



Key Changes to Newcastle University Regulations 2014-15

General Regulations

C. Registration and Module Choice

Amendment (underlined) to reflect changes to the timing of requests to transfer between modules.

12. All transfers between modules must normally be completed before the end of the second week of teaching. Transfers beyond this period are permitted only in exceptional circumstances. Changes to module selection are subject to the written approval of the degree programme director and must be reported to the relevant school or graduate school. Students must also keep a record of the approval to make the change and should check that their registration is correct.

F. Fees

This section has been simplified and rewritten in light of feedback from the Office of Fair Trading. The detail that has been removed has been captured in other University policies. Regulations 23-24 and 30 have been simplified and rewritten.

23. Fees and other charges shall be paid at the times prescribed by the University. Fees and charges are reviewed annually and are normally detailed in the Fees Schedule – www.ncl.ac.uk/regulations/fees/. Tuition fees are composite and include registration, tuition or supervision, access to library and IT services, examination, re-examination as an internal candidate and graduation at one of the University's campuses. Additional fees and charges may arise from specific activities – see the Fees Schedule and exemplar additional charges at www.ncl.ac.uk/students/wellbeing/finance/information/additionalcosts.htm

24. Composite tuition fees do not include accommodation charges. It is a condition of registration that students have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole period of study at the University.

28. Any students who owe tuition fees will not be allowed to re-register at the start of the next academic year and will not be permitted to graduate. No degree, diploma or other qualification shall be conferred upon students who have not fulfilled their financial obligations to the University, or are subject to ongoing disciplinary procedures. Where a student withdraws from the University, a refund of tuition fees may be due, or a payment reclaimed, in line with the University Credit Policy – www.ncl.ac.uk/internal/finance/documents/CreditPolicy.pdf. Any outstanding debt will be referred to an external collection agency and, if necessary, court action will be instigated.

S. Assessment of Incoming Study Abroad, Exchange and Occasional Students

New Regulation to clarify the assessment of Study Abroad, Exchange and Occasional Students which has not previously been considered in the University Regulations.

66. Modules taken by Study Abroad, Exchange and Occasional students shall have marks returned in the normal way. Compensation will not apply to such students and the module decision will be either pass or fail. However, the board of examiners may still exercise discretion, particularly where a PEC Committee has assessed personal extenuating circumstances as having an impact on the student's performance.

Undergraduate Progress Regulations

F. Degree Programme Regulations

Addition (underlined) to reflect practice, and to clarify the effect of transfers on the validity of international student visas.

20. The degree programme director may permit a student who has not satisfied the examiners in all the assessments in a stage of a degree programme to transfer to the same stage of another degree programme at the start of the next academic year. The degree programme director shall, in exercising this power, consult relevant heads of school and may, on the recommendation of relevant degree programme directors, make permission to transfer conditional upon a student following specified variations to the degree programme. The degree programme director should note that evidence of appropriate academic qualifications is required by the Home Office, and where a transfer is considered for a Tier 4 visa holder, the student should be aware that a further Tier 4 application may be required as part of the process. Students should be referred to the Visa Team for guidance.

G. General Provisions Governing Attendance and Progress

Additional clause to unsatisfactory progress regulations:

Evidence of Failure to make Satisfactory Progress

24. Any of the following may constitute failure to make satisfactory progress and all may be taken into account in considering the student's case:

...

h) failure to attend briefings relating to health and safety, especially as they apply to laboratory work, and to pass any assessments in relation to these briefings that are designed to ensure that students are safe to operate in the environment to which such briefings apply.

Undergraduate Examination Conventions

Significant amendments to reflect the removal of the third attempt at assessment (2014-15 phase).

- *All students commencing, or repeating, Stage 0 or Stage 1 of an Undergraduate or Integrated Masters programme from September 2013 onwards, those commencing, or repeating, Stage 2 of an Undergraduate or Integrated Masters Programme from September 2014 onwards, and those registering for an intercalating year between Stages 2 and 3 in September 2014 will have at most two attempts at their current and subsequent stages of their programme.*
- *Students commencing, or repeating, Stage 3 or later Stages of an Undergraduate or Integrated Masters Programme in September 2014 will not be affected by any changes to the resit regulations in 2014/15. Earlier versions of the examination conventions surrounding resits and the right to carry failed modules shall apply to these students (2012/13 Undergraduate Examination Conventions L and M).*

Convention L. Reassessment has been revised with an update on changes to Undergraduate resits.

B. Board of Examiners

Amended wording relating to the practicality of declarations of interest in anonymous Boards of Examiners.

18. Members of the board of examiners should declare any personal (i.e. non-academic) interest relating to any individual students to the Chair of the Board prior to the meeting. Such declarations are required despite the anonymity of the board of examiners meeting.

L. Reassessment

Clarification about modes of reassessment.

46. The form of the reassessment at any stage may vary from the original, at the discretion of the board of studies. Note that the board of studies may delegate this authority to the board of examiners, but that the students who are to be reassessed must be informed of the style of reassessment to be adopted, including identification of the various assessment components and weighting. Boards may specify components for which students may opt to carry forward marks. Changes to the format of assessment must apply to the whole cohort.

M. The Award and Classification of Degrees

New regulation for clarification of the calculation of final module marks. Clarification on the application of discretion.

55. A final module mark is calculated by using the most recent component marks. In some cases, this may be a combination of second and first attempt component marks, depending on the normal resit arrangements for the module. It is not the case, however, that the best component marks automatically carry forward to the final module mark.

Use of Discretion

This section has been amended to clarify University-wide practice.

The Board of Examiners under Conventions 19, 40 - 42 has a general power to exercise discretion to treat any student more generously than the numerical and other conventions require.

56. Discretion may be applied to progression (K 40-42) or to classification decisions. The board of examiners must consider whether or not to exercise discretion (including the possibility of awarding a higher classification of degree, if relevant) when:

- a) There is a positive assessment of the impact of medical or other mitigating circumstances by the Personal Extenuating Circumstances Committee (Conventions 14 and 15).

In addition, for final year students, the board of examiners must consider whether or not to exercise discretion to award a higher classification of degree when:

- b) Students have weighted averages of 68 or 69, 58 or 59, 48 or 49, 38 or 39 (after rounding of marks). The board of examiners shall have regard to the following:
 - i. The overall profile of individual marks achieved in modules;
 - ii. Exceptional performance by the student in any particular module, including, for example, research-based modules or in an oral examination where this is part of the degree programme regulations;
 - iii. Progressive improvement in performance by the student during the final 2 (or 3) stages of study, only where the stage weighting is 1:1.

The board may also use discretion to recommend the award of an Honours degree of any class to a student who has not been recommended for the award of an Honours degree under Convention 54.

V. Retention of Assessed Work

Amendment (underlined) to clarify the retention period of assessed work.

73. All material for assessment, which contributes to 30% or more of a final module mark, should be retained for a minimum period of the current academic year plus one year. Further information can be found in the Policies on Submission of Assessed Work, Feedback on Assessed Work and Return of Assessed Work at www.ncl.ac.uk/quilt/atoz/policies.htm

Foundation Degree Regulations

Where appropriate, the Foundation Degree Progress Regulations and Examination Conventions have been amended to mirror the changes noted in the Undergraduate sections above.

Integrated Masters Regulations

Where appropriate, the Integrated Masters Examination Conventions have been amended to mirror the changes noted in the Undergraduate sections above, including the phased implementation of resit arrangements. In addition, please note:

H. Progression from One Stage to Another

Clarification on the application of discretion for progression decisions.

33. (...) Note that the Board of Examiners is required to consider all students whose final stage average (after rounding of marks) is within two marks of the progression threshold, applying the principles of Discretion as outlined in Examination Convention 56.

Extra Credit, Standalone and Credit Accumulation and Transfer Scheme Regulations

Amendment (underlined) to clarify modules available under the scheme.

These regulations apply to:

- a) students taking individual modules for credit on a standalone basis.
- b) students taking modules for extra credit from the register of approved Extra Credit Modules (<http://www.ncl.ac.uk/regulations/docs/>)
- c) students registered (including retrospectively) on programmes on the CATS Programme Register

Postgraduate (Taught) Progress Regulations

Where appropriate, the Postgraduate (Taught) Progress Regulations have been amended to mirror the changes noted in the Undergraduate sections above.

Postgraduate (Taught) Examination Conventions

Where appropriate, the Postgraduate (Taught) Examination Conventions have been amended to mirror the changes noted in the Undergraduate sections above. In addition, please note:

Major changes to Postgraduate Taught compensation are proposed, subject to the approval of these recommendations by ULTSEC.

The Regulations Sub-Committee, following consultation across the University during winter 2013/14, recommends the following change to the Postgraduate rules about

Compensation. The Regulations Sub-Committee recommendation is that this change in principle, if approved by ULTSEC, is implemented with effect from September 2014.

The Postgraduate Taught exam conventions have been drafted to reflect this recommendation and to accommodate a phased implementation. The key changes are summarised below.

K. Principles of Compensation

Significant amendments relating to the implementation of the removal of compensation for Postgraduate Taught Students.

Please note that this section (Conventions K35 to K42) applies only to candidates commencing a Master's programme in 2013/14 or earlier. For the sake of clarity, there will be no compensation on postgraduate taught programmes for those starting their programmes in 2014/15 and later years.

M. Reassessment

Significant amendments relating to the implementation of the removal of compensation for Postgraduate Taught Students.

(...)

Timing of Reassessment

A student who has the right to a second attempt will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August/September of the same academic year as the first attempt) or at an alternative occasion designated by the board of examiners.

R. Use of Marks after Reassessment, Compensation or Discretion

56. Please note that references to compensation in this section applies only to candidates who started their programmes in 2013/14 or earlier. For the sake of clarity there will be no compensation on postgraduate taught programmes for those starting their programmes in 2014/15 and later years. Where a student has achieved a passing mark following reassessment, or has been deemed to have passed in an assessment by the exercise of compensation or discretion, the overall module mark used by the board of examiners, shall be a mark of 50 except for the purposes of determining eligibility for compensation (K35 - 38). The mark achieved by the student must be recorded on the transcript, with an appropriate note if compensation or discretion has been applied, and a statement that a mark of 50 will be used in any calculations. However, in such cases, the board of examiners may, in its ultimate discretion, have regard to the actual mark obtained at the second occasion of assessment.

S. The Award and Classification of Masters' Degrees, Postgraduate Diplomas and Postgraduate Certificates (entry awards)

For students starting their programmes in 2014/15 and later:

A student who passes all core modules and failed up to 20 credits of non-core modules from the taught stage of the programme is recommended, as of right, for the award of an appropriate Master's degree or Postgraduate Diploma, provided that the weighted average mark for all modules and all non-modular aggregated assessment (taking credit values into account) is at least 50. In classified programmes, such a student will be eligible as of right

only for the award of a pass. The same principle applies to the award of a Postgraduate Certificate to a student failing up to 10 credits of non-core modules.

Postgraduate Research Masters Progress Regulations

Where appropriate, the Postgraduate Masters Progress Regulations have been amended to mirror the changes noted in the Postgraduate Taught sections above.

Postgraduate Research Masters Examination Conventions

Where appropriate, the Postgraduate Masters Examination Conventions have been amended to mirror the changes noted in the Postgraduate Taught sections above and the Doctor of Philosophy Examination Conventions with regard to examination of the Dissertation.

Master of Philosophy Degree Regulations and Examination Conventions

Where appropriate, Master of Philosophy Progress Regulations and Examination Conventions have been amended to mirror the changes noted in the Doctor of Philosophy sections above.

Doctor of Philosophy Progress Regulations

H. Study Undertaken Outside the University

Addition to reflect changes in line with University guidelines and Insurance policies.

17. (...)

- e) any relevant health and safety issues have been considered and approved by the head of school/nominee in line with University guidelines and University Insurance policies.

All study visits, of any duration, by students to dangerous locations (as specified by the Foreign and Commonwealth Office and listed in the University's Staff travel Policy), must also be signed off by the dean of postgraduate studies.

S. Pending Submission for Students completing their minimum period of Candidature after 31 July 2009

Amendment confirming the entitlement of 'pending submission' students to ongoing supervisory support.

35. All Students, staff or students, who have completed their minimum candidature and have not submitted their thesis may be permitted on the recommendation of their progress panel to proceed to 'pending submission' students for one further year. All 'Pending submission' students are required to register with the University.

iii) *It is expected that candidates who are registered as 'pending submission' will continue to receive regular structured interactions with members of the supervisory team and full access to Library and computing facilities will be available.*

T. Extensions of Time for Submission

Amendment to confirm that students who have been registered under 'extended submission' continue to receive ongoing supervisory support.

36. (...)

Note: It is expected that candidates who are registered as 'extended submission' will continue to receive regular structured interactions with members of the supervisory team and full access to Library and computing facilities will be available.

Doctor of Philosophy Examination Conventions

C. Examiners' Preliminary Reports

Amendment to confirm examination practices.

8. The examiners should independently write a preliminary report indicating their provisional assessment of the thesis and of the issues to be explored in the oral examination. It is expected that, if the criteria for the award of the degree have clearly been met, the preliminary reports will be very brief (a single paragraph). If, on the other hand, the examiners have serious concerns about whether the criteria have been met, fuller reports will be expected. Each examiner's preliminary report should be sent to the relevant graduate school administrator in advance of the oral examination taking place. Examiners should not consult with each other before both independent reports have been submitted to the graduate school administrator. The reports will be forwarded to the relevant dean of postgraduate studies. They must not be shown to the candidate or the supervisory team in advance of the oral examination. But examiners should be aware that preliminary reports will be made available to candidates after the oral examination if they request them under the provisions of the Data Protection Act.

F. Role of the Supervisory Team during the Examination

Addition to confirm examination practices.

17. A member of the supervisory team will not be appointed as an internal examiner.

18. The academic supervisor may, at the request of the candidate, be present at (but will make no contribution to) the oral examination. S/he should in all cases be available to be consulted by the examiners on the occasion of the oral examination. The supervisor will have the right to confer with the examiners following the examination, and to be given an oral report on its outcome.

19. The academic supervisor will co-ordinate the arrangements for the oral examination and inform the graduate school administrator of the details.

20. Under no circumstances should the arrangements for the viva be delegated to the candidate. There should normally be no direct contact between the candidate and the examiners before or after the viva.

Recommendations after Resubmission for Re-examination by Internal and External Examiners

Addition to reflect examination practice.

33. Where a candidate has been permitted to revise and resubmit a thesis in accordance with Conventions 24(b) or (d), the only options open to the examiners when re-examining the thesis shall be one of the following, as appropriate;

a) (...)

iii. that the candidate be admitted to the degree of Doctor of Philosophy subject to minor revisions of a more substantial nature than in ii above, but not involving a major revision of the thesis, being made to the satisfaction of the internal examiner, within a period of up to six months of receiving formal notification of the revisions to be made.

Doctor of Philosophy (Integrated) Degree Regulations

Where appropriate, Doctor of Philosophy (Integrated) Regulations have been amended to mirror the changes noted in the Doctor of Philosophy sections above.

Rules for the Submission of Work for Higher Degrees

Addition to reflect examination practice.

4. The soft bound copies will normally be sent to the examiners. Additionally, where requested, an electronic copy may also be sent.