



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

*2017/18 Academic Year*

*This document summarises changes made from the University's  
rules and regulations which were in force in 2016/17*

**STUDENT REGULATIONS  
AND POLICIES**

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

## **Summary of changes to Student Policies**

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 2016. These changes will take effect in the next academic year ie 2017/2018 and will apply to students starting in 2017/18 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).

### **Academic Regulations**

#### **Revised Terminology**

Throughout the Academic Regulations, the term 'Dean/Head of School' has been changed to 'Head of School' with a footnote to indicate that some people perform the role of Head of School but under a different title i.e. Dean. The footnote states: '*or those acting in this capacity with an equivalent role title*'.

Throughout the Academic Regulations, all references to 'Course/School Assessment Board' have been changed to 'Course Assessment Board'.

Throughout the Academic Regulations many of the tables referred to modules (1 or 2), as UCLAn now offers a variety of modules sizes the terminology has been amended to consistently refer to credits.

#### **Section B**

The general minimum entry requirements have been amended to include Maths and English GCSE grade C or equivalent

#### **Section C**

There has been clarification around the procedure a student should follow to seek authorisation for an interruption to study (also reflected in Appendix 8 of the Assessment Handbook)

#### **Section C9 – Duration of Study**

Amendments in this section clarify the duration of study (no change from current FT plus 2 for PT, but recognition that this might be extended by interruption to study), C9.2 gives details in relation to interruption to study and links with the possibility of termination of studies in Section G13 of the regulations.

#### **Section C10 Attendance and Engagement**

C10.2 now links attendance to section G13 of the regulation in relation to nonattendance potentially resulting in application of withdrawal procedures.

#### **Section G**

##### **Section G2 Module Assessment and Feedback**

For a number of years there has been inconsistency between the feedback turnaround times for standard courses (15 days) versus distance learning courses (20 days). This seems a historical anomaly which has now been standardised so that all students have an equivalent experience. Section G2.4 has been amended to remove reference to feedback specifically

for Distance Learning courses. The requirement is that feedback on all summative assessment will be made available in 15 working days.

#### Section G7 Unfair Means

Sections G7.2 and G7.3 have been revised to include the addition of the word 'summative' to clarify that formative assessment is not subject to formal penalties under unfair means

#### Section G8 Composition and Responsibilities of Assessment Boards

Section G8.3 (and throughout) terminology has been reworded to 'Course Assessment Board' as indicated in 2. above.

#### Section G9 Extenuating Circumstances

Sections G9.1-G9.6 has been revised to clarify extenuating circumstances and that it is the Course Assessment Board that makes these decisions.

#### Section G11 Module Reassessment

Section G11.1 – a statement about module boards making decisions at the end of semester 1 on re-assessment has been removed.

#### Section G12 Module Attempts

Section G12.4 - reference to 'module' has been amended to an additional '20 credits' can be registered in the following year.

### **Assessment Handbook**

Throughout the document terminology has been updated to reflect the current structure, roles and processes.

Section 2 – grade band markings have been reviewed with an additional band added at distinction/first level.

Section 3 - extension requests has been clarified and simplified.

Section 4 - extenuating circumstances has been updated to specify that day to day requests for extensions should be referred to the relevant CAS Hub

Section 7 - Appeals Against Assessment Board Decisions for Taught Programmes

Timescales have been included for a response to first stage appeals and confirmation of whether there are valid grounds for appeal.

7.4.1 Allegations of unfair discrimination – this paragraph has been removed as it is unclear and is covered elsewhere.

Appendix 8 added to offer further guidance on Wordcounts.

### **Fitness to Study Procedure**

Changes in emphasis to reflect that this is a supportive process used when a student's health or wellbeing is having a detrimental impact on their (or others) ability to progress academically and/or function in the University community appropriately

### **Disability Policy**

Addition of a new section 'Principles of the Student Disability Policy'

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

### Section D1 and D2 Definitions of Misconduct

Changes to the wording in these sections has been made to clarify that the University will not be making decisions on behaviour which constitutes a criminal offence, but may take action where a student has been convicted of a criminal offence in certain circumstances. This is in line with the UUK Guidance which states that: 'No criminal offences should be referred to when seeking to define unacceptable behaviour in the Code. It is unreasonable and dangerous for all involved to ask the University to make any findings about an alleged criminal offence.'

### Section D3 Criminal Offences

This section has been re-worded to reflect more precisely the UUK Guidance that the criminal process must take priority and there should be no duplication of that process.

### Section C2 Interim Suspension or Partial Exclusion

This section has been reviewed and additional information added to reflect existing practice at UCLan whereby an undertaking of good conduct can be used as an alternative precautionary interim measure, to suspension or partial exclusion, and also how the University will consider support for any student who is subject to an on-going investigation and associated precautionary interim measures.

### Section E12 Outcomes and Penalties

Additional wording has been added to this section to include a requirement for the student to engage with Student Wellbeing Services as a supplementary outcome of a disciplinary interview or hearing to reflect current practice at UCLan, which also corresponds with the UUK Guidance.

## **Wireless Network Fair Usage Policy**

Amended all reference to Deputy Director of LIS to Director of LIS to reflect the current organisational structure.

## **IT Security Policy**

This Policy was originally both a staff and student facing policy. Information relating solely to staff has since been removed to make it a student only policy.

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

The document has been updated to include the additional Microsoft Office 365 services now in place at UCLan.

## **Rules for the use of the Library**

Changes have been made to the Rules of Use to reflect the following:

- The removal of a fee for library borrowing rights for non-members (including Alumni).
- The removal of IT network access for non-members;
- The removal of 'No use of Technology in Silent Areas';
- Amended to reflect that group study rooms are not permitted for single occupancy use;

- Reference to the maximum number of renewals has been removed along with associated charges;
- Students excluded from the Library requiring print resources can reserve these online and collect from the Library Reception;
- Students involved in incidents, resulting in an exclusion from the Library will have their names recorded for the period of their study (a change from previously 1 year)