

Please find details of changes to the University Charter, Ordinances, Statutes and Regulations ahead of your study in 2017/18.

## Contents

ORDINANCE I: MATRICULATION - APPROVED 7th JULY 2016.....	3
ORDINANCE II: UNIVERSITY AWARDS DEGREES - APPROVED 7 <sup>TH</sup> JULY 2016.....	4
ORDINANCE III, APPROVED 7TH JULY 2016, DELETION OF.....	7
ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES - APPROVED 7 <sup>TH</sup> JULY 2016.....	8
REGULATION 8: GENERAL REGULATIONS - APPROVED 7 <sup>TH</sup> JULY 2016.....	14
REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION, APPROVED 7 <sup>TH</sup> JULY 2016.....	15
REGULATION 2A: MODULAR POSTGRADUATE COURSES - APPROVED 7 <sup>TH</sup> JULY 2016.....	18
REGULATION 3A: RESEARCH DEGREES BY PUBLISHED WORK – PHD, APPROVED 7 <sup>TH</sup> JULY 2016.....	19
REGULATION 6: VISAS AND IMMIGRATION - APPROVED 7 <sup>TH</sup> JULY 2016.....	20
REGULATION 20: STUDENT DISCIPLINE APPROVED - 7 <sup>TH</sup> JULY 2016.....	22
REGULATION 21 - TEMPORARY EXCLUSION OF STUDENTS (REPLACING STATUTE 6.4).....	27
REGULATION 7 – ACADEMIC APPEALS - Approved 10 <sup>th</sup> November 2016.....	30
REGULATION 8 12 - GENERAL REGULATIONS - Approved 10 <sup>th</sup> November 2016.....	31
STATUTE SECTION 25: ASSOCIATION OF POSTGRADUATE STUDENTS - Approved 7 <sup>th</sup> July 2016.....	32
REGULATION 8: CONDUCT OF STUDENTS IN EXAMINATION.....	33
REGULATION 6: VISAS AND IMMIGRATION.....	34
ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES – Approved 04 May 2017.....	36
REGULATION 2C: COURSES LEADING TO THE UNIVERSITY DOCTORATE – Approved 04 May 2017 ....	37
REGULATION 2D: RESEARCH DEGREES – Approved 04 May 2017.....	38
ORDINANCE XV - STUDENTS' UNION CODE OF PRACTICE – Approved 04 May 2017.....	39
REGULATION 1A: MODULAR BACHELORS DEGREES – Approved 04 May 2017.....	43
REGULATION 1B: CERTIFICATES – Approved 04 May 2017.....	44
REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES – Approved 04 May 2017.....	45
REGULATION 2A: MODULAR POSTGRADUATE COURSES – Approved 04 May 2017.....	46
REGULATION 2B: MODULAR COURSES – Approved 04 May 2017.....	47
REGULATION 2C: COURSES LEADING TO THE UNIVERSITY DOCTORATE – Approved 04 May 2017 ....	48
REGULATION 2D: RESEARCH DEGREES – Approved 04 May 2017.....	49
REGULATION 7: ACADEMIC APPEALS – Approved 04 May 2017.....	50
REGULATION 8: GENERAL REGULATIONS – Approved 04 May 2017.....	51
REGULATION 10: STUDENT HEALTH AND LEAVE OF ABSENCE – Approved 04 May 2017.....	53

REGULATION 8: GENERAL REGULATIONS – Approved 04 May 2017 .....	54
REGULATION 7: ACADEMIC APPEALS – Approved 06 July 2017 .....	55
REGULATION 18: FITNESS TO PRACTISE - Approved 06 July 2017 .....	56
REGULATION 19: APPEALS AGAINST FAILURE OF FOUNDATION YEAR (F1) - Approved 06 July 2017..	57
REGULATION 20: STUDENT DISCIPLINE - Approved 06 July 2017 .....	58
REGULATION 21: TEMPORARY EXCLUSION OF STUDENTS - Approved 06 July 2017.....	59
REGULATION 26: COMPLAINTS PROCEDURES - Approved 06 July 2017 .....	60
ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES - Approved 06 July 2017 .....	61
REGULATION 1A: MODULAR BACHELORS DEGREES - Approved 06 July 2017 .....	62
REGULATION 1B: CERTIFICATES - Approved 06 July 2017 .....	63
REGULATION 1C: MODULAR MEDICAL - Approved 06 July 2017.....	64
REGULATION 1F: INTEGRATED MASTERS PROGRAMMES - Approved 06 July 2017.....	65
REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES - Approved 06 July 2017 .....	66
REGULATION 2A: MODULAR POSTGRADUATE COURSES - Approved 06 July 2017.....	67
REGULATION 2B: MODULAR COURSES - Approved 06 July 2017 .....	68
REGULATION 2D: RESEARCH DEGREES - Approved 06 July 2017.....	69
REGULATION 7: ACADEMIC APPEALS - Approved 06 July 2017 .....	70
REGULATION 8: GENERAL REGULATIONS FOR UNIVERSITY EXAMINATIONS AND ASSESSMENTS.....	72
REGULATION 13: EXCEPTIONAL CIRCUMSTANCES - Approved 06 July 2017.....	77
REGULATION 17 (b) Senate Committees - Approved 06 July 2017.....	79
REGULATION 18: FITNESS TO PRACTISE - Approved 06 July 2017 .....	80
REGULATION 19: APPEALS AGAINST FAILURE OF FOUNDATION YEAR - Approved 06 July 2017 .....	81
REGULATION 20: STUDENT DISCIPLINE (New) - Approved 06 July 2017 .....	82
REGULATION 26: COMPLAINTS PROCEDURES - Approved 06 July 2017 .....	83
REGULATION 17 - Approved 06 July 2017.....	84
REGULATION 1A: MODULAR BACHELORS DEGREES - Approved 06 July 2017 .....	92
REGULATION 1F: INTEGRATED MASTERS PROGRAMMES - Approved 06 July 2017.....	93

ORDINANCE I: MATRICULATION, APPROVED 7th JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

Ordinance I: 1 Matriculation is the formal enrolment of a student in the University to pursue a course of study leading to undergraduate Certificates or Diplomas or to any Degree or to such Diplomas or Certificates as require graduate status as the normal qualification for entry.

2 Save as provided in the following sentence candidates for matriculation shall be at least seventeen years of age on the first day of October in the years of their candidature and shall have passed an examination approved by the Senate as a qualification for matriculation or been exempted therefrom by the Senate under conditions prescribed by Regulation. The Vice-Chancellor shall have the power to relax the condition as to age in exceptional cases.

3 Students upon matriculation with the University shall pay the fee prescribed by Regulation, and provide the University with all personal data necessary to comply with the statutory requirements of the funding bodies and other government agencies, including their date of birth. Use of this data is governed by the terms of the University's registration under the Data Protection Act.

4 Matriculation shall confer the privileges of student membership of the University as appropriate to the respective classes of student and shall carry the obligation to conform to the rules of the University and to submit to the jurisdiction of the Senate.

5 Full-time students shall be: a) any student registered for a Degree, Diploma or Certificate course of the University lasting for one or more academic years and liable to pay tuition fees at the rates prescribed for full-time students;

6 Any student who has been elected to a Student Officer Trustee position in the Students' Union is still deemed to be a current student. Student Officer Trustees who have not yet completed their full-time programme of studies shall take a leave of absence for the duration of their term of office. No person shall be elected to any Student Officer Trustee position or hold paid elected office for more than two years in total.

~~b) during the year of leave, any full-time student granted leave of absence by the Senate for the purpose of holding office in the Students Union;~~

~~c) any student who, during the final year of a full-time course, has been elected to an office in the Students Union for which leave of absence is given by the Senate and for the duration he/she holds such office provided that:~~

~~i) the duration, including any re-election to office, shall not extend for more than two years beyond the completion of his/her full-time course, and that~~

~~ii) no person shall be elected to sabbatical office or hold paid elected office for more than two years in total.~~

ORDINANCE II: UNIVERSITY AWARDS DEGREES, DIPLOMAS AND CERTIFICATES, APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are struck through and additions are in bold and underlined.

Ordinance II – University Awards ~~Degrees, Diplomas and Certificates~~1. ~~The Degrees of the University shall include:~~

~~(a) Bachelor of Arts (B.A.), Bachelor of Laws (LL.B.), Bachelor of Medicine, Bachelor of Chirurgie (MBChB), Bachelor of Midwifery (B.Mid.), Bachelor of Nursing (B.N.), Bachelor of Science (B.Sc.), Bachelor of Social Science (B.Soc.Sc.)\*, Master of Arts (M.A.), Master of Business Administration (M.B.A.), Master of Letters (M.Litt.), Master of Education (M.Ed.), Master of Laws (LL.M.), Master of Music (M.Mus.), Master of Pharmacy (MPharm), Master of Philosophy (M.Phil.), Master of Research (M.Res.), Master in Science (First Degree) (M.Sci.), Master in Chemistry (First Degree) (M.Chem.), Master in Geosciences (First Degree) (M.Geoscience), Master in Life Sciences (First Degree) (M.LifeSci.), Master in Biology (First Degree) (M.Biol.), Master in Mathematics (First Degree) (M.Math.), Master in Geology (First Degree) (M.Geol.), Master in Physics (First Degree) (M.Phys.), Master of Science (M.Sc.), Master of Medical Science (M.Med.Sc.), Master of Orthopaedic Surgery (M.Ch.(Orth.)), Master of Surgery (M.S.), Doctor of Philosophy (Ph.D.), Doctor of Laws (LL.D.), Doctor of Letters (D.Litt.), Doctor of Music (D.Mus.), Doctor of Medicine (M.D.), Doctor of Business Administration (D.B.A.), Doctor of Education (Ed.D), Doctor of Medical Ethics (DMedEth.), Doctor of Psychology (D.Psych.), Doctor of Science (D.Sc.);~~

~~\*Not available to students starting a course in October 1988 or later.~~

~~(b) Bachelor of Education (B.Ed.);~~

~~(c) Honorary degrees of Master of the University (M.Univ.) and Doctor of the University (D.Univ.).~~

## The Keele University Credit and Awards Framework

Award Type	Abbreviations / Examples	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Doctorate	PhD	8	Not credit rated	
Doctor of Medicine	DM	8	Not credit rated	
Professional / Taught Doctorate	EdD, DSW, DPharm	8	540	360
Master's Degree by Research	MPhil	7	Not credit rated	
Postgraduate Taught Master's Degree	MA, MSc, LLM, MRes, MBA	7	180	150
Integrated Master's Degree	MPharm, MGeo, MSci, etc	7	480	120
Postgraduate Diploma	PGDip	7	120	90

Award Type	Abbreviations / Examples	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Postgraduate Certificate	PGCert	7	60	40
Postgraduate Certificate in Education	PGCE	7	60	40
Bachelor's degree with honours	BA, BSc, LLB (Hons)	6	360	120
Bachelor's degree	BA, BSc, LLB	6	360	120
Bachelor of Medicine and Surgery	MBChB	6	600	360
BSc (Intercalated)	BSc (Intercalated)	6	120	120
Professional Graduate Certificate in Education	PGCE	6	60	60
Graduate Diploma	GradDip	6	80	80
Graduate Certificate	GradCert	6	40	40
Diploma of Higher Education	DipHE	5	240	120
Certificate of Higher Education	CertHE	4	120	120
<u>Certificate of Continuing Professional Development*</u>	<u>CPD Cert</u>	<u>4, 5, 6 or 7</u>	<u>45</u>	<u>45</u>
Certificate in Foundation Year Studies*		3	120	

\* University award not associated with a national framework

2. In order to qualify for admission to any of the awards set out in the University Credit and Awards Framework, ~~a Degree in the University, other than the Degrees of Doctor of Letters, Doctor of Laws and Doctor of Science~~, every candidate must have:

a) Matriculated as a student of the University in accordance with the regulations;

- b) Satisfied the requirement for entry upon the appropriate course of study as prescribed by the Ordinances and Regulations relating to a particular degree;
- c) Pursued that course of study for the prescribed period and passed the required examinations;
- (d) Paid the prescribed fees;
- (e) Complied with such other Ordinances and Regulations as may be relevant.

~~3. In order to qualify for the Graduate Diploma, Undergraduate Diploma or Certificate in the University every candidate must have:~~

- ~~— a) Satisfied the requirement for entry upon the appropriate course of study as prescribed by the Regulations relating to the particular Diploma or Certificate;~~
- ~~— b) Pursued that course of study for the prescribed period and passed the required examinations;~~
- ~~— c) Paid the prescribed fees;~~
- ~~— d) Complied with such other Ordinances and Regulations as may be relevant.~~

~~4.3. Subject to the provision of the Charter and Statutes the Senate may permit students who have attended courses of study and have passed examinations at such other Universities and University Colleges and other institutions of higher learning as may be approved by the Senate for this purpose, to count these courses and examinations as equivalent to such courses of study and examination in the University of Keele in a manner which the Senate shall determine, provided that the person concerned is either: (i) already a graduate and pursuing a course of study leading to a postgraduate degree; or (ii) if a candidate for a Bachelor's degree the degree shall not be conferred unless he/she shall have pursued an approved course of study in this University, extending over at least two years and shall have passed the required examinations.~~

~~5.4. A graduate of the University College of North Staffordshire shall be deemed, for all purposes, to be a graduate of the University.~~

~~6.5. Joint Awards The University may enter into arrangements with other recognised degree-awarding institutions of higher education to offer courses that lead to joint awards with those institutions. Unless otherwise agreed by the Senate, such awards shall be governed by regulation.~~

ORDINANCE III, APPROVED 7TH JULY 2016, DELETION OF.

Deletions are ~~struck through~~ and additions are in bold and underlined.

**Ordinance III—Higher Degrees**

~~1. To be admitted to the Degree of Master of Arts, Master of Business Administration, Master of Education, Master of Letters, Master of Laws, Master of Research or Master of Science by examination a student must have pursued, if a full-time student, for not less than two semesters from the date of registration or, if a part-time student, for not less than four semesters an approved course of study under a supervisor appointed by the Senate. To be admitted to the Degree of Master of Philosophy, Master of Surgery or Doctor of Medicine by thesis a student must have pursued, if a full-time student, for not less than one calendar year from the date of registration or, if a part-time student, for not less than four semesters, an approved course of study under a supervisor appointed by the Senate. When the student is a full-time member of the academic staff the regulations may specify a shorter period.~~

~~2. To be admitted to the Degree of Doctor of Philosophy a student must have pursued, if a full-time student for not less than four consecutive semesters, or, if a part-time student, for not less than eight semesters, an approved course of study under a supervisor appointed by the Senate. When the student is a full-time member of the academic staff of the University, regulations may specify a shorter period.~~

~~3. To be admitted to the Degree of Doctor of Letters, Doctor of Laws, or Doctor of Science a candidate must submit published papers and/or books representing the results of original research and scholarship. He/she must also have paid the prescribed fees and have complied with such other Ordinances and Regulations as may be relevant.~~

ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES, DIPLOMAS ETC, APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

Explanation: The proposal is presented to allow the Pro Vice-Chancellors or Deans to confer degrees, which will normally only happen for degrees conferred overseas.

9. Degrees shall be conferred at a Congregation of the University to be held for that purpose at such time and place as may be determined by the Council provided that a Congregation shall be held at least once in each year. The Degrees shall be conferred by the Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellor and Provost, a Pro Vice-Chancellor or a Dean. ~~or, in the Chancellor's absence, by the Vice-Chancellor, or, in the absence of both, by the Deputy Vice-Chancellor and Provost.~~

ORDINANCE XIV: APPOINTMENT AND ELECTION OF MEMBERS OF THE COUNCIL AND OF THE SENATE, APPROVED 7<sup>TH</sup> JULY 2016.

Deletions shown ~~struck through~~ and new text shown in bold underlined.

Explanation: to reflect changes to the size of Council and to update the Ordinance to reflect current practice.

## 1 THE COUNCIL

### A. Senate representatives (Statutes Section 16.1 - Class 2 (a))

(1) ~~Two~~ One members of the Senate ~~from each Faculty~~, elected by the electoral rolls of the Faculties, shall be elected ~~by the electoral roll~~ to the Council.

(2) Elections shall be conducted by the Secretary to Council under the system of the Single Transferable Vote.

### B. Representative of the non-academic employees of the University (Class 2 (b))

(1) Non-academic employees of the University who are not eligible for membership of the Council under Classes 1 or 2 (a) shall be entitled to elect from amongst their own numbers a representative on the Council.

(2) Elections shall be conducted by the Secretary to Council under the system of the Single Transferable Vote.

(3) The list of those employees entitled to ~~vote or~~ serve as a representative shall be provided by the Director of Human Resources, Organisational Development and Student Support. The list may be scrutinised on request by any non-academic employee and objections to the list may be submitted in writing to the Vice-Chancellor at least 7 days before an election. The Vice-Chancellor shall adjudicate on whether a name should be included or not.

## 2 THE SENATE

### A. Heads of Departments and Schools (Statutes Section 18.1(f))

The Heads of those Departments and Schools specified in Ordinance VI.A and B shall be members of the Senate ex officio.

### B. Members of the electoral roll (Statutes Section 18.1 (i))

(1) Members of the electoral roll as defined in Section 1.1 of the Statutes shall elect from among their own numbers members of Senate in accordance with Section (4) hereinafter.

(2) The electoral roll shall be kept by the Secretary to Council, and shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote or of being elected is entitled to vote or be elected as the case may be, and that any person whose name does not then appear therein is not entitled. The electoral roll shall be open for inspection by all Professors, Readers, Senior Lecturers, Lecturers, University Senior Research Fellows, University Research Fellows, University Senior Teaching Fellows and University Teaching Fellows for three weeks before the date of elections by the electoral roll; objections must be handed to the Vice-Chancellor in writing, at least seven days before the election and he/she shall adjudicate on whether a name should be included or not.

(3) Elections shall be conducted by the Secretary to Council under the system of the Single Transferable Vote.

(4) At the first meeting of the Senate during the Spring Semester the Senate shall determine, in the light of the existing membership of the Senate, the number of places to be made available in the next election to conform with Section 18.1(i) of the Statutes; the number to be elected by the members of the electoral roll in each Faculty.

(5) All persons shall hold office from 1st September following their election. The normal term of office for all persons elected under this Ordinance shall be three years. They shall be eligible for immediate re-election, subject to a maximum of two ~~or, exceptionally, three~~ full terms of office. ~~Durations of tenure will be determined according to the number of votes cast for each successful candidate, starting with the longest periods for those with most votes; or determined by lot when candidates are returned unopposed.~~

(6) No member of the electoral roll shall stand for election in more than one Faculty at any election.

(7) During May the members of the electoral roll in each Faculty shall, if vacancies exist, elect the requisite number from among themselves to make up the Faculty's representation on the Senate as provided for in (4) above. Every candidate shall be duly nominated and seconded by two members of the electoral roll who are members of the appropriate Faculty. The election shall be conducted by the Secretary to Council.

(8) In the event of any casual vacancy arising under this heading, a by-election shall be held in the appropriate Faculty provided that the resignation or retirement is with effect from a date not later than the end of March in any Session. Any person elected at a by-election shall complete the unexpired part of the term of office of the person whom he/she replaces.

C. Full-time students (See Ordinance I.5)

(1) ~~Three~~ Five student Officer Trustees from the Students' Union and the President of the Keele Postgraduate Association ~~full time students, as defined in Ordinance I,~~ shall be ~~elected by students~~ as members of the Senate. They shall hold office for one year from 1<sup>st</sup> July following election and shall be eligible for re-election for a second and final term.

(2) The election of full-time students shall be conducted by the Students Union during the Spring Semester concurrently with elections for representatives of University committees.

~~(3) The election of full time students to membership of the Senate shall be conducted by the Students Union under the system of the Single Transferable Vote.~~

ORDINANCE XV: STUDENTS' UNION CODE OF PRACTICE, APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

Explanation: To reflect the change in title of the President to the Union Development and Democracy Officer and to reflect a change that full time officers who have not completed their full-time studies when they are elected are required to take a leave of absence for the duration of their appointment.

## Introduction

1.1 There shall be a Students' Union of the University (hereinafter called the Union) for the promotion of the general interests of students and to afford a recognised channel of communication between students and the University authorities.

1.2 This Code of Practice is approved by the Council as the governing body of Keele University, in fulfilment of the requirements of the Education Act 1994 (the Act). In accordance with this Act the University Council is responsible for taking reasonable steps to ensure that the Union "operates in a fair and democratic manner and is accountable for its finances". The Act requires that Keele University (the University) and Keele Students' Union (the Union) comply with measures relating to the operation of the Union, in particular relating to its Constitution, membership, elections, sabbatical officers, finances, affiliations, requirements of the Charities Act 2006, freedom of speech and complaints, in order to ensure that the Union operates in a fair, transparent and democratic manner.

1.3 Following the Charities Act 2006 the Union is an unincorporated body which is registered with the Charities Commission (charity number 1137380).

1.4 The constitution, function, privileges and other matters relating to the Union are governed by this Ordinance. The Union is authorised to manage its own affairs and funds within the provisions of this Ordinance and the Union Constitution and Regulations.

## 2. Membership

2.1 Members of the Union shall be:

- a) All matriculated students of the University as defined in University Ordinance I, except those who exercise the right to opt out of membership.
- b) Such persons as the Union, in accordance with its regulations, may from time to time admit to associate, reciprocal or honorary membership.
- c) Officers as described in Ordinance I, 5(b) and (c).

2.2 Full membership of the Union shall be offered without charge of any kind to all eligible students of Keele University (as defined in section 2.1 above). All students of the University will be advised of their right not to be a member of the Union, without losing their access to services unless specified. University staff and employees of the Union are entitled to staff membership of Union Other members shall pay such subscriptions as may be determined from time to time by the regulations of the Union and confirmed by the Council.

2.3 All members of the Union are expected to abide by the Code of Conduct, Union Regulations and Standing Orders, Procedures and Constitution. Non-members using the Union premises and facilities must abide by the Code of Conduct of the building and will be granted Temporary Associate Membership at the discretion of the Union Committee upon admittance to the building.

## 3. Constitution

3.1 The Union shall have a written constitution approved by the University Council. The Union Constitution shall be reviewed at least every 5 years.

## 4. Regulations

4.1 In order to comply with the Education Act 1994, Union Regulations shall be prepared by the Union for the furtherance of the objects of the Union. These regulations shall be binding on all members of the Union immediately upon receiving the approval of the Senate and University Council. These regulations shall include;

- a) Members of the Union shall be all matriculated students of the University except those who exercise the right to opt out of membership.
- b) Election to the Student Officer Trustee positions shall be conducted by secret ballot, the procedure and arrangements to be approved by the Secretary to the University Council or nominee.
- c) No person shall be elected to sabbatical office or hold paid elected office for more than two years in total.
- d) Resources shall be allocated to Union Clubs and Societies by means of a formula relating to the certified number of members of the Club or Society and a basic capitation sum approved by a General Meeting on the recommendation of the Unions' Finance and General Purposes Committee.
- e) The Union will publish annually a list of external organisations to which it is affiliated with details of fees, donations and subscriptions. The list will be reviewed annually by the Students' Union Committee and approved at a Union General Meeting.

4.2 The regulations shall prescribe the arrangements for the general meetings of the Union, the election of officers, the appointment of all necessary committees, and for affiliation of student societies and athletic clubs to the Union and shall define the rights, privileges and obligations of the respective classes of members of the Union.

4.3 Union regulations shall also prescribe a procedure for the fair allocation of resources to clubs and societies.

4.4 In addition to 4.1 a-e (listed above) any regulations relating to the elections procedures or the Finance and General Purposes Committee may only be altered by receiving prior approval of the Senate and University Council.

## 5. Elections

5.1 In addition to the requirement under Regulation T2, all elections will be conducted in accordance with the provisions within this Ordinance and the Union Regulations and the Constitution. Elections will be conducted by secret ballot and the procedure and arrangements for elections will be approved by the Secretary to the University Council or nominee. The Union is expected to comply with any reasonable requests from the Secretary in discharging these duties including but not limited to releasing or providing copies of any documents which are requested.

## 6. Student Officer Trustees

6.1 There shall be five Student Officer Trustees of the Union who shall have specific duties and responsibilities prescribed by the Constitution and by Union Regulation. No person shall be elected to any Student Officer Trustee position or hold paid elected office for more than two years in total. Student Officer Trustees who have not yet completed their full-time programme of studies shall take a leave of absence for the duration of their term of office (Ordinance 1.5).

6.2 The Union Development and Democracy Officer of the Students' Union shall be a member of Council (Statutes, section 16). The Student Officer Trustees President of the Students' Union and the full-time officers, to be elected by the students, shall be members of the Senate (Statutes, section 18).

## 7. Finances

7.1 There shall be a Finance and General Purposes Committee with responsibility for the management of the Union finances. The accounts of the Students' Union shall at the end of each financial year be audited by a registered auditor in the active practice of his profession and a copy of the accounts, with a signed report by the auditor, shall be given to the Vice-Chancellor or nominee and approved by the Council of the University.

7.2 The financial affairs of the Union, including approval of the Union's budget and monitoring of Union expenditure shall be overseen by the University Council.

## 8. Affiliations

8.1 The Union must publish at least annually a list of external organisations to which it is affiliated with details of fees, donations and subscriptions; this list must be reviewed and approved at least annually by the members of the Union. Full details of decisions to make new affiliations must be published by the Union and the notice made available to all students and to the Council of the University. From time to time, but not more frequently than once in any academic year, a requisition

by 3% or more of the members may be made for a secret ballot on the question of continued affiliation to any particular organisation.

#### 9. Freedom of Speech

9.1 It is the University's obligation to comply with Section 43 of the Education (No 2) Act 1986, by taking reasonably practicable measures to ensure that freedom of speech within the law is permitted for all Union members. The Union will comply with the Code of Practice and Procedure on Freedom of Speech approved by University Council.

9.2 The Union, as it is governed by the law relating to educational charities, may engage in political debate, but should not support political or other causes that are not associated with the education or the welfare of its students.

#### 10. Complaints

10.1 There is a Complaints and Grievances procedure (Article 22 of the Union's constitution) which is available to all students if they are dissatisfied with their dealings with the Union or because of a claim to be disadvantaged having opted out of Union membership. Any student who remains dissatisfied after exhausting all internal procedures in the Union may submit a complaint to the University via the process below:

- a) A complaint should be addressed in writing to the Secretary to the University Council.
- b) An independent person with experience of Higher Education, appointed by the Council, will consider the complaint.
- c) The independent person with experience of Higher Education hearing the complaint (hereon referred to as the 'Investigating Officer') will contact the student to outline how the complaint will be investigated and the likely timescales for the investigation and the outcome.
- d) The Investigation Officer will inform the student of the progress of the investigation at key points throughout the process.
- e) Once investigated, the Investigating Officer will present a report of the findings and any recommendations to Council for a decision.
- f) Where appropriate, the Chair of Council may act on behalf of the Council to implement the recommended remedy to a complaint.

REGULATION 8: GENERAL REGULATIONS FOR UNIVERSITY EXAMINATIONS AND ASSESSMENT,  
APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

10. Use of Dictionaries

10.1 ~~The use of dictionaries is not permitted in any examination unless specified otherwise in the rubric to the examination paper provided for under the provisions of section 13 below.~~ Students will be permitted to borrow a monolingual English dictionary in any examination unless specified otherwise in the rubric of the examination paper. The use of a dictionary will not normally be permitted in any Modern Language or English Language Unit examination where the purpose of the examination is to assess students' knowledge of the English language and use of vocabulary.

10.2 Dictionaries will be provided in the venue by the Student Records and Examinations Team and can be consulted by students upon request. Students are not permitted to bring or use their own dictionaries in examinations.

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION, APPROVED 7<sup>TH</sup> JULY 2016

Deletions are ~~struck through~~ and additions are in bold and underlined.

NEW VERSION

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION (regulation applies to entrants commencing studies from 09-10 onwards)

5 STRUCTURE OF UNIVERSITY AWARDS

5.1 A programme of study leading to a University Certificate of Higher Education shall consist of modules to the value of at least 120 credits at FHEQ Level 4 or higher. The University Certificate of Higher Education may be designated as either an end qualification or intermediate award.

5.2 A programme of study leading to a University Diploma of Higher Education shall consist of modules to the value of 240 credits, including the following: at least 120 credits at FHEQ Level 4 or higher as in 5.1 above; and at least 120 credits at FHEQ Level 5 or higher. The University Diploma of Higher Education may be designated as either an end qualification or intermediate award.

5.3 A programme of study leading to the award of a University Honours Degree shall consist of modules to the value of at least 360 credits, including the following:  
at least 120 credits at FHEQ Level 4 or higher  
and at least 120 credits at FHEQ Level 5 or higher  
and at least 120 credits at FHEQ Level 6 or higher.

(i) In respect of Dual Honours awards, students must undertake at least 120 credits in each Principal Subject, accrued over all three levels of study, with at least 30 credits at FHEQ Level 4 and at least 45 credits at FHEQ Level 5 and at least 45 credits at FHEQ Level 6 in each of two Principal Subjects.

(ii) In respect of Single Honours awards, students must undertake at least 255 credits in their Single Honours subject, accrued over all three levels of study, with at least 60 credits at each level in their Single Honours subject.

(iii) In respect of Major awards, students must undertake at least 225 credits in their Major subject accrued over all three levels of study, with at least 30 credits at each level of study in their Major subject.

(iv) In respect of Minor awards, students must undertake at least 90 credits in their Minor subject, which may be taken over all three levels of study, with at least 30 credits taken at FHEQ Level 4 and at least 45 credits at FHEQ Level 5.

(v) In respect of a University Honours Degree 'with International Year', students must undertake at least 480 credits, including 360 credits undertaken as per 5.3.ii, plus an additional 120 credits at FHEQ Level 5 or higher accrued from an approved programme of study taken as part of an international year abroad.

a) This option shall only be available to students registered for Single Honours and Dual Honours awards.

b) Students shall take FHEQ Level 5 study in two parts designated as Level 5a and Level 5b. Level 5a will consist in study undertaken at the University. Level 5b will consist in study undertaken at an

international partner institution approved by the University.

c) At FHEQ Level 5a, Single Honours students must obtain at least 60 credits in their Single Honours subject. Dual Honours students must obtain at least 30 credits in each of their principal subjects.

d) Schools will specify a minimum number of equivalent subject-related credits that students must take whilst on Level 5b. This requirement must be in accordance with the overall learning outcomes and structure of the Single Honours or Dual Honours award 'with International Year' and clearly articulated in the individual learning agreement between the student and the School.

e) Where a programme has an "International Year" option and a "Placement Year" option, students may elect to follow either the International Year or Placement Year, but not both.

5.4 Where a programme of study has been approved in the part-time mode, students registered on such programmes shall be permitted a maximum of three sessions to pursue the modules which are equivalent to a session of full-time study.

5.5 Where a student has been admitted with advanced standing, as specified in 2.2 above, the Deputy Director of Planning and Academic Administration, in consultation with relevant Heads of Schools, will determine the value and level of credits accrued in relation to meeting the requirements outlined in 5.3, above.

#### PREVIOUS VERSION

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION (regulation applies to entrants commencing studies from 09-10 onwards)  
5 STRUCTURE OF UNIVERSITY AWARDS

5.1 A programme of study leading to a University Certificate of Higher Education shall consist of modules to the value of at least 120 credits at FHEQ Level 4 or higher. The University Certificate of Higher Education may be designated as either an end qualification or intermediate award.

5.2 A programme of study leading to a University Diploma of Higher Education shall consist of modules to the value of 240 credits, including the following: at least 120 credits at FHEQ Level 4 or higher as in 5.1 above; and at least 120 credits at FHEQ Level 5 or higher. The University Diploma of Higher Education may be designated as either an end qualification or intermediate award.

5.3 A programme of study leading to the award of a University Honours Degree shall consist of modules to the value of at least 360 credits, including the following:  
at least 120 credits at FHEQ Level 4 or higher  
and at least 120 credits at FHEQ Level 5 or higher  
and at least 120 credits at FHEQ Level 6 or higher.

(i) In respect of Dual Honours awards, students must undertake at least 120 credits in each Principal Subject, accrued over all three levels of study, with at least 30 credits at FHEQ Level 4 and at least 45 credits at FHEQ Level 5 and at least 45 credits at FHEQ Level 6 in each of two Principal Subjects.

(ii) In respect of Single Honours awards, students must undertake at least 255 credits in their Single Honours subject, accrued over all three levels of study, with at least 60 credits at each level in their Single Honours subject.

(iii) In respect of Major awards, students must undertake at least 225 credits in their Major subject accrued over all three levels of study, with at least 30 credits at each level of study in their Major subject.

(iv) In respect of Minor awards, students must undertake at least 90 credits in their Minor subject, which may be taken over all three levels of study, with at least 30 credits taken at FHEQ Level 4 and at least 45 credits at FHEQ Level 5.

(v) In respect of a University Honours Degree 'with International Year', students must undertake at least 480 credits, including 360 credits undertaken as per 5.3.ii, plus an additional 120 credits at FHEQ Level 5 or higher accrued from an approved programme of study taken as part of an international year abroad.

a) This option shall only be available to students registered for Single Honours awards.

b) Students shall take FHEQ Level 5 study in two parts designated as Level 5a and Level 5b. Level 5a will consist in study undertaken at the University. Level 5b will consist in study undertaken at an international partner institution approved by the University.

c) At FHEQ Level 5a, students must obtain at least 60 credits in their Single Honours subject.

d) Schools will specify a minimum number of equivalent subject-related credits that students must take whilst on Level 5b. This requirement must be in accordance with the overall learning outcomes and structure of the Single Honours award 'with International Year' and clearly articulated in the individual learning agreement between the student and the School.

5.4 Where a programme of study has been approved in the part-time mode, students registered on such programmes shall be permitted a maximum of three sessions to pursue the modules which are equivalent to a session of full-time study.

5.5 Where a student has been admitted with advanced standing, as specified in 2.2 above, the Deputy Director of Planning and Academic Administration, in consultation with relevant Heads of Schools, will determine the value and level of credits accrued in relation to meeting the requirements outlined in 5.3, above.

REGULATION 2A: MODULAR POSTGRADUATE COURSES, EXCLUDING PROFESSIONAL DOCTORATES AND RESEARCH DEGREES, APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

12.2 A student who is permitted to be re-assessed in any form of in-course assessment other than the Master's degree dissertation shall not be permitted to re-submit modified versions of his/her original work, but shall be required to submit new work on a different topics from ~~those~~ that which originally failed to satisfy the examiners. Exceptionally, where the submitted assessment was directly based upon work or experiential material that cannot feasibly be repeated in a different form for the purpose of re-assessment (e.g. a work-based placement, a period of fieldwork, one or more case studies based on a period of professional work) students may be permitted, as the discretion of the discipline examination board, to submit a modified version of the original work (in such instances, the examination board will be responsible for notifying the student(s) concerned to this effect).

REGULATION 3A: RESEARCH DEGREES BY PUBLISHED WORK – PHD, APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

Reason for change to 3A – To add clarity to the regulation.

REGULATION 3A - RESEARCH DEGREES BY PUBLISHED WORK - PHD

The University may award research degrees by published work to individuals who have demonstrated a sustained record of academic publication.

The degrees to which a candidate may proceed under this Regulation are those of PhD (Doctor of Philosophy).

## 1 STANDARDS OF AWARD

1.1 Candidates for the degree of PhD by publication shall be required to meet the same standards of award as candidates for the PhD by supervision. (See Regulation 2D and Code of Practice Annex A1)

1.2 The PhD by publication award is based on the submission of a critical overview and portfolio of evidence containing peer reviewed published work and other outputs.

## 2 ELIGIBILITY

2.1 In order to be eligible to submit for a degree by published work, a candidate must fulfil at least one of the following criteria:

- (a) be a graduate of ~~this~~ Keele University of at least six years standing
- (b) hold a Master's Degree of ~~this~~ Keele University of at least five years standing
- (c) be a graduate of any other University approved for this purpose of at least six years standing and have been a member of the academic staff of ~~this~~ Keele University for at least three years
- (d) be any other person associated with the work of ~~the~~ Keele University whose qualifications are deemed by the Research Degrees Committee, on behalf of Senate, to be acceptable

2.2 The University will normally only consider applications in relation to subjects for which it currently offers supervision for a research degree and where appropriate supervision is available.

REGULATION 6: VISAS AND IMMIGRATION, APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

The following regulation changes are being made to Regulation 6 to reflect the changes within the UK Immigration Rules and the requirements on the University as a Tier 4 Sponsor. The following amendments are proposed and these changes are effective immediately.

Regulation 6: Visas and Immigration

1. Students are required to have an immigration status which allows for study in the UK. Students who do not have this requirement may be permitted to undertake a course of study at the discretion of the University. Students are required to present evidence to the University at enrolment and at any other time requested by the University for which prior notice will be given.

2. Students who have immigration permission sponsored by the University to study in the UK are required to reside within a reasonable travelling distance to the University in order to fully participate in their programme of study.

3. For those Students who require sponsorship by the University to study in the UK, they will be expected to evidence they have the ability to fund their studies in the UK, this may include paying a proportion of their tuition fee before sponsorship is confirmed. The length of sponsorship will be determined by the University and any additional period of sponsorship will only be given at the discretion of the University. Students who are considered suitable for an additional period of sponsorship will need to comply with UK Immigration rules for the entire period of their programme in the UK.

~~2.4.~~ Students are required to respond to correspondence from the University immediately and within the time frame specified with regards to their immigration status and visa. In the first instance this will be sent to their Keele University email account.

UK Home Office Requirements and Cancellation of Visas

5. In accordance with UK Home Office requirements for students who are sponsored on a Tier 4 Visa, a student will be reported to the UK Home Office, resulting in a cancellation of their visa on the following grounds:

~~1.5.1~~ Students who are withdrawn from the University ~~and who have a visa sponsored by the University will be reported to the UK Home Office resulting in cancellation of their visa / immigration permission.~~

~~3.5.2~~ Students who Interrupt their studies and undertake a Leave of Absence under the provisions of Regulation 10 ~~and who have a visa that is sponsored by the University will have their visa cancelled by the UK Home Office and must leave the UK.~~ Students returning from a Leave of Absence will be required to successfully apply for and obtain a new visa before returning to the University.

5.3. Students who complete their programme of study earlier than the expected end date stated on their Confirmation of Acceptance for Study (CAS) will be reported to the UK Home Office for early completion.

5.4 Students who change their Immigration status will be reported and may no longer be sponsored by the University under Tier 4.

~~4.6.~~ In accordance with UK Home Office requirements a student may be withdrawn from the University, and reported to the UK Home Office, resulting in a cancellation of their visa on the following grounds:

~~4.16.1~~ Failure to provide a valid passport, visa and other documentation as required by the University for inspection upon enrolment and at any other time requested by the University for which prior notice will be given.

~~4.26.2~~ Failure to engage with the University on ten consecutive expected occasions. Expected engagements may include:

Compulsory classes and/or supervisory meetings

University examinations

Assessment submissions

Face-to-face meeting with staff from Student Support and Development Services or Planning and Academic Administration, personal tutors, supervisors, Heads of School or their nominee, for which prior notice will have been given.

Tier 4 Checkpoint events

Meetings convened by the University's Immigration compliance team.

This is not an exhaustive list and students must also attend all learning, teaching and administrative events connected with their programme of study.

~~4.36.3~~ Students who are found by the University to be in breach of their immigration conditions, for example working over their number of permitted hours per week as set out in students' individual visas, will be withdrawn from the University and will be reported to the UK Home Office.

Appeals concerning potential cancellation of visas

~~5.7~~ Students who are withdrawn under regulation ~~6.47~~ may be eligible to appeal against the decision on the grounds of procedural irregularity in determining the grounds for withdrawal.

~~5.17.1~~ Appeals should be submitted to the Head of Governance & Quality Assurance within 5 days of the notification of withdrawal.

~~5.27.2~~ Head of Governance & Quality Assurance will consider the appeal and inform the appellant of their decision within 5 days of the committee meeting.

Grievances against appeal decisions

~~6.8.~~ Following exhaustion of the appeals procedure set out in regulation ~~6.59~~, a student may submit a grievance to the University Council under the terms provided for by Statute 17(22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on the grounds of procedural irregularity in the conduct of the appeal.

~~7.9.~~ Students must comply with the requirements of the UK Home Office pending the outcome of a grievance.

REGULATION 20: STUDENT DISCIPLINE APPROVED 7<sup>TH</sup> JULY 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

Annex A

Student Discipline: Revisions to Statute 6.4, Regulation 20 and Regulation 21

Introduction

1.1 All students of the University are expected to conduct themselves in a manner that is responsible and respectful to others, whether they be other students, members of staff, visitors to the University or members of the local community. The University is committed to the fair and equal treatment of all individuals regardless of gender, age, disability, colour, race, ethnic or national origin, socio-economic group, sexual orientation, marital status, family responsibilities, religious or political beliefs. By accepting an offer of a place at the University, students agree to abide by all relevant provisions of the ordinances and regulations of the University which have been designed to support the University's key values, and the commitments set out in the Student Charter.

1.2 All members of the University community have a responsibility to support each other in maintaining good order and creating a safe environment which is conducive to study, living and working. Staff are encouraged to address minor cases through early intervention, positively supporting students to develop their understanding of what constitutes acceptable behaviour, before circumstances escalate towards disciplinary action.

Scope

2.1 This regulation shall apply to all registered students of the University. It applies to behaviour by registered students wherever and whenever it may have taken place when it is considered by the University to be detrimental to another member of the University, University property or the interests and reputation of the University itself. It includes behaviour arising at any time when the student may be regarded as representing the University as an individual or as part of a team or group. It also applies when the student is living or studying on campus or at some location away from the University either as part of their studies or following an arrangement made through the University or the Students' Unions.

2.2 The Students' Union has its own internal procedures for resolving breaches of its rules and regulations and the details of this process are available from the Students' Union. Where an alleged breach of discipline is deemed serious, the University will consider the breach under its own regulations.

2.3 In addition to the processes set out in this regulation, University staff are entitled to take immediate action to deal with disruptive or dangerous student behaviour. Such action may be in response to breaches against local codes of behaviour or conduct, and sanctions will usually consist of removal of the student for the duration of a specific activity. Reasonable and proportionate immediate action may also be taken by officers of the University in order to protect the safety of the campus community and prevent harm, restore order, safeguard the reputation of the University or gather evidence to support further disciplinary investigation under this regulation.

Overlap with criminal proceedings/police investigations and other University regulations

3.1 The University may in serious cases decide to impose immediate conditions on a student and/or use its powers to temporarily exclude a student for a specific period of time or until the conclusion of criminal proceedings or until the conclusion of disciplinary proceedings in accordance with Regulation 21. The imposition of conditions and/or a temporary exclusion is precautionary; it is not a penalty and does not indicate that the University has concluded that the student has committed a disciplinary offence.

3.2 Where a police investigation or criminal proceedings have been or are likely to be initiated in relation to the alleged act of misconduct, the University may suspend the disciplinary process under this regulation (at any stage) until such investigation/proceedings have been concluded. The disciplinary process may be resumed at any stage should the University deem that to be necessary in the circumstances.

3.3 Where criminal proceedings have been initiated and concluded, the Deputy Vice-Chancellor will make a decision whether further action under this regulation is required.

3.4 For students registered on a programme of study that is covered by Regulation 18 (Fitness to Practise): where such students are subject to action under this regulation for an alleged or proven disciplinary offence, this shall be disclosed to the Head of School, so that any implications regarding Fitness to Practise under Regulation 18 and any student professional registration issues may be considered.

#### Partner Institutions

4.1 Students studying for an award from Keele University delivered by a partner institution and who are registered students of that partner institution come under the jurisdiction of the regulations for student conduct of the partner institution concerned, unless specified differently in the legal agreement. This regulation does not therefore apply to students studying at a partner institution with the exception of partner institutions who operate in collaboration with the University and use University facilities, for example Keele University International Study Centre (KUISC).

#### Disciplinary Offences

5.1 Behaviour which improperly interferes with the functioning or activities of the University or of those who study or work at the University, or damages the University or its reputation shall be considered as offences under this regulation. This includes but is not limited to the behaviours listed below. Offences initially classed as minor may be pursued as major offences if this was deemed more appropriate by the University following an initial enquiry.

##### 5.2 Minor offences

a first or second minor breach of University regulations or policies /terms and conditions e.g. smoking in non-designated areas, ignoring fire alarms, using University IT equipment or their University IT account for downloading unauthorised material from the internet;  
failure to respond to reasonable requests or directions by University staff;  
noise disturbances in halls of residence;  
possession or use of drugs that are prohibited by the University and which are listed in the Discipline Procedure. This also applies where a student knowingly allows another person to use such drugs within their allocated University accommodation;  
conduct which, by whatever means, disrupts the work of students or staff of the University;  
anti-social, disorderly or reckless conduct which is causing minor damage to or on University property or premises or affecting good order or health and safety within or outside the University or which is unconducive to study, work and/or rest;

##### 5.3 Major offences

a serious or persistent breach of University regulations or policies or terms and conditions;  
persistent minor offences, or multiple concurrent minor offences;  
vexatious complaints and/or statements against the University or its members;  
verbal abuse or threats made against members of the University;  
refusal to pay a fine or observe another penalty imposed under this regulation;  
significant breach of health and safety requirements, endangering the wellbeing of students, staff and visitors (including but not exclusive to tampering with fire alarms/smoke detectors or other safety equipment in a University building);  
possession of firearms, other weapons and explosives either real or imitation, on the University premises;  
falsification or serious misuse of University records, including degree or diploma certificates;  
false pretences or impersonation of others, within or outside the University, in connection with academic attainments, attendance monitoring, or visa checking points;  
theft, fraud, misapplication of or gross negligence in connection with funds or property of any kind;  
causing physical harm; threatening, offensive or indecent behaviour;  
offences against the criminal law, where these offences involve other students or directly affect the *interests* of the University;

supply of drugs, or possession with intent to supply drugs that are prohibited by the University and which are listed in the Discipline Procedure, or the cultivation or preparation with the intent to supply of such drugs within their accommodation. This also applies where a student within their allocated University accommodation knowingly allows another person to do so;  
offences which are covered by the bullying and harassment policy or the domestic and sexual violence policy, or are otherwise in breach of the University's values expressed in its Dignity and Respect Framework;  
conduct which is likely to bring the University into disrepute.

#### Enquiries and Investigations

6.1 All allegations of minor and major offences will be investigated by an officer authorised by the University. A list of Authorised Officers of the University will be approved by the Deputy Vice Chancellor from time to time and shall be published in the Discipline Procedure.

6.2 Investigation of Minor offences: in cases of alleged minor offences, the Authorised Officer will conduct a timely, fair and reasonable enquiry into the alleged offence. Any enquiry will ensure that the student is made aware of the details of any complaint or allegation against them and has the opportunity to respond before a decision is reached by the Authorised Officer. The Authorised Officers are empowered to impose any of the penalties set out for minor offences in the Discipline Procedure. If at any point the Authorised Officer believes that the offence merits a greater penalty or that the offence can no longer be classed as minor in accordance with this regulation, then the matter will be referred for a full discipline investigation, and the major offences procedure as set out in paragraph 6.3 will be initiated. Subject to any successful appeal, decisions of the Authorised Officer are final and the Authorised Officer will inform the student of the outcome by letter and by email, copied to the Student Appeals Complaints and Conduct Team in PAA.

6.3 Investigation of Major offences: where a student's conduct suggests that a major offence under this regulation may have been committed and disciplinary action may need to be taken, advice on how to proceed should in the first instance be sought from the Student Appeals Complaints and Conduct Team in the Planning and Academic Administration Directorate. If it is determined by the Team that the student's conduct may constitute a sufficiently serious breach of this regulation then a formal investigation will be initiated.

6.4 The Student Appeals, Complaints and Conduct Team will appoint an Authorised Officer from the approved list who will carry out a detailed investigation.

6.5 As part of this investigation, the Authorised Officer will conduct formal interviews with the student concerned and any named witnesses and other persons who may be able to provide information which will assist the Authorised Officer to make their report. A record of each meeting will be taken. The Authorised Officer may also gather other forms of evidence and documentation that are relevant to the case, such as photographs or CCTV footage.

6.6 Upon completion of the investigation, the Authorised Officer will submit a written report to the Student Appeals, Complaints and Conduct team. The report will be presented to one of the Chairs of the Discipline Committee who will either dismiss the case or invite the student to a formal meeting of the Discipline Committee.

#### The Discipline Committee

7.1 A Discipline Committee will consist of:

- i) a Chair (which will be a senior academic or administrative member of staff nominated by the Vice-Chancellor);
- ii) a member of staff (either academic or administrative) nominated by a Dean or Director;
- iii) an elected officer from either Keele University Students' Union or Keele Postgraduate Association.

7.2 The student will be invited to the meeting of the Discipline Committee. The student will be provided, normally at least seven calendar days in advance of the meeting, with a letter which sets out the nature of the allegation, a copy of the documentation that will be presented to the Committee and a list of any witnesses which the Authorised Officer will be calling to give evidence.

7.3 The student will have a right to give evidence, call witnesses (subject to paragraph 7.4 below), and to be accompanied and/or represented by a member of the University at the meeting. Students will normally be informed of this at least seven calendar days in advance of the meeting.

7.4 Witnesses, who may or may not be members of the University, may be called by the student and by the Authorised Officer in support of their case. Witnesses will only be allowed to attend the meeting by agreement of the Chair of the Discipline Committee and their attendance is restricted to the part of the meeting set aside to hear witness evidence.

7.5 The student shall normally be required to submit any statement they wish to make in response to the allegation, a copy of any documentation they wish to rely upon and a list of any witnesses they wish to call to give evidence at least 48 hours before the meeting is to take place. The Committee may disregard any mitigation that is not accompanied by supporting evidence and/or any information or evidence which is not provided to it within the prescribed time period (normally at least 48 hours before the meeting).

7.6 The Discipline Committee will consider the allegation and decide if an offence has been committed or if the allegation should be dismissed. Where the Committee decides that an offence has been committed, the Committee is empowered to impose any of the penalties set out for minor/major offences in the Discipline Procedure.

7.7 If a student fails to attend the meeting, the Committee may consider the case in the student's absence.

7.8 Where the student has admitted to an offence and a standard penalty can be applied, then this may be dealt with by Chair's action on behalf of the Committee without the need for the case to be considered by a full meeting of the Discipline Committee if this is acceptable to the student.

7.9 Subject to any successful appeal, the decisions of the Discipline Committee are final and the student will be informed of the outcome by letter and by email. In cases where the Discipline Committee recommends that a student be permanently excluded from the University, the decision will require ratification from the Deputy Vice-Chancellor.

#### Standard of Proof

8.1 Authorised Officers and the Discipline Committee considering an allegation have to decide whether there is sufficient evidence to establish, on the balance of probabilities (that it is more likely than not), that an offence has been committed.

#### Available Support and Representation

9.1 Students have the right to be accompanied to any formal disciplinary meetings by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students Union. Members of the University asked by the student to support and/or represent them may attend the whole meeting. Notification of the names and status of the friend or representative must be given to the Authorised Officer and Chair of the Discipline Committee at least 24 hours in advance of the meeting.

#### Confidentiality and Record Keeping

10.1 Cases will be handled with an appropriate level of confidentiality, where personal information is shared with or released to only those who are part of the University's disciplinary procedures and other relevant officers of the University as appropriate.

10.2 If it is determined that an offence has been committed, the outcome of the disciplinary process will be placed on the student's file and will also be sent to the student concerned, the relevant Head(s) of School and other relevant officers of the University.

#### Penalties

11.1 There shall be a schedule of penalties for minor and major disciplinary offences which will be approved by the Senate from time to time and which shall be published in the Discipline Procedure. The range of penalties includes that of temporary or permanent exclusion from University facilities, including residences and temporary or permanent exclusion from the University. Penalties can only be imposed by the Discipline Committee, or, in the case of minor offences, by an Authorised Officer.

11.2 Failure to meet the terms set out for compliance with a penalty may lead to further disciplinary action.

## 12. Appeals

12.1 A student shall have the right to appeal against the final decision of an Authorised Officer in relation to minor offences, the final decision of a Discipline Committee, and the penalties that are imposed. Appeals must be sent to the Student Appeals, Complaints and Conduct Manager within 10 calendar days of the official notification of the disciplinary decision. Appeals may only be made on one of both of the following grounds:

- i) procedural irregularity in the conduct of the case;
- ii) there is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time, and may have affected the outcome had it been known to the Authorised Officer/Committee and there is a valid reason for not making it known at the time.

12.2 Each appeal will be reviewed in the first instance by the Head of Governance and Quality Assurance or nominee, or by the Director of PAA if the Head of Governance and Quality Assurance has had previous involvement with the case. They will decide whether the appeal has any real prospect of success or if there is some other compelling reason why the appeal should be considered. If not, the appeal may be rejected at this stage.

12.3 Appeals against the decision of an Authorising Officer will be heard by the Discipline Committee. Appeals against the decision of the Discipline Committee will be heard by the Discipline Appeals Committee. The members of the Discipline Appeals Committee considering the appeal must be different to the original Discipline Committee.

## 13. Grievance to Council

13.1 In very exceptional circumstances, following exhaustion of the appeals procedure, it may be permissible for a student to lodge a grievance if it fulfils one or both of the following criteria:  
Procedural irregularity in the conduct of the appeal;

- b) there is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time, and may have affected the outcome had it been known to the relevant Committee at the time and there is a valid reason for not making it known at the time.

13.2 Grievances will be considered under the provisions of Ordinance XXVIII: Appeals and Grievances Considered by Council, and must be submitted in writing within 14 calendar days of the letter informing the student of the outcome of their appeal.

13.3 Grievances to Council represent the completion of the University's internal procedures. When the process is exhausted and the student has been issued with a Completion of Procedures letter, students who remain dissatisfied may contact the Office of the Independent Adjudicator (OIA) for Higher Education, which provides an independent review of student complaints.

NEW:

REGULATION 21 - TEMPORARY EXCLUSION OF STUDENTS (REPLACING STATUTE 6.4)

1. Risk-related Measures

1.1 Where an allegation of misconduct has been made against a student, the University may impose immediate conditions on that student to ensure that a full and proper investigation can be carried out and/or to safeguard the student or others whilst the allegation is being considered under Regulation 20. For example, a student may be required not to contact a named member of members of the University.

1.2 In the event that the University believes that a student presents a threat of harm to themselves, other students and/or members of the University or to University property, the University may temporarily exclude the student. Temporary exclusions are precautionary, they are not a penalty and do not indicate that the student has committed an offence.

1.3 For the purposes of this regulation, temporary exclusion is defined as a partial or total ban on attendance at the University, including at learning, teaching or assessment activities, including placements; and/or on participation in University activities, and/or on attendance at or access to specified facilities or parts of the University (including residential accommodation); and/or on exercising the functions or duties of any office or committee membership in the University or the Students' Union.

1.4 A temporary exclusion will be based upon the outcome of a formal risk assessment, can normally only be authorised by the Deputy Vice Chancellor or their nominee based on a recommendation from the Temporary Exclusion Panel and will be for a specific period of time or until the outcome of criminal proceedings or the disciplinary process is known.

1.5 Students enrolled on a course that requires them to undertake practical training in a professional role involving patients, pupils, clients or service users, or where the end qualification provides a direct license to practise or is a requirement for a license to practise may also be temporarily excluded from their studies by a Health and Conduct Committee or Fitness to Practise Committee under Fitness to Practise (Regulation 18).

1.6 In each case of temporary exclusion, the student will be informed in writing of the specific restrictions placed upon them, of the timescale and manner by which the exclusion will be reviewed and of their right to appeal.

1.7 All efforts will be made, as far as is possible, to reduce the impact of any temporary exclusion on the student's studies. Minor offences, as listed in Regulation 20, cannot in themselves result in a temporary exclusion from studies under this Regulation.

2. The Temporary Exclusion Panel

2.1 The Temporary Exclusion Panel will consist, as a minimum, of the Head of Student Support and Development or nominee and the Head of Governance and Quality Assurance or nominee. In addition, the Panel may co-opt, on a case by case basis, members of the Student Support team, members of the Student Appeals, Complaints and Conduct team, Accommodation, Security Services, or other members of the University as required. A formal meeting of the Temporary Exclusion Panel will be convened. The student will be invited to attend the meeting and given at least 72 hours written notice of the date and time of the meeting. The student may give evidence and call witnesses who may or may not be members of the University in support of their case. Witnesses will only be allowed to attend the meeting by agreement of the Temporary Exclusion Panel members and their attendance is restricted to the part of the meeting set aside to hear witness statements. Notification of the names and status of any witnesses must be given to the secretary to the Panel at least 24 hours in advance of the meeting. The student is allowed to be accompanied as set out in paragraph 3.1.

2.2 The Temporary Exclusion Panel will make a recommendation to the Deputy Vice-Chancellor as to whether a student should or should not be temporarily excluded. The Deputy Vice-Chancellor will then make a decision based on that recommendation. The decision of the Deputy Vice-Chancellor will be notified to the student in writing.

2.3 If a student is temporarily excluded, there will normally be an internal investigation of the case conducted by an Authorised Officer in line with the procedure set out in Regulation 20. Where the case is investigated by the police or is subject to criminal proceedings, the internal investigation may be postponed as set out in that regulation.

2.4 The Temporary Exclusion Panel shall review the temporary exclusion four weeks from the date that it came into effect. The student will be given the opportunity to make representation to this review, either in person or in writing. The Temporary Exclusion Panel will then review the temporary exclusion every four weeks thereafter, or earlier upon receipt of the outcome of an internal investigation, evidence of external developments or significantly altered circumstances of the student. At each review, the Temporary Exclusion Panel will make a recommendation to the Deputy Vice-Chancellor regarding whether the temporary exclusion should be lifted, modified or remain in force. The Deputy Vice-Chancellor will then make a decision based on that recommendation. The decision of the Deputy Vice-Chancellor will be notified to the student in writing.

2.5 The temporary exclusion shall normally remain in place until such time as any police investigation and/or criminal proceedings and / or any internal investigation and/or disciplinary proceedings by the University have been concluded.

2.6 Where a student who is also an employee of the University or the Students' Union has been temporarily excluded, the Temporary Exclusion Panel will notify the Director of Human Resources and/or the Students' Union for consideration as to whether any further action is required under their procedures.

### 3. Available Support and Representation

3.1 Students have the right to be accompanied to any meeting with the Temporary Exclusion Panel by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students' Union. Members of the University asked by the student to support and/or represent them may attend the whole meeting. Notification of the names and status of the friend or representative must be given to the secretary to the Panel at least 24 hours in advance of the meeting.

### 4. Appeals against Temporary Exclusion

4.1 A student subject to temporary exclusion may appeal to the Vice Chancellor. Such an appeal should normally be lodged in writing with the Vice-Chancellor within 14 calendar days from the date of the letter informing them of the temporary exclusion.

4.2 The Vice-Chancellor may reject or accept the appeal and lift the temporary exclusion or modify the terms of the temporary exclusion or reject the appeal so that the temporary exclusion remains in force. The decision of the Vice-Chancellor will be notified to the student in writing.

### 5. Emergency Measures

5.1 In exceptional circumstances, where it is deemed that urgent measures are required based on a risk assessment which finds a potential threat of harm either the Deputy Vice Chancellor, or nominee, the Head of Student Support and Development or nominee, or the Head of Governance and Quality Assurance or nominee may impose a temporary exclusion on a student as an emergency measure.

5.2 Where a temporary exclusion was the result of an emergency measure, this will be followed, within no more than 14 calendar days, by a meeting of the Temporary Exclusion Panel and the Panel shall follow the process set out in paragraph 2.1. Following the meeting, the Temporary Exclusion Panel will make a recommendation to the Deputy Vice-Chancellor regarding whether the temporary exclusion should be lifted, modified or remain in force. The Deputy Vice-Chancellor will then make a decision based on the recommendation from the Panel and send a letter and email to the student informing them of the decision.

### 6. Permanent Exclusion from the University

6.1 In rare cases, following an internal investigation under Regulation 20 or the conclusion of criminal or legal proceedings, a temporary exclusion may lead to a permanent exclusion from the University.

A permanent exclusion from the University can only be imposed as a penalty following a formal review by a Discipline Committee and has to be approved by the Deputy Vice-Chancellor.

REGULATION 7 – ACADEMIC APPEALS - Approved 10<sup>th</sup> November 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

REGULATION 7: ACADEMIC APPEALS

4. Appeals may be made only on one or both of the following grounds: (i) procedural irregularity in the conduct of the assessment or the academic warnings procedure; (ii) extenuating circumstances, providing that these circumstances were not already considered by an Extenuating Circumstances Panel, that these circumstances can be substantiated in accordance with University guidelines of admissible evidence, and that there is a reason deemed valid by the University for not notifying the relevant Extenuating Circumstances Panel by the specified deadline in accordance with the relevant provisions of Regulation ~~8~~ 13.

REGULATION 8 12 - GENERAL REGULATIONS FOR UNIVERSITY EXAMINATIONS AND ASSESSMENTS - approved 10<sup>th</sup> November 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

Previous

12. Unacceptable Coursework and Academic Misconduct

Prior to the start of the current academic year, all decisions of the Discipline Committee and the Academic Misconduct Panel had to be approved by the Vice-Chancellor. Following the review of the discipline regulation, the new approved discipline regulation now states that the decisions of the Discipline Committee are final and don't require further approval from the Vice Chancellor. Now it is only the penalty of permanent exclusion from the University that has to be ratified by the Deputy Vice-Chancellor. Should any student appeal a permanent exclusion, the appeal is heard by the Discipline Appeals Committee and their decision is ratified by the Vice-Chancellor. The following revision to Regulation 8 12 is being made so that the Academic Misconduct Panel has the same powers as the Discipline Committee.

Regulation 8: General Regulations for University Examinations and Assessments

12. Unacceptable Coursework and Academic Misconduct

8.12.12 The Academic Misconduct Panel will consider the allegation, which will be presented by the invigilator or member of the student's ~~Department/School~~ and decide if the allegation of academic misconduct is proven. In proven cases, the Panel is empowered to impose any penalty, ~~make recommendations to the Vice-Chancellor as to any penalty~~, the minimum being a formal reprimand and the maximum being permanent exclusion from the University. The student shall have the right to attend any hearing. ~~The Vice-Chancellor shall normally accept the recommendations of the Academic Misconduct Panel.~~ Subject to any successful appeal, the decisions of the Academic Misconduct Panel are final. In cases where the Academic Misconduct Panel recommends that a student be permanently excluded from the University, the decision will require ratification from the Deputy Vice-Chancellor. If the student appeals, the appeal will be heard by the Academic Misconduct Appeals Panel and any decision will be ratified by the Vice-Chancellor.

STATUTE SECTION 25: ASSOCIATION OF POSTGRADUATE STUDENTS - Amendments made 7<sup>th</sup> July 2016, approved by the Privy Council 12<sup>th</sup> October 2016.

Deletions are ~~struck through~~ and additions are in bold and underlined.

There shall be an Association of Postgraduate Students (~~at present entitled the "Keele Research Association"~~) and Ordinances shall prescribe the constitution, functions, privileges and other matters relating to such Association.

REGULATION 8: CONDUCT OF STUDENTS IN EXAMINATION AND IN-COURSE ASSESSMENTS,  
AMENDMENTS TO.

Approved by Chairs Action December 2016.

Old:

~~8.2~~

~~Personal belongings of students, including but not limited to coats and bags and mobile phones, shall be left in the place designated for this purpose at the examination venue.~~

New:

8.2 Personal belongings of students, including but not limited to coats and bags, smart watches and mobile phones, shall be left in the place designated for this purpose at the examination venue. The wearing of watches or any other wrist based electronic device is not permitted. Smart or technology enabled watches should be placed with the student's personal belongings, or handed to an invigilator. All other watches must be put in a transparent plastic bag and placed in the top right hand corner of the examination desk.

## REGULATION 6: VISAS AND IMMIGRATION

Approved by Chairs Action March 2017.

Deletions are ~~struck through~~ and additions are in bold and underlined.

The following regulation changes are being made to Regulation 6 to reflect the changes within the UK Immigration Rules and the requirements on the University as a Tier 4 Sponsor. The following amendments are proposed and these changes are effective from the date of senate.

### Regulation 6: Visas and Immigration

1. Students are required to have an immigration status which allows for study in the UK. Students who do not have this requirement may be permitted to undertake a course of study at the discretion of the University. Students are required to present evidence to the University at enrolment and at any other time requested by the University for which prior notice will be given.
2. Students who have immigration permission sponsored by the University to study in the UK are required to reside within a reasonable travelling distance to the University in order to fully participate in their programme of study.
3. Any person undertaking a period of study at the University (including staff) must comply with the UK Immigration rules for the entire period of study.
4. The designated UKVI 'Authorising Officer' at Keele University has the ultimate responsibility for who is sponsored and ensures that the University (Students and Staff) complies with United Kingdom Immigration Law, upholding the requirements set out under the Sponsor Guidance.
- ~~35.~~ For those Students who require sponsorship by the University to study in the UK, they will be expected to evidence that they are suitable for and have the ability to fund their studies in the UK, this may include paying a proportion of their tuition fee for the next or current academic year (as deemed appropriate) before sponsorship is confirmed. ~~The length of sponsorship will be determined by the University and any additional period of sponsorship will only be given at the discretion of the University. Students who are considered suitable for an additional period of sponsorship will need to comply with UK Immigration rules for the entire period of their programme in the UK.~~
6. The length of sponsorship will be determined by the University upon admission for the expected standard duration of the course upon point of entry. Undergraduate students undertaking a repeat year in full (with full time attendance) will be considered for an extension of Tier 4 sponsorship. Additionally current Postgraduate Research (PhD) students will be considered for a maximum extension of 6 months. All other extensions will not be considered and any additional period of sponsorship will only be given at the discretion of the University.

Students where by it is deemed necessary for them to return to the University to complete their studies (who are not sponsored under Tier 4) may be supported on a Short Term Study Visa, subject to the UK Home Office requirements for this Visa type.

7. Students who request to be sponsored under the Tier 1 Graduate Entrepreneur or the Tier 4 Doctorate Extension Scheme (DES) must meet the requirements set by the University and the UK Home Office if the University chooses to participate in these schemes. Therefore, there is no guarantee automatic sponsorship and is at the discretion of the University.

8. Students who require sponsorship by the University to study in the UK whereby the University has reason to believe that the student would fall under the UK Home Office 'General grounds' for refusal (Part 9 of the UK Immigration Rules), will not be sponsored unless the student can provide independently verifiable evidence to the contrary.

49. Students are required to respond to correspondence from the University immediately and within the time frame specified with regards to their immigration status and visa. In the first instance this will be sent to their Keele University email account.

#### Appeals concerning denial of sponsorship

10. Students who are denied sponsorship under regulations 1A2.4, 1B2.4, 1C2.4, 1F2.4, 1G2.4, 2A2.4, 2B2.4, 2C2.4, 2D2.3, 6.5, 6.6, 6.7 and 6.8 may be eligible to appeal against the decision on the grounds of procedural irregularity in determining the grounds for denial of sponsorship.

10.1 Appeals concerning denial of sponsorship should be submitted to the Head of Planning & Admissions within 5 calendar days of the student being informed that they will not be sponsored.

10.2 The Head of Planning & Admissions will consider the appeal and inform the appellant of their decision and the outcome of their appeal within 15 working days.

#### UK Home Office Requirements and Cancellation of Visas

511. In accordance with UK Home Office requirements for students who are sponsored on a Tier 4 Visa, a student will be reported to the UK Home Office, resulting in a cancellation of their visa on the following grounds:

511.1 Students who are withdrawn from the University.

511.2 Students who interrupt their studies and undertake a Leave of Absence under the provisions of Regulation 10 and the University's Leave of Absence Policy and Procedures. Students returning from a Leave of Absence will be required to successfully apply for and obtain a new visa before returning to the University.

511.3. Students who complete their programme of study earlier than the expected end date stated on their Confirmation of Acceptance for Study (CAS) will be reported to the UK Home Office for early completion.

511.4 Students who change their Immigration status and/or course will be reported and may no longer be sponsored by the University under Tier 4.

11.5 Students who do not have a valid in date Academic Technology Approval Scheme (ATAS) Certificate.

612. In accordance with UK Home Office requirements a student ~~may~~ can be withdrawn from the University. For a student on a Tier 4 Visa they will be ~~and~~ reported to the UK Home Office, resulting in ~~a~~ the cancellation of their visa to study and be in the UK. ~~on the~~ Withdrawal can be for any one of the following grounds:

612.1 Failure to provide a valid passport, visa, Academic Technology Approval Scheme (ATAS) Certificate and any other documentation as required by the University for inspection upon enrolment and at any other time requested by the University for which prior notice will be given.

612.2 Failure to engage with the University on ten consecutive expected ~~occasions.~~ ~~Expected~~ engagements, which may include:

- Compulsory classes and/or supervisory meetings
- Non-compulsory lectures, classes, tutorials, seminars, lab sessions and supervisory meetings
- University examinations
- Assessment submissions

- Face-to-face meeting with staff from Student Support and Development Services or Planning and Academic Administration, personal tutors, supervisors, Heads of School or their nominee, for which prior notice will have been given.
- Tier 4 Checkpoint events and enrolment
- Meetings convened by the University's Immigration Compliance team.

This is not an exhaustive list and students must also attend all learning, teaching and administrative events connected with their programme of study. Students must adhere to regulation 6.2 and therefore cannot use their travelling distance to the University as a reason for their ability to not engage with their studies.

~~6~~12.3 Students who are found by the University, or the University has been informed by the UK Home Office to be in breach of their immigration conditions, for example working over their number of permitted hours per week as set out in students' individual visas, ~~will~~ can be withdrawn from the University and will be reported to the UK Home Office.

12.4 A student may also be withdrawn if:

- i) The student cannot evidence that they have permission to study in the UK or;
- ii) The UKVI have informed the University that a student does not have permission to study or;
- iii) The UKVI have made a legitimate request that the University withdraw a student.

Appeals concerning potential cancellation of visas

~~7~~13. Students who are withdrawn under regulation ~~6.6~~12 may be eligible to appeal against the decision on the grounds of procedural irregularity in determining the grounds for withdrawal.

~~7~~13.1 Appeals should be submitted to the Head of Governance & Quality Assurance within 5 calendar days of the notification of withdrawal.

~~7~~13.2 Head of Governance & Quality Assurance will consider the appeal and inform the appellant of their decision within 5 working days ~~of the committee meeting.~~

Grievances against appeal decisions

~~8~~14. Following exhaustion of the appeals procedure set out in regulation ~~6.6~~10 and ~~6.13~~, a student may submit a grievance to the University Council under the terms provided for by Statute 17(22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on the grounds of procedural irregularity in the conduct of the appeal.

~~9~~15. Students must comply with the requirements of the UK Home Office and will not be sponsored pending the outcome of a grievance.

ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES, DIPLOMAS, ETC. – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

7 POSTHUMOUS AWARDS - TAUGHT AWARDS

Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the ~~Vice-Chancellor in their capacity as Chair of Senate~~ PVC Education and Student Experience, in their capacity as Chair of the University Exam Board. All posthumous awards are unclassified. If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified.

#### 8 POSTHUMOUS AWARDS - RESEARCH DEGREES

The award of a postgraduate research degree may be conferred posthumously where sufficient evidence of the candidate's ability is available in order to demonstrate that they would have reached the required standard. In such a case, the Research Degrees Committee shall consider the evidence presented and make its recommendation to Senate.

#### 8 9 AEGROTAT - TAUGHT PROGRAMMES

An aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All aegrotat awards are unclassified and, where a programme of study has professional body requirements, accreditation will not take place. All taught awards are available as aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements, which shall not be awarded aegrotat awards. The PVC Education and Student Experience, in their capacity as Chair of University Exam Board, may exercise their discretion to recommend conferment of an aegrotat award where the appropriate criteria have been met.

#### 10 AEGROTAT - RESEARCH DEGREES

An aegrotat postgraduate research degree may be awarded should a candidate become unable to complete their studies due to exceptional circumstances, such as severe illness, following consideration of available evidence of the candidate's ability by the Research Degrees Committee. All research awards are available as aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. Where a programme of study has professional body requirements, accreditation will not take place.

9 11 Degrees shall be conferred at a Congregation of the University to be held for that purpose at such time and place as may be determined by the Council provided that a Congregation shall be held at least once in each year. The Degrees shall be conferred by the Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellor and Provost, a Pro Vice-Chancellor or a Dean.

~~10~~ 12 In accordance with Statute candidates for Doctoral Degrees, Masters Degrees, Degrees and Honorary Degrees shall be presented as determined by the Senate from time to time.

~~11~~ 13 With the approval of the Senate, Doctoral Degrees, Masters Degrees, Degrees, Diplomas and Certificates may be conferred upon persons in absentia.

~~12~~ 14 No Doctoral Degree, Masters Degree, Degree, Diploma or Certificate shall be conferred unless the candidate has paid the fees prescribed by Regulation.

REGULATION 2C: COURSES LEADING TO THE UNIVERSITY DOCTORATE BY TAUGHT STUDY AND RESEARCH – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

#### 14.3 Posthumous

(i) A postgraduate research degree may be conferred posthumously where the death of a candidate occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the candidate's behalf by a parent, spouse or other appropriate individual. Where a candidate's thesis has been submitted for examination but not yet examined, examiners are to be appointed in the usual way and shall submit reports to the Research Degrees Committee for consideration.

(ii) If the death of a candidate occurs before submission of their thesis for examination, the Research Degrees Committee shall consider available evidence of the candidate's ability. A sufficient amount of the research must have been completed in order to properly determine that the required standard has been achieved and the supervisor shall submit a written statement to support the recommendation.

#### 14.4 Aegrotat

(i) An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as in cases where a candidate's ability to complete an award is permanently compromised by severe illness. All research awards are available as aegrotat awards with the exception of degrees which are subject to fitness to practice requirements and, where a programme of study has professional body requirements, accreditation will not take place. As an aegrotat award is a final exit award it must be considered to be the conclusion of a candidate's programme of study. Before a recommendation for an aegrotat award is submitted, the candidate must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

(ii) Where a candidate's thesis has been submitted for examination but not yet examined, examiners are to be appointed in the usual way and shall submit reports to the Research Degrees Committee for consideration.

(ii) Where submission of the thesis for examination has not taken place, the Research Degrees Committee shall consider available evidence of the candidate's ability. A sufficient amount of the research must have been completed in order to properly determine that the required standard has been achieved and the supervisor shall submit a written statement to support the recommendation.

REGULATION 2D: RESEARCH DEGREES (excluding Professional Doctorates and Research Degrees by Publication) – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

#### 11.7 Posthumous

(i) A postgraduate research degree may be conferred posthumously where the death of a candidate occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the candidate's behalf by a parent, spouse or other appropriate individual. Where a candidate's thesis has been submitted for examination but not yet examined, examiners are to be appointed in the usual way and shall submit reports to the Research Degrees Committee for consideration.

(ii) If the death of a candidate occurs before submission of their thesis for examination, the Research Degrees Committee shall consider available evidence of the candidate's ability. A sufficient amount of the research must have been completed in order to properly determine that the required standard has been achieved and the supervisor shall submit a written statement to support the recommendation.

#### 11.8 Aegrotat

(i) An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as in cases where a candidate's ability to complete an award is permanently compromised by severe illness. All research awards are available as aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. As an aegrotat award is a final exit award it must be considered to be the conclusion of a candidate's programme of study. Before a recommendation for an aegrotat award is submitted, the candidate must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

(ii) Where a candidate's thesis has been submitted for examination but not yet examined, examiners are to be appointed in the usual way and shall submit reports to the Research Degrees Committee for consideration.

(ii) Where submission of the thesis for examination has not taken place, the Research Degrees Committee shall consider available evidence of the candidate's ability. A sufficient amount of the research must have been completed in order to properly determine that the required standard has been achieved and the supervisor shall submit a written statement to support the recommendation.

ORDINANCE XV - Students' Union Code of Practice – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1.1 There shall be a Students' Union of the University (hereinafter called the Union) for the promotion of the general interests of students and to afford a recognised channel of communication between students and the University authorities.

1.2 This Code of Practice is approved by the Council as the governing body of Keele University, in fulfilment of the requirements of the Education Act 1994 (the Act). In accordance with this Act the University Council is responsible for taking reasonable steps to ensure that the Union "operates in a fair and democratic manner and is accountable for its finances". The Act requires that Keele University (the University) and Keele Students' Union (the Union) comply with measures relating to the operation of the Union, in particular relating to its Constitution, membership, elections, sabbatical officers, finances, affiliations, requirements of the Charities Act 2006, freedom of speech and complaints, in order to ensure that the Union operates in a fair, transparent and democratic manner.

1.3 Following the Charities Act 2006 the Union is an unincorporated body, which is registered with the Charities Commission (charity number 1137380).

1.4 The constitution, function, privileges and other matters relating to the Union are governed by this Ordinance. The Union is authorised to manage its own affairs and funds within the provisions of this Ordinance and the Union Constitution and Regulations.

## 2. Membership

2.1 Members of the Union shall be:

- a) All matriculated students of the University as defined in University Ordinance I, except those who exercise the right to opt out of membership.
- b) Such persons as the Union, in accordance with its regulations, may from time to time admit to associate, reciprocal or honorary membership.
- c) Officers as described in Ordinance I, 5(b) and (c).

2.2 Full membership of the Union shall be offered without charge of any kind to all eligible students of Keele University (as defined in section 2.1 above). All students of the University will be advised of their right not to be a member of the Union, without losing their access to services unless specified. University staff and employees of the Union are entitled to staff membership of Union Other members shall pay such subscriptions as may be determined from time to time by the regulations of the Union and confirmed by the Council.

2.3 All members of the Union are expected to abide by the Code of Conduct, Union Regulations and Standing Orders, Procedures and Constitution. Non-members using the Union premises and facilities must abide by the Code of Conduct of the building and will be granted Temporary Associate Membership at the discretion of the Union Committee upon admittance to the building.

## 3. Constitution

3.1 The Union shall have a written constitution approved by the University Council. The Union Constitution shall be reviewed at least every 5 years.

## 4. Regulations

4.1 In order to comply with the Education Act 1994, Union Regulations shall be prepared by the Union for the furtherance of the objects of the Union. These regulations shall be binding on all members of the Union immediately upon receiving the approval of the Senate and University Council. These regulations shall include;

- a) Members of the Union shall be all matriculated students of the University except those who exercise the right to opt out of membership.
- b) Election to the ~~Student~~ Sabbatical Officer Trustee positions shall be conducted by secret ballot, the procedure and arrangements to be approved by the Secretary to the University Council or nominee.
- c) No person shall be elected to sabbatical office or hold paid elected office for more than two years in total.
- d) Resources shall be allocated to Union Clubs and Societies by means of a formula relating to the certified number of members of the Club or Society and a basic capitation sum approved by a General Meeting on the recommendation of the Unions' Finance and General Purposes Committee.

e) The Union will publish annually a list of external organisations to which it is affiliated with details of fees, donations and subscriptions. The list will be reviewed annually by the Students' Union Committee and approved at a Union General Meeting.

4.2 The regulations shall prescribe the arrangements for the general meetings of the Union, the election of officers, the appointment of all necessary committees, and for affiliation of student societies and athletic clubs to the Union and shall define the rights, privileges and obligations of the respective classes of members of the Union.

4.3 Union regulations shall also prescribe a procedure for the fair allocation of resources to clubs and societies.

4.4 In addition to 4.1 a-e (listed above) any regulations relating to the elections procedures or the Finance and General Purposes Committee may only be altered by receiving prior approval of the Senate and University Council.

## 5. Elections

5.1 ~~In addition to the requirement under Regulation T2, a~~All elections will be conducted in accordance with the provisions within this Ordinance and the Union Regulations and the Constitution. Elections will be conducted by secret ballot and the procedure and arrangements for elections will be approved by the Secretary to the University Council or nominee. The Union is expected to comply with any reasonable requests from the Secretary in discharging these duties including but not limited to releasing or providing copies of any documents which are requested.

## 6. ~~Student Sabbatical~~ Officer Trustees

6.1 There shall be five ~~Student Sabbatical~~ Officer Trustees of the Union who shall have specific duties and responsibilities prescribed by the Constitution and by Union Regulation. No person shall be elected to any ~~Student Sabbatical~~ Officer Trustee position or hold paid elected office for more than two years in total. ~~Student Sabbatical~~ Officer Trustees who have not yet completed their full-time programme of studies shall take a leave of absence for the duration of their term of office (Ordinance 1.5).

6.2 The Union Development and Democracy Officer of the Students' Union shall be a member of Council (Statutes, section 16). The ~~Student full-time Sabbatical~~ Officer Trustees ~~President of the Students' Union and the full-time officers, to be elected by the students,~~ shall be members of the Senate (Statutes, section 18).

## 7. Finances

7.1 There shall be a Finance and General Purposes Committee with responsibility for the management of the Union finances. The accounts of the Students' Union shall at the end of each financial year be audited by a registered auditor in the active practice of his profession and a copy of the accounts, with a signed report by the auditor, shall be given to the Vice-Chancellor or nominee and approved by the Council of the University.

7.2 The financial affairs of the Union, including approval of the Union's budget and monitoring of Union expenditure shall be overseen by the University Council.

## 8. Affiliations

8.1 The Union must publish at least annually a list of external organisations to which it is affiliated with details of fees, donations and subscriptions; this list must be reviewed and approved at least annually by the members of the Union. Full details of decisions to make new affiliations must be published by the Union and the notice made available to all students and to the Council of the University. From time to time, but not more frequently than once in any academic year, a requisition by 3% or more of the members may be made for a secret ballot on the question of continued affiliation to any particular organisation.

## 9. Freedom of Speech

9.1 It is the University's obligation to comply with Section 43 of the Education (No 2) Act 1986, by taking reasonably practicable measures to ensure that freedom of speech within the law is permitted for all Union members. The Union will comply with the Code of Practice and Procedure on Freedom of Speech approved by University Council.

9.2 The Union, as it is governed by the law relating to educational charities, may engage in political debate, but should not support political or other causes that are not associated with the education or the welfare of its students.

#### 10. Complaints

10.1 There is a Complaints and Grievances procedure (~~Article 22 of the Union's constitution~~) which is available to all students if they are dissatisfied with their dealings with the Union or because of a claim to be disadvantaged having opted out of Union membership. Any student who remains dissatisfied after exhausting all internal procedures in the Union may submit a complaint to the University via the process below:

- a) A complaint should be addressed in writing to the Secretary to the University Council.
- b) An independent person with experience of Higher Education, appointed by the Council, will consider the complaint.
- c) The independent person with experience of Higher Education hearing the complaint (hereon referred to as the 'Investigating Officer') will contact the student to outline how the complaint will be investigated and the likely timescales for the investigation and the outcome.
- d) The Investigation Officer will inform the student of the progress of the investigation at key points throughout the process.
- e) Once investigated, the Investigating Officer will present a report of the findings and any recommendations to Council for a decision.
- f) Where appropriate, the Chair of Council may act on behalf of the Council to implement the recommended remedy to a complaint.

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION (regulation applies to entrants commencing studies from 09-10 onwards)

1 DEFINITIONS

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the ~~Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

5. STRUCTURE OF UNIVERSITY AWARDS

5.5 Where a student has been admitted with advanced standing, as specified in 2.2 above, the ~~Deputy Director of Planning and Academic Administration~~ the Head of Planning and Admissions, in consultation with relevant Heads of Schools, will determine the value and level of credits accrued in relation to meeting the requirements outlined in 5.3, above.

6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date in Semester One as shall be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

6.2 No student shall be permitted to change his/her course later than:

(i) three weeks from the start of a Semester in FHEQ Level 4 and FHEQ Level 5 subject to the approval of the ~~Deputy Director of Planning and Academic Administration~~ Head of Student Records and Examinations acting in accordance with such policies and procedures as may be agreed by Senate from time to time; or

(ii) three weeks from the start of Semester One in FHEQ Level 6 subject to the approval of ~~the Deputy Director of Planning and Academic Administration~~ Head of Student Records and Examinations acting in accordance with such policies and procedures as may be agreed by Senate;

6.6 No student shall be permitted to change his/her modules later than three weeks after the start of the module without the prior formal approval of ~~the Deputy Director of Planning and Academic Administration~~ (the Head of Student Records and Examinations) and the Head(s) of School responsible for the new module.

6.8 No student may undertake modules outside of his/her approved programme of study without the prior approval of ~~the Deputy Director of Planning and Academic Administration~~ (the Head of Student Records and Examinations).

REGULATION 1B: CERTIFICATES – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

6 PROGRAMME OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

REGULATION 1C: MODULAR MEDICAL INTERCALATED BACHELOR OF SCIENCE DEGREES

1 DEFINITIONS

Examination: An assessment with fixed time-limit conducted under examination conditions in an examination hall designated by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

6 PROGRAMME OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date in Semester One as shall be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

6.4 No student may undertake additional modules outside of his/her approved programme of study without the prior approval of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION and MBChB BUT EXCLUDING INTERCALATED DEGREES –  
Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1. DEFINITIONS

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations for the purpose. Examinations which are not "unseen" may be either "seen", where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or "open-book" for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date in the Autumn Semester as shall be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

6.2 No student shall be permitted to commence or to change his/her course later than:

- (i) four weeks from the start of the Autumn Semester in his/her first year of study; or
- (ii) prior to the start of the second year of study, subject to the approval of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations who, acting on the advice of the relevant Heads of School, will normally require the student to undertake FHEQ Level 4 study on the new course(s).

6.4 No student may undertake additional modules outside of his/her approved programme of study without the prior approval of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

REGULATION 2A: MODULAR POSTGRADUATE COURSES, EXCLUDING PROFESSIONAL DOCTORATES AND RESEARCH DEGREES – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1 DEFINITIONS

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

6 COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

6.2 No student shall be permitted to change his/her course later than:

- (i) four weeks from the start of his/her first year of study; or
- (ii) one week from the start of any subsequent stage of study, subject to the approval of ~~the Deputy Director of Planning and Academic Administration~~ (the Head of Student Records and Examinations).

6.4 No student may undertake additional modules outside of his/her approved programme of study without the prior approval of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Records and Examinations.

REGULATION 2B: MODULAR COURSES LEADING TO THE UNIVERSITY GRADUATE CERTIFICATE AND GRADUATE DIPLOMA – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1 DEFINITIONS

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations.

6.2 No student shall be permitted to change his/her course later than:

- (i) four weeks from the start of his/her first year of study; or
- (ii) one week from the start of any subsequent stage of study, subject to the approval of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations

6.4 No student may undertake additional modules outside of his/her approved programme of study without the prior approval of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations

REGULATION 2C: COURSES LEADING TO THE UNIVERSITY DOCTORATE BY TAUGHT STUDY AND RESEARCH– Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1 DEFINITIONS

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

7 PROGRAMME OF STUDY

7.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations

7.2 No student shall undertake additional modules or other units of study outside of his/her approved programme of study without the prior approval of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations

REGULATION 2D: RESEARCH DEGREES (excluding Professional Doctorates and Research Degrees by Publication) – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

### 3 REGISTRATION

3.1 Students are required to register with the University within one week of commencing study. Students must re-register in each session by a date to be determined by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations

REGULATION 7: ACADEMIC APPEALS – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

Constitution of the University Academic Appeals Committee

10. The Academic Appeals Committee shall be constituted as follows:

Three nominees of the Vice-Chancellor (one in the Chair and two to act as Deputy Chairs, each to be a member of a different faculty);

Three senior academic members of each faculty, nominated by the Dean of the Faculty;

~~The Deputy Director of the Directorate of Planning and Academic Administration~~

The Committee shall be serviced by the Directorate of Planning and Academic Administration.

For a meeting of the Committee to be quorate, five of the thirteen members must be present, one of whom must be the Chair or Deputy Chair.

REGULATION 8: GENERAL REGULATIONS FOR UNIVERSITY EXAMINATIONS AND ASSESSMENTS –

Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1 DEFINITIONS

Examination Venue : A venue normally within Keele and specified by ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations as one in which an examination may be held.

6 INTERNAL MODERATION

6.8 In very exceptional cases Disciplines/Schools, with the prior agreement of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations, may work outside the minimum requirements set by these regulations.

6.9 Where a sampling approach to internal moderation is adopted, the sample of work that is moderated would normally be the same sample sent to the external examiner. External examiners should be informed about the internal moderation process that has been followed.

7 INVIGILATORS

7.2 Senior Invigilators are designated individuals acting on behalf of ~~the Deputy Director of Planning and Academic Administration~~ the Head of Student Records and Examinations under delegated authority and are responsible for:

7.2.1 the collection of examination papers from the Head of Records and Examinations prior to each examination;

7.2.2 the conduct of the examination from the admission of the students to the examination room until the scripts are taken by Heads of Departments/Schools or their designated nominee against a signed receipt on the production of appropriate identification, or are exceptionally returned to the Head of Records and Examinations for later collection;

7.2.3 the distribution of the question papers and answer books to the examination desks before the start of the examination;

7.2.4 commencing the examination promptly, making all announcements, noting the time that the examination commences and subsequently ending the examination at the appropriate time;

7.2.5 completing the attendance record of students in the examination room;

7.2.6 the verification of the identity of students in the examination room;

7.2.7 determining who is authorised to enter the examination venue and ensuring that only such individuals may enter or communicate within the examination venue

7.2.8 keeping a record of any incidents or circumstances that may need to be taken into consideration by the Board of Examiners;

7.2.9 the collection of all the answer books and verifying that the number of answer books collected matches the number of attendees;

7.2.10 ensuring all unused answer books are returned to the invigilators desk;

7.2.11 ensuring that only materials permitted by the examination rubric are brought into the examination room;

7.2.12 ensuring that all regulations and procedures are adhered to and that students are kept under constant supervision;

7.2.13 determining whether emergency procedures for evacuation should be initiated;

7.2.14 contacting the Directorate of Planning and Academic Administration in the event of a suspected breach of regulations;

7.2.15 deciding whether to exclude a student from the examination room.

15 DECLARATION OF PERSONAL INTEREST

15.1 Members of staff are required to inform their Head of Department/School of any personal interest relating to a student at the earliest opportunity. Where a member of staff has informed the

Head of Department/School of a personal interest relating to a student, the Head of Department/School, having consulted ~~the Deputy Director of Planning and Academic Administration~~ the Head of Governance and Quality Assurance shall as he/she deems appropriate:

15.1.1 put in place arrangements to ensure that the member of staff is not responsible for the setting of examination question papers to be taken by the student or the marking of any of the student's assessments; and

15.1.2 inform the Chair of the relevant Board of Examiners of the member of staff's interest relating to the student and that he/she should be required to withdraw from the meeting of any Board of Examiners when the student's case is discussed; and

15.1.3 instruct the Chair of the Board of Examiners to ensure that a declaration of interest, and withdrawal of the member of staff from the Board of Examiners, shall be recorded in the Minutes of the meeting of the Board.

REGULATION 10: STUDENT HEALTH AND LEAVE OF ABSENCE – Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

10a.2. Students must be in an adequate state of physical and mental health to enable them to continue with their studies. If there is sufficient evidence, as deemed appropriate by the ~~Deputy Director of Planning and Academic Administration~~ Director of Planning and Academic Administration, that ill health may prevent a student from satisfactorily completing his/her studies, The University may at any time require a student to undertake a full medical examination by a qualified medical practitioner of the University's choice, and, if appropriate, and on the recommendation of the medical practitioner, require a student to take a compulsory leave of absence. A student on compulsory leave of absence shall be permitted to resume his/her studies at a time deemed appropriate by the University, and only on a recommendation by a qualified medical practitioner, that he/she is fit to continue with his/her studies.

REGULATION 8: GENERAL REGULATIONS FOR UNIVERSITY EXAMINATIONS AND ASSESSMENT –

Approved 04 May 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

Following feedback from the January 2017 examination session, Student Records and Examinations request Senate's approval to add the following two calculators to the list of calculators approved for use in University examinations: Sharp EL509 series and Casio FX82 series.

Additional text is **bold and underlined**

9. Use of Electrical Aids

9.2 The University has an approved list of calculators which are acceptable for use in examinations; these calculators are the Casio FX-82 series; Casio FX-83 series; Casio FX-85 series; Casio FX-350 series; Aurora SC582 series; Texas Instruments TI30 series; **Sharp EL509 and Sharp EL-531 series**.

REGULATION 7: ACADEMIC APPEALS – Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

16. The student and/or his/her representative, who should normally be a member of the University as defined by Statute 2, shall have the right, but is under no obligation, to give evidence to the meeting. A representative of the academic School(s)/Research Institute concerned is normally also required to attend to discuss their report.

REGULATION 18: FITNESS TO PRACTISE - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

5. Conduct of Hearings by the Fitness to Practise Committee

5.2 Attendance

- i) The student will be given at least 15 working days' notice of the date of the meeting.
- ii) The student will be required to attend the meeting in person. If the student fails to attend without reasonable and timely explanation, the Committee will consider the case in the student's absence. The Chair will have discretion as to what constitutes a "reasonable and timely explanation" e.g., production of a medical certificate and / or credible documentary evidence of exceptional circumstances. If the student elects not to submit his or her case, or withdraws from the University before or during consideration of the case, the Committee shall complete its consideration of the case.
- iii) At the discretion of the Chair, members of Keele University staff relevant to the case may be required to attend the meeting.
- iv) At the discretion of the Chair, the Committee may also call upon other persons to provide advice on specific aspects of the case.
- v) The School's case will be presented by the Head of School or his or her nominee, who may call witnesses in support of the case.
- vi) The student may also call witnesses in support of his/her case and normally be accompanied by a member of the University as defined by Statute 2 willing to act as his/her friend or representative at the hearing. Notification of the names and designations of the witness(es) and friend or representative must be provided at the same time as provision of other supporting documentary evidence (see 5.1(ii) above).

REGULATION 19: APPEALS AGAINST FAILURE OF FOUNDATION YEAR (F1) - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

7. Hearing procedure

7.2 Attendance

- i) The student shall have no less than 15 working days' notice of the date, time and location of the hearing.
- ii) The student shall have the right but is under no obligation, to give evidence in person.
- iii) The student may choose to be accompanied in the meeting normally by a member of the University as defined by Statute 2 willing to act as his/her friend or representative at the hearing
- iv) At the discretion of the Chair, the Committee may also call upon other persons to provide advice on specific aspects of the case.
- v) The student may also call witnesses in support of his/her case.

REGULATION 20: STUDENT DISCIPLINE - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

(a) Code of Behaviour

9.1 Students have the right to be accompanied to any formal disciplinary meetings normally by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students Union. Members of the University asked by the student to support and/or represent them may attend the whole meeting. Notification of the names and status of the friend or representative must be given to the Authorised Officer and Chair of the Discipline Committee at least 24 hours in advance of the meeting.

REGULATION 21: TEMPORARY EXCLUSION OF STUDENTS - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

3. Available Support and Representation

3.1 Students have the right to be accompanied to any meeting with the Temporary Exclusion Panel normally by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students' Union. Members of the University asked by the student to support and/or represent them may attend the whole meeting. Notification of the names and status of the friend or representative must be given to the secretary to the Panel at least 24 hours in advance of the meeting.

REGULATION 26: COMPLAINTS PROCEDURES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

6. Support and Representation

6.2 A student making a complaint has the right to be accompanied at any meetings or hearings concerning their complaint. The accompanying person would normally be a member of the University as defined by Statute 2.

ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES, DIPLOMAS, ETC. - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

8. AEGROTAT – TAUGHT PROGRAMMES

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The PVC Education and Student Experience, and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met.

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

13.9 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

REGULATION 1B: CERTIFICATES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

9 APPROPRIATE ENGAGEMENT WITH STUDIES

11.3 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

REGULATION 1C: MODULAR MEDICAL INTERCALATED BACHELOR OF SCIENCE DEGREES - Approved  
06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

13 AWARD

13.5 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

REGULATION 1F: INTEGRATED MASTERS PROGRAMMES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

12. Classification of Award

12.5 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION and MBChB BUT EXCLUDING INTERCALATED DEGREES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

13.10 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

REGULATION 2A: MODULAR POSTGRADUATE COURSES, EXCLUDING PROFESSIONAL DOCTORATES  
AND RESEARCH DEGREES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

#### 14.7 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

REGULATION 2B: MODULAR COURSES LEADING TO THE UNIVERSITY GRADUATE CERTIFICATE AND GRADUATE DIPLOMA - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

13.5 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (Education & Student Experience), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

REGULATION 2D: RESEARCH DEGREES (excluding Professional Doctorates and Research Degrees by Publication) - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

8.11 Appeals applications can be made only on one or both of the following grounds:

- a) Procedural irregularity in the conduct of the case;
- b) There is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Faculty/RI Postgraduate Committee (and the Research Degrees Committee) and that there is a valid reason for not making it known at the time.

8.14 Following exhaustion of the Leave of Absence review procedures, a dissatisfied student may submit a grievance to the University Council under the terms provided by Statute 17 (22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on one or both of the following grounds:

- a) Procedural irregularity in the conduct of the case;
- b) There is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time of the review, and may have affected the outcome had it been known to the Committee and that there is a valid reason for not making it known at the time.

REGULATION 7: ACADEMIC APPEALS - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

4. Appeals may be made only on one or both of the following grounds:

- (i) procedural irregularity in the conduct of the assessment or the academic warnings procedure;
- (ii) exceptional circumstances, providing that these circumstances were not already considered by an Exceptional Circumstances Panel, that these circumstances can be substantiated in accordance with University guidelines of admissible evidence, and that there is a reason deemed valid by the University for not notifying the relevant Exceptional Circumstances Panel by the specified deadline in accordance with the relevant provisions of Regulation 13.

Research Degrees

5. For research degree students appealing against decisions made under Regulation 2D, section 6 (Doctoral Progression), section 8 (Satisfactory work during each academic year), or any other decision made by the Research Degrees Committee prior to submission of the thesis, appeals may be made only on one or more of the following grounds:

- (i) procedural irregularities;
- (ii) exceptional circumstances, providing that these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision, that these circumstances can be substantiated, and that there is a reason deemed valid by the University for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with the relevant provisions of Regulation 8;
- (iii) inadequacy of supervision or facilities.

6. For research degree students appealing against decisions made under Regulation 2D section 11 (Award), appeals may be made only on one or more of the following grounds:

- (i) procedural irregularities;
- (ii) exceptional circumstances, providing that these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision, that these circumstances can be substantiated, and that there is a reason deemed valid by the University for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with the relevant provisions of Regulation 8.

Alleged inadequacy of supervisory or other arrangements during the period of study must be raised at the time, in accordance with procedures set out in the Code of Practice on Postgraduate Research Degrees, and do not constitute grounds for appeal following the submission of the thesis (appeals against decisions made under Regulation 2D section 11).

Sifting Stage

8. Appeal cases will be considered in the first instance by the Head of Governance and Quality Assurance (or nominee) and a member of the University Academic Appeals Committee. This Sifting stage of the appeals process consists of an initial assessment of readily available documentation, to include the student submission, information on SCIMS, previously submitted exceptional circumstances, initial comments from the School or Service, as appropriate. Where such initial comments from the School or Service are going to be taken into consideration in the Sifting Stage, the student will be given the opportunity to respond to these comments before a decision is made. In cases where they deem the case to be straight forward and the evidence to be sufficiently compelling, the case may be referred back to the Board of Examiners for consideration with a recommendation to uphold the appeal. The final decision regarding the outcome of the appeal rests with the University Academic Appeals Committee. Where they deem that the case is more complex or requires further exploration of the evidence, the appeal shall be considered by the University Academic Appeals Committee. Where the Head of Governance and Quality Assurance and the member of the Academic Appeals Committee are of the view that based on the information available, no case exists, the student will be advised in writing, stating the reasons. In exceptional

circumstances a student may be eligible to submit a grievance against the decision by following the provisions of 7.18 below.

Grievances against appeal decisions

18. In very exceptional circumstances, following exhaustion of the appeals procedure it may be permissible for a student to lodge a grievance if it fulfils one or both of the following criteria:

a) Procedural irregularity in the conduct of the appeal;

b) There is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the committee and that there is a valid reason for not making it known at the time.

19. Grievances will be considered under the provisions of Ordinance XXVIII: Appeals and Grievances Considered by Council, and must be submitted in writing within 14 calendar days of the letter informing the student of the outcome of their appeal.

REGULATION 8: GENERAL REGULATIONS FOR UNIVERSITY EXAMINATIONS AND ASSESSMENTS

Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

Exceptional circumstances: Unforeseeable and unpreventable circumstances which may adversely affect a student's academic performance which are beyond the student's control.

8.19 Any student excluded from, or refused entry to, the examination room under the provisions of 8.18 above shall be deemed not to have attended that paper. The question of whether the student was absent with sufficient cause shall be referred by the Head of Student Records and Examinations to the relevant School Exceptional Circumstances Panel and/or the Exceptional Circumstances Sub-Committee for consideration. A student may challenge the decision of the sub-committee as outlined under Regulation 7.

12.9.3 In respect of any allegation not falling within the scope of his/her jurisdiction as defined above, the Academic Conduct Officer shall refer the case to the Head of Governance and Quality Assurance for consideration by the Academic Misconduct Panel established under 12.3, the actions of which are not limited by the tariff in 12.9.1.

12.10 A student shall have the right to appeal to the Academic Misconduct Panel outlined under the terms of 12.3 against the decision of an Academic Conduct Officer. Appeals should be sent to the Student Appeals, Complaints and Conduct Manager within 10 calendar days. Appeals may be made only on one or both of the following grounds:

- (i) procedural irregularity in the conduct of the original investigations of the Academic Conduct Officer;
- (ii) exceptional circumstances, providing that these circumstances can be substantiated and there is a valid reason why these were not made known at the time.

If it is clear that a case for consideration has not been established, the Head of Governance and Quality Assurance may reject the case.

12.13 A student shall have the right of appeal to the Academic Misconduct Appeals Panel against the decision of the Academic Misconduct Panel, unless it was an appeal against the decision of an Academic Conduct Officer. The membership of the Academic Misconduct Appeals Panel must be different to the original panel membership when the appeal is heard. Appeals must be lodged, in writing to the Student Appeals, Complaints and Conduct Manager, within 10 calendar days of the date on the letter informing the student of the outcome. Appeals can only be made on one or both of the following grounds:

- (i) any procedural irregularity prior to or in the conduct of the Panel meeting;
- (ii) there is new evidence that can be substantiated, including exceptional circumstances, which were not known at the time and may have affected the outcome had it been known to the Panel and that there is a valid reason for not making it known at the time.

If it is clear that a case for consideration has not been established, the Head of Governance and Quality Assurance may reject the case.

12.14 Following exhaustion of the appeals procedure, a student may submit a grievance to the University Council under the terms provided for by Statute 17(22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council.

Grievances can only be made on one or both of the following grounds:

- a) procedural irregularity in the conduct of the case;
- b) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Panel and that there is a valid reason for not making it known at the time.

REGULATION 9: BOARDS OF EXAMINERS - Approved 06 July 2017

2 SINGLE HONOURS AND DUAL HONOURS UNDERGRADUATE DEGREES (Faculty of Humanities and Social Sciences, and Faculty of Natural Sciences only)

2.1 Discipline Boards of Examiners

(d) The functions of the Discipline Boards of Examiners shall be:

(i) to note any exceptional circumstances which have been considered by the School's Exceptional Circumstances Panel and to make decisions or recommendations in accordance with the provisions of Regulation 13;

3 SINGLE HONOURS UNDERGRADUATE DEGREES (Faculty of Health only) AND TAUGHT POSTGRADUATE AWARDS

(d) The functions of the Boards of Examiners shall be:

(i) to note any exceptional circumstances which have been considered by the School's Exceptional Circumstances Panel and to make decisions or recommendations in accordance with the provisions of Regulation 13;

REGULATION 10: Leave of Absence

This regulation relates only to taught programmes, i.e. those covered by the following regulations: 1A, 1B, 1C, 1F, 1G, 2A, 2B, and 2C. Within these regulations Section 10, Student Health, refers to this Regulation.

1. Leave of Absence is defined as an absence from the University of greater than 15 days' duration but normally no more than 12 months' duration, during which time a student is not undertaking any study.

1.2 For students experiencing difficulties but wishing to continue their studies, they should refer to the University's Exceptional Circumstances Policy.

1.3 Any student who takes a leave of absence should be aware that the programme of study on which he/she is registered may change or cease to be offered during the period of leave of absence and that the student upon return to the University may be required to undertake a different or amended programme of study.

1.4 Students are requested to respond to any communications received from the University regarding re-registration at the conclusion of their leave of absence. These communications will normally be received no later than one month before the leave of absence is due to complete.

1.5 If a student fails to respond to communications within the timeframe outlined at 10.5 above, shall be withdrawn from the University.

1.6 Due to the University's responsibilities as a Highly Trusted Sponsor (HTS), international students on a Tier 4 visa who apply for, and are granted, a leave of absence will have their Visa curtailed and will need to return to their home country for the duration of the leave of absence. Any student who chooses to take a leave of absence should be aware that the University's sponsorship may be removed and that they may not be able to return to study following a leave of absence.

1.7 Leave of Absence for Periods in Excess of One Academic Year

1.8 Only in exceptional circumstances will applications for a leave of absence totalling in excess of one academic year be considered. Any such applications should be made in writing to the Academic Registrar & Director of PAA, who shall, informed by specialist advice (if necessary) determine what conditions, if any, shall apply to the permission.

1.9 Students should also be advised that periods of leave of absence do count towards their allowed maximum period of registration (Ordinance IV) and that they may not normally be allowed to return to the University to complete their studies once they have reached their maximum period of registration.

2. Leave of Absence can be either be:

- Voluntary (section 3)
- Compulsory (section 4)

3. Leave of Absence upon the Student's request

3.1 A student may be permitted to take a leave of absence from the University only with the prior agreement of the relevant Head(s) of School/School Director or Research Institute Director/Faculty Research Director, for a specified period, normally a semester or one academic year.

3.2 A student can request a leave of absence for the following reasons:

- i. medical reasons, as recommended by the campus GP and/or medical practitioner;
- ii. maternity/paternity/adoption leave;
- iii. bereavement;
- iv. other valid personal reasons;
- v. personal financial hardship;
- vi. to change course;
- vii. to undertake work experience not included as a formal course-based work placement.

3.3 The University will request documentary evidence to support a leave of absence request.

3.4 Any student who requests a leave of absence must do so through the University's established procedures, which are outlined in the Leave of Absence Procedure.

#### 4. Compulsory Leave of Absence

4.1 When a student's health, wellbeing and/or behaviour is having a detrimental impact on their ability to progress academically and function effectively the University, following the procedure outlined in the Support to Study Policy, will seek to identify appropriate measures to support the student. The Support to Study procedure comprises of three stages accompanied by a Risk assessment process outlined in 4.2 below.

#### 5. Risk-related Measures.

5.1 Where there is concern in relation to student's health, wellbeing and/or behaviour, the University may impose immediate conditions on that student to ensure that a full and proper investigation can be carried out and/or to safeguard the student or others whilst the concerns are being considered.

5.2 In the event that the University believes that a student presents a threat of harm to themselves, other students and/or members of the University or to University property, the University may temporarily suspend the student. Temporary suspensions are precautionary for the safety of the student wellbeing or that of University staff or students.

5.3 For the purposes of this procedure, temporary compulsory suspension is defined as a partial or total ban on attendance at the University, including at learning, teaching or assessment activities, including placements; and/or on participation in University activities, and/or on attendance at or access to specified facilities or parts of the University (including residential accommodation); and/or on exercising the functions or duties of any office or committee membership in the University or the Students' Union.

5.4 A temporary compulsory suspension will be based upon the outcome of a formal risk assessment through a stage 3 support to study panel, authorised by the Deputy Vice Chancellor or their nominee and would be based on a recommendation from cases as a result of this procedure. The temporary compulsory suspension will be for a specific period of time.

5.5 Students enrolled on a course that requires them to undertake practical training in a professional role involving patients, pupils, clients or service users, or where the end qualification provides a direct license to practise or is a requirement for a license to practise may also be temporarily excluded from their studies by a Health and Conduct Committee or Fitness to Practise Committee under Fitness to Practise (Regulation 18).

5.6 In each case of temporary compulsory suspension, the student will be informed in writing of the specific restrictions placed upon them, of the time scale and manner by which the suspension will be reviewed and of their right to appeal.

5.7 All efforts will be made, as far as is possible, to reduce the impact of any temporary compulsory suspension on the student's studies.

5.8 The Temporary compulsory suspension will be reviewed 4 weeks from the date that it came into effect, or earlier upon receipt of the outcome of an internal investigation, evidence of external developments or significantly altered circumstances of the student.

5.9 The temporary compulsory suspension shall normally remain in place until such time as any investigation and or confirmation from a health care professional has been obtained.

5.10 Where a student who is also an employee of the University or the Students' Union has been temporarily excluded, the Director of Human Resources and/or the Students' Union will be notified for consideration as to whether any further action is required under their procedures.

#### 6. Confidentiality and record keeping

6.1 At all times, staff operating this policy or procedure will adhere to the guidelines laid down within the Data Protection Act to ensure that the appropriate level of confidentiality is maintained.

6.2 Where personal information is shared it is only released to only those who are part of the University's Support to Study procedures and other relevant officers of the University as appropriate.

6.3 This includes the storage of records and data and sharing of information for the purposes of dealing with the student case.

6.4 If it is determined that an offence has been committed, the incident is normally referred for consideration by the University discipline committee. This, and notes on the support to study process will be placed on the student's file and shared with the relevant Head(s) of School and other relevant officers of the University.

#### 7. Available Support and Representation

7.1 Students have the right to be accompanied to any formal meetings by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students Union. Members of the University asked by the student to support and/or represent them may attend the whole meeting. Notification of the names and status of the friend or representative must be given to the Chair of the Panel at least 24 hours in advance of the meeting for approval.

#### 8. Returning to Study

8.1 In cases where the outcome of the Support to Study procedures result in a leave of absence, the procedure for considering a return to study should be made clear to the student at the time of them being notified.

8.2 In all cases involving compulsory leave of absence, the student will need to obtain permission to return from the Head of Student Support and Development Services (or their nominee).

8.3 The student will be required to provide satisfactory evidence, to include medical evidence where appropriate, that they have overcome the original difficulties and are well enough to return to study. The precise nature of the evidence required from the student will be dependent on the individual circumstances in each case, but in all cases it is expected that this will involve a report from a recognised independent health professional with sufficient knowledge about the health and wellbeing of the student during the period of leave, and the potential impact that returning to study might have.

8.4 Where a student returns to study after a temporary suspension or leave of absence under this procedure, the Head of Student Support or nominee should consult with the student's Head of School to establish that arrangements and reasonable adjustments are in place to support the student's return.

#### 9. Permanent withdrawal from the University

9.1 If the stage 3 Panel concludes, taking into account the individual circumstances of the case and any supporting medical evidence, that there is no reasonable prospect of the student re-engaging with their programme, a recommendation will be made to the Deputy Vice-Chancellor that the student is permanently withdrawn from the University. This recommendation should only be made in the most serious cases and be based on a risk assessment conducted by the stage 3 Support to Study Panel;

#### 10. Appeal of Decisions

10.1 A student has the right of appeal against the final decision of this process and any penalties that are imposed. Such an appeal should normally be lodged in writing with the Pro-Vice Chancellor

(Education and Student Experience) within 10 working days from the date of the letter informing them of the panel decision. Appeals may only be made on one of both of the following grounds:

- i) procedural irregularity in the conduct of the case;
- ii) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Authorised Officer/Committee and there is a valid reason for not making it known at the time.

10.2 Appeals against the decision of an Authorising Officer will be heard by the Support to Study Appeals Panel. The composition of the Appeals Panel hearing must be different to the original Support to Study Panel and Chaired by the Pro-Vice Chancellor (Education and Student Experience).

10.3 A student subject to temporary suspension may appeal to the Pro-Vice Chancellor (Education and Student Experience). Such an appeal should normally be lodged within 10 working days from the date of the letter informing them of the temporary suspension.

10.4 The Pro-Vice Chancellor (Education and Student Experience) may reject the appeal or accept the appeal and lift the temporary suspension or modify the terms of the temporary suspension or reject the appeal so that the temporary suspension remains in force. This decision will be notified to the student in writing.

REGULATION 13: EXCEPTIONAL CIRCUMSTANCES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1. The Board of Examiners may take into account the effect of any illness or other serious adverse circumstances, i.e. exceptional circumstances, on a student's performance via the recommendation of a School-based Exceptional Circumstances Panel. Such circumstances shall include where a student is prevented by illness or other sufficient cause from attending examinations or completing other in-course assessments.
2. A student who wishes exceptional circumstances which may have had an effect on his/her performance in any examination or assessment to be taken into consideration is required to submit a claim in writing to the relevant School-based Exceptional Circumstances Panel and in such format as may be approved by Senate from time to time. The claim should, where required, be accompanied by independent evidence.
3. Students who are studying on a programme with professional accreditation are required to report their exceptional circumstances in accordance with School and professional body requirements. These requirements will be determined by the School in accordance with their course regulations. Where relevant, professional accreditation requirements will supersede the requirements outlined in this regulation.
4. In very exceptional cases, where the student does not wish the full nature of the exceptional circumstances to be revealed to the School, a letter from an independent doctor or counsellor confirming that the circumstances are very exceptional, and how these may have affected the students' ability to study, may be accepted and considered by the School-based Exceptional Circumstances Panel.
5. If any exceptional circumstances arise in an examination venue, the circumstances should be reported by the student to an invigilator immediately. The Senior Invigilator shall report such circumstances in writing to the Head of Records and Examinations who shall inform the relevant School-based Exceptional Circumstances Panel.
6. Each School will have a School-based Exceptional Circumstances Panel which will consider and make recommendations on all claims for exceptional circumstances received by the School prior to the meeting of the Board of Examiners. In order to provide timely consideration of student exceptional circumstances claims, between ordinary meetings of the School-based Exceptional Circumstances Panel, the Chair shall have the authority to act, or require individual members to act, on behalf of the Panel on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken on behalf of the Panel shall be reported as Chair's Action to the next meeting of the Panel. School-based Exceptional Circumstances Panels may disregard any reported exceptional circumstances if appropriate documentary evidence is not supplied with the submission.
7. Recommendations made by the School-based Exceptional Circumstances Panels shall be fair, equitable and transparent and shall be subject to the scrutiny of the Senate or its sub-Committee.
8. Normally, if a student is unable to submit coursework assessment by the due date as a result of exceptional circumstances, any claim for an extension of the deadline for submission should be accompanied by the work completed up to the point of submission of the claim. The claim should be submitted to the relevant School(s) in good time before the meeting of the School-based Exceptional Circumstances Panel convened to consider the request for which an extension is being sought.
9. If a School-based Exceptional Circumstances Panel agrees that there is a sufficient case submitted to explain a students' poor performance or failure to complete an assessment, it will recommend one of the following courses of action to the Discipline Board of Examiners:
  - (a) recommendation to the relevant University Board of Examiners for further assessment to be regarded as a same attempt, normally taken at the same time as students taking re-assessment for the module(s);

b) in the case of any coursework assessment where the coursework assessment forms only part of the total module assessment:

- i) Approval of an appropriate extension of deadline for submission; or
- ii) A small element of assessment (no greater than 33% of the overall module assessment) to be disregarded, with the final mark(s) being recalculated from the remaining elements of the module assessments; or
- iii) For when one component (of no more than 33%) of the module is missing, to allow for the final mark(s) to be recalculated from the remaining module component(s); or
- iv) Implement such other action which has been approved by the Faculty Learning and Teaching Committee.

(c) recommend that no reassessment opportunity is provided but that the exceptional circumstances should be reported to the University Board of Examiners, chaired by a Pro Vice-Chancellor to allow in very exceptional circumstances, where the student is considered to be 'borderline', the award a classification or recommend a progress decision consistent with the performance which, on the evidence available to it, the Board reasonably judges the student would have achieved if performance has not been affected by exceptional circumstances.

10. Marks shall not be adjusted in light of exceptional circumstances. Mark(s) determined by the Board of Examiners will therefore reflect precisely the students' actual performance irrespective of reported exceptional circumstances.

11. A written record shall be kept of any decisions or recommendations made in light of exceptional circumstances and of cases where the mark achieved has been affected by such factors. This information shall be made available to the Board of Examiners in subsequent years where this is relevant to the determination of the degree classification or other decisions to be taken by the board in relation to the student concerned.

REGULATION 17 (b) Senate Committees - Approved 06 July 2017

Deletions are struck through and additions are in bold and underlined.

7. EXCEPTIONAL CIRCUMSTANCES SUB-COMMITTEE

Scope: The Committee is responsible for ensuring the consistent and fair application of the University's exceptional circumstances processes.

(a) Terms of reference

In relation to exceptional circumstances claims at all levels of study;

1\* To provide, on behalf of Senate, scrutiny of the decisions made by school based Exceptional Circumstances Panels and Discipline Boards of Examiners.

2\* To receive overview reports of the school based Exceptional Circumstances Panel recommendations detailing an overview of student exceptional circumstances claims and the recommendations made in respect of these claims

3\* To ensure that school based Exceptional Circumstances Panels operate in accordance with Regulation 13 and other external regulatory guidance, ensuring that decisions are consistent, fair, equitable and transparent.

4\* To make recommendations to Chair of the Examination Board on the appropriate application of the exceptional circumstances regulation and guidance, where the fairness, equality or transparency of decisions is called into question.

5\* Where recommendations to a Chair of the Examination Board have been made, the sub-committee may also request the relevant Head of School to conduct a review of the school's exceptional circumstances processes and report the findings to the Exceptional Circumstances Sub-Committee.

6 To provide an Annual Report to Senate, on the operation of the exceptional circumstances process.

(b) Delegated powers

The University Exceptional Circumstances Sub-Committee has delegated authority to take action under items 1, 2, 3 and 4 (\*starred), reporting to Senate by exception only.

Between ordinary meetings, the sub-committee has the power to take decisions by correspondence if a decision is required between meetings. The Chair shall have the authority to act on behalf of the committee on any matters requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the sub-committee shall be reported as Chair's Action to the next meeting of the sub-committee. Prior to taking Chair's Action, the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment.

(c) Constitution

A senior academic member of Senate, nominated by the Vice-Chancellor (Chair)

3 senior academic staff (one from each Faculty), appointed by the Dean

Director of PAA or his/her nominee

KeeleSU Education Officer

Secretary: Planning and Academic Administration

For the transaction of business, not less than 40% of the voting membership must be present.

(d) Sub-committees

None

(e) Principal management information needs

- Reports of Exceptional Circumstances decision trends
- Overview reports of School-based exceptional circumstances recommendations
- Head of School EC reviews (where appropriate)

(f) Frequency and timing of meetings

Four times a year (usually October, February, and July)

REGULATION 18: FITNESS TO PRACTISE - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

9. Grievance

Following exhaustion of the Fitness to Practise procedures, a dissatisfied student may submit a grievance to the University Council under the terms provided by Statute 17 (22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on one or both of the following grounds:

- a) procedural irregularity in the conduct of the case;
- b) There is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Committee and that there is a valid reason for not making it known at the time.

REGULATION 19: APPEALS AGAINST FAILURE OF FOUNDATION YEAR (F1) TRAINING 2. Grounds for appeal - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

2.1 A F1 trainee doctor may only appeal on one or more of the following grounds:

- i) Procedural irregularity in the conduct of the assessment process (including administrative error) of such a nature as to cause reasonable doubt as to whether the Postgraduate Dean would have reached the same conclusion had the irregularities not occurred;
- ii) Exceptional circumstances affecting his/her performance, health or conduct, for which there is good reason the Postgraduate Dean was not aware of when the recommendation or decision was made, and that had the Postgraduate Dean been aware of these circumstances would have cast substantial doubt of the appropriateness of that decision.

#### 8. Grievance

A dissatisfied trainee doctor may submit a grievance to the University Council under the terms provided by Statute 17 (22). Grievances must be submitted within 14 calendar days of the date of the letter informing the trainee doctor of the outcome of the appeal and must be in writing to the Secretary to Council. Grievances can only be made on one or both of the following grounds:

- i) procedural irregularity in the conduct of the case;
- ii) There is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Committee and that there is a valid reason for not making it known at the time.

#### 5. APPEALS

5.1 Appeals against disciplinary decisions can be made for the following reasons only:

- i) There was a procedural irregularity prior to or in the conduct of the hearing. This may include issuing a penalty that is at variance with the published schedule.
- ii) There is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Designated Officer/Panel/Committee and that there is a valid reason for not making it known at the time.

If it is clear that a case for consideration has not been established, the Head of Governance and Quality Assurance may reject the case.

5.5 Following exhaustion of the appeals procedure, a student may submit a grievance to the University Council under the terms provided for by Statute 17(22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on one or both of the following grounds:

- i) procedural irregularity in the conduct of the case;
- ii) there is new evidence, that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Panel/Committee and that there is a valid reason for not making it known at the time.

REGULATION 20: STUDENT DISCIPLINE (New) Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

## 12. Appeals

12.1 A student shall have the right to appeal against the final decision of an Authorised Officer in relation to minor offences, the final decision of a Discipline Committee, and the penalties that are imposed. Appeals must be sent to the Student Appeals, Complaints and Conduct Manager within 10 calendar days of the official notification of the disciplinary decision. Appeals may only be made on one of both of the following grounds:

- i) procedural irregularity in the conduct of the case;
- ii) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Authorised Officer/Committee and there is a valid reason for not making it known at the time.

12.2 Each appeal will be reviewed in the first instance by the Head of Governance and Quality Assurance or nominee, or by the Director of PAA if the Head of Governance and Quality Assurance has had previous involvement with the case. They will decide whether the appeal has any real prospect of success or if there is some other compelling reason why the appeal should be considered. If not, the appeal may be rejected at this stage.

12.3 Appeals against the decision of an Authorising Officer will be heard by the Discipline Committee. Appeals against the decision of the Discipline Committee will be heard by the Discipline Appeals Committee. The members of the Discipline Appeals Committee considering the appeal must be different to the original Discipline Committee.

## 13. Grievance to Council

13.1 In very exceptional circumstances, following exhaustion of the appeals procedure, it may be permissible for a student to lodge a grievance if it fulfils one or both of the following criteria:

- a) Procedural irregularity in the conduct of the appeal;
- b) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the relevant Committee at the time and there is a valid reason for not making it known at the time.

REGULATION 26: COMPLAINTS PROCEDURES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

9. Grievance

9.1 Students who have submitted a complaint under Regulation 26 that has been dealt with by a Pro Vice-Chancellor but are not satisfied with how the complaint was dealt with may submit a grievance to the University Council (Ordinance XXVIII). Grievances may only be submitted if the student has the appropriate required grounds for doing so, which are defined as:

- (a) There was a procedural irregularity prior to or in the conduct of the complaint investigation.
- (b) There is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known and that there is a valid reason for not making it known at the time.

REGULATION 17 - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

1. Business Review Committee

*Scope:* To provide detailed scrutiny on behalf of Council on matters concerning the operation and financial sustainability of the University

(a) Terms of Reference

1. To be available as a source of detailed advice and scrutiny before issues are formally presented to Council.

2.\* To make final decisions on matters referred to it by Council.

3.\* To monitor the University's portfolio of investments, normally on a six-monthly basis. The Committee has delegated powers from the Council to make changes within the investment portfolio on the advice of the University's financial advisers.

4. To receive and recommend to Council approval of the draft budget, financial forecasts and University Statutory Accounts.

5.\* To monitor financial performance against agreed plans and budgets through review of the University's management accounts.

6.\* To consider and review the financial, physical and human resources required to implement agreed plans and, in particular, the University's Strategic Plan.

7.\* To consider and review all aspects of human resource strategy, monitor progress against human resource plans and monitor the University's staff profiles and trends.

~~78.\* To encourage and promote the development of new income generation opportunities.~~

~~89. To receive annually from the Director of Finance & IT reports on key issues, to include subsidiary companies, insurance arrangements, ethical investment review).~~

~~910. To receive an annual report on engagement and commercial activity (including the Science Park and HEBCIS)~~

~~1011.\* To review and approve the level of and the write-off of bad and doubtful debts.~~

~~1112.\* To approve capital infrastructure projects and estates developments below a total value of £3M.~~

~~1213.\* To agree appropriate banking arrangements.~~

*The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.*

The Committee has the power to take decisions by correspondence if a decision is required between meetings.

(b) Delegated Powers

Business Review Committee has delegated authority to take action under items 2, 3, 5, 6, 7, 8, 11, 12 and ~~12~~ 13 (\*starred).

(c) Constitution

Pro Chancellor (~~in the Chair~~)

Honorary Treasurer

Deputy Pro-Chancellors (2) (Excluding the Chair of the Audit & Risk Committee)

3 members of Council

Vice-Chancellor

Deputy Vice-Chancellor & Provost

Total: ~~8~~ 9

Meetings to be chaired by a lay member of Council

~~Power to co-opt up to two additional members with specific expertise. Co-opted members may be varied during the course of an academic year depending upon the business of the Business Review Committee. Co-opted members will have full voting rights.~~

In attendance:

Secretary to Council

Director of Finance & IT or nominee

Deputy Director of Finance

Secretary: Planning & Academic Administration

Quoracy: For the transaction of business there must be 4 (four) committee members present, providing that there is a lay majority.

(d) Sub-Committees

None

(e) Principal Management Information Needs

Management accounts

Draft Budget

Financial Forecasts

Statutory accounts

Annual Finance Report

Investment Strategy

Investment Portfolio

Debtors write-off

Projects up to £3m

Estates Project Update Report and Annual Plan

Annual Engagement and Commercial Activity Report

Annual HR Report

(f) Frequency of Meetings

At least two meetings a year, normally October/November and June/July.

REGULATION 17 - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

### 3. PROMOTIONS COMMITTEES ESTABLISHED FOR DIFFERENT STAFF CATEGORIES

(c) Professorial and Readership Promotions Committee

*Scope:* The conferment of personal chairs and readerships.

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

Constitution:

Vice Chancellor (in the chair)

Deputy Vice-Chancellor and Provost

Pro Vice-Chancellor (Research and Enterprise)

Pro Vice-Chancellor (Education)

2 professors from each Faculty, to include the Dean if of professorial status (appointed by the Senate) (6)

Total: 10

Frequency and timing of main meetings

Normally 3 (October, December\*, February)

\*Professorial Second Stage Interviews

\*Frequency and timing of Professorial Second Stage Interviews – usually at December meeting but may be arranged on a case-by-case basis as and when required

Please note that all other job grades are reviewed at Faculty/Directorate level via the Job Grade Review Procedure.

REGULATION 17 - Approved 06 July 2017

Deletions are struck through and additions are in bold and underlined.

### 3. QUALITY AND ACADEMIC STANDARDS ASSURANCE COMMITTEE (reports to ULTC)

*Scope:* the Quality and Academic Standards Assurance Committee (QASC) is responsible to ULTC for the oversight and enhancement of the quality and standards of the University's academic provision. The Committee will ensure that all quality management processes operating at university, faculty, or school level maximise their potential of further enhancing academic programmes and the student experience. The Committee will ensure that the University has a rigorous and responsive quality assurance framework in place which is fully informed by external expectations, including those from HEFCE, the QAA, and professional bodies. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

#### (a) Terms of Reference

To make recommendations to University Learning & Teaching Committee on:

1. The effectiveness of the University's quality assurance procedures in assuring the quality and standards of academic programmes, including:
  - a. monitoring the effectiveness of the overall programme approval process and maintaining an overview over programme approval activity in the Faculties
  - b. receiving and considering annual reports on collaborative provision and monitoring the effectiveness and implementation of the outcomes of the University's quality assurance arrangements in this area
  - c. scrutinising CARD reports from Heads of Schools to ensure the process operates effectively and that annual action plans are implemented
2. Any action required to enhance the effectiveness of quality assurance procedures

To be responsible for, and report to University Learning & Teaching Committee on:

3. \* Overseeing the University's engagement with the UK Quality Code for Higher Education and recommending to ULTC any amendments to University processes needed to meet the expectations contained therein
4. \* Scrutinising the nomination forms for external examiners and recommending to Senate their initial appointment, and any extensions to their tenure
5. \* Overseeing the approval process for new proposals for collaborative provision, to include the approval of deviations from procedures set out in the Code of Practice for collaborative provision
6. \* Scrutinising IQA reports from Schools and monitoring the effectiveness of the overall IQA process to include the approval of deviations from agreed schedule of audits
7. \* Receiving and considering external inspection and review reports, particularly those from Professional, Statutory and Regulatory Bodies
8. \* Keeping under review the University's response to the public information requirements ('WIS' – Wider Information Sets)
9. Contribute to University Learning and Teaching Committee (ULTC)'s annual report about the effectiveness of quality assurance and enhancement procedures pertaining to the committees' remit.

Membership, Powers and Procedures

#### (b) Delegated powers

The Quality and Academic Standards Assurance Committee has delegated authority under items 3-8 \* (starred).

*Between ordinary meetings the Quality and Academic Standards Assurance Committee has the power to take decisions by correspondence if a decision is required between meetings. The Chair shall have the authority to act on behalf of the Committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the Committee shall be reported as Chair's Action to the next meeting of the Quality and Academic Standards Assurance Committee.*

*Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the Committee or to circulate details electronically to give members the opportunity to comment on the proposals.*

(c) Constitution

University Strategic Lead for Quality Assurance and Enhancement (ex officio) in the Chair

Through an open appointment process conducted by the Chair of University Learning and Teaching Committee:

One Head of School from each Faculty (3)

One School Director of Learning and Teaching from each Faculty (not from the same Schools as the Head of School members) (3)

Two members of academic or professional services staff, including at least one academic member of staff (2)

Also:

One Faculty Associate Dean (Learning and Teaching) – by annual rotation

Head of Governance and Quality Assurance (ex officio)

An Elected Officer of KeeleSU or KPA (ex officio)

In attendance (all meetings):

Quality Assurance Manager

~~Chair to be appointed by University Learning and Teaching Committee on the recommendation of the Vice-Chancellor~~

~~One representative from each Faculty – nominated by the Dean (3) (normally for a term of 3 years)~~

~~Two members of staff who are not members of ULTC – nominated by the Vice-Chancellor (normally for a term of 3 years)~~

~~A Sabbatical Officer of Keele SU or KPA~~

~~In attendance (all meetings):~~

~~Head of Governance and Quality Assurance~~

~~Total: 8~~

Additional members with specialist expertise may be co-opted as required.

Secretary: Quality Assurance

(d) Sub-committees

*None*

(e) Principal management information needs

External examiner nomination and extension forms

Professional, Statutory & Regulatory Bodies (PSRB) reports

Other external quality audit reports

QAA Publications relating to the UK Quality Code for Higher Education

Internal Quality Audit (IQA) reports

Annual schedule of programme approval, IQA and collaborative provision events

Annual reports of collaborative provision

Programme and School CARD reports

(f) Frequency and timing of meetings

*Normally six times per annum*

(g) Quorum

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting.

(h) Chair's action

Between ordinary meetings of the Quality and Academic Standards Assurance Committee the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting of the Quality and Academic Standards Assurance Committee. Prior to taking Chair's Action the Chair should consider whether it is appropriate to

discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals.

## RESEARCH GOVERNANCE & INTEGRITY COMMITTEE (COMPLETE WORDING CHANGED)

### Scope

To oversee regulatory and operational framework supporting the delivery of the University's research and research collaborations between the University and its partners. To provide strategic management of research governance and integrity within the University.

#### a) Terms of Reference

1. Ensuring that the University effectively promotes understanding of research integrity and maintains oversight of actions and activities which strengthen understanding and application of research integrity.
2. Ensuring that research conforms to all ethical, legal and professional obligations
3. Ensuring that University research governance systems are in line with regulatory requirements, the University's broader governance framework, and meet the requirements of stakeholders such as the Research Councils, professional bodies, and the Research Governance Frameworks.
4. Ensuring appropriate co-ordination of research governance strategies within and between Faculties and the University's external research stakeholders, including partners such as NHS, commercial and charitable organisations.
5. Ensuring that appropriate policies, systems, implementation plans and research management procedures are established across the University to secure compliance with relevant legislation, regulations and Research Governance Frameworks including but not limited to:
  - a. Research involving human participants (or subjects) defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and human data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).
  - b. Security sensitive research defined as materials that are covered by the Official Secrets Act (1989) and the Terrorism Act 2006; materials that could be considered as 'extremist' which is defined in the (Prevent) Statutory Guidance to HEIs under Section 29 of the Counter Terrorism and Security Act 2015 as, 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'; research commissioned by the military or under an EU security call; research that involves the acquisition of standardised government security clearances to undertake the research.
6. Providing general advice, guidance and support to Faculties, Schools and individuals on research governance issues.
7. Reviewing staff training needs to ensure appropriate provision of continuing education regarding research governance and integrity.
8. Ensuring appropriate peer review processes under the Research Governance Framework exist for research, and monitoring the process for this, including its timeliness.
9. Ensuring that the University has appropriate procedures for addressing ethical issues raised by research staff or students.
10. Developing and overseeing the implementation of quality assurance systems for research to provide assurances over the integrity of research.

11. Considering the implications for the University of emerging national initiatives, which have an impact on research governance.
12. Provide oversight of inspections and audits of Keele research by external bodies including but not limited to the Medicines and Healthcare products Regulatory Agency, Human Tissue Authority and NHS Digital.
13. Receive and review the record of investigations of allegations of misconduct and their resolution.
14. To provide a report to Research Committee.
15. To make recommendations to Research Committee on Research Governance and Integrity matters which impact upon any aspect of the University's Research Strategy.
16. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

b) Delegated powers:

Between ordinary meetings of the University Research Governance Committee the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting.

Any action taken by the Chair on behalf of the Committee shall be reported as Chair's action to the next meeting of the University Research Governance Committee. Prior to taking Chair's action the Chair should consider whether it is appropriate to discuss the matter with other members of the Committee or to circulate details electronically to give members the opportunity to comment on the proposals.

c) Constitution

The Research Governance Committee is composed of the following members:

Chair - Pro-Vice Chancellor for Research and Enterprise

Area	Responsibility Holder	Academic Lead	Administrative Specialist
Research Ethics	Council Member	University Research Ethics Committee Chair	Head of Research Integrity
Human Tissue	Licence Holder Representative	Designated Individual(s)	Persons Designate
Research Governance Framework	PVC R&E	Chair of Health Research Oversight Committee	Sponsor Representative(s)
Research Integrity (including non-identifiable research data)	PVC R&E	N/A, Discussed at Research Committee	Head of Research Integrity

- Lay Member

Total: 10

The Committee may co-opt up to 3 further members as required to ensure the appropriate scope of expertise on the committee.

Members must identify a nominee where they are unable to attend.

Secretary: Research Governance Officer

d) Quorum Requirements:

A quorum shall consist of 5 members, with representation from each core area of oversight.

e) Reporting and Escalation

Information will be reported to the Research Governance and Integrity Committee in accordance with the agreed schedule of business. No personal identifiable participant data will be received by the Research Governance and Integrity Committee.

The Research Governance and Integrity Committee will only receive anonymised reports of research misconduct allegations, serious breaches, adverse events and non-compliances.

f) Sub-committees

Health Research Oversight Committee (HROC)

University Research Ethics Committee (UREC)

Human Tissue Committee (HTC)

g) Frequency and timing of meetings

The Research Governance and Integrity Committee will meet three times a year to review University research.

Papers will be circulated one week prior to the committee meeting date.

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

11.5 For students entering or repeating ~~FHEQ~~ level 4 from September 2013 onwards the following provisions apply. A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for him/her to complete the programme within the approved time-limit. In addition:

(i) a student who has failed one or more core modules within a course on two occasions shall be required to withdraw from the University. Normally, the two assessment attempts would be taken and completed within the same academic year. A student with a mark of between 30 ~~or above~~ and 39 in up to one 15 credit module 30 credits\* in total across FHEQ Level 4 ~~and~~ FHEQ Level 5, as well as up to 30 credits\* at Level 6 after the maximum allowed ~~two~~ assessment attempts have taken place will be deemed to have satisfied the academic requirements of the course and be awarded the credit for that module, providing he/she has not failed any other module in that level of study; [\* excluding those classed as 'Qualified Fails'.]

13.5a ~~For~~ 13.5a For students entering ~~FHEQ~~ Level 4 in or after September 2013. Credit will be awarded in the following circumstances:

A student with a mark between 30 and 39 in up to 30 one 15 credits\* in total module across at Level 4\* and Level 5, as well as up to and a mark between 30 and 39 in no more than 30 credits\* at Levels 5\* and 6\* (with a maximum of 15 such credits at Level 5) after the maximum allowed assessment attempts have taken place will be deemed to have satisfied the academic requirements of the course and be awarded the credit for that module, provided he/she has not failed any other module in that level of study.

[\* excluding those classed as 'Qualified Fails'.]

REGULATION 1F: INTEGRATED MASTERS PROGRAMMES - Approved 06 July 2017

Deletions are ~~struck through~~ and additions are in bold and underlined.

11. Award

11.3 (This paragraph only applies to students entering Level 4 or repeating Level 4 in full from ~~the 2013/4 academic year~~September 2013 onwards) Programme regulations shall state whether any condonement is available whereby credit will be awarded to a student for one or more modules of up to 45 credits\* in total with a mark between 30 and 39 ~~across~~ Levels 4\*, 5\* or 6\* (with no more than 30 credits\* with a mark between 30 and 39 at any one level of study) and for as well as one or more modules of up to 305 credits\* in total with a mark of between 40 and 49 at Level 7\*. ~~Such condonement shall not exceed 15 such credits at Level 4, 15 such credits at Level 5, and no more than 35 credits at Level 6 and 7 (with a maximum of 15 credits at Level 6).~~ [\*excluding those classed as 'Qualified Fails'.]