

Updates to University Legislation for the 2024-25 cohort.

This note includes information regarding updates to academic and student University Legislation (i.e. Regulations, Codes of Practice, Policies and Guidance), which were approved by the relevant University Committee.

It shows updates that were made prior to the publication of the 2024-25 cohort legislation, and, retrospective updates that were made following the publication of the 2024-25 cohort legislation. *[NB: in line with CMA guidance, all 2024-25 cohort legislation documents were published on 11th December 2023].*

If a piece of University Legislation is not listed then please assume it was rolled forward between years (i.e. no updates were made).

Updates made prior to publication:

(the version number of all documents noted below is 2024.1.0)

1. University Regulations

a. Regulation 5 – Admission and Registration

- Sections 5.2.3 (d) and 5.2.9 (d) have been updated. The updates were made to provide further clarity on the definition of “University Session”.

b. Regulation 6 – Programmes of Study

- Sections 6.1.2 (g), 6.1.2 (h), and 6.1.2 (s)(x) have been updated. These updates were made to ensure that the required flexibility in design and delivery of modules is available to colleagues, and to ensure consistency of language used across University Legislation.

c. Regulation 7 – Assessment, Progression and Award

- Section 7.4.1 (g) has been inserted (with subsequent numbering updated). Sections 7.3.2 (a)(ii) and (a)(iii) have been updated. The insertion and updates were made to provide further clarity on, and put in to writing, current processes and practices.
- Section 7.8.1 (c) has been updated. This update was made to ensure alignment with the updates to the Code of Practice on Student Attendance / Engagement and Reasonable Diligence.
- Sections 7.2.1 (d)(i) and (d)(ii) have been updated. These updates were made to ensure that the required flexibility in design and delivery of modules is available to colleagues.

d. Regulation 8 – Student Conduct

- Sections 8.1.1, 8.2.1 (k), 8.2.1 (m), 8.2.1 (p), 8.2.1 (t), and 8.2.2 have been updated. These updates were made to add further clarity to points, or to confirm existing practices.

2. Codes of Practice

a. Code of Practice on Academic Appeals

- Section 2.12 has been inserted (with subsequent numbering updated). This insertion was made to reflect current / existing practice.
- b. Code of Practice on Academic Integrity
- Section 1.6 of Appendix A has been updated. This update was made to provide further clarity / instruction to students, with particular reference to Generative AI.
- c. Code of Practice on Admission of Students
- Section 6.11 has been split out in to two individual sections (6.11 & 6.12) (with subsequent numbering updated). There was no change to the content in the update noted above. Sections 6.33 (c), (d), (e), 6.34 (e), 6.35 (c), and 6.36 have been deleted as this information is now held online only. Sections 3.2, 5.4, 6.23, 6.24, 6.27, 6.29, 6.30, 6.33 (b), (c), 6.34 (b), (c), (d), 6.35 (a), (b), 6.38, 7.11, and 10.1 have been updated. All updates were made to provide further clarity and / or note current practice.
- d. Code of Practice on Assessment and Award of PhD by Published Work
- Section 3.1 updated. This update was made to provide further clarity on current processes.
- e. Code of Practice on Assessment of Research Degree Theses
- Sections 6.3 and 9.6 inserted (with subsequent numbering updated). Sections 4.3.6 and 7.4.2 updated. The insertions and updates were made to provide further clarity and / or reflect current processes.
- f. Code of Practice on External Examining (Taught Provision)
- Sections 3.4, 5.7, 7.4, and Appendix A (a(iv), a(viii)) have been updated. The updates were made to provide further clarity on: requirements regarding the Office for Students 'B' Conditions; the ongoing Marking and Assessment Boycott; Generative Artificial Intelligence; and required experience of external examiners.
- g. Code of Practice on Health, Wellbeing and Fitness to Study
- There has been a full review of the whole document, with updates made throughout. The review was led by Student Services, with engagement / support from Legal Services. A key change to the document is the introduction of a 'Supportive Person' available at all three levels of the process. In addition, language has been updated to ensure in keeping with current terminologies and the external policy landscape. None of the updates made are deemed to be detrimental, the updated document is more supportive, with the process enhanced.
- h. Code of Practice on Leave of Absence Procedure
- Section 4.1.4 (iii) has been inserted. Insertion made to provide further clarity of rules / reflect current practice.
- i. Code of Practice on Misconduct and Fitness to Practise Committee

- Sections 3.12, 3.16, B1 (h), and B1 (i) have been updated. These updates were made to provide further clarity / explicitly confirm current practices.
- j. Code of Practice on Personal Academic Tutoring
- Section 3.4 has been updated. This update was made to ensure University practices are aligned with the expected / required external practices.
 - Sections 2.4.2, 2.5.1 (b), 2.5.4, and 2.6.5 have been updated. These updates were made to ensure consistency of language used across University Legislation.
- k. Code of Practice for Procedures for Extensions to Study Periods
- Section 6.7 has been deleted (with subsequent numbering updated). The deletion was made to reflect current practice.
- l. Code of Practice on Student Attendance / Engagement and Reasonable Diligence
- Section 1.5 and 1.6 have been moved to newly created section 2, and sections 4.3 and 4.4 have been moved to newly created sections 1.5 and 1.6 (subsequent numbering updated in both cases). There have been no changes to the content in the updates noted above. Sections 1.1, 1.4, 3.2, 3.3, 4.1, 4.3, 6.1, 6.2.1, and 8.3 have been updated. These updates were made to provide greater clarity on rules and to make the document easier to understand.
- m. Code of Practice on Student Representation System
- Sections 4.7 and 7.1.5 have been updated. These updates were made to ensure consistency of language used across University Legislation.
- n. Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers
- Section 1.1, and various sections of Appendix A (1.1-1.2, 2.1-2.4, 3.1-3.3, 4.1-4.2, 5.1, 5.1 (iii), 6.1-6.5, 7.1-7.4, 8.1-8.2, 9.1-9.3, 10.1-10.2, 11-11.1 (ii), 12) have been updated. These updates were made to reflect updated naming conventions / titles, and to provide further clarity on current processes.
- o. Code of Practice on Taught Programme and Module Assessment and Feedback
- Sections 3.9, 4.2.3 (a), 4.2.4 (c), 5.1.3 and 5.2.1 have been updated. These updates were made to provide further clarity on current processes / put in writing current practices and, in the case of section 3.9, increase flexibility in a process.
 - Sections 6.1.5 (a) and Appendix A (2.4) have been deleted (with subsequent numbering updated). Sections 5.7.6, 6.1.5 (c), 7.3.3 (a), and Appendix A (1.1) have been updated. The deletions and updates were made to provide further clarity / reflect current practice and to fix erroneous references.
 - Sections 3.2.1, 3.6, 3.11, 4.1.16 (b), 4.1.17 (d), 4.2.1, 5.1.4, and Appendix C have been updated. These updates were made to ensure that the required flexibility in design and delivery of modules is available to colleagues.

3. Policy Documents

- a. No updates were made to any 2024-25 Policy documents prior to publication.

4. **Stand-Alone Guidance Documents**

- a. Guidance to Accompany the Code of Practice on Misconduct and Fitness to Practise Committee
 - The “Fitness to Practise” section (on page 5 & 6) has been inserted. The insertion was made to provide clarity on existing practices for Committee members, students, and professional bodies.
- b. Guidance for Students on Paid Employment
 - Sections 3b, 4a, and 5c have been updated. The updates were made to provide further clarity on current rules / requirements.
- c. Guidance for Taught Students on Leaves of Absence
 - Section 9c has been updated. This update was made to reflect current practice.

Updates made following publication:

(the version number and date of publication are noted after the update is described)

5. **University Regulations**

- a. Regulation 3 – Human Resources Matters
 - Section 3.1.6 updated. This update was made to reflect the new name of the College of Medicine and Health (previously known as the College of Medicine and Dental Sciences).
[Version: 2024.1.1, Published: 12/08/2024]
- b. Regulation 5 – Admission and Registration
 - Section 5.3.1 (j) has been updated. This update was made to reflect the current practice across the University with regards to non-payment of tuition fees.
[Version: 2024.1.1, Published: 09/09/2024]
 - Sections 5.1.2 (e) & (f) have been inserted (with subsequent numbering updated). Sections 5.1.2 (b), (c)(i), and (d) have been updated. These updates have been made to allow for the stacking of smaller courses / Microcredentials towards a larger award, and to outline the agreed processes for doing so.
 - *[Version: 2024.1.2, Published: 15/01/2025]*
- c. Regulation 6 – Programmes of Study

- Section 6.1.2 (e) has been updated. This update was made to make clear what level of module equates to what level of the Frameworks for Higher Education Qualifications (FHEQ).
[Version: 2024.1.1, Published: 30/07/2024]
- Section 6.1.2 (s)(v) has been updated. This update was made: to remove the reference to Undergraduate (UG) Master's degree progression credit requirements for stage 3 (which has been moved to Regulation 7, the Regulation that discusses progression requirements); to insert a footnote that provides a reference to where the progression and award requirements can be found in Regulation 7; and to provide clarity that stages only apply to UG programmes.
[Version: 2024.1.2, Published: 18/10/2024]

d. Regulation 7 - Assessment, Progression and Award

- Section 7.4.2 (b) has been updated. The update removes the requirement for a hardbound thesis to be submitted / deposited.
[Version: 2024.1.1, Published: 03/01/2024]
- Sections 7.4.2 (d) and 7.4.2 (e) updated. These updates were made to reflect the new name of the College of Medicine and Health (previously known as the College of Medicine and Dental Sciences).
[Version: 2024.1.2, Published: 12/08/2024]
- Section 7.3.1 (a)(i) has been updated. This update was made to insert two footnotes, one which confirms the UG Master's degree progression credit requirements for stage 3 (this information has been moved from Regulation 6), the other provides a reference to where information on stages can be found in Regulation 6.
[Version: 2024.1.3, Published: 18/10/2024]
- Sections 7.4.1 (g) and 7.4.2 (d) have been updated. These updates were made to provide further clarity / correct erroneous text.
[Version: 2024.1.4, Published: 11/11/2024]

e. Regulation 8 – Student Conduct

- Section 8.3.7 has been inserted. Sections 8.1.2, 8.2.1, 8.3.2, 8.3.5, and 8.10.5 have been updated. The insertion and updates were made to: add further clarity to points / reflect current practices (8.2.1, 8.3.2, 8.3.5); make more transparent how this Regulation interacts with the Code of Practice on Student Concerns and Complaints (8.1.2, 8.10.5); and set out what students can expect in relation to reasonable adjustments (8.3.2, 8.3.7).
[Version: 2024.1.1, Published: 14/11/2024]

6. Codes of Practice

a. Code of Practice on Academic Appeals

- Section 2.18 has been updated. This update was made to ensure this clause aligns with the Code of Practice on Misconduct and Fitness to Practise rules for Registered Students serving on Committees.
[Version: 2024.1.1, Published: 23/02/2024]

- Sections 1.6 and 1.9 have been inserted (with subsequent numbering updated). Sections 2.5 and 2.7 have been updated. The insertions and updates have been made to add further clarity to the process, with particular reference to: appropriate forms of evidence (1.6, 2.5); assessing eligibility (2.7); and available support (1.9).
[Version: 2024.1.2, Published: 14/11/2024]
- b. Code of Practice on Assessment of Research Degree Theses
- Section 8.9 has been updated. The update removes the requirement for a hardbound thesis to be submitted / deposited.
[Version: 2024.1.1, Published: 03/01/2024]
- c. Code of Practice on Extenuating Circumstances
- Section 3.4.3 has been inserted (with subsequent numbering updated). Sections 4.8.9 and 4.14 have been deleted. Sections 1.1 4.3, 4.8.5 and 4.11 have been updated. The insertion was made to reflect what should be happening in practice / provide further clarity, the deletion was made to provide further clarity (4.8.9) and to remove outdated text (re: COVID-19) (4.14), and the updates were made to provide further clarity (1.1), remove outdated text (re: COVID-19) (4.8.5), and for a general 'tidy up' of text (4.3, 4.11).
[Version: 2024.1.1, Published: 06/12/2024]
- d. Code of Practice on Leave of Absence Procedure
- Sections 9.2 and 10.1 have been updated. These updates were made to reflect current practice / provide further clarity.
[Version: 2024.1.1, Published: 11/11/2024]
- e. Code of Practice on Lecture Capture
- A full review of this document has been conducted by Senior colleagues, with input from Students, on behalf of the University Education Committee (UEC). Various updates have been made throughout, with main ones noted as:
 - An updated summary of the lecture capture system available for use across the University (section 2).
 - Archiving of recording retention period has been updated to consider data retention legislation (section 4).
 - The University maintains an opt out form for lecture participants who wish to be edited or removed from any recording data (section 4).
 - The University's current 'opt in' policy for lecture capture will continue and therefore academic colleagues wishing to 'opt out' of lecture recording are required to provide acceptable alternative resources (section 5).
 - Appendix 1 has been removed as it now out of date.
 - The University will maintain the existing Event Capture Audience/Guest Speaker (External) Consent Form and Licence process (appendix 2).*[Version: 2024.1.1, Published: 30/11/2024]*
- f. Code of Practice on Misconduct and Fitness to Practise Committee
- Sections 6.7 and 6.8 have been deleted (as they are no longer accurate / relevant). Sections 1.9, 1.10, 2.4, 2.9, 3.5, 3.15, 4.6, 6.2, 7.3, and 7.4 have been inserted (with subsequent

numbering updated). Sections 1.1, 3.1, 3.2, 3.3, 3.4, 3.6, 3.9, 3.10, 3.12, 3.13, 3.14, 4.1, 4.3, 4.5, 4.7, 5.1, 5.3, 5.4, 6.1, 6.3, 6.5, 6.6, 7.2, 7.6, 8.1, 8.2, A.1, A.7.1, A.7.5, A.8.4, A.9.2, B.1, and D.3 have been updated. The majority of these updates were made to provide further clarity to points / confirm existing practices (1.1, 1.9, 1.10, 2.4, 2.9, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.9, 3.10, 3.12, 3.13, 4.1, 4.3, 5.1, 5.3, 5.4, 6.1, 6.2, 6.3, 6.5, 6.6, 7.2, 7.3, 7.4, 7.6, 8.1, 8.2, A.1, A.7.1, A.7.5, A.9.1, A.9.2, B.1). Other updates were made, following consultation with Committee Members, Chairs, and Legal Services, around the constitution and process followed during committees. These updates were made to make committees smoother and quicker and thereby to speed up outcomes for students (3.6, 3.12, 3.13, 4.6, 4.7, 6.2, 6.6, 7.3, 7.4, A.8.4, B.1, D.3). In addition, updates were made to allow legal representation at committees to reflect external legal advice and Universities UK and OIA (Office of the Independent Adjudicator for Higher Education) guidance (3.14, 3.15).

[Version: 2024.1.1, Published: 14/11/2024]

- Sections 2.8, 2.9, 3.14 and 6.6 have been updated. These updates made to reflect current practice (re: times always being working days).

[Version: 2024.1.2, Published: 24/01/2025]

g. Code of Practice on Placement Learning

- Sections 3.3 (a), 3.3 (b), 3.4 (a), 4.1, 8.4 (c), and 8.6 (d) have been updated. These updates were made to ensure the links found in these sections were landing on / pointing to the correct place / page.

[Version: 2024.1.1, Published: 01/06/2024]

h. Code of Practice on Student Concerns and Complaints

- Sections 3.6, 3.7, 3.9, 4.3, 4.5, 4.6, 4.7, 4.12, and A1.4 - A1.13 have been inserted (with subsequent numbering updated). The numbering found in section 2 numbering has been updated. Sections 1.4, 1.5, 1.8, 1.11, 2.2, 3.2, 3.3, 3.5, 3.8, 3.11, 3.12, 4.1, 4.4, A1.1, and A1.3 have been updated. All of these updates have been made to provide further clarity (1.4, 1.5, 1.11, 3.3, 3.5, 3.12, 4.1, 4.3, 4.4, 4.12, A1.1, A1.4 - A1.13), to reflect current practices (1.8, 2.2, 3.3, 3.6, 3.7, 3.11, 4.4, 4.5, 4.6, 4.7, 4.12), and to make clearer how this Code of Practice interacts with other Legislation documents (3.2, 3.8, 3.9).

[Version: 2024.1.1, Published: 24/01/2025]

i. Code of Practice on Student Immigration Duties

- Appendix 1.1 (g) has been inserted (with subsequent numbering updated). Sections 1.1, 1.3, 2.1, 2.3, 2.4, 3.1, 3.2, 3.3, 4.2.4 (b), 4.3.1, 4.4, 6, 7, Appendix 1.1 (a) and 1.2 have been updated. The insertions and updates were made to provide further clarity, correct grammatical errors, and reflect current / provide up to date Home Office rules and / or requirements.

[Version: 2024.1.1, Published: 25/11/2024]

j. Code of Practice on the Student Representation System

- Section 5.3.5 has been inserted. This insertion was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place 'offline'.

[Version: 2024.1.1, Published: 18/07/2024]

k. Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers

- Section 5.1 updated. This update was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place 'offline'.
[Version: 2024.1.1, Published: 18/07/2024]
- Sections 2.16, 2.27, 4.4 and Appendix A (9.3) have been updated. These updates were made to provide further clarity (2.27), convert a URL to a hyperlink (2.16), and reflect the new name of University Graduate / Doctoral School (4.4 & AA [9.3]).
[Version: 2024.1.2, Published: 11/11/2024]

l. Code of Practice on Taught Programme and Module Assessment and Feedback

- Section 4.1.14 (c) has been updated. This update removed the erroneous references to "Examinations Office" and replaced it with "relevant College Wellbeing Officer". This update was made to reflect the way the process has been running for a number of years.
[Version: 2024.1.1, Published: 23/02/2024]
- Section 4.1.18 has been updated. This update was made in response to the OfS B conditions of registration, specifically, the requirement for examination scripts to be retained for five (5) years.
[Version: 2024.1.2, Published: 27/03/2024]
- Section 1.5 inserted. This insertion was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place 'offline'.
[Version: 2024.1.3, Published: 19/07/2024]
- Sections 7.2.6, 7.2.7, 7.2.8, and Appendix A have been updated. These updates have been made to provide further clarity / guidance on how the marks from periods of studying abroad are calculated.
[Version: 2024.1.4, Published: 09/09/2024]
- Footnote 4 has been updated. This update was made to reflect current practice of block taught modules and the timeliness of feedback requirements for these modules.
- Section 2.10 has been updated. This update was made to remove the requirement for an inclusive online, alternative assessment to be developed. This has been removed to align with the University decision to stop using online exams (unless absolutely necessary) due to Generative AI concerns.
- Section 5.5.2 (c)(ii) has been inserted (with subsequent numbering updated). This insertion has been made to reflect current practice / provide further clarity.
[Version: 2024.1.5, Published: 11/11/2024]

m. Code of Practice on Teaching and Academic Support Provided by Registered Students

- Section 4.5 inserted. This insertion was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place 'offline'.

[Version: 2024.1.1, Published: 18/07/2024]

- Section 4.2 has been updated. This update has been made to ensure alignment with the working time restrictions found in the Guidance for Students on Paid Employment document.
[Version: 2024.1.2, Published: 05/11/2024]

7. Policy Documents

a. Policy on Consultation with Students

- Section 5.1.6 updated. This update was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place 'offline'.
[Version: 2024.1.1, Published: 17/07/2024]

b. Spiking Policy

- This document has been created / introduced to ensure that there is clear information available to staff and students on this topic. Please note this document is classed as non-cohort legislation.
[Version: 1.0, Published: 29/07/2024]

c. Visitor Policy

- This document has been created / introduced to ensure that there is clear information available to staff and students on this topic. Please note this document is classed as non-cohort legislation.
[Version: 1.0, Published: 29/07/2024]

8. Stand-Alone Guidance Documents

a. Guidance on Assessment Load

- At the start of page two, a paragraph / bullet point has been added under the "Student Effort" section. This addition relates to Apprenticeships and was made to provide written guidance around notional hours and off the job hours.
[Version: 2024.1.1, Published: 15/04/2024]
- Section numbering has now been inserted into this document to make it easier to track updates over time. Section 3.4 has been deleted (with subsequent numbering updated). Sections 1.1, 1.2, 2.4 (second bullet point and sub-bullet points added), 2.5 (third bullet point added) have been updated. Deletion and updates were made to provide: further clarity; link to relevant documents; further information, guidance and clarity on Generative AI and the setting of assessments, and clarity on the time lengths of examinations.
[Version: 2024.1.2, Published: 05/11/2024]

b. Guidance on January Boards of Examiners

- New Guidance document created for all active cohort legislation. Following previous feedback from the Guild of Students, which noted that PGT dissertation resubmissions were having to wait until the June exam boards, Senior Academic and Professional Services staff were in

agreement that there was nothing to prevent anyone arranging extra boards in this kind of situation, and this guidance has therefore been created to note / confirm this.

[Version: 2024.1.0, Published: 08/01/2024]

c. Guidance on Minimum Standards for the Organisation and Supervision of Dissertations for Postgraduate Taught Programmes (PGT)

- Section 3.5 inserted. This insertion was made to clarify the requirement for communication with students, with the aim of strengthening resilience and oversight, and preventing contentious or inappropriate communications taking place 'offline'

[Version: 2024.1.1, Published: 18/07/2024]

d. Guidance on Placement learning

- Sections 6.4 (a), 8.3, 8.4, 8.5, Appendix 1, Appendix 3, Appendix 5 updated. These updates were made to correct erroneous references / links, provide greater clarity, and reflect current practice. Various typos throughout the document have also been updated / fixed.

[Version: 2024.1.1, Published: 10/06/2024]

e. Guidance for Students on Paid Employment

- Sections 2a, 3a, 3b, and 4a have been updated. These updates were made to reflect the published academic year structure / term dates, and to increase the maximum weekly working hours that can be undertaken by students (this reflects the updates approved by UoB Senior Colleagues in September 2024).

[Version: 2024.1.1, Published: 06/11/2024]

f. Guidance on the Use of Transcription and Translation Tools by Students

- This document has been created / introduced due to various queries being raised during the first months of the 2024-25 academic session around student use of translation tools / students recording teaching sessions.

[Version: 2024.1.0, Published: 28/01/2025]

In case of queries, please contact:

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