

# A brief guide to the key updates to the Academic Regulations and Procedures for 2017-2018

**Student and Academic Services August 2017**

# Information for students and staff

This is a brief guide to the key updates to the academic regulations for 2017/2018. 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:

- **Clarification** - providing clarity on existing regulations.
- **Update** - updates on procedures, deadlines and terminology.

## Clarification – students experiencing difficulties which impact on their ability to meet assessment deadlines

**The term 'extenuating circumstances' will no longer be used to explain the process of students notifying the University of any personal difficulties affecting their ability to engage with, or complete assessed work.** Instead students who are experiencing difficulties meeting assessment deadlines due to difficult personal circumstances should be directed towards the following processes:

Student circumstance	Process
<b>Student needs more time to submit coursework.</b>	Five working day extension or reasonable adjustments processes.
<b>Student could not submit or attend an assessment due to their personal circumstances / difficulties.</b>	Missed assessments process.
<b>Student attempted an assessment they should not have done due to the impact of their personal circumstances / difficulties on their ability to make decisions. Or student was taken ill during an examination or controlled conditions assessment.</b>	Exceptional removal of a mark process.

## Clarification – use of the five working day extensions process

1. Students with disabilities who need adjustments to deadlines for five working days or less can use the five working day extensions process and do not need to use the reasonable adjustments process **(E18.4)**.
2. Students can now apply on the grounds of a major household problem (fire, burglary) a natural disaster, relationship breakdown, unanticipated or non-negotiable commitment to duties of an elected office, or service with reserve forces **(Appendix E2 APPE2.1R)**.

## Clarification – changes to self-certification

**Self-certification may now be used to cover one or more assessments which are due to be submitted or taken on the same day** but where the student has been prevented from doing so.

Self-certification may only be used **once during each academic year** (a period determined by the programme start date). It may be used to cover one or more assessments which are due to be submitted or taken on the **same day (Appendix E2 APPE2.34R)**.

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

- absence from a group assessment;
- a five working day extension / adjustment to a coursework deadline;
- an application relating to a practice placement;
- withdrawing from a module;
- a late personal circumstances application;
- an assessment a student has submitted or attended;
- supporting an exceptional request to remove a mark.
- A student requests the exceptional removal of a mark due to personal difficulties affecting an assessment they have attempted.

**(Appendix E2 APPE2.35R)**

## Clarification – students applying for the exceptional removal of a mark must provide specific evidence to support their application

1. **The student's circumstances affected their judgement to the extent they were unable to determine that they should not have done the assessment.**

Circumstances could include but are not limited to: chronic medical condition of self or close family member (including mental health), death of close family member or significant other, acute personal crisis at the time of the assessment (**Appendix E2 APPE2.47R**).

#### **Acceptable evidence**

The only form of evidence which can be considered is that from a registered practitioner (e.g. doctor, health professional, mental health professional) (**Appendix E2 APPE2.48R**).

The evidence must cover the period of assessment and explain the impact on the student's judgement at that time. It must relate directly to the student not to a family member or friend. **No other form of evidence will be admissible (Appendix E2 APPE2.49R).**

A doctor's note for a seriously ill relative, or evidence of an existing medical condition with hospital appointment letters, prescriptions or medicine boxes is **not sufficient** to show that a student's decision making was affected and will not be accepted (**Appendix E2 APPE2.50R**).

#### **2. The student attended an examination but was taken ill during the event and was unable to complete the assessment.**

If a student leaves an exam due to illness it is their responsibility to inform the responsible person/s and to promptly seek medical evidence covering that day (**Appendix E2 APPE2.51R**).

#### **Acceptable evidence**

The application must be supported by written, verifiable, and independent evidence of the medical condition. The medical evidence must be corroborated by a University record of the student leaving the assessment (for example, a report of the examination invigilator or academic staff responsible for supervising the assessment) (**Appendix E2 APPE2.52R**).

### **Update – missed assessment / removal of mark requests application deadlines for 2017/2018**

- **Postgraduate Dissertation modules (for students completing their award)**  
14:00 on 20 October 2017
- **Health and Applied Sciences (November 2017 exam boards)**  
14:00 on 17 November 2017
- **Modules completed by the end of assessment period 1**  
14:00 on 9 February 2018

- **Health and Applied Sciences (March 2018 exam boards)**

14:00 on 16 March 2018

**Modules completed by the end of assessment period 2**

14:00 on 8 June 2018

- **Modules completed by the end of assessment period 3**

14:00 on 3 August 2018

**Modules completed by the end of assessment period 4**

14:00 on 17 August 2018

## **Update – suspension of studies deadlines 2017/2018**

<b>Programme start date</b>	<b>Suspension of Studies deadline</b>
September 2017	06 April 2018
January 2018	03 August 2018
April 2018	09 November 2018

## **Clarification - External Examiner and Module Leader attendance requirements at resit Field Boards.**

When a field board is considering results for the resit of a module, it may award credit for that module without the relevant external examiner being present; providing the Module Leader has confirmed to the chair in advance that due process in the setting, marking and moderation of assessment has been followed and there are no other issues that require discussion **(I.8.4R)**.

When a field board is considering results for the resit of a module, if the module leader has already confirmed the marks in writing and there are no other issues for discussion then at the discretion of the chair, they are not required to attend the board **(I. 9.3R)**.

**Please refer to the full set of regulations for further information.**

## **Clarification – Assessment offences and the exceptional removal of a mark due to difficult personal circumstances**

If a mark is removed for an assessment where an assessment offence has been proven to have taken place, the record of the assessment offence will remain **(Appendix APPE2.56R)**.

## **Clarification - differential levels of award are not available for the new Bristol Old Vic Theatre School Masters degrees.**

The award of a Masters Degree with merit or with distinction is not available for the following awards: MA Scenic Art, MA Theatre Production Management or MA Film Production (**H18.1R and H18.2R**).

## **Update - Removal of the variant regulations for the Postgraduate Certificate in Education and the Professional Certificate in Education.**

These regulations have developed to almost entirely match the main regulations, with two exceptions which will now be recorded in the relevant programme specifications. There is no longer a need to maintain two sets of variant regulations.

## **Clarification – postgraduate research regulations**

**Postgraduate Research Regulations (prefixed PGR)** - Re-presentation of, and updates to, the Postgraduate Research (PGR) Degrees regulations. Relatively few major changes have been introduced to the PGR regulations, although there is now a more explicit emphasis on good practice and compliance with the requirements of the University's recently approved Code of Good Research Conduct across all sections of PGR.

- Parts 1 and 2      General Postgraduate Research Degree Regulations
- Parts 3 – 7      Postgraduate Researchers
- Part 8      The Supervision process
- Parts 9 – 15      Research projects, progress, assessments and viva voce examinations
- Part 16      Quality Assurance matters