

# A brief guide to the key updates to the Academic Regulations and Procedures for 2016-2017

Academic Services August 2016

# Information for students and staff

This is a brief guide to the key updates to the academic regulations for 2016/2017. Please refer to the [Academic regulations and procedures](#) webpage for the complete document and list of all changes made. Other useful information about the regulations is available on the [Academic Advice](#) webpages.

The changes outlined in this document are presented as follows:

- **New** - the introduction of self-certification (if needed) to cover one missed assessment per year.
- **Clarification** - providing clarity on existing regulations.
- **Update** - updates on procedures, deadlines and terminology.

## New - using self-certification to cover one missed assessment per year

### Appendix E2 E16.60R

Students are expected to plan their work so that they can complete their assessments, even if they lose a day or two through illness or other disruption. However, in exceptional circumstances where they have been prevented from submitting or attending an individual assessment, students may use self-certification for an extenuating circumstances application if they cannot provide any other form of evidence. **Self-certification may only be used once for one assessment during each academic year** (a period determined by the programme start date).

### Please note:

Self-certification will **not** be accepted as evidence for the following:

- a five working day extension request;
- as evidence to support any extenuating circumstances application made on the grounds of impaired judgement;
- as evidence for absence from a group assessment.

## Clarification - the classification of BEng awards in Mechanical Engineering, Automotive Engineering and Motorsport engineering

### H5.3R

The regulation has been updated to clarify that the calculation of the best 100 credits at level 3 **must** always use the full credit and mark for the level 3 project. Where the credit size of the best marks associated with the remaining level 3 credits would give a credit total greater than 100, only the relevant portion of credit is counted in the calculation.

## Clarification - eligibility to apply for extenuating circumstances

### Appendix E2 E16.2R

A student may apply for extenuating circumstances if they **do not submit** an assignment or **do not attend** an examination or other controlled conditions assessment such as a presentation.

If a student has chosen to submit an assessment or attend an exam, it will be assumed that they have made a judgement they were fit to do so and the implication will be that there were **no extenuating circumstances present** which could have adversely affected them.

Any extenuating circumstances applied for before or after the exam or assessment will be **rejected**.

### Appendix E2 E16.62R – E16.67R

Exceptionally, a student may apply for extenuating circumstances **after** attempting an assessment. This is permitted on only two grounds:

- 1. The student's circumstances impaired their judgement to the extent that they were unable to recognise or determine the impact on them at the time of the assessment.**

Circumstances could include but are not limited to:

- Chronic medical condition of self or close family member (including mental health), an incapacitating illness or unexpected deterioration in an ongoing illness or medical condition.
- Death of close family member (e.g. partner, parent, child). The definition of 'close' is not confined to partner, parent or child and might reasonably include significant others (e.g. primary carers, grandparents, or friends).
- Acute personal crisis at the time of assessment. Due to a personal crisis the student was unable to exercise the judgement necessary at the time to deem themselves well enough to do an assessment (for example, relationship breakdown, anxiety).

Applications on the grounds of impaired judgement **must** be supported by independent evidence which specifically covers the period of assessment and explains the impact on the student at the time.

- The evidence must relate directly to the student not a family member, friend etc.
- Medical evidence must state the whole period when the student was unfit to study.

- Providing evidence of an existing medical condition with hospital appointment letters, prescriptions or medicine boxes alone would not be deemed sufficient to demonstrate impaired judgement.
- A doctor's note for a seriously ill relative would not allow a claim to be approved. Evidence confirming the impact on the student during the period relating to the assessment would be required.
- Evidence for bereavement may include a death certificate an order of service or a newspaper announcement. In addition, regardless of the type of relationship the impact of the death on the student needs to be clearly explained.

## **2. The student attended an examination or other controlled conditions assessment but was taken ill during the event.**

- The application must be supported by written, verifiable, and independent evidence of the student's medical condition. The student evidence may be corroborated by the report of the examination invigilator or academic staff responsible for supervising the assessment.

### **Outcome if an exceptional application is accepted**

If a student applies for extenuating circumstances under one of the two exceptional grounds **after** the assessment and the application is accepted, **the mark for it will be removed and will be replaced by a non-submission.**

## **Update - extenuating circumstances application deadlines for 2016/2017**

- **Postgraduate Dissertation modules (for students completing their award)**  
14:00 on 14 October 2016
- **Health and Applied Sciences (November 2016 exam boards)**  
14:00 on 18 November 2016
- **Modules completed by the end of assessment period 1**  
14:00 on 3 February 2017
- **Health and Applied Sciences (March 2017 exam boards)**  
14:00 on 17 March 2017
- **Modules completed by the end of assessment period 2**  
14:00 on 2 June 2017
- **Modules completed by the end of assessment period 3**  
14:00 on 28 July 2017
- **Modules completed by the end of assessment period 4**  
14:00 on 18 August 2017

## Update – suspension of studies

### Appendix E2 E16.11R, E16.40 and E16.42

The phrase 'time out' has been replaced by 'suspension of studies'.

### Appendix E2 E16.40

#### Suspension of studies deadlines for 2016/2017

Programme start date	Suspension of Studies deadline
September 2016	07 April 2017
January 2017	04 August 2017
April 2017	10 November 2017

## Update - examinations

### Appendix E3

#### Amendments to the acceptable circumstances for applying to resit an examination overseas (updates in bold)

**2.1** Students who are away from the UK on the date of the resit examination may exceptionally be permitted to take the examination off campus if:

- they are paying an international rate fee and are a final year student whose permanent home address is outside of the UK and who would need to return only to take a resit;
- they are on a University approved placement taking place outside of the UK **which is linked to a credit bearing module** and have been allowed to proceed to the placement with a requirement to complete the resits during the placement;
- they are an exchange student participating in an academic exchange arrangement.

#### 3. Non - acceptable circumstances

**3.1** Students will not be permitted to take an examination overseas in any of the following circumstances:

- they are resident in the UK but are out of the country on holiday or for domestic reasons;
- for individual convenience;
- they are undertaking an internship **which does not fall into the criteria in 2.1b.**

## Update – postgraduate research regulations

The summary of updates to Postgraduate Research regulations and procedures relating to the progression examination (section K15) and final assessment (section K16) are listed in full in the complete list of changes available from the [Academic regulations and procedures](#) webpage.

## Update - changing award titles

**B3.2R An approved change to an award title should normally be introduced on a phased basis so it does not impact upon current students.** Exceptionally, if a change is deemed to be desirable for existing cohorts all students must be consulted with and give their unanimous consent to the change in writing.