e) Following the oral examination the examiners may make one of the following recommendations:

(i) that the candidate be awarded the degree with no corrections to the thesis being required;

(ii) that the candidate be awarded the degree subject to minor corrections being made to the thesis in not more than three months to the satisfaction of the examiners. **(in the case of a Masters by Research, this correction period should not exceed one month)**;

(iii) that the thesis should be referred for resubmission, after a further period of no more than twelve and no less than three months. **(in the case of a Masters by Research, this referral period should be not less than one month, and not more than three months).** A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners. The examiners may require a further oral examination;

(iv) that no degree should be awarded.

In the case of submissions for the award of PhD, the examiners may also recommend:
(v) that the candidate should be awarded the degree of MPhil or Masters by Research with no corrections to the thesis being required;

(vi) that the candidate should be awarded the degree of MPhil or Masters by Research subject to minor corrections being made to the thesis in not more than three months for an MPhil, and not more than one month from a Masters by Research to the satisfaction of the internal or another of the examiners;

(vii) that the thesis should be referred for resubmission, after a further period of no more than twelve and no less than three months, for the degree of MPhil or no more than three months and no less than one month for a Masters by Research. A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners. The examiners may require a further oral examination.

**Powers of Boards of Studies**

- To determine whether students have fulfilled award and programme requirements to permit entry to University assessments and make recommendations to Standing Committee on Assessment acting on behalf of Senate.
- To make recommendations to Standing Committee on Assessment acting on behalf of Senate on exemptions or exceptions to such arrangements.

### 2.7.5 General assessment requirements

Students must follow all other examination requirements as set out in the Code of Practice on Research Degrees and the Policy on Research Degrees. Any student not complying with examination requirements may be deemed to have failed the assessment and may not be given a reassessment opportunity.

All materials submitted for assessment or forming part of an assessment process become the property of the University on receipt. The University may pass copies of assessment materials to third parties, but in so doing undertakes not to prejudice the rights, freedoms and legitimate interests of the student in accordance with relevant legislation.

The intellectual property contained in assessment materials remains with the originator, except where the provisions of Regulation 12.2 apply.

**Powers of Boards of Studies**

- To determine whether students have fulfilled award and programme requirements to permit entry to University assessments.
2.7.6 **Mitigating Exceptional circumstances**

Students are expected to attend scheduled examinations and submit theses and dissertations at the required time and date. If a student is unable to meet these requirements for good cause and would like this to be taken into account, s/he will need to submit a **mitigating circumstances claim** extension request with supporting evidence, in advance where possible, to the relevant Board of Studies for consideration by Special Cases Committee, which can approve an alternative assessment date. (see 2.7.2 above for time limits on extensions). Where medical, personal or compassionate circumstances interrupt a student's programme of study, and where they are unable to return and are unlikely to become able to return, the Board of Examiners may propose the award of an **aegrotat degree**, subject to the Policy included in the *Guide to Assessment, Standards, Marking and Feedback*.

2.7.7 **Academic misconduct**

*See also Regulation 5.7*

The University is committed to developing high standards of academic practice among its students and to safeguarding the standards of its academic awards. It regards any form of academic misconduct as an extremely serious matter. Procedures for investigating academic misconduct and the penalties to be applied where it has been committed are contained in *Academic Misconduct: Policies, Guidelines and Procedures for all programmes of study*.

All students enrolled for a research degree are required to complete successfully the University Research Integrity Tutorial before their first Thesis Panel Progression meeting formal review of progress or thesis submission (whichever comes first). Failure to comply with this regulation may result in termination of enrolment with the University.*

**Powers of Boards of Studies**

- To follow the requirements of Boards of Studies and examiners in relation to the marking of assessments and the application of any further penalties as set out in *Academic Misconduct: Policies, guidelines and procedures for all programmes of study*.
- To make recommendations to the Senate for the termination of a student’s enrolment or candidature for award in cases of severe or repeated cases of academic misconduct.

*This requirement to successfully complete the University’s online Research Integrity Tutorial does not apply to students on validated programmes.*
2.7.8 Granting of awards

(a) Research degrees will not be awarded or conferred until any minor corrections required by the examiners have been made to the satisfaction of the internal or another of the examiners, and until copies of the thesis or dissertation have been deposited in accordance with the requirements set out in the Code of Practice on Research Degrees.

(b) No student may represent him or herself as holding an award of the University of York until such time as that award has been granted to him or her.

(c) Before the receipt of an award parchment, all students are required to obtain and present clearance that all of their obligations to the University Library have been met. Students are required to make adequate arrangements to reconcile any tuition related debts to the University.

(d) Graduands will be presented for their degrees either in person, or in absentia, at a Congregation for the conferment of degrees. They are required to notify the Academic Registrar whether they intend to attend the Congregation.

(e) Students attending a Congregation of the University for the conferment of degrees or granting of other awards are required to wear the dress prescribed for the occasion.

2.7.9 Deposit and availability of theses and dissertations after examination

Copies of theses and dissertations must be deposited with the University as specified in the Code of Practice on Research Degrees. The Policy on Research Degrees. All theses and dissertations deposited shall normally be available for consultation and for reproduction (subject to normal conditions for acknowledgement). Details on the policy on embargo of theses can be found in the Policy on Research Degrees. Information on Intellectual Property can be found in Regulation 12. The author may request that the University Library withhold access and that none of the material contained in it should be reproduced, for a period not exceeding two years from the date on which it was deposited with the University.
2.8 Academic appeals

Further guidance relating to academic appeals for students on taught programmes of study is available in Regulation 6.7.

2.8.1 General principles regarding appeals

(a) Responsibility for considering or hearing appeals by students has been delegated by the Senate to the Special Cases Committee (SCC).

(b) Students may not appeal against the exercise of academic judgement of examiners or of the members of a thesis advisory panel.

(c) Students wishing to exercise their right of appeal against a decision or recommendation reached by a Board or Studies or Board of Examiners must follow the procedure set out in the Student Academic Appeals Procedure document.

(d) In order for the decision against which the appellant is appealing to be reconsidered, the Chair of Special Cases Committee, a nominated member of Special Cases Committee or nominated Case Officer, acting on behalf of the Senate, will reach a decision on whether or not grounds for appeal have been established. This may involve a call for further information from either the appellant or other party before a view is formed. The procedure and timescale to be followed by the Chair or their nominee is set out in the Student Academic Appeals Procedure document. Reasons will be stated where a decision that no grounds for appeal exist is reached.

(e) Where a student has also made a complaint under the University's complaints procedure and the outcome of that complaint might be relevant to consideration of an academic appeal, the Chair may decide that the appeal should be held in abeyance until consideration of the complaint under the complaints procedure has been completed in whole or in part.

(f) Only a student about whom a decision has been made can lodge an appeal against that decision; appeals by third parties are not normally accepted.
2.8.2 Recommendations or decisions against which an appeal may be considered

A student may appeal against the following decisions or recommendations reached by a Board of Studies or thesis advisory panel; made by or on behalf of a Board of Studies or thesis advisory panel:

(a) that the degree for which the student was enrolled should not be awarded, but that the student should be required to re-sit an examination or to revise and resubmit a thesis or dissertation for re-examination for the award or for a lesser award; and against the conditions on which such permission is given

(b) a decision relating to the application of the Academic Misconduct Policy and Procedures

(c) a recommendation that a student’s enrolment should be terminated or transferred to another programme on the grounds that the student has failed to meet or comply with the requirements of an external organisation in which training or education is undertaken, or of an appropriate professional or regulatory body

(d) a decision regarding student progression, including confirmation of a student’s enrolment for the degree of PhD or EngD, resulting in programme transfer or suspension or termination of studies.

(e) A recommendation that a student’s enrolment should be terminated on the grounds that the student’s performance is academically unsatisfactory, other than where triggered by failure of the programme or failure to progress.

“(f) A decision taken by the Chair of Special Cases Committee (or their nominee) not to uphold recommendations of the Board of Studies to grant leave of absence, repeat study, programme extensions or other exceptions to programme specifications and enrolment requirements that fall under Special Cases Committee’s remit

2.8.3 Grounds for appeal and circumstances in which hearings are held

(a) Students may appeal against a decision reached as a consequence of assessment (category 2.8.2 (a), (b), (c) or (d) above) only if:

(i) they believe that a procedural irregularity has occurred, or that the assessment was conducted unfairly or improperly; or
(ii) for good reason, relevant mitigating circumstances can be shown that could not reasonably have been brought to the attention of the examiners before a decision on academic performance was reached.

(b) An appeal against termination of enrolment, other than where triggered by failure of the programme or failure to progress, or an appeal arising out of academic misconduct, is always considered at a full meeting of the Special Cases Committee.

(c) In all other cases, an appeal will only be considered at a full meeting of the Special Cases Committee if, in the judgement of the Chair of the Special Cases Committee (or their nominee), a full meeting is necessary to resolve the issues which cannot be resolved with reference to the appeal documentation.

2.8.4 Procedures for consideration of appeals

(a) All procedures concerning student appeals are set out in the Student Academic Appeals Procedure document.

(b) The Student Academic Appeals Procedure consists of two formal stages. Formal appeals are considered in the first instance by members of the Special Cases Committee appointed by the Chair or, where appropriate, a Case Officer. Students who are dissatisfied with the initial outcome of their appeal have a further right of appeal to a review by the Chair or nominated deputy.

(c) Student appeals are considered by members of the Special Cases Committee or Case Officers who are not members of the same department as the student concerned and who have had no prior involvement in the consideration of the appeal.

(d) Appellants will always be provided with the reasons for decisions reached regarding their appeal.

2.8.5 Outcomes of an appeal

When both formal stages of the University's appeals procedures have been exhausted, students who remain dissatisfied with the outcome of an appeal lodged under this Regulation may be able to make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA). Further information about the OIA is available on the website [www.oiahe.org.uk](http://www.oiahe.org.uk).
2.9 Regulations for PhD by publication

The degree of Doctor of Philosophy by Publication may be conferred by the University. To be admitted under these regulations a candidate shall:

(a) have held a relevant first degree of this or of another university approved by the Senate for this purpose, or a qualification recognised by the Senate as equivalent, for at least four years before registering the intention to submit for the degree; or

(b) have held a relevant masters degree of this or of another university approved by the Senate for this purpose, or a qualification recognised by the Senate as equivalent, for at least three years before registering the intention to submit for the degree, and

(c) have held an appointment as a member of academic, research, administrative, library, computing or other related staff of the University for at least three years before registering the intention to submit for the degree, and

(d) have presented work which has satisfied the examiners and which contains a substantial original contribution to knowledge or understanding.

2.9.1

A person wishing to submit work for the award of this degree shall first seek permission from the Graduate School Board of the department concerned. If permission is given, the Graduate School Board shall appoint a member of staff as adviser. The adviser shall direct the preparation of the submission, including the writing of the integrative chapter that will accompany the publications. On the recommendation of the adviser, and with the approval of the Graduate School Board, the person may register an intention to submit work for the award of the degree.

2.9.2

Registration of an intention to submit must be made in writing to the Registrar and Secretary. Unless the University Teaching Committee on Assessment approves otherwise, the work will be submitted for examination not less than three months and not more than twelve months after registration of the intention to submit.
2.9.3

A significant proportion of the work submitted for the award of the degree shall have been carried out during the period of employment at the University and during the eight years immediately preceding the registration of intention to submit.

2.9.4

A candidate may not submit work that has already been submitted, by the candidate or by another person, for a degree in this or any other university, except where the previously submitted work is explicitly identified, in a declaration signed by the candidate, as preliminary work from which the remaining work submitted has developed. The candidate must identify his/her contribution to the previously submitted work.

2.9.5

Where co-authored works are submitted, the candidate must provide a written statement, signed by the candidate and by one or more of the major contributory co-authors, specifying the candidate's individual contribution and the conditions and circumstances in which the work was carried out.

2.9.6

The work submitted shall be comparable in quantity and academic standard to that submitted by a candidate for the degree of PhD by thesis, and

(a) shall have already appeared in print, or shall have been accepted for publication and be accompanied by an official, final acceptance which indicates that no further revision is required, or shall have been published on the website of the journal concerned in advance of publication in printed form. The evidence of acceptance for publication must be satisfactory to the departmental Graduate School Board concerned and to the examiners;

(b) shall normally comprise a research monograph, one or more authored books or papers in refereed journals, or musical compositions. The inclusion of some material in the form of chapters in edited books shall be permitted;

(c) shall be accompanied by an integrative chapter, not exceeding 10,000 words, which summarises the aims, objectives, methodology, results and conclusions of all the work submitted, and explains how it forms a coherent body of work and makes an original contribution to knowledge or understanding. The integrative chapter will also specify the candidate's contribution to the work submitted;
(d) Two copies of the work should normally be submitted. The work will be in the form specified in the University's requirements for the presentation and binding of theses and dissertations, which are available on the YGRS website at http://www.york.ac.uk/admin/gso/exams/thesis/requirements.htm

2.9.7

Every candidate for the degree shall be examined by at least two and not more than three examiners, two of whom shall not be members of the academic staff of the University.

(a) Every candidate for the degree of PhD is required to present himself/herself for oral examination on the subject of his/her submitted work and on matters relevant to it, unless approval to dispense with the oral examination has been granted by the examiners and the Standing Committee on Assessment. Wherever such dispensation is approved, the examiners must include a special note on the circumstances of each individual case in their report to the Senate.

(b) If the examiners are of the opinion that a candidate examined by them has not attained the standard required for the degree, they may at their discretion recommend:

(i) the reference for resubmission of the integrative chapter, after a further period of not more than twelve nor less than three months; and/or the submission of additional work, within a period to be proposed by the examiners and approved by the University Teaching Committee; or

(ii) that the degree of MPhil be conferred upon the candidate; or

(iii) that no degree be awarded.

Regulation 3: Regulations for awards relating to taught programmes of study

Taught postgraduate, undergraduate or graduate

Preamble

This regulation governs taught programmes leading to University awards.
It distinguishes between two types of students:

- **Category 1 students**
  All undergraduate students enrolled at the University prior to Autumn 2010 and taught postgraduate students enrolled prior to Autumn 2011 in programmes which are not operating under the new modular scheme.

- **Category 2 students**
  These regulations apply to all undergraduate and taught postgraduate students enrolled at the University, in programmes operating under the new modular scheme on undergraduate programmes from 2010, and taught postgraduate programmes from 2011. Students who commenced programmes prior to these dates are bound by the regulations in place when they began their programme.

Details of awards of the University are given in Appendix 1. Details of all programme specifications for programmes under the new modular scheme studied by Category 2 students will be available shortly.

Programmes for Category 2 students studying within the new modular scheme have new module codes (e.g. ECO00001C) where the first three letters identify the department and the last letter identifies the module level. Modules with this coding carry a 40% pass mark.

Category 1 students, who are studying on programmes in the previous modular scheme, have module codes (e.g. 2010015) that carry the 35% pass mark.

Programme specifications for all these programmes are available from relevant departments.

**Awards**

In order to qualify for such awards, students must:

(a) Meet the specified entry requirements

(b) Pursue the programme of study prescribed for the specified period of enrolment

(c) Comply with supervision, residence and attendance requirements (see 6.3 and 6.4 below)

(d) Meet credit requirements specified for each stage of the programme and for the final award (this applies to Category 2 students)

(e) Fulfil all other progression and programme requirements specified, including successful completion of the University online Online Academic Integrity Tutorial.
(f) Pay such fees or other sums as may be prescribed

(g) Meet the specified assessment and examination requirements.

Failure to meet the requirements set out in (a) to (g) above may result in a student not being permitted to progress or enter for assessments or examinations for the specified award.

Powers of Boards of Studies

- To make recommendations to Standing Committee on Assessment acting on behalf of Senate for the granting of awards.
- To make recommendations to Standing Committee on Assessment acting on behalf of Senate for any exceptions to these requirements.

Regulation 5: Regulations on assessments

- 5.1 Introduction
- 5.2 Assessment regulations relating to the new modular scheme – Category 2 taught students
- 5.3 Assessment regulations for undergraduate awards prior to the new modular scheme – Category 1 students
- 5.4 Assessment regulations for awards relating to taught postgraduate programmes prior to the new modular scheme – Category 1 students
- 5.5 General assessment requirements
- 5.6 Mitigating Exceptional Circumstances affecting Assessment
- 5.7 Academic misconduct
- 5.8 Granting of awards

5.1 Introduction

Detailed assessment policies and procedures for all taught programmes are specified in the Guide to Assessment, Standards, Marking and Feedback.

Specific programme requirements relating to assessment are as approved by the University Teaching Committee on the recommendation of the Board of Studies.
For programmes governed by the new modular scheme, requirements for individual programmes are detailed in programme specifications.

### 5.2 Assessment regulations relating to taught students relating to the new modular scheme – Category 2 students

These regulations relate to awards for taught programmes of study governed by the new modular scheme.

(a) Every module is summatively assessed using the appropriate mark scale. Credit for the module is awarded on passing a module’s assessment(s). In defined circumstances, credit may be awarded for failed module(s) where the failure is compensated by achievement in other modules. Mark scales and requirements for the award of credit are set out in the Guide to Assessment, Standards, Marking and Feedback.

(b) Stage requirements must be met before a student is permitted to progress to the next stage.

(c) Where a student has failed modules as a result of failed or missed assessments, and there are no mitigating circumstances no exceptional circumstances claim has been accepted (see Regulation 5.6), and the stage requirements cannot be met, defined re-assessment opportunities are permitted on one occasion only. Re-assessment is defined as an opportunity to redeem failure for the award of credit to meet progression or award requirements. Re-assessment opportunities at each stage of every award are defined in the Guide to Assessment, Standards, Marking and Feedback.

(d) Re-assessment opportunities may not be offered for some modules. Such modules must be clearly identified in programme specifications, as approved by the University Teaching Committee.

(e) Compensation may not be available in relation to some modules (for example, to meet the requirements of professional, statutory or regulatory bodies). Such modules must be clearly identified in programme specifications, as approved by the University Teaching Committee.

(f) Rules governing the assessment of learning that forms part of a programme of study but that takes place outside the University’s jurisdiction (for example, study abroad and work placements) are set out in the Guide to Assessment, Standards, Marking and Feedback.
Where a student cannot meet stage requirements through defined re-assessment opportunities and no mitigating circumstances claim has been accepted, (see Regulation 5.6), s/he will be discontinued. In such cases a student may be eligible for an alternative award.

Candidates for progression and awards will be considered by a Board of Examiners (see Ordinance 6) on the completion of assessments for each stage. Boards of Examiners may make one of the following recommendations:

(i) that the candidate be granted the intended award, having met the requirements as specified in the award and programme specification;

(ii) in the case of bachelors’ honours and integrated masters’ awards, the final award will be classified by the Board of Examiners in accordance with the scheme for classification as set out in the Guide to Assessment, Standards, Marking and Feedback. All other undergraduate awards are unclassified and awarded on a pass/fail basis;

(iii) in the case of taught masters’ degrees and postgraduate diplomas, the final award may be granted with merit or distinction, in accordance with criteria set out in the Guide to Assessment, Standards, Marking and Feedback. All other taught postgraduate awards are awarded on a pass/fail basis;

(iv) that the candidate be allowed to progress to the following stage of their intended award;

(v) that the candidate be allowed to progress to the following stage of a lesser or alternate award;

(vi) that the candidate be granted a lower volume award, having failed to meet the requirements for the intended award but met the requirements for a lower volume award;

(vii) that the candidate be granted re-assessment opportunities for the final stage of the programme as specified in the Guide to Assessment, Standards, Marking and Feedback;

(viii) where mitigating exceptional circumstances (see Regulation 5.6) apply, a range of options is available to the Board of Examiners including allowing the student to sit some or all assessments in a stage ‘as if for the first time’, or the granting of an aegrotat award. Full details are available in the Guide to Assessment, Standards, Marking and Feedback;

(ix) that no award be made.
Powers of Boards of Studies

- To specify in programme specifications modules for which compensation and/or re-assessment opportunities are not available, subject to the approval of University Teaching Committee.

5.3 Assessment regulations for undergraduate awards prior to the new modular scheme - Category 1 students

There is no longer a separate set of regulations for undergraduate programmes commenced prior to 2010/11.

In order to avoid changing the numbering of regulations 5 to 13 and to all documents that refer to them, we note in the publication of the regulations that there is no Regulation 5.3. Previous versions of the Regulations are available from the archive.

(a) Candidates for first degrees in subjects where they are required to pass assessments during the programme before proceeding to the remainder of the programme must pursue the appropriate course of study and satisfy the examiners in assessments as prescribed by the Board of Studies concerned.

(b) A candidate who has failed an assessment for medical or compassionate reasons may, on the recommendation of the Board of Examiners and Board of Studies concerned, be granted an opportunity to redeem failure by re-assessment in whole or in part on one subsequent occasion not more than one year later and, where relevant, will be eligible for the award of a classified result.

(c) A candidate who has failed an assessment without acceptable medical or compassionate reasons may, if the programme regulations allow and on the recommendation of the Board of Examiners and Board of Studies concerned, be granted an opportunity to redeem failure by re-assessment on one subsequent occasion not more than one year later. Such an opportunity may be provided while the degree programme is in progress only when a pass mark is required for a candidate to meet the requirements of an external accrediting body or to proceed on the programme. The maximum mark a re-assessment candidate can achieve is the pass mark. Students will not be permitted to be in residence nor be taught by University teachers before re-assessment unless arrangements are made for the re-assessment to be held in the term immediately following the original assessment. Such an opportunity may also be
provided once a degree programme has been completed and when a candidate has failed in the degree programme as a whole; such candidates will be eligible only for the award of an ordinary degree and will not be permitted to be in residence nor be taught by University teachers before re-assessment.

(d) A candidate who, in the opinion of the Board of Studies concerned, has satisfactorily completed all the requirements of a programme but who, for medical or compassionate reasons, has been unable to take or complete assessments may, on the recommendation of the Board of Examiners and Board of Studies concerned, be considered eligible for the award of an aegrotat pass. Alternatively, the candidate may, on the recommendation of the Board of Examiners and Board of Studies concerned, be permitted to take or complete assessments at the next available and suitable opportunity and, where relevant, will be eligible for the award of a classified result.

(e) In the case of a combined course candidate who fails assessment in one of the courses, the Combined Subject Board of Studies may take into account the performance of the candidate in both courses, before making a recommendation to the Standing Committee on Assessment acting on behalf of Senate.

(f) Boards of Examiners and Boards of Studies may, in the light of compelling evidence, recommend the award of an aegrotat pass in circumstances other than those set out in (d) above provided that, in the opinion of the Board of Studies concerned, the candidate has satisfactorily completed all the requirements of the course.

(g) In all cases where a recommendation for the award of an aegrotat pass is being submitted to the Special Cases Committee by a Board of Examiners and Board of Studies, the recommendation must be accompanied by a written statement of the circumstances including all relevant medical evidence. The Special Cases Committee will also require notification that sufficient evidence of the candidate’s academic achievement has been presented to satisfy the external examiner(s) concerned. Recommendations for the award of an aegrotat pass may not be submitted after the Standing Committee on Assessment has met to approve the relevant assessment results.

(h) A candidate who has fulfilled the requirements of the prescribed course of study and has satisfied the examiners for a first degree with Honours may be awarded the degree in one of the following classes:

(i) Class I, Class II Division i, Class II Division ii, Class III

(ii) a candidate whom the examiners consider has not attained the standard required for the award of the degree with Honours may be awarded an ordinary degree unless this is
specifically excluded by the programme specification as approved by the University Teaching Committee;

(iii) a candidate who has fulfilled the requirements laid down for the award of an aegrotat degree may be awarded the degree with Honours (Aegrotat) or, if the examiners consider the candidate has not attained the standard required, the ordinary degree (Aegrotat), unless this is specifically excluded within the programme specification as approved by the University Teaching Committee.

(i) In all cases of candidates who have failed assessments, Boards of Studies should, where possible, submit appropriate recommendations concerning re-assessment, etc., at the same time as the assessment results are submitted for ratification.

(j) There is no appeal against the examiners' judgement on the academic quality of the assessments undertaken, but candidates who fail assessments have the right of appeal against the recommendations submitted by the Board of Studies concerned provided that the appeal is lodged in accordance with the procedure laid down for the Special Cases Committee.

N.B.: Recommendations for the award of an aegrotat pass or for permission for re-assessment with residence are submitted first to the Special Cases Committee.

Recommendations on whether or not candidates should be permitted to undertake re-assessment without residence are submitted direct to the Senate unless an appeal is lodged by the candidate against the recommendation of the Board of Studies, in which case the recommendation and the appeal will be referred first to the Special Cases Committee.

5.4 Assessment regulations for awards relating to taught postgraduate programmes prior to the new modular scheme - Category 1 students

There is no longer a separate set of regulations for postgraduate programmes commenced prior to 2011/2 (or programmes in the electronics department prior to 2012/13, which adopted modularisation in that year).
In order to avoid changing the numbering of regulations 5 to 13 and to all documents that refer to them, we note in the publication of the regulations that there is no Regulation 5.4. Previous versions of the Regulations are available from the archive.

These regulations are determined, and held, by the relevant department Board of Studies and Graduate School Board.

Details of the marking scheme applied to taught postgraduate awards are available in the Guide to Assessment, Standards, Marking and Feedback.

5.5 General assessment requirements

(a) Students will be permitted to enter for University assessments only if they have fulfilled all other award and programme requirements to the satisfaction of the relevant Board of Studies.

(b) With the approval of Senate, prior learning and achievement relevant to the programme concerned may be recognised through the award of credit. Parameters and procedures for this are specified in the Policy on the Accreditation Recognition of Prior Learning.

(c) Applications for entry to University assessments must be submitted to the Registrar and Secretary by the required date. Students registering for assessments after the prescribed date may be required to pay a late entry fee.

(d) Students on taught programmes must submit all assessed work relating to their programmes of study at the required location, date and time. Students who do not submit such assessed work at the required location, date and time may not be given a reassessment opportunity.

(e) Attendance at required examinations is compulsory and any student who fails to present himself/herself for an examination at the time and place published by Registry Services, except when prevented from doing so by illness or other good cause, will be deemed to have failed but may be given a reassessment opportunity. Misreading of the examination timetable will not be regarded as ‘good cause’.

(f) Students must follow all other examination requirements as set out in the Guide to Assessment, Standards, Marking and Feedback, including providing the necessary identification and following the instructions of examination invigilators. Any student not complying with examination requirements may be deemed to have failed the assessment and will not be given a reassessment opportunity.
Where an examination is not being taken simultaneously by all candidates, arrangements shall be made to ensure that there is no communication between candidates during the relevant period.

Students who fail a University assessment with no mitigating-exceptional circumstances (see Regulation 5.6), and are permitted to undertake re-assessment are required to pay a re-assessment fee as specified in the Guide to Assessment, Standards, Marking and Feedback.

All materials submitted for assessment or forming part of an assessment process become the property of the University on receipt. The University may pass copies of assessment materials to third parties, but in so doing undertakes not to prejudice the rights, freedoms and legitimate interests of the student in accordance with relevant legislation.

The intellectual property contained in assessment materials remains with the originator, except where the provisions of Regulation 12.2 apply.

Exceptions to examination arrangements: The Standing Committee for Assessment may give permission for exceptions to examination arrangements in individual cases where there is good cause. Where exceptions are approved, the same examination procedures (for example, in relation to invigilation) will apply.

Powers of Boards of Studies

- To determine whether students have fulfilled award and programme requirements to permit entry to University assessments.

Additional assessment regulations for Category 2 students are set out in the Guide to Assessment, Standards, Marking and Feedback.

5.6 **Mitigating-Exceptional circumstances affecting assessment**

Students are expected to attend scheduled examinations and submit assessments at the required time and date. If a student is unable to meet these requirements for good cause and would like this to be taken into account, s/he will need to submit a mitigating-exceptional circumstances affecting assessment claim, in advance of the assessment date wherever possible, with supporting evidence in accordance with the Mitigating-Exceptional Circumstances Affecting Assessment Policy and Procedure. This procedure should also be followed in cases where a student has met the requirements for attendance at examinations and/or submission of assessments but the work has been affected by mitigating circumstances.
Powers of Boards of Studies

- To make decisions on recommendations made by Mitigating Circumstances Committees Exceptional Circumstances Affecting Assessment Committees in accordance with the Mitigating Exceptional Circumstances Affecting Assessment Policy and Procedure.

5.7 Academic misconduct

The University is committed to developing high standards of academic practice among its students and to safeguarding the standards of its academic awards. It regards any form of academic misconduct as a very serious matter.

(a) All students on taught programmes are required to complete successfully the online University Academic Integrity Tutorial before the end of the first stage or year of their programme of study as specified in Regulation 6.5(c). All students enrolled for a research degree are required to successfully complete the online University Research Integrity Tutorial before their first Thesis Advisory Panel Progression meeting formal review of progress or thesis submission (whichever comes first) as specified in Regulations 2.6(c) & 2.7.7. Failure to comply with this regulation may result in termination of enrolment with the University.

(b) Plagiarism detection software packages may be used at the University’s discretion to detect unfair practice in student submissions. As part of the academic community, students accept that work they submit for assessment may be submitted to these software packages. Further information relating to how such software is used can be found in the University’s Data Protection Statement, the Academic Integrity website and departmental handbooks.

(c) Procedures for investigating academic misconduct and the penalties applied where it has been committed are contained in Academic Misconduct: Policies, Guidelines and Procedures for all programmes of study.

(d) Students must not, at any stage of their programme:

(i) cheat
i.e. fail to comply with the rules governing assessments e.g. by making arrangements to have unauthorised access to information;

(ii) collude
i.e. assist another student to gain an advantage in relation to assessment by unfair means, or receive such assistance.
(iii) **fabricate**  
i.e. mislead the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that factual information has been collected which has not in fact been collected, or falsifies factual information;

(iv) **personate**  
i.e. act, appear, or produce work on behalf of another candidate in order to deceive the examiners, or solicit another individual to act, appear or produce work on their own behalf;

(v) **plagiarise**  
i.e. incorporate within their work without appropriate acknowledgement material derived from the work (published or unpublished) of another;

(vi) **deceive**  
i.e. intentionally or recklessly present fabricated or misleading information (e.g., relating to medical and compassionate circumstances) in order to gain advantage in regard to an assessment or progression or procedural requirements.

(i) **Plagiarise**  
i.e. present ideas, material, or scholarships sources form the work of another individual, group or entity, without sufficient acknowledgment

(ii) **Collude**  
i.e. participate in a process whereby two or more students work together without official approval- and share ideas, solutions or material in work submitted for assessment

(iii) **Cheat**  
i.e. fail to comply with the rules of closed assessments (eg. by accessing unauthorised material in a closed assessment)

(iv.) **Commission or incorporate unauthorised material**  
i.e. seek to gain advantage by incorporating material in work submitted for assessment that has been improved by, or commissioned, purchased or obtained from, a third party (e.g. family members, essay mille, or other students not taking the same assessment)

(v.) **Fabricate**
i.e. seek to gain advantage by incorporating falsified or fabricated material or data in work submitted for assessment or publication

(vi.) **Personate**

i.e. one, or both of, a) produce work for another student with the reasonable expectation that the incorporation of that work is intended to deceive an examiner, b) appear as another student in an assessment(s)

(vii.) **Deceive the university as regards assessment**

e.g. present fabricated or misleading evidence to gain advantage in assessment arrangements (e.g. adjustments for disabilities or exceptional circumstances affecting assessment claims) or in making research proposals

(viii.) **Participate in Unethical Research Behaviour**

i.e. unethical behaviour in the undertaking of research or in seeking funding, including the failure to obtain appropriate permission to conduct research, unauthorised use of information which was acquired confidentially, failure to acknowledge work conducting in collaboration, fraud, or misuse of research funds or equipment

(e). Where research is undertaken as part of a candidate's programme, whether this is a taught or research programme, the following are also regarded as forms of academic misconduct, in relation to assessed work and published material or material submitted for publication or to funding bodies:

(i) **unethical behaviour in the conduct of research.**
Including failure to obtain appropriate permission to conduct research, unauthorised use of information which was acquired confidentially, or failure to acknowledge work conducted in collaboration;

(ii) **fabrication (as defined above)**
Falsification, distortion or corruption of research data or research outcomes;

(iii) **dishonest interpretation of results**
Publication of data known or believed to be false or misleading, deliberate misquotation or misrepresentation of the work of others, inappropriate attribution of authorship or plagiarism (as defined above);

(iv) **deception in making research proposals**
Fraud or misuse of research funds or equipment.
Powers of Boards of Studies

- The powers of Boards of Studies and examiners in relation to the marking of assessments and the application of any further penalties are set out in Academic Misconduct: Policies, guidelines and procedures for all programmes of study.
- To make recommendations to the Special Cases Committee for the termination of a student’s enrolment or candidature for award in cases of severe or repeated cases of academic misconduct.

5.8 Granting of awards

(a) No student may represent him or herself as holding an award of the University of York until such time as that award has been granted to him or her.

(b) Before the receipt of an award parchment, all students are required to make suitable arrangements with the Finance Department for the clearing of all tuition fee debts.

(c) Graduands will be presented for their degrees either in person, or in absentia, at a Congregation for the conferment of degrees. They are required to notify the Academic Registrar whether they intend to attend the Congregation.

(d) Students attending a Congregation of the University for the conferment of degrees or granting of other awards are required to wear the dress prescribed for the occasion.

Regulation 6: General academic regulations and procedures for students on taught programmes

These regulations apply to all students on taught programmes of study leading to undergraduate, postgraduate and graduate awards as specified in Appendix 1.

6.1 Entry requirements

To be admitted to a taught programme of study, a candidate must:

(a) have reached the age of 17 on the first day of the month in which his/her programme of study would commence. Candidates who have reached the age of
17 but not 18 will only be admitted with the written authorisation of an appropriate adult, normally their parent or guardian. Anyone who has not reached the age of 17 on the first day of the month in which their programme of study would commence will not be admitted without the Registrar & Secretary, or his / her nominee, being made aware of such admission and must obtain the written authorisation of an appropriate adult, normally their parent or guardian and inform the Registrar and Secretary, in writing, of such authorisation. Prospective students between the ages of 16 and 17 will be admitted only where they can demonstrate the ability to live independently in the University community. If assessments of this ability are inconclusive, admission may be deferred.

Students who are under the age of 18 at the time of registration will be required to sign an undertaking with the University which outlines how the University will engage with them differently until they have reached the age of 18.

(b) meet other programme entry requirements specified by the Board of Studies.

**Powers of Boards of Studies**

- To specify entry requirements for relevant taught programmes.

**6.2 Enrolment requirements**

(a) Enrolment periods for awards relating to taught programmes are set out in the relevant programme specification, as approved by University Teaching Committee.

(b) This includes parameters for reductions (through application of the Policy on the Accreditation-Recognition of Prior Learning and the award of credit) and extensions.

(c) Programme requirements, including variations to enrolment requirements, are as approved by the University Teaching Committee on the recommendation of the Board of Studies concerned. These are set out in relevant departmental documents.

(d) Students enrolled for an award may only be enrolled at the same time for a qualification at this or another institution if such enrolment forms part of an approved programme of study involving another institution or institutions.

(e) Students are not permitted to count the same period of enrolment for more than one award.

(f) Paid employment and voluntary work:
(i) Students enrolled on full-time programmes may undertake a maximum of twenty hours of paid employment and voluntary work per week during designated periods of study. All paid employment and voluntary work undertaken by a student (including 'on-call' hours where a student is not actively engaged in work but where they have to be in a particular place) count toward the twenty hour maximum limit. This maximum is subject to any restrictions imposed by the student's sponsor or funding body and the approval of his/her supervisor.

(ii) Exceptions to these requirements may be made by University Teaching Committee (at the programme level) or the Board of Studies (at the programme level for individual students) on the recommendation of the Board of Studies or Supervisor respectively, for certain categories of employment closely related to the programme of study. Such exceptions may not be made for students studying on a Tier 4 (General) student visa.

(iii) It shall be a condition of whatever arrangements are made regarding paid employment and voluntary work, residence and attendance that regular supervision will be provided for.

(g) Exceptions: Exceptions regarding the above may only be made by the University Teaching Committee on the recommendation of the Board of Studies.

(h) Sponsored international students studying on a Tier 4 visa must comply with the conditions of their visa and with the University's attendance management policy for sponsored international students for the period of their enrolment.

Powers of Boards of Studies

- To recommend to University Teaching Committee for approval requirements for taught programmes.
- To recommend to University Teaching Committee any exceptions to the specified award and enrolment requirements, including those relating to the accreditation recognition of prior learning.

6.3 Supervision

Students on taught programmes are allocated a supervisor who must be a member of University staff. An additional supervisor (who is not necessarily an academic member of staff of the University) may be appointed where desirable.

Students must attend supervisory meetings (or participate in alternative arrangements in the case of distance learning programmes) in accordance with their department’s
supervision policy. For undergraduate students, supervisory meetings usually take place at least once-twice per term.

Powers of Boards of Studies

- To specify alternatives to face-to-face meetings between students and supervisors – for example, in the case of distance learning programmes
- To recommend to Senate programme-level exceptions to supervisory requirements.

6.4 Residence and attendance

(a) Students must normally live within reasonable travelling distance of their designated place of instruction for the duration of designated periods of study. For the purpose of the regulations, this will be interpreted as being within 30 miles of their designated place of instruction for full-time students and 60 miles for part-time students. Where fieldwork or practice placements constitute part of a programme of study, these locations may be regarded as the designated place of instruction.

(b) Students may be absent from their designated place of instruction during periods of study provided they are not away at any time at which academic engagements have been arranged. Students are responsible for seeking approval for absences at other times from their supervisor or, in the supervisor’s absence, the Chair of the Board of Studies concerned.

(c) “Designated periods of study” will usually equate to University terms, and include a summer term for students on taught postgraduate programmes. Exceptions to this will be recorded as programme requirements in departmental documentation.

(d) Exceptions: distance learning programme: Students on distance learning programmes are expected to demonstrate attendance through participation in all designated academic engagements.

(e) Exemptions: Students seeking exemptions from residence or attendance requirements for up to four weeks on medical or other reasons should follow the procedure set out in the Mitigating Circumstances Policy request authorised leave from their Board of Studies. This also includes aAbsences of up to 5 days can be requested through the procedure for self-certification for short periods of absence due to ill-health.

(f) It shall be a condition of any arrangements that are made regarding paid employment, residence and attendance that regular supervision will be provided for.

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- To define designated places of instruction.
• To define designated periods of study where these do not correspond with University terms.
• To define the academic engagements required for programmes of study.
• To define exceptions to residence and attendance requirements in programme documentation, as approved by Senate.
• To approve exemptions or recommend exemptions to residence or attendance requirements to Senate in accordance with the Mitigating Circumstances Policy.

6.5 Progress and programme transfers

(a) Students must meet progression requirements as specified in the University regulations and in programme documentation. Students who fail to meet progression requirements will not be permitted to continue. Where they have exhausted all reassessment entitlement according to the procedures laid out in the Guide to Assessment, Standards, Marking and Feedback, their enrolment with the University will be terminated, except in cases where the programme specification for their programme of study includes automatic provision for transfer to a related programme.

Recommendations from the Board of Studies relating to the achievement of progression requirements are to be made and considered by the Standing Committee on Assessment acting on behalf of Senate; at this point a decision will be made.

Students may appeal against decisions on academic progress and programme transfer. Such appeals can be made to Special Cases Committee (see Regulation 6.7 below).

(b) Students following a programme leading to a professional qualification must comply with the requirements of the external organisations in which training and education is undertaken and/or with the requirements of appropriate professional and regulatory bodies. Students who fail to meet such requirements will not be permitted to continue and their enrolment with the University may be terminated or they may be permitted to transfer to another programme. Further details are specified in the University’s Fitness to Practise Policy.

(c) All students on taught programmes are required to complete successfully the online University Academic Integrity Tutorial before the end of the first stage or year of their programme of study as specified in Regulation 5.7. All students enrolled for a research degree are required to successfully complete the online University Research Integrity Tutorial before their first Thesis Advisory Panel meeting as specified in Regulations.
2.6(c) & 2.7.7. Failure to comply with this regulation may result in termination of enrolment with the University.

(d) Plagiarism detection software packages may be used at the University's discretion to detect unfair practice in student submissions. As part of the academic community, students accept that work they submit for assessment may be submitted to these software packages. Further information relating to how such software is used can be found in the University's Data Protection Statement, the Academic Integrity website and departmental handbooks.

(e) Procedures for investigating academic misconduct and the penalties applied where it has been committed are contained in Academic Misconduct: Policies, Guidelines and Procedures for all programmes of study.

(f) All cases of students who, in the opinion of the Board of Studies concerned are academically unsatisfactory, other than in the circumstances described above, shall be referred to Special Cases Committee for consideration. All relevant evidence about the student concerned shall be made available to Special Cases Committee, whose decision in each case will be final.

(g) Requests to transfer enrolment

(i) Students wishing to transfer their enrolment to a different programme of study must obtain the approval of the relevant Board of Studies.

(ii) Where a transfer of enrolment requires exemption from an assessment requirement or the repeat of programme elements already studied, the approval of Special Cases Committee is also required.

6.6 Suspension of enrolment
Leave of Absence

Students enrolled on taught programmes may seek permission to suspend their enrolment, take a leave of absence from their programme for a period that will not subsequently be counted towards their award. The circumstances under which suspensions may be considered and the procedure to be followed are set out in the documentation for applying for leave of absence. Permission to suspend take a leave of absence enrolment may be subject to any restrictions imposed by a student’s sponsor or funding body.
Powers of Boards of Studies

- To make recommendations, using the relevant documentation, to Special Cases Committee regarding suspension of enrolment/leave of absence for individual students.

6.7 Academic appeals

Further guidance relating to academic appeals for students on taught programmes of study is available in the Student Academic Appeals Procedure document.

6.7.1 General principles regarding appeals

(a) Responsibility for considering or hearing appeals by students has been delegated by the Senate to the Special Cases Committee (SCC).

(b) Students wishing to exercise their right of appeal against a decision or recommendation reached by a Board of Studies, Board of Examiners or Mitigating Circumstances Committee must follow the Student Academic Appeals Procedure.

(c) In order for the decision against which the appellant is appealing to be reconsidered, the Chair of SCC, a nominated member of Special Cases Committee or a nominated case officer, acting on behalf of the Senate, will reach a decision on whether or not grounds for appeal have been established. This may involve a call for further information from either the appellant or other party before a view is formed. The procedure and timescale to be followed by the Chair or their nominee is set out in the Student Academic Appeals Procedure document. Reasons will be stated where a decision that no grounds for appeal exist is reached.

(d) Students may not appeal against the exercise of academic judgement of examiners.

(e) Where a student has also made a complaint under the University’s complaints procedure and the outcome of that complaint might be relevant to consideration of an academic appeal, the Chair may decide that the appeal should be held in abeyance until consideration of the complaint under the complaints procedure has been completed in whole or in part.

(f) Only a student about whom a decision has been made can lodge an appeal against that decision; appeals by third parties are not normally accepted.
6.7.2 Recommendations or decisions against which an appeal may be considered

A student may appeal against the following decisions or recommendations reached by a Board of Studies or Board of Examiners:

(a) decisions reached as a consequence of assessment of a student's academic performance, including those relating to the outcomes for awards, pass/fail or processing of individual marks;

(b) decisions reached on whether or not, and on what conditions, those who have failed an examination or other assessment should be permitted a re-assessment opportunity;

(c) decisions concerning student progression, programme transfer or suspension of studies/leave of absence;

(d) a recommendation that a student's enrolment should be terminated on the grounds that the student is academically unsatisfactory, other than where triggered by failure of the programme or failure to progress;

(e) a recommendation that a student's enrolment should be terminated or transferred to another programme on the grounds that the student has failed to comply with the requirements of an external organisation in which training or education is undertaken, or of an appropriate professional or regulatory body;

(f) other decisions concerning requirements of professional or regulatory bodies in relation to the Policy on Fitness to Practise;

(g) decisions relating to the application of the Academic Misconduct Policy and Procedures.

(h) decisions of mitigating exceptional circumstances affecting assessment committees.

A student may also appeal against:

“(f) A decision taken by Chairs action, by the Chair of Special Cases Committee or their nominee, not to uphold recommendations to grant leave of absence, repeat study, programme extensions or other exceptions to programme specifications and enrolment requirements that fall under Special Cases Committee’s remit.”
6.7.3 Grounds for appeal and circumstances in which hearings are held

(a) Students may appeal against a decision reached only if (a) they believe that a procedural irregularity has occurred, or that the assessment was conducted unfairly or improperly; or (b) if for good reason, relevant mitigating circumstances can be shown that could not reasonably have been brought to the attention of the mitigating circumstances committee at the time they occurred. Further information on mitigating circumstances can be found in the Guide to Assessment, Standards, Marking and Feedback.

(b) An appeal against a recommendation concerning termination of enrolment, other than where triggered by failure of the programme or failure to progress, is always considered at a full meeting of the Special Cases Committee.

(c) In all other cases, an appeal will only be considered at a full meeting of the Special Cases Committee if, in the judgement of the Chair of the Special Cases Committee (or their nominee), a full meeting is necessary to resolve issues which could not otherwise be resolved with reference to the appeal documentation.