

A brief guide to the key updates to the Academic Regulations and Procedures for 2020-2021

Student and Academic Services September 2020

Information for students and staff

This is a brief guide to the key updates to the academic regulations for 2020/2021. Please refer to the [Academic regulations and procedures](#) webpage for the complete documents.

The changes outlined in this document are presented as follows:

- **Change** – a change to an existing regulation.
- **Update** - updates on procedures, deadlines and terminology.

Volume 1 – Undergraduate and Postgraduate Taught Regulations

Change - B1 Minimum and maximum length of taught award routes

Addition of the Post Graduate Certificate in Education International Early Years (90 credits). This is an award exclusively for the use of Post Graduate Certificate in Education International Early Years students as opposed to the 120 credits programme for a UK-based Post Graduate Certificate in Education.

Change - C4 Module transfer

To clarify that where permitted by the module enrolment criteria in regulation C2, a module transfer request may be made before 14 calendar days have elapsed from the start of the teaching period.

Update – C6 Suspension of Studies deadlines 2020/2021

Programme start date	Suspension of Studies
September 2020	11 April 2021
January 2021	01 August 2021
February 2021	15 August 2021

Change – D1 Classification of module types

Confirmation that modules no longer require controlled conditions assessments unless this is a condition of a professional, regulatory or statutory body.

Change – E7 Re-using credit towards a higher level qualification

The introduction of a new regulation permitting the reuse in full, of credit and marks associated with a higher level qualification **if** a student returns an interim award in order to register on the higher level award. The interim award must have been achieved under the UWE academic regulations, and the modules must still be valid for the higher level award.

Change – F3 Examinations and other controlled conditions assessments

Removal of the requirement for controlled conditions assessments to take place on a University campus.

Change – G3 Marks capping – general information

Confirmation that capping no longer applies to any component or module marks achieved if a student has not been previously capped and their first sit of the module enrolment took place on or after 01 August 2019.

Students with component or module marks that were capped at a field board which took place prior to 01 August 2019 will remain capped.

Removal of regulations G4 and G5 relating to the capping of resit and retake component and module marks.

Change - H3 Missed assessment process

Removal of this process as capping no longer applies.

Renumbering of subsequent regulations:

- H4 exceptional removal of a mark process becomes H3.
- H5 reasonable adjustments becomes H4.

Change – N4 Method of award calculation

Addition of borderline criteria to the regulations (criteria were previously part of the guidance to exam boards and are now regulations).

An Award Board may award one classification (or other differential level of award) higher than that determined by the standard calculation methods by using the University's borderline criteria where:

- the student's final overall mark is less than or equal to 0.5% below the higher classification (for example, a final overall mark between 69.5% – 69.9% would become a First).
- the student's final overall mark is greater than 0.5% and less than or equal to 1% below the higher classification (for example 59% - 59.4%), but only if 50% or more of the credits at the highest level required by the programme have marks in the higher banding (see below):
 - if 90 Level 3 credits have Upper Second marks and 30 Level 3 credits have Lower Second marks, the student would receive an Upper Second. All credits must count towards the award.
 - if 90 Level 3 credits have Lower Second marks and 30 Level 3 credits which have Upper Second marks, the student would receive a Lower Second.

In all cases all credits used in the calculation must count towards the award.

Where a student has any newly accepted or historic personal circumstances for modules they passed, the Board is also able to review their profile to consider whether an uplift would be appropriate, but unlike the criteria above this is not automatic.

Examining Board code of practice

Amendment to the regulation allowing a maximum of 20% of the total credit of an award to be excused in order to make the offer of an award to a student. The maximum amount of credit which may now be excused is 30 credits.

This change has been made because:

- Students are now able to resit or retake uncapped (unless previously capped);
- Excused credit might not be acceptable to professional, statutory and regulatory bodies;
- Excused credit might not be acceptable to other Higher Education Institutions;
- It aligns more closely with the Principles For Effective Algorithm Design published by [Universities UK](#) in July 2020.

N.B Under 'Appendix 1: Transitional Regulations', where appropriate the 20% maximum may still be applied to student profiles for modules impacted upon by Covid-19 in the 2019/2020 academic year.

Update - Sitting 'in person' examinations overseas

Removal of the UWE administrative charge associated with arranging exams overseas. However, students remain liable for charges set by the venue in which the examination takes place.

Support processes code of practice

Coronavirus (Covid-19)

When applying under any support process, students will not be required to provide evidence for any circumstances related to the Coronavirus.

Exceptional removal of marks process

Students no longer need to provide evidence with their applications but must be aware of the implications of mark removal: they may still pass the module with a lower mark, if they need to resit, they will not graduate with the rest of their cohort, they may have to resit the work for a whole component, if they need to retake they will need to take the whole module again.

Volume 2 - Postgraduate Research Regulations

Updates

Part 3. Applications and Admissions

Ability for interviews to take place using video conferencing software.

Part 4. Postgraduate researcher registration

No requirement to supply supporting evidence for covid-19 related circumstances, whether personal or professional.

Part 5. Postgraduate Researcher Personal conduct and expectations

Postgraduate Researchers (PGR) must comply with any research integrity training requirements published by the University.

Part 7a. Personal Circumstances for Postgraduate Researchers

No requirement to supply supporting evidence for covid-19 related circumstances, but in all other cases with the exception of five day self-certification, supporting evidence will be required. Arrangements may be made by Faculty Research Degrees Committees or Research Degrees Award Board (RDAB) to support personal circumstances.

Part 8. Supervisory Teams and the supervision process

At least one member of the supervisory team will have completed the UWE supervisor training prior to the formal appointment of the supervisory team (RD1 approval).

All UWE staff who are supervisors including Directors of Studies and those who have supervisory experience at another Higher Education Institution (HEI) but are new to UWE, must undertake in full the supervisory training specified by the Graduate School within 12 months of their appointment as a UWE supervisor for the first time.

All external supervisors who are located in HEI academic settings (i.e. not UWE Staff) must confirm that they have completed equivalent supervisory training at their own institution or must complete the UWE supervisory training. All other external supervisors (i.e. those in industrial, professional practice or other settings) must complete UWE supervisor training made available to them via the Graduate School. All UWE training must be completed within 12 months of appointment wherever possible.

With the agreement of all parties involved supervisions may take place online using video conferencing software as long as confidentiality and authenticity can be maintained.

Part 9. Registration of the research project (RD1)

Examples of acceptable reasons for change will now include a change in methodology or data collection, or other change due to covid-19 restrictions.

Part 11. The progression examination

Exceptionally, and only when it is not possible to hold a face-to-face viva, the Progression Exam Viva may be conducted on-line using video conferencing software. All parties must consent to this format, and the Director of Studies is responsible for ensuring that confidentiality and academic integrity is maintained.

Exceptional circumstances may include covid-19 restrictions while these apply. The Graduate School will provide guidance on what other exceptional circumstances might comprise.

Part 12. Progress review in stages 2 and 3

Additional work or evidence tasks must be reasonable and achievable within the time permitted for the resubmission.

At resubmission no PGR may be withdrawn without the opportunity to submit this additional work and have a further meeting with the reviewers.

Part 14. Final Assessment

Exceptionally, and where all parties agree, RDAB may grant permission for one examiner to be available at the viva by video link using video conferencing software approved by the University.

The Director of Studies must make an application to RDAB prior to the examiners being appointed using form RD21, clearly evidencing why the viva cannot be held in the normal manner. Exceptional circumstances may include covid-19 restrictions while these apply.

In addition to the information provided here, there are a set of key facts for undergraduate and postgraduate taught students and a set for postgraduate

research students. These are available on the [Academic regulations and procedures](#) webpage. Useful guidance on the regulations is available from the [Academic Information](#) webpages and from the [Graduate School handbook](#).