

Regulations and Policies Update – 2018/19

The following are the regulations and policies that have been updated this year and come into force from academic year 2018/19. Including details of key changes.

- **Common Awards Scheme Regulations**

- Clarification that for all programmes all 'core' modules must be passed and that only 'compulsory' modules can be counted as a compensated fail.
- Change to amend regulations in line with the revised intercollegiate policy.
- Clarification that 3 attempts at UG level and 2 attempts at PG level are offered at the discretion of sub-boards, but are not required to be offered.
- Clarification of wording of PGT award classifications to ensure required weighted average for merit and pass awards was clear and consistent with other award classifications.

- **Mitigating Circumstances Policy and Procedure**

- Amended the definition of mitigating circumstances to also include 'circumstances that are outside the student's control' for example, hospital appointments that cannot be re-arranged.
- Made explicit that students with declared disabilities may submit mitigating circumstances claims that relate to an unforeseen worsening of their long-term health condition, or to significant issues with the implementation of disability support that are unforeseen or outside of the student's control. Where a mitigating circumstances claim relates to an acute worsening of a disability, additional medical evidence is not required as part of the claim.
- A change made and consistently worded to the deadline for submission of mitigating circumstances claims, set at 14 days after the submission deadline or date of assessment for the element of assessment in question.
- Updated to include explicit reference to consideration of diversity when convening panels.
- Removal of possible decisions of a mitigating circumstances panel. Removed clause (c) where a change to awarded mark could be made, as it was deemed counter to robust academic standards and removed clause (f) 'raise in final award mark' as it is a duplication of clause (e).
- Also changes to the guidance to include;
 - Submission of digital evidence permitted.
 - Pregnancy related issues included to be considered as a ground for mitigating circumstances.
 - Medical evidence provided by online medical practitioner services may be submitted if the practitioner is a member of a recognized professional body.
 - Remove the clause that full-time students cannot submit claims on the basis of employment issues.

- **Fees Policy**
 - Clarification that the College approach to annual fee increases for programmes that have government regulated fee levels (i.e. undergraduate home/EU fees), is to raise fees to maximum permitted levels to account for inflation.
 - Change to fee charging of students where a change of mode or transfer takes place mid-academic year. Students will be charged for a full year of study at the rate of the new mode of study. This does not affect the total that students will be charged for their full programme of study.
 - Change to fee charging for modules retaken with attendance for students who have accepted mitigating circumstances. Students who have accepted mitigating circumstances will now not be liable for fees for a retake module.
 - Minor changes to terminology to update and improve clarity.
- **Complaints Policy and Procedure**
 - Updated to allow the Academic Registrar or nominee to make a final decision on an outcome of a complaint at Review stage, in addition to the option of appointing an investigator.
 - Updated to include explicit reference to consideration of diversity when convening panels.
- **Personal Tutor Policy**
 - Clarification and more detail on roles and responsibilities of tutors, students and departments.
- **Intercollegiate Policy**
 - To reflect the current engagement in intercollegiate study by both undergraduate and postgraduate taught students by extending its scope to include postgraduate taught study.
 - To introduce a maximum volume of intercollegiate study credits which can be counted towards a Birkbeck award – 60 credits for undergraduate awards and 30 credits for postgraduate taught awards.
 - To make clear that only in exceptional circumstances and subject to approval by College Boards, are Sub-Boards expected to ‘adjust the amount of credit awarded, marks awarded or level of study where it considers such an adjustment is appropriate to ensure consistency of standards across the programme’.
 - To clarify procedural arrangements around recording intercollegiate study and inter-institutional fee charging.