



## **Summary of Changes to Student Policies**

*2018/19 Academic Year*

*This Document Summarises Changes Made From The Universities  
Rules And Regulations Which Were In Force In 2017/18*

# **STUDENT REGULATIONS AND POLICIES**

[uclan.ac.uk/studentcontract](http://uclan.ac.uk/studentcontract)

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## Introduction

This document sets out a summary of the changes that have been made to the Academic Regulations and Student facing policies since the start of the last academic year in September 2017. These changes will take effect in the next academic year i.e. 2018/2019 and will apply to students starting in 2018/19 or later.

It is very important that students familiarise themselves with these changes to the Academic Regulations and Student facing policies.

The full versions of the student policies can be viewed on the University's website at [https://www.uclan.ac.uk/students/life/rules\\_regs.php](https://www.uclan.ac.uk/students/life/rules_regs.php).

## Taught Academic Regulations

A summary of the proposed changes is detailed below and the proposed revised regulations are attached.

A1	Change to year in which regulations apply
B2.2	Change in wording to reflect relationship with postgraduate research regulations and professional doctorate regulations
B2.3	Change in wording to reflect relationship with postgraduate research regulations and professional doctorate regulations
B2.5	Change to reflect the conferment of Honorary Fellows and Corporate Awards by the University Board.
B2.6	Change to reflect new names of Honorary Awards Committees
C2.8	Separation of existing C2.7 to provide better clarity
[C4]	Removal of C4 relating to combined honours subjects
C4.1	Reduction in minimum period required for sandwich placement from 48 to 30 weeks
C7.3	Addition of definition of a full time students on an accelerated degree programme
G3.3	The inclusion of pass/fail assessments in the guidance relating to the unauthorised late submission of work
G8.3.8	Additional statement in relation to Course Assessment Boards (SEAM)
G8.3.5	Clarification of requirements when an External Examiner is unable to attend or participate remotely in a Course Assessment Board
G13.2/3	Removal of process information relating to progress panels which isn't regulatory and better sits within process documentation.
H4.2	Reference to a ratio of 3:7 was removed from the regulations

- H4.7 Addition of profiling to classification of Integrated Masters
- H6.3 Amendment to wording of calculation of exit awards to remove a statement which is disadvantaging students and bring it into line with the way calculations are being undertaken

## **Assessment Handbook**

### **Section 6 – Procedure for dealing with cases of Unfair Means to Enhance Performance**

- The procedure has been revised to cover both taught programmes and postgraduate research degrees within a single Procedure
- The policy statement has been updated to refer to: current UCLan strategies for Learning & Teaching and Research; the Academic Regulations for taught programmes and research degrees, and academic and research integrity.
- Clarification that the procedure applies to all students registered for an undergraduate, postgraduate award, whether they are registered at UCLan or a partner institution
- Existing principles have been incorporated into a new section entitled 'Principles' and the new additions relating to confidentiality and the role of the Head of School
- Clarification that the principles and scope of any investigation, including that the Head of School (or other investigating officer) may ask questions to test the student's understanding of the work.
- The penalties for PGR degrees have been re-framed for simplicity and clarity, although they are substantially the same as the existing Procedure.

### **Section 7 - Academic Appeals Process**

- The procedure has been revised to cover both taught programmes and postgraduate research degrees within a single Procedure
- Inclusion of reference to the Procedure for Extenuating Circumstances
- Clarification that the second stage of the procedure is a review stage.
- Inclusion of an elected officer of the Students' Union of the Second Stage Appeal Panel
- Expansion of the documentation requirements for the Second Stage Appeal panel
- Clarification of the actions available to an appeal panel in order to reflect that the Second stage is a review stage as per the Office of the Independent Adjudicator's (OIA) Good Practice Framework.
- Clarification of the status of a student during an appeal.
- Acknowledgement of the University's current practice of monitoring appeals in line with QAA and OIA guidance.

### **Student Protection Policy**

- This new policy has been produced in line with the requirements from the Office of Students and outlines the measures in place within the university to protect the interests of students and prospective students.

### **Regulations for the Conduct of Students**

- Inclusion of explicit reference to 'sexual misconduct' as a disciplinary offence and to cross reference to the revised Student Harassment and Sexual Misconducts Policy.
- Clarification of the range of support available to all students involved in an allegation of disciplinary or criminal misconduct, including both the reporting and responding student.
- Clarification that an initial assessment/review meeting will be held in serious, complex or sensitive cases, in particular allegations involving criminal or sexual misconduct.
- Clarification that an investigation will be required in serious, complex and sensitive cases.
- Clarification that a range of interim precautionary measures are available whilst internal or external investigations are underway, and that the University will take account of 'significant

distress' in determining whether to impose interim precautionary measures.

- An extension to the range of outcomes available as a result of any disciplinary process.
- Inclusion that the Director of Students has the delegated authority to suspend students on an interim basis under the Fitness to Study Procedure.
- Removal of section B2 (Attendance)
- Inclusion of cross reference to the Student Alcohol and Drugs Policy

### **Complaints Procedure**

- Clarification that the University will review the actions taken by a partner institution under stage 3 of the process, with a view to reaching a positive resolution. This would align the procedure with the OIA Good Practice Framework for Handling Complaints and Appeals – Delivering Learning Opportunities with others.
- Inclusion of guidance relating to the appointment of an independent investigating officer for complex or sensitive complaints.
- Amendment of Stage 1 – Informal Stage, to Stage 1 – Early Resolution, to closely align with the OIA Good practice Framework and to assist staff and students in terms of clarifying the options for early resolution.

### **Fitness to Practice Procedure**

Two sections (4.1 and 4.2) have been added to the procedures to enable those Schools which delivery professionally regulated courses to deal with lower level incidents in a swift and constructive manner, in the best interest of the students:

### **Fitness to Study Procedure**

- General updates to the procedure had been made to ensure GDPR compliance and published sector practice. No substantive changes had been made to the procedure.

### **Admissions Policy & Applicant Complaints Procedure**

- General updates have been made to the documents to reflect changes to department names, roles and emails.

### **Accompanying Information and Conditions of Offer**

- Reference to UCLan ID number changed to Registration Number
- General updates have been made to the document to reflect departmental name changes and improve signposting to other services/information.

### **Disability Policy**

- No substantive changes made – any changes made to Changes made to make the document more user-friendly in it's wording.

### **Smoking Policy**

- 3 Following clause added : 3.4 It is important to note that cigarette butts are the number one littered item in England and fines of up to £80 can be issued for littering in a public space. As a unique form of litter - they are small, smelly and on fire - they must always be extinguished and disposed of in a designated receptacle e.g. cigarette butt bin which can be found across campus. Approved for implementation September 2018.

### **Technical Services Loans Policy**

- Technical Services changed to Learning and Technical Resources.
- North hub added to location of loans counters.

### **Wireless Network Fair Usage and Security Policy**

- Changed "Computer" to "Wireless devices"
- Changed "Deputy Director" to Director

## **IT Security Policy**

- Section 5 - Added reference to Wireless Network Fair Usage and Security policy, reference to Network Lite Fair Usage and Security policy, reference to Storing and Sharing Information and reference to UCLan Information Categories. Changed “Data protection act 1998” to “Current Data Protection Legislation”
- Section 6.5 – Added section about restrictions on local admin rights
- Section 6.7 – Replaced links to Sharepoint with links to the website for students.
- Section 7.1 – Added “As an aid to fault finding” and “Network performance”
- Section 7.2 – Added links to the Incident Reporting Form

## **Rules for the Use of IT Facilities**

- Changed all reference to “Data Protection Act 1998” to “Current Data Protection Legislation”
- Changed all references to “Data Protection Code of Practice” to Data Protection Policy”
- Section 7 Added bullet point relating to password complexity

## **Rules for Use of the Library**

The following information was updated:

- The Library is at the centre of teaching, learning and research at the University. The rules outlined below have been produced in consultation with the Students’ Union to ensure that the Library fulfils its requirement to provide resources, services and support in a safe and secure environment that actively supports academic study. These rules are specific to the Library however any misconduct or criminal activities will be referred to the Academic Quality and Compliance Team under the Regulations for Conduct of Students. The Library and security staff are asked to ensure that these rules are followed by all Users of the library service.
- Use of electronic resources is subject to national and international licensing laws. Only eligible Users with UCLan cards can access these resources from outside the Library. Users must follow the instructions associated with each resource regarding the downloading of material.
- The University is not responsible for loss of, or damage to, the personal belongings of its users and visitors. Users must take reasonable precautions against theft of their belongings, and must not leave belongings unattended even for a short periods (unless required to leave the building immediately in the event of a fire alarm) Articles left unattended may be removed by Library staff but will be returned on request at the Reception Desk.
- If an item(s) is still not returned, a standard replacement fee replacement fee, together with any outstanding charges, will be levied and applied to the User’s account. Should the item(s) subsequently be returned (in good condition), the standard replacement fee replacement costs will be deducted from the amount payable but the late return charges will remain. If a User has already paid the standard replacement fee replacement cost prior to the item being returned (in good condition), a reimbursement of the standard replacement fee replacement fee paid will be made to the User.

## **Email Use Policy**

- Updated to reference data protection legislation rather than the Data Protection Act

## **Regulations governing posters, notices, temporary signs and the distribution of literature**

- Point 2 specifies the size of the posters and details re noticeboards

- Contact details and approval details have been updated.

### **University Student Handbook**

- Updates made to the Careers Information Section
- Updates made to the Students' Union information

### **Code of Practice for Freedom of Speech**

- Updates to web links within the document
- Clarification that meetings can be virtual as well as physical in nature