

AMENDMENTS TO UNIVERSITY ORDINANCES & REGULATIONS FOR THE 2018/2019 EDITION (i.e. amendments approved by Senate during 2017/18)

ORDINANCES

Delete current Ordinances 1 and 2 and substitute the following revised wording:

Ordinance 1: Constitution of Boards of Studies

1.1

For the purposes of Statute 18 there shall be a Board of Studies for:

1. each subject or combination of subjects in which students are admitted to follow any degree course;
2. such other subjects or programmes of study as the Senate may, from time to time, approve.

1.2

A Board of Studies shall consist of those members of the staff appointed to posts established under Statute 11.4.a to teach any of the subjects prescribed for the Board or, if no subjects have been expressly approved by the Senate in relation to that Board, such members of the staff as shall have been designated by the Senate by name as members of that Board and such persons as fall within a category of the members of the staff designated by the Senate to be members of that Board. Senate may from time to time approve alternative arrangements for the membership of other Boards of Studies.

1.3

Each Board of Studies shall have power to co-opt other members of staff appointed by the University, as the Board considers appropriate.

1.4

Each Board of Studies shall have undergraduate and postgraduate student representatives in its membership, including representation of students on combined programmes which are governed by the Board of Studies. In the case of the International Pathway College undergraduate is taken to include foundation students and postgraduate pre-masters students. Where a Board of Studies covers programmes of only undergraduate or postgraduate provision, membership only of representatives of students on such programmes will be expected.

1.5

Each Board of Studies shall include its Academic Liaison Librarian as an *ex officio* member.

1.6

Each Board of Studies is empowered to decide which items of business should be reserved items, according to a scheme of classes of such items approved by the Senate, and to

exclude student members from the Board during discussions of and voting on those items.

1.7

Each Board of Studies shall from among its own members elect its own Chair who shall hold office normally for a period of three years beginning 1 August in the year in which they are elected. The Chair of a Board of Studies shall be eligible for re-election but, except with the approval of the Senate, shall not hold office for more than two consecutive periods of office. Senate may from time to time approve alternative arrangements for the appointment of the Chair of the Board of Studies.

1.8

Each Board shall appoint its Secretary from among its own members.

Ordinance 2: Meetings of Boards of Studies

2.1

Each Board of Studies shall meet not less than once a term. The Chair shall act as convener for meetings of such a Board at the request of two members of the Board.

2.2

The quorum shall be one third of the total membership of each Board of Studies. For items of business which are reserved under Ordinance 1.6, account shall not be taken of student members of a Board in calculating its quorum. Senate may from time to time approve alternative arrangements for the quoracy of other Boards of Studies.

2.3

Notwithstanding Ordinance 2.2, in exceptional circumstances where it is not possible to convene a quorate Board of Studies, the University Senate shall be asked by the Registrar and Secretary to approve the establishment of a Board of Studies Executive Committee of three or more of the members of the Board of Studies which will have the power to approve the recommendations of the Boards of Examiners and submit them for approval by the Standing Committee on Assessment acting on behalf of the Senate.

REGULATIONS

Regulation 1

1 (f): Delete 'Registry' and substitute 'Student'

Regulation 2

2.1 (d): Delete 'online' and substitute 'Online'

2.2 (f): Insert 'the' after 'recommendations to' in both instances where it occurs.

2.3 (a): Insert link from 'Policy on Research Degrees' to

<https://www.google.com/url?q=https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/&sa=D&ust=1530029239029000&usg=AFQjCNHGHkuHJnygQOJrc6a3-3gE9DxLLQ>

2.3 (d) amended text to read:

(d) Students enrolled for a research degree may not be enrolled at the same time for another research degree, unless such enrolment forms part of a collaborative programme of study approved by the University.

2.3 (e) amended text to read:

(e) Students are not normally permitted to count the same period of enrolment for the award of a research degree and a taught degree unless this forms part of a programme of study that has been approved by the University.

2.3 (f) Insert '...and voluntary work' after 'paid employment' in the first and second sentence of Regulation 2.3 (f).

2.3 (g): Delete 'attendance management policy' and substitute 'Attendance Management Policy'

2.3 (g): Insert link from 'Attendance Management Policy' to

<https://www.york.ac.uk/media/studenthome/studentssupportserviceshandbook/documents/Attendance%20Management%20Policy%20for%20Tier%204%20sponsored%20students%20May%202018.pdf>

2.4 (d): Delete 'not less than twice a quarter' and substitute with 'at least every 6-7 weeks'

2.5 (b): Delete 'at which academic engagements, including thesis advisory panel meetings, have been arranged' and substitute 'that interferes with their ability to fulfil their academic requirements'

2.6 (d): Insert link from 'Academic Integrity website' to

<https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/study/integrity/>

2.6 (e): Insert link from 'Academic Misconduct: Policies, Guidelines and Procedures' to

<https://www.york.ac.uk/staff/supporting-students/academic/taught/misconduct/>

2.7.2 (c): Insert 'an' before 'extension'

2.7.2 (d): Insert link from 'York Graduate Research School website' to

<https://www.york.ac.uk/research/graduate-school/>

- 2.7.2 (e), under Powers of Boards of Studies: Insert 'the' before 'Standing'
- 2.7.3 (f), under Powers of Boards of Studies: Insert 'the' before 'Standing'
- 2.7.4 (e) (iii): Delete 'referred for resubmission,' and substitute 'revised and resubmitted ('referral') for examination'
- 2.7.4 (e) (iii): Delete 'and no less than three'
- 2.7.4 (e) (iii): Delete 'not less than one month, and'
- 2.7.4 (e) (iii): Insert ',' after 'occasion'
- 2.7.4 (e) (vii): Delete 'referred for resubmission' and substitute 'revised and resubmitted ('referral') for examination'
- 2.7.4 (e) (vii): Delete 'and no less than three'
- 2.7.4 (e) (vii): Delete 'and no less than one month, and'
- 2.7.4 (e) (vii), under Powers of Boards of Studies: Insert 'the' before 'Standing' on both occasions where it occurs
- 2.7.7: Delete 'Academic Misconduct Policies, Guidelines and Procedures for all programmes of study.' and substitute 'the Policy on Research Degrees' in both instances where it occurs
- 2.7.7, under Powers of Boards of Studies: Insert '(or their delegates)' following Vice-Chancellor
- 2.8.1 (d): Delete 'apeal' and substitute 'appeal' in final sentence of Regulation
- 2.8.2: Delete 'thesis advisory panel' and substitute 'Thesis Advisory Panel'
- 2.8.2: Delete lower case letters at the start of the first word of paragraphs (a), (b), (c) and (d), and substitute with equivalent upper-case letters
- 2.8.2 (e): Delete 'on the grounds that the student's performance is academically unsatisfactory'
- 2.8.4 (b): Delete 'ademic' and substitute 'Academic'
- 2.9: Delete '(a)' where it occurs for the second time
- 2.9.6 (d): Insert 'for examination' after 'submitted'
- 2.9.6 (d): Delete YGRS and substitute 'York Graduate Research School'
- 2.9.7 (b) (i): Delete 'reference for' and substitute 'revision and'
- 2.9.7 (b) (i): Delete 'nor less than three months'

Regulation 3

Under Powers of Boards of Studies: Insert 'the' before 'Standing' on both occasions where it occurs

Regulation 5

List of contents, 5.6: Delete 'circumstances' and substitute 'circumstances'

5.1: Delete 'Guide to Assessment, Standards, Marking and Feedback' and substitute '*Guide to Assessment, Standards, Marking and Feedback*'

5.1: Insert 'Modifications will be approved by the Faculty Learning and Teaching Groups or Boards of Studies, as appropriate.' after 'concerned.'

5.7 (a): Delete 'All students enrolled for a research degree are required to successfully complete the online University Research Integrity Tutorial before their first 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.'

Regulation 6

6.2 (h): Delete whole paragraph and substitute the following:

(h) Students must complete their annual enrolment within the defined enrolment period. Where a student does not complete their enrolment by the published deadline, the University will invoke the assumed withdrawal process.

(i) In addition to completing their enrolment by the enrolment deadline, all students must provide the University with current, valid identity documents to evidence their eligibility to study in the UK. Failure to provide ID or present documents for verification as required, will result in the University withdrawing the student from study.

(j) Sponsored international students studying on a Tier 4 visa must comply with the conditions of their visa, the Terms and Conditions for Sponsored students and with the University's attendance management policy for sponsored international students. Where a student's visa is curtailed for any reason, or where a student's passport or visa has expired and a new application cannot be evidenced, the University will suspend the student's registration until the student is able to rejoin the course. In the event that a student is not able to secure a further visa, the University will withdraw the student from study.

6.4 (a): Delete '30' and substitute '40'

6.4 (b): Delete 'they are not away at any time at which academic engagements have been arranged' and substitute 'that absence does not interfere with their ability to fulfil their academic obligations or their Tier 4 visa requirements. It is expected that students will attend all timetabled teaching and supervision meetings associated with the programme of study.'

6.6: Insert (a) at start of first paragraph

6.6 (a): Delete 'suspensions' and substitute 'Leave of Absence'

6.6, before Powers of Boards of Studies: Insert '**(b)** Students may be required to take a Leave of Absence if they are deemed unfit to study/attend as the result of a Fitness to Study/Attend procedure, as required by the Fitness to Study/Attend Policy'

6.7.2: Insert ',' after 'Studies' in first paragraph

6.7.2 (d): Delete 'on the grounds that the student is academically unsatisfactory'

After 6.7.2 (e): Insert 'A student may also appeal against:' as a new paragraph between Regulation 6.7.2 (e) and Regulation 6.7.2 (f)

6.7.2 (i): Delete 'a student may also appeal against' and substitute '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'.

Regulation 7

7.1 After the second bullet point, insert

- violence or threats of violence towards any member of the University community
- sexual misconduct, including any sexual contact that takes place without consent

Delete 'serious interference with University work or work of its staff, students or visitors'

Insert 'Bullying,' before 'harassment'

Insert ', web domains, or mailing lists' following 'notices on University premises'

Insert ', including repeated or serious cases of academic misconduct' following 'members or visitors'

Insert 'failure to comply with Health and Safety rules, including (but not limited to) smoking in a University building, or interfering with fire prevention or detection equipment' as a new bullet point following 'parking rules'

Delete 'or offensive' from the bullet point beginning 'disorderly, riotous'

Insert 'hate speech, i.e. abuse or threats intended to harass, alarm or distress a person because of hatred of a person's race or ethnicity, religion or belief, sexual orientation, gender identity or disability' as a new bullet point following the bullet point beginning 'disorderly, riotous'

Insert 'Acts that interfere with the University's ability to fulfil its statutory duties' as a new bullet point following the bullet point beginning 'Conduct likely to bring the University into disrepute'

Delete 'before or' after 'failure to disclose a relevant criminal conviction incurred'

Delete 'for these purposes means one requiring to be disclosed by UCAS, under their criteria as may be amended from time to time. ('Relevant' is currently' from the bullet point beginning 'failure to disclose' and insert '(

Delete 'by UCAS' from the bullet point beginning 'failure to disclose'

Letter bullet points as a-s

7.2

7.2.1 (a): Delete 'Under Statute 6.5, the Vice-Chancellor has power to suspend a student from any class/classes and to exclude a student from any part of the University or its

precincts, subject to reporting this to Council.'

7.2.1 (a): Delete 'The Vice-Chancellor has delegated this power to the Deputy and Pro-Vice-Chancellors, who may take this action' and substitute 'The Vice-Chancellor, Deputy and Pro-Vice Chancellors, may suspend a student's registration, or exclude them from the whole, or any part of the University or its precincts'

7.2.1 (a): Delete 'significant'

7.2.2 (c) iii: Delete 'If the student later applies to be re-admitted, the Registrar and Secretary shall in consultation with the Deputy or Pro-Vice-Chancellor consider this and determine whether to grant this request and, if so, whether any additional penalties or conditions shall attach to such re-admittance. If a student wishes to appeal the outcome of a decision to readmit them this would be referred by the Registrar and Secretary to three members of the Senior Management Team who have not been involved in the case for further consideration.'

7.2.3 (a): Delete 'breach of college rules' and substitute 'conduct in a social or residential setting'

7.2.3 (a): Delete 'the Head of College concerned or, if such an offence relates to departmental regulations or similar matters by the relevant Head of Department or College' and substitute 'a Head of College or, if such offence relates to conduct in the academic department or related setting, by the relevant Head of Department'

7.2.3 (e): Insert 'If a student requests support from someone other than a member of the University or those listed above, the request will be considered by the investigating officer, and permission may be given.' as the final sentence

7.2.3: Insert title 'Sanctions for Disciplinary Offences' after section (f)

7.2.3 (h): Delete 'a disciplinary offence' and substitute 'conduct in a social or residential setting'

7.2.3 (h): Delete £250 and substitute £500

7.2.3 (i): Delete 'a breach of departmental regulations including the student's obligations under regulation 2.5 and 6.4 and/or similar matters' and substitute 'conduct in the academic department or related setting'

7.2.3 (i): Delete £250 and substitute £500

7.2.3 (j): Delete 'In reaching a decision in a matter' and substitute 'On reaching a decision on any disciplinary matter'

7.2.3 (j): Delete £250 and substitute £500

7.2.3 (j): Delete 'a relevant department, laboratory or study area' and substitute 'the whole or any part of the University or its precincts'

7.2.3 (k): Delete 'offer an apology to anyone who has suffered from such offence' and substitute 'attend relevant training and/or take appropriate restorative measures as required'

7.2.3 (m): Delete 'the Deputy or Pro-Vice-Chancellor consider exercising his or her power to suspend or exclude under Statute 6.5 in addition to the power they have to impose sanctions, as referred to above' and substitute 'the Vice-Chancellor (or their delegates) consider suspension or termination of the student's registration'

7.2.3 (g): Delete section (g) and relabel subsequent paragraphs

7.2.4 (b): Delete section (b) and relabel subsequent paragraphs

Regulation 8

8.1 (a): Delete ‘Students who fail to enrol by Friday of the session and are unable to present satisfactory evidence of inability to do so have to pay a late enrolment fee.’

8.2: Delete the whole of Regulation 8.2 and substitute ‘Students who are tenants in University accommodation are required to abide by the terms of the residence agreement in which the duties and rights of both the student and the University are detailed.’

8.3 (a), second paragraph: Insert ‘If the debt has not been paid with 24 months the student’s registration will be terminated.’ after ‘payment has been received.’

Regulation 11

11.5.2 amended text to read:

11.5.2 The University monitors and records the use of its IT services and may access data during investigations as described in the [IT Investigations and Data Access Policy](#).

Appendix 1: Awards of the University

Delete ‘*MSWSS Master of Social Work and Social Science*’ and replace with ‘*MSocW Master in Social Work*’
