

## SUMMARY OF CHANGES TO UNIVERSITY REGULATIONS FOR 2017-18

The main changes made to the suite of University Regulations for application in 2017-18 are set out below for ease of reference. Full details and copies of the Regulations can be directly accessed electronically via the Secretariat's website at: <http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

### UNIVERSITY GENERAL REGULATIONS

#### Part A – Regulations Governing Academic Offences

	<ul style="list-style-type: none"> <li>Section 2.3 has been expanded to state that <i>where the Committee recommends no restoration of the right to reassessment, it may also make a recommendation that credit for the module should nonetheless be awarded.</i></li> <li>Section 2.4 (h) had been expanded to state <i>where the original mark awarded for the piece of assessed work or examination was at a fail level, if the student has reassessment opportunities available, a re-sit for that piece of work or examination will be offered, with the standard consequences for the overall mark for the module. Where the original mark awarded for the piece of assessed work or examination was at a pass level, this will be reduced to zero. If the student has reassessment opportunities available, a re-sit for that piece of work or examination will be offered and, if passed, shall not of itself result in a capped mark for the relevant module (but a resit in any other component of the module shall be subject to the standard capping process). In all cases, the final overall module mark shall be used for the initial honours calculation.</i></li> </ul>
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#### Part D (2) – Fitness to Practise Regulations: Programmes with the School of Health & Social Care

	<ul style="list-style-type: none"> <li>Part D (2) has been revised to consolidate the fitness to practise regulations for relevant programmes within the School of Health &amp; Social Care.</li> <li>Revisions to D (2) expand upon the examples of impairment to fitness to practise, make more explicit the power to exclude by the Director of Student Affairs, allow the Head of School to impose penalties where the matter falls below the threshold requiring a Fitness to Practise Panel, removal of witnesses from School Panels in favour of witness statements and removal of the lay person with specific knowledge from the School Panel membership.</li> <li>Students subject to these regulations will not be subject to the Student Conduct and Disciplinary Regulations as matters of alleged misconduct will be dealt with through the relevant Fitness to Practise process.</li> </ul>
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#### Part N – UK Visa and Immigration Compliance

	<ul style="list-style-type: none"> <li>Tier 4 regulations have been removed from the Undergraduate, Taught Postgraduate and Research Regulations and added to the University General Regulations.</li> <li>An additional section (section 5) has been added to list compliance conditions.</li> </ul>
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Part O – Termination of Enrolment and Registration (and Appeal Process); Part P – Extenuating Circumstances; Part Q – Coursework; Part S – University Records on Students; Part T – Annulment of Formal Assessments.

	<ul style="list-style-type: none"> <li>This have been removed from the Undergraduate, Taught Postgraduate and Research Regulations and added to the University General Regulations.</li> </ul>
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#### Part R – Code of Conduct for Candidates in Examinations

	<ul style="list-style-type: none"> <li>This has been removed from the Undergraduate and Taught Postgraduate regulations and added to the University General Regulations.</li> <li>The Code has been updated to provide clarification on existing processes and procedures including making clear to candidates that they would remain under exam conditions in the event of a fire alarm.</li> </ul>
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## UNDERGRADUATE REGULATIONS

### Section 4.3 – University Records on Students

	<ul style="list-style-type: none"><li>This section has been removed from the Undergraduate Regulations and relocated to the University General Regulations (Part S).</li></ul>
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### Section 4.7 – Termination of Enrolment and Registration (and Appeal Process)

	<ul style="list-style-type: none"><li>This section has been removed from the Undergraduate Regulations and relocated to the University General Regulations (Part O).</li></ul>
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### Section 4.8 – UK Visas and Immigration Compliance

	<ul style="list-style-type: none"><li>This section has been removed from the Undergraduate Regulations and relocated to the University General Regulations (Part N).</li></ul>
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### Section 5.4 – Annulment of Formal Assessments

	<ul style="list-style-type: none"><li>This section has been removed from the Undergraduate Regulations and relocated to the University General Regulations (Part T)</li></ul>
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### Section H – Foundation Year Regulations

	<ul style="list-style-type: none"><li>The Foundation Year regulations have been added to the Undergraduate Regulations</li></ul>
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### Section I – Certificate in Higher Education

	<ul style="list-style-type: none"><li>The Certificate in Higher Education regulations have been added to the Undergraduate Regulations.</li></ul>
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### Annex D – Code of Conduct for Candidates in Examinations

	<ul style="list-style-type: none"><li>This section has been removed from the Undergraduate Regulations and relocated to the University General Regulations (Part R).</li></ul>
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### Annex E – Extenuating Circumstances

	<ul style="list-style-type: none"><li>This section has been removed from the Undergraduate Regulations and relocated to the University General Regulations (Part P).</li></ul>
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### Annex F - Coursework

	<ul style="list-style-type: none"><li>This section has been removed from the Undergraduate Regulations and relocated to the University General Regulations (Part Q)</li></ul>
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## TAUGHT POSTGRADUATE REGULATIONS

### Section 5.6 – Awards (previously section 5.7)

	<ul style="list-style-type: none"><li>Section 5.6.3 and section 5.6.4 have been expanded to include an additional algorithm for the calculation of Merit and Distinction based on the overall average of the full 180 credits of a Masters programme to run alongside the existing algorithm which is based on the overall average for the final 60 credits.</li><li>Sections 5.7.6 and 5.7.1 have been removed from the Taught Postgraduate Regulations to remove the barrier to receiving Merit/Distinction due to reassessment.</li></ul>
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### Section 4.3 – University Records on Students

	<ul style="list-style-type: none"><li>This section has been removed from the Taught Postgraduate Regulations and relocated to the University General Regulations (Part S).</li></ul>
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### Section 4.7 – Termination of Enrolment and Registration (and Appeal Process)

	<ul style="list-style-type: none"><li>This section has been removed from the Taught Postgraduate Regulations and relocated to the University General Regulations (Part O).</li></ul>
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### Section 5.4 – Annulment of Formal Assessments

	<ul style="list-style-type: none"><li>This section has been removed from the Taught Postgraduate Regulations and relocated to the University General Regulations (Part T)</li></ul>
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### Annex D – Code of Conduct for Candidates in Examinations

	<ul style="list-style-type: none"><li>This section has been removed from the Taught Postgraduate Regulations and relocated to</li></ul>
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	the University General Regulations (Part R).
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#### Annex E – Extenuating Circumstances

	<ul style="list-style-type: none"> <li>This section has been removed from the Taught Postgraduate Regulations and relocated to the University General Regulations (Part P).</li> </ul>
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#### Annex F - Coursework

	<ul style="list-style-type: none"> <li>This section has been removed from the Taught Postgraduate Regulations and relocated to the University General Regulations (Part Q)</li> </ul>
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### RESEARCH DEGREES REGULATIONS FOR MA/MSC BY RESEARCH, MPhil AND PHD

#### Section 1 - General

	<ul style="list-style-type: none"> <li>Section 1.1 has been updated to reflect all of the research regulations represented in the document; the PhD by Publication, Professional Doctorate and Doctor of Education regulations have been inserted into the PGR regulations as annexes so that they are all in one place.</li> <li>A new section (1.4) has been added to articulate that the College Research Degrees Board is the Board of Examiners for research degrees.</li> </ul>
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#### Section 2 – MA/MSc by Research

	<ul style="list-style-type: none"> <li>Section 2.1 has been expanded to state that proposals around alternative assessment formats or not to conduct a viva must be submitted to the CRDB for approval with an appropriate rationale. The normal expectation remains that an oral examination will take place.</li> </ul>
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#### Section 2 - MPhil

	<ul style="list-style-type: none"> <li>Section 2.2 has been expanded to include reference to alternative assessment formats (such as performance, film or exhibition) which need to be approved through the CRDB.</li> </ul>
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#### Section 2 - PhD

	<ul style="list-style-type: none"> <li>Section 2.3 has been expanded to include reference to alternative assessment formats (such as performance, film or exhibition) which need to be approved through the CRDB.</li> <li>Section 2.3.1 (e) has been removed from the revised version (which relates to the criteria for achieving a PhD) on the grounds of repetition – it is covered within sub-sections a) to d).</li> </ul>
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#### Section 3 – MA/MSc by Practice-Based Research, MPhil by Practice, PhD by Practice

	<ul style="list-style-type: none"> <li>In section 3.1, the reference to a ‘critical commentary’ has been removed in favour of ‘written thesis’.</li> <li>Reference to the word limit has been relocated to later in the regulations (section 14).</li> </ul>
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#### Section 4 - Enrolment

	<ul style="list-style-type: none"> <li>The wording around enrolment and registration has been changed to reflect the Student Administration definition of enrolment as being the process by which a student becomes registered to an award.</li> <li>Section 4.3 now includes a sentence which explicitly states that once enrolled a student becomes registered with the University.</li> <li>Section 4.5 previously referred to periods of enrolment and this has been changed to periods of registration.</li> <li>Section 4.7 states that the end date of registration will be the date of first submission of the student’s thesis. This relates to the collation of completion data for various statutory bodies.</li> <li>Section 4.9 is a new addition which details the need for students who have submitted their thesis to continue to re-enrol as this enables access to facilities and continues the contract between the student and the University.</li> <li>Section 4.10 is new and details how requests for extensions by students approaching their maximum period of registration are handled.</li> </ul>
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#### Section 4.11 - Transfer from Other Institutions

	<ul style="list-style-type: none"> <li>This is a new section which details the process for when a student wishes to transfer into the University. The regulation specifies the normal minimum period of registration but the CRDB is empowered to make the final decision.</li> </ul>
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#### Section 5 – Attendance (previously section 6)

	<ul style="list-style-type: none"><li>• This section has been completely pared back to the information that PGR students need to know. The information relating to Tier 4 compliance has been removed and placed in the University General Regulations (Part N).</li></ul>
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#### Section 6 – Progression (previously section 7)

	<ul style="list-style-type: none"><li>• This section has been streamlined to apply to all research degrees, and simplified.</li></ul>
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#### Section 7 – Extenuating Circumstances (previously section 8)

	<ul style="list-style-type: none"><li>• This section has been pared back to describe extenuating circumstances. The excised material has been placed within the University General Regulations as it is applicable across all students. (Part P)</li></ul>
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#### Section 8 – Supervision (previously section 9)

	<ul style="list-style-type: none"><li>• The section on supervision has been updated to make clearer the training requirements for supervisors, including those recently appointed to the University and those recruited externally.</li><li>• Section 8.6 specifies that supervisors or advisors who are also research students must be able to demonstrate recent relevant research experience comparable with the level of the degree being supervised.</li></ul>
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#### Section 9 - Transfer of Research Degree (previously section 10)

	<ul style="list-style-type: none"><li>• This whole section has been made clearer with transfer requests to be made 'within 12 months of first registration' rather than 'by the end of 12 months from first registration' (section 9.1).</li><li>• Reference to the word limit for the report supporting the request has been removed to provide maximum flexibility across the disciplines. It must now 'provide evidence of the development towards the higher degree' (9.2 (a)).</li><li>• The sub-group looking at the transfer request will comprise 2 or 3 members and normally 1 (not 2 as in the previous regulations) will be experienced in making judgements regarding the transition between research degrees. This provides more flexibility in membership (9.2(b)). It also clarifies that while the Director of Studies may attend the panel they will have no part in the decision-making process.</li><li>• A sub-heading relating to 'Transfer to a Lower Award' has been inserted for clarity. Section 9.4 has been formatted in a more straightforward manner to aid understanding.</li></ul>
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#### Section 10 – Examinations (previously section 11)

	<ul style="list-style-type: none"><li>• Superfluous information has been removed (where, for example, it has already been stated elsewhere in the regulations). The section has also been re-ordered for better textual flow.</li><li>• The section relating to when the thesis should be submitted has been removed – section 4.7 now details when registration comes to an end. The periods of registration are also stated earlier in the regulations.</li></ul>
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#### Section 11 – Examiners (previously section 12)

	<ul style="list-style-type: none"><li>• Section 11.1 is expanded to state that examiners <i>shall normally</i> be expected to be appointed 'at least 6 months prior to planned submission' or at the thesis pending stage depending on which comes earlier.</li><li>• Section 11.2 has been updated to make clearer that staff candidates will be examined by three examiners, at least two of whom shall be external examiners.</li><li>• The reference to 'advisor' (section 11.4) being ineligible to act as an examiner has been expanded to clarify that this person would have advised the student during the period of their studies.</li><li>• Section 11.7 clarifies that the collaborating establishment is one 'that the student has worked with during their programme of studies' for the avoidance of doubt.</li><li>• Section 11.8 has been changed from 'no student for a research degree shall act as an Examiner' to 'no student who is not a member of University staff shall act as an examiner'. This avoids a potential situation where a staff member who is also a student is excluded from being an examiner.</li></ul>
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#### Section 12 – First Examination (previously section 13)

	<ul style="list-style-type: none"><li>• The section has been re-ordered for clarity.</li><li>• A section (12.1) has been added to stipulate that normally an oral examination (or alternative) should take place within 4 months of thesis submission.</li></ul>
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	<ul style="list-style-type: none"> <li>• Section 12.4 details the recommendations open to examiners following examination. Sub-section (e) combines subsections (e) and (f) of the existing regulations around not awarding the degree or allowing re-examination but recommending a lower award where appropriate.</li> <li>• The lower awards are articulated for both a PhD and MPhil original submission.</li> <li>• Section 12.8 has been shortened to exclude the sentences about errors bringing the validity of the thesis into question as this is covered by the options open to the examiners.</li> <li>• Section 12.9 now directs the CRDB to be the body that informs a student of the amendments that need to be made to a thesis rather than the examiners. This formalises the time students can take to complete amendments and ensures that the reports are seen by the CRDB.</li> </ul>
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#### Section 13 – Re-examination (previously section 14)

	<ul style="list-style-type: none"> <li>• This section has been re-ordered and reformatted for clarity.</li> <li>• Four forms of re-examination have been reduced to 3 in section 13.1. The recommendation relating to when an oral examination has been abandoned because the thesis was unsatisfactory has been removed. This eventuality has the same outcome where the oral was satisfactory and the thesis was unsatisfactory.</li> <li>• This section now includes, highlighted with sub-headings, the timeframes in which re-examination is expected to take place.</li> <li>• Section 13.7 details the recommendations open to examiners following examination. In the existing regulations a distinction is made between minor and substantive amendments (14.6 (b) and (c)); this has been removed in 13.7 and replaced with one option which states 'awarded the degree subject to amendments being made to the thesis...within 3 months of notification by the CRDB'.</li> <li>• Reference to the potential award of a lower degree references back to the principles in section 12.4 (e) for consistency.</li> </ul>
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#### Section 14 – The Thesis (previously section 15)

	<ul style="list-style-type: none"> <li>• Reference to a 'commentary' has been removed from the Practice-based degrees.</li> <li>• Section 14.4 has been expanded to state that the e-copy and hardbound final versions must be submitted to the University within one month of successful examination.</li> </ul>
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#### Annexes

	<ul style="list-style-type: none"> <li>• The annex providing additional information on extenuating circumstances has been removed and relocated to the University General Regulations (Part P).</li> <li>• Annex A (Interruption to Study) has been updated following advice from Human Resources and now includes information on maternity and paternity leave.</li> <li>• The following annexes have been added: <ul style="list-style-type: none"> <li>○ Annex B – Doctor of Philosophy by Published Work</li> <li>○ Annex C - Professional Doctorates</li> <li>○ Annex D - Doctor of Education</li> </ul> </li> </ul>
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