

Annual review of Quality Handbook August 2020

Summary of key revisions

The following is a list of key changes that were approved by the Academic Quality and Standards Committee (AQSC) as part of the annual review of the Quality Handbook.

Code	paragraph	Description of changes
A - Intro to the Quality Handbook		
structure		Changes made to version control- delete 'Version' and replace by tracking 1) Date first Approved and 2) Date last reviewed. (throughout) To be saved under Academic Year (replacing the heading 'Archive' with 'Previous versions')
Annexe		<ul style="list-style-type: none"> updated as per any below changes to Codes merged the Annexe into main document (now a single document)
C1 - Academic Regulations		
paragraph 16		The University offers modules of a credit value of 15, 20 , and 30 credits. Master's degrees and some undergraduate degrees include a 60 credit dissertation or equivalent undertaken after completion of the taught modules.
paragraph 30 and 31		Students are responsible for complying with the procedures set out in the Change of Module Procedure.
paragraph 41		Volume of Assessment: Assessment Tariff Each module typically comprises a minimum of two methods of summative assessment, taking account of the range of modules and assessment methods across the programme.
paragraph 58		Minimum attendance and submission requirements for each programme must be set out in the programme specification or module handbook, as applicable ,
paragraph 81 and 88		A student who has not satisfied the attendance requirements or the deadlines for submission of assessed work (including the submission of formative assessed work) as set out in the relevant programme specification and or module descriptors handbook
paragraph 66 - 80		Absence / short extensions for good cause of up to 5 days
paragraph 110		NEW para: 110 The University's Code on Academic Misconduct (QH:C7) sets out definitions of academic misconduct and the procedures dealing with cases of academic misconduct.
paragraph 111-113		moved 3 paragraphs defining Plagiarism to C7 Academic Misconduct
paragraph 174		The University appoints external examiners at module level to programmes , normally each with responsibility for all modules having one external examiner appointed to it regardless of the programme or programmes in which it is contained and the location or locations of delivery.
para 175		... Module Board of Examiners .
paragraph 242		Marks and progression decisions must not be communicated verbally under any circumstances or by any means other than through Canvas communication from the Registrar's office .
paragraph 248		The Official Transcript will reflect the UK's Higher Education Achievement Report and the European Diploma Supplement and will indicate the number of credits awarded under the UK Credit Accumulation and Transfer Scheme and the European Credit Transfer and Accumulation System.
paragraph 289		Structure of full-time programmes Each programme leading to a Bachelor's degree typically includes a single 60 credit module in the form of a dissertation, project or equivalent at level 6 in the Honours stage.
C2 - Programme Approval, Amendment and Withdrawal		
ALL		Revisions to accurately reflect internal structures and processes
paragraph 68		added The requirement to apply for suspension of a programme outlined in para 64 will not apply where there exists a planned, staged recruitment to programmes (e.g. biennial cohorts).
C3 - Recruitment, Selection and Admission		
		no changes
C4 – Credit Transfer and the Recognition of Prior Learning		

Code	paragraph	Description of changes
		no changes
C5 - Placement Learning		
		no changes
C6 - Assessment Procedures		
paragraph 10		Staff whose examination is taking place are responsible for issuing written instructions for invigilators specific to that examination. This must include the number of papers provided and any additional information as described in para 14 below. The staff member must be available to be easily contacted for the duration of the examination in case of query, and should be present in the examination room at the start of the examination.
paragraph 18		Personal items must be placed under the student's desk at the back of the room during the examination or other location as directed by the Invigilator.
C7 - Academic Misconduct		
paragraph 13		Poor academic practice The University makes a distinction between academic misconduct and 'poor academic practice'. The latter involves, but is not limited to , any of the following, and is where the student has not sought to gain an unfair advantage or mislead the examiners about the nature or originality of their work
paragraph 14		In cases of poor academic practice, the examiner must ensure that the feedback to the student (in whatever form) makes very clear to the student that the work contained poor academic practice.
paragraph 17		Academic misconduct applies to any form of summative assessment – that is where the assessment contributes to the final mark for a module or programme - and includes but is not limited to whether the assessment is an examination, class-based test, coursework, practical activity or placement activity.
paragraph 22 - 24		Plagiarism 3 paragraphs defining Plagiarism added (moved here from Code C1)
paragraph 25		Minimal' plagiarism (a) check with the Director of Academic Quality and Learning via the relevant Programme Coordinator as to whether the student has previously received a Plagiarism Caution or other penalty for plagiarism
paragraph 27		Identification of other academic misconduct Where an internal examiner suspects that a piece of work involves plagiarism which is more than minimal (as defined above) or is the result of any other form of academic misconduct (as defined in para. 14 onwards), or that the piece of work is more than poor academic practice (as defined in para. 13 above) , they must forward details an allegation to the Programme Coordinator Director of Academic Quality and Learning without delay, including referring the work, any supporting evidence and the reasons for their suspicion or concern. The Programme Coordinator must review the case and, without delay, forward a summary of their review to the Director of Academic Quality and Learning.
C8 - Fitness to Practise		
		no changes
C9 - Boards of Examiners		
page 9		Mitigating Circumstances flowchart updated
paragraph 95		each individual student and students will thereafter be sent an Official Transcript and Higher Education Achievement Report.
C10 - External Examiners		
		no changes
C11 - Academic Appeals		
		no changes
C12 - Programme Monitoring and Review		
last page		Annual Monitoring flowchart updated (housekeeping)
C13 - Periodic Review		
		no changes
C14 - Observation and Development of Learning, Teaching and Assessment		
		no changes

Code	paragraph	Description of changes
D1 Research Degrees		
		no changes
E1 Information, Advice and Student Support		
		no changes
E2 Student Contract – Terms and Conditions		
		By accepting the offer of a place enrolling on a programme you are at the same time accepting the Terms and Conditions set out in this document and entering into a contractual relationship with the University....
E3 Code on Student Protection		
		no changes
E4 Reasonable Adjustments		
paragraph 25		removed
E5 – Student Code of Conduct: Disciplinary Procedures		
		new code added
F1 – Students as Partners		
paragraph 30		Student representatives commit to: (i) proactively encouraging participation in University social events.
G1 – Complaints by Students		
		no changes
H- Academic Partnerships and Collaborative Provision		
		new code added