

Key Changes to Newcastle University Regulations 2018/19

General Regulations

A. General Requirements

Addition (underlined) new clause added to indicate that Apprentices, undertaking an apprenticeship training programme run by the University, are subject to the same regulations apart from where exceptions are agreed or are required by the rules of the Education and Skills Funding Agency.

9. Apprentices undertaking an apprenticeship training programme run by the University will be subject to the same regulations as students apart from those areas where exceptions are agreed or are required by the rules of the Education and Skills Funding Agency.

X. Academic Appeals

Addition (underlined) additional item to clarify the grounds of appeal for Apprenticeship students.

78. Students are entitled to submit an Academic Appeal against the following University decisions:

- a) Board of Examiners decisions
- b) PEC Committee decisions
- c) Unsatisfactory Progress decisions
- d) DPD Request decisions
- e) Termination of Studies due to Breach of Tier 4 visa
- f) End Point Assessment for an Apprenticeship Standard carried out by the University.

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm>

Students are also entitled to submit appeals against University disciplinary sanctions, the outcome of Fitness to Study Panel hearings and the outcome of Fitness to Practise hearings.

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm>

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/f2s.htm>

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/fitness.htm>

Other minor wording changes have been made for clarification.

Undergraduate Progress Regulations

B. Definitions

Addition (underlined) definition added to clarify what is meant by an 'Apprentice'

4. Where the following terms appear in these regulations, in degree programme regulations or in the University *Undergraduate Examination Conventions*, they shall have the meanings assigned below:

- a) **Apprentice:** An employee of a third party or of the University undertaking approved apprenticeship training offered by the University and commissioned by the apprentice's employer.

E. Patterns of Study

Addition (underlined) clause added to clarify that Apprentices may study on a part-time basis in accordance with the relevant programme regulations.

Approval of Non-standard Patterns of Study

17. Apprenticeship training programmes may be studied on a part-time basis in accordance with the relevant programme regulations.

G. General Provisions Governing Attendance and Progress

Addition (underlined) wording added to emphasise that a clear academic rationale should be made, when a student's progress is to be monitored or they are required to submit additional written work, if their progress is deemed unsatisfactory:

23. Failure to make satisfactory progress may be grounds for:

- a) further monitoring the progress of the student or requiring the submission of written work in addition to that required by the degree programme regulations where there is a clear academic rationale;
- b) delay of the student's attempt at the whole assessment for the module(s) concerned to the August/September resit examinations in the same academic year. Where such a delay is imposed, the student's attempt shall be the second attempt;
- c) interruption or termination of the student's programme of study.

Addition (underlined) point added to ensure that students are notified, in advance, of all possible outcomes and options should they become the subject of the unsatisfactory progress procedure.

Procedure for Dealing with Unsatisfactory Progress

26. A student whose progress is considered unsatisfactory by the degree programme director shall be notified in writing of the reasons for this opinion, invited to make a written response and given the opportunity of an interview with the director or nominee. Following this notice and any interview, and taking account of all known circumstances, the degree programme director may:

- a) take further action under Regulation G23 (a) or (b);
- b) take further action under Regulation G23 (c) in consultation with Student Progress Service, provided that the student was invited to attend an interview, including notice that the interruption or termination of the student's programme of study was

likely to be considered, and advised to bring details of any medical or personal circumstances (with evidence) relevant to the student's progress

J. Provisions for Interruption of Progress

Amendment (underlined) to clarify time limits on programmes and reference to disability following recent OIA guidance on supporting disabled students.

Exclusion for Delayed Progress

32.

a) Any student, whether full-time or part-time, who is two years overdue in passing any stage or

~~b) Any full-time student who is three years in arrears with progress in the degree programme~~

~~shall be automatically excluded from further study unless given special permission by the degree programme director. In granting special permission to continue, the degree programme director must consider any quality and accreditation issues relevant to the degree programme in question.~~

b) Any full-time student who is three years in arrears with progress in the degree programme.

shall be automatically excluded from further study unless given express permission by the PEC Committee. The PEC Committee shall be advised by the degree programme director on any quality and accreditation issues relevant to the degree programme in question, and on whether the student has met the learning outcomes of the programme as currently delivered. The PEC Committee shall specifically consider the needs of disabled students where the disability leads to delays in progress and shall take into account any recommendations from the Student Wellbeing Service along with any recommendations arising from the Support to Study Procedure.

Amendment (underlined) to cover the circumstance of necessary variation of module selection on resumption of study.

33. Where a student:

a) initially fails all or part of the assessment relating to a stage of a degree programme but later satisfies the examiners, or

b) interrupts normal progress within a degree programme, or

c) is exempted from attendance and progress requirements under Regulations J37 and J38 below (provision for sabbatical officers)

~~the student shall be entitled to proceed with the programme of study only under the regulations then applicable to the next and remaining stages of the programme.~~

the student shall be entitled to proceed with the programme of study only under the regulations then applicable to the next and remaining stages of the programme. Any variation in module selection made necessary by the interruption shall be considered as set out in Section E

(Patterns of Study), with PEC Committee approval required if assessments need to be varied or set aside.

Other minor wording changes have been made for clarification.

Undergraduate Examination Conventions

B. The Board of Examiners

Addition (underlined) wording added to indicate that clause j) is not relevant to those students starting or restarting Stage 1 during the 2018/19 academic year.

Personal Extenuating Circumstances (PEC) Committee

14. The Personal Extenuating Circumstances Committee shall have the power to grant the following, subject to the appropriate evidence being provided for or by the student;

- a) Extensions within and beyond those permitted as part of the Submission of Work policy;
- b) Exemptions from minor elements of assessed work (normally a maximum of 20% of the module in question);
- c) Deferral of a formal examination or assessment attempt to the next normal occasion (generally August);
- d) Deferral of a formal examination or assessment attempt to a later normal occasion;
- e) Extraordinary examinations, including those outside of the regular assessment periods;
- f) Setting aside previous attempt(s) at a module, semester or stage and allowing repeat tuition if required;
- g) Allowing a student to retake a module, semester or stage with tuition (subject to payment of the appropriate tuition fees);
- h) Allowing a student to proceed to the next Stage of a programme carrying fails

And, for all undergraduate students except those starting or restarting Stage 1 during the 2018/19 academic year,

- j) To provide boards of examiners with an assessment of the scope and severity of mitigating circumstances affecting a student, which have not been addressed by a-h above (i.e. to recommend the use of discretion).

N. Recording of Module Marks after Reassessment, Compensation or Discretion

Addition (underlined) additional wording added to alleviate the reported lack of clarity around components versus modules.

57. Where a student has achieved a passing mark following reassessment at any stage, including the final stage, or has been deemed to have passed in an assessment by the exercise of compensation or discretion, the actual (uncapped) module mark achieved by the

student on the normal University scale must be recorded on the transcript, with an appropriate note if compensation or discretion has been applied, and a statement that a mark of 40 (or 50 for level 7 modules) will be used in any calculations. However, in such cases, the board of examiners may, in its ultimate discretion, have regard to the actual module mark obtained at resit.

Other minor wording changes have been made for clarification.

Foundation Certificate Examination Conventions

Where appropriate the Foundation Certificate Examination Conventions have been amended to mirror the changes noted in the Undergraduate sections above.

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 Examinations Conventions have been amended to mirror the changes noted in the Undergraduate sections above.

In addition please note a preliminary statement (underlined) has been added to mirror the Undergraduate Conventions and clarify where exemption should be sought:

Graduate Diploma and Certificate Regulations

Where appropriate the Graduate Diploma and Certificate Regulations have been amended to mirror the changes noted in the Undergraduate sections above.

Extra Credit, Standalone and Credit Accumulation and Transfer Scheme Regulations

Where appropriate the Extra Credit, Standalone and Credit Accumulation and Transfer Scheme Regulations have been amended to mirror the changes noted in the Undergraduate sections above.

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:

M. Discretion

Amendment (underlined) wording amended to clarify regulations concerning the issue of condoned fails.

39. Notwithstanding the student's results, and without prejudice to the requirements for professional accreditation, the board of examiners may, in its ultimate discretion:

- a) Deem a student to have passed specific modules – including core modules.
- ~~b) Deem first attempt failures on one or more Level 7 modules on a classified programme to be 'condoned fails', provided that the relevant marks are in the range 40 – 49 and provided that a student does not accumulate more than 20 credits in condoned fails (10 credits for students registered for a Postgraduate Certificate). A condoned fail will be treated as a fail for the purposes of Conventions J34 and K37, but a condoned fail will not diminish eligibility for a Merit or Distinction under Convention P45.~~
- b) Deem first attempt failures on one or more Level 7 modules on a classified programme to be 'condoned fails', provided that:
 - i. the student has passed all other taught modules,
 - ii. the relevant marks are in the range 40 – 49, and
 - iii. the student does not accumulate more than 20 credits in condoned fails (10 credits for students registered for a Postgraduate Certificate).

A condoned fail will be treated as a fail for the purposes of Conventions J34 and K37, but a condoned fail will not diminish eligibility for a Merit or Distinction under Convention P45. In such circumstances the student will retain the right to a second attempt at the module, subject to the provision of Section J (Reassessment).
- c) Deem a student to have passed the stage of a programme.
- d) Deem a student to have progressed to the next stage of a programme, despite not meeting a specific progress regulation or examination convention.
- e) Recommend a final stage student, or other student eligible to leave the University with an award, for a higher award or degree classification.

J. Reassessment

34. A student has the right to one reassessment for each taught module failed at the first attempt provided that:

- a) for a student on a 180 credit master's programme or a postgraduate diploma programme, no more than 40 credits of the taught element failed at the first attempt;
- b) for a student on a Postgraduate Certificate programme, no more than 20 credits of the programme is failed at the first attempt.

The deeming of a first attempt failure on a module as a 'condoned fail' in M39 b) does not negate the right to reassessment set out in this convention. That is, a student who has one or more modules deemed to be condoned fails may undertake reassessment in those modules

either for the purpose of improving their transcript or for the purpose of improving their overall average (calculated as prescribed in Convention N44).

NB. A master's programme with more than 180 credits may in its programme regulations set a higher number of credits that may be resat if failed at the first attempt, but the proportion of credits available for resit should as much as possible be in line with those on a 180 credit programme. In relation to conventions 34 and 35 a higher number of credits of resit would be allowed in line with the programme regulations.

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.

A recommendation for an award does not negate the right to reassessment set out in this convention. That is, a student who has been recommended for an award, but who has failed one or more modules at the first attempt (meeting the criteria in a) or b) above), may undertake reassessment in those modules either for the purpose of improving their transcript or with a view to improving their overall average (calculated as prescribed in Convention N44).

XII Regulations for Research Masters Degree Programmes (excluding MPhil programmes)

Where appropriate the Research Masters Degree Programmes Regulations have been amended to mirror the changes noted in the Postgraduate Taught Progress Regulations and Examination Conventions sections above and the Doctor of Philosophy Progress Regulations and Examination Conventions below.

XIII Master of Philosophy Degree Regulations and XIV 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 below.

In addition, please note:

Amendments to 9, 10 and 11 of **Section C Nature of the Examination** to clarify oral examination requirements. Addition of new **Sections D and E** to clarify the roles of Supervisors and Candidates during the examination process.

9. The examination shall consist of a review and assessment of the candidate's thesis by the examiners appointed and normally of an oral examination on the contents of the thesis and subjects related thereto, chaired by the external examiner, where an independent chair has not been appointed.

10.

- a) The normal practice will be that an oral examination is convened, unless the external examiner contacts the graduate school administrator to stay the oral examination.
- b) In the event of a disagreement between examiners about the need for an oral examination, then the oral examination will be held.
- c) It should be noted that the examiners cannot make the recommendation of a fail without giving the candidate an opportunity of an oral examination. 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, if required. It is expected that, if the criteria for the award of the degree have clearly been met, the preliminary reports will be brief. 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 an 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 (or nominee).

- d) Exceptionally, and two weeks or more in advance of a scheduled viva, if the external examiner upon initial independent review of the thesis is unequivocally of the view that the thesis is not worthy of defence without significant re-work by the candidate, s/he shall contact the graduate school administrator. The dean of postgraduate studies (or nominee) shall determine whether it is appropriate to permit the examiners to prepare a joint report. The decision reached under these arrangements shall be limited to Convention 20 (b)iii only – i.e. permitting resubmission, where an oral examination will be required after resubmission.

11. ~~Where the oral examination is held, the examination should consist of a review and assessment of the candidate's thesis by the examiners appointed and of an oral examination on the content of the thesis and subjects related thereto, chaired by the external examiner, where an independent chair has not been appointed. The oral examination shall be conducted in accordance with the guidelines in the University's *Handbook for Examiners of Research Degrees*. The purpose of the oral examination will be to enable the examiners to:~~

- a) establish that the research has been undertaken by the candidate;
- b) test the ability of the candidate to defend his or her thesis;
- c) establish whether the candidate has a satisfactory knowledge of the wider field surrounding the research topic.

Addition of new **Sections D and E** to clarify the roles of Supervisors and Candidates during the examination process.

D. Role of the Supervisory Team during the Examination

14. 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 oral examination, and to be given an oral report on its outcome.

15. The academic supervisor will co-ordinate the arrangements for the oral examination and inform the graduate school of the details in advance of the oral examination taking place.

E. Role of the Candidate during the Examination

16. Under no circumstances should the arrangements for the oral examination be delegated to the candidate.

17. There should normally be no discussion about the oral examination between the candidate and the examiners in advance of the oral examination.

18. Following the oral examination there should normally be no direct contact between the candidate and the examiners. If the candidate requires clarification on points raised by the examiners, this clarification should be sought via the Supervisory Team.

19. Under no circumstances should a candidate send their thesis (in hard or electronic copy) direct to the examiners. All formal submissions (first submission and any further submission as determined by the examination outcome) should be sent direct to the graduate school administrator, who will send the submission to the examiners.

XV Doctor of Philosophy Progress Regulations

Minor text changes have been made to regulations in addition to the following substantive changes:

Additional text added to '**Section C. Admission as a Staff Candidate for the Degree of Doctor of Philosophy**':

'retrospective registration requests from staff candidates will continue to be considered on a case by case basis, but that requests of more than one year (full-time) or two years (part-time) of retrospective registration would not normally be supported.'

Deletion of the previous **Section K 'Confirmation of Registration for the Degree of Doctor of Philosophy'** section as this process does not occur since progress is reviewed annually and consideration is given to whether a student can continue annually.

XVI Doctor of Philosophy Examination Conventions

Minor text changes have been made to regulations in addition to the following substantive changes:

Changes to **Section G** and addition of a new **Section H** to clarify the roles of the Supervisor and the Candidature during the examination process.

G. Role of the Supervisory Team during the Examination

22. A member of the supervisory team will not be appointed as an internal examiner.
23. 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 academic supervisor will have the right to confer with the examiners following the oral examination, and to be given an oral report on its outcome.
24. The academic supervisor will co-ordinate the arrangements for the oral examination and inform the graduate school administrator of the details, in advance of the oral examination taking place.

H. Role of the Candidate during the Examination

25. Under no circumstances should the arrangements for the oral examination be delegated to the candidate.
26. There should normally be no discussion about the oral examination between the candidate and the examiners in advance of the oral examination.
27. Following the oral examination there should normally be no direct contact between the candidate and the examiners. If the candidate requires clarification on points raised by the examiners, this clarification should be sought via the Supervisory Team.
28. Under no circumstances should a candidate send their thesis (in hard or electronic copy) direct to the examiners. All formal submissions (first submission and any further submissions determined by the examination outcome) should be sent direct to the Graduate School Administrator, who will send the submission to the examiners, before or after the oral examination.

Additional text added to "**Section J Minor Revisions or Corrections**':

30. Recommendations 29(a) or (c) may be made subject to a requirement that the candidate correct minor textual errors or make minor revisions to the thesis before the deposit of a copy

of the thesis in the University Library in accordance with the Rules for the Submission of Work for Higher Degrees.

31. Where minor textual corrections are required, candidates will be advised by the relevant graduate school administrator that the corrections must be made within one month of receiving formal notification of the corrections. It shall normally be the responsibility of the internal examiner* to certify that the necessary corrections have been made before a pass list can be issued.

32. Where minor revisions to the thesis are required, the candidate shall normally be required to make the revisions within six months of receiving formal notification of the revisions to be made. It shall normally be the responsibility of the internal examiner* to certify that the necessary corrections have been made before a pass list can be issued.

33. It shall be the expectation that the thesis will not require referral back to the external examiner and that the candidate will not be expected to undergo a further oral examination. However, if the internal examiner* feels that any recommendation other than recommendations 29 (a)(i), (a)(ii) [following an initial 29(a) recommendation] or (c)(i) or (c)(ii) [following an initial 29(c) recommendation] is appropriate following reconsideration of the thesis after the minor revisions have been made, the thesis shall also be referred to the external examiner.

* As indicated in 28, where two external examiners have examined the thesis, they should agree which examiner shall receive the revised thesis to ensure the required revisions have been made."

XVII Doctor of Philosophy (Integrated) Regulations

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