Summary of Changes to Research Degree Policies

2018/18 Academic Year

This document summarises changes made from the University's rules and regulations which were in force in 2016/17

STUDENT REGULATIONS AND POLICIES

uclan.ac.uk/studentcontract

Summary of changes to Research Degree Policies

This document sets out a summary of the changes that have been made to the Research Degree Academic Regulations and Research Student facing policies since the start of the last academic year in September 2016. These changes will take effect in the next academic year ie 2017/2018 and will apply to students starting in 2017/18 or later.

It is <u>very important</u> that students familiarise themselves with these changes to the Academic Regulations and Student facing policies.

The full versions of the student policies can be viewed on the University's website at https://www.uclan.ac.uk/students/life/rules_regs.php.

Academic Regulations for Research Degrees

Minor amendments made throughout the document to reflect current structures, roles processes and nomenclature (for example 'College' has been replaced with 'Faculty').

Section A
A2.2.2 English Language Proficiency
Clarification that a Head of School may prescribe a higher IELTS score where required by the discipline or professional body.

A.2.2.4 PhD (by Published Work)
Additional documentation added to this section to reflect the specifications detailed in the 'Guidance notes for PhD by Published Work'

A6 Progression, Formative Assessment and Monitoring
A6.1.5 Minor clarification for MPhil only students that their sponsor(s) and immigration status must permit a Transfer attempt.

A8.9.6 Outcomes for re-examination of Professional Doctorate Students
A new section added under A8.9 to provide guidance on Professional Doctorate Re-examinations

A11
'All research students must comply with the attendance requirements specified in the Student Handbook for Postgraduate Research'. New regulation A11 added to reflect the attendance requirements for research students.

Research Student Assessment Policies and Procedures Handbook

Minor amendments made throughout the document to reflect current structures, roles processes and nomenclature (for example 'College' has been replaced with 'Faculty').

Section 3
An amendment to section 3.1.2 of the Research Student Assessment Policies and Procedures Handbook to require electronic submission of the final thesis alongside submission of hard copies.

11 Policy on Conflicts of Interest in Supervision, Examination, and Administration of Research Degrees

11 Appendix 1: Examples of Conflicts of Interest

Additional mitigating circumstance added as a result of feedback received from schools and agreed by Research Degrees Board. '*The School is unable to find and nominate an Internal Examiner with sufficient and appropriate subject expertise for the thesis being examined*'.

Student Handbook for Postgraduate Research

Minor amendments made throughout the document to reflect current structures, roles processes and nomenclature (for example 'College' has been replaced with 'Faculty').

Section 4: Responsibilities of Research Students

Section 8.2 has been moved to Section 4 as this contains related information about attendance. The numbering of sections 4 and 8 has been updated accordingly.

4. Holidays, Leave and Sickness, Fieldwork away from Campus

Additional sentences added to reflect the current practice for recording authorised absences.

Ethics Pack for Research Degree Students

Document A – Guidance Notes for Research Degree Students

In response to feedback from staff and students to simplify process and forms used.

Document B – Ethics Checklist

Minor changes to provide clearer instructions and phrasing

Document C – Application Form

Rephrasing, removal and amalgamation of some of the questions/sections and the inclusion of Safeguarding and Prevent procedures into the ethics process.

Fitness to Study Procedure

Changes in emphasis to reflect that this is a supportive process used when a student's health or wellbeing is having a detrimental impact on their (or others) ability to progress academically and/or function in the University community appropriately

Disability Policy

Addition of a new section 'Principles of the Student Disability Policy'

Regulations for the Conduct of Students

Section D1 and D2 Definitions of Misconduct

Changes to the wording in these sections has been made **t**o clarify that the University will not be making decisions on behaviour which constitutes a criminal offence, but may take action where a student has been convicted of a criminal offence in certain circumstances. This is line with the UUK Guidance which states that: 'No criminal offences should be referred to when seeking to define unacceptable behaviour in the Code. It is unreasonable and dangerous for all involved to ask the University to make any findings about an alleged criminal offence.'

Section D3 Criminal Offences

This section has be re-worded to reflect more precisely the UUK Guidance that the criminal

process must take priority and there should be no duplication of that process.

<u>Section C2 Interim Suspension or Partial Exclusion</u>
This section has reviewed and additional information added to reflect existing practice at UCLan whereby an undertaking of good conduct can be used as an alternative precautionary interim measure, to suspension or partial exclusion, and also how the University will consider support for any student who is subject to an on-going investigation and associated precautionary interim measures.

<u>Section E12 Outcomes and Penalties</u>
Additional wording has been added to this section to include a requirement for the student to engage with Student Wellbeing Services as a supplementary outcome of a disciplinary interview or hearing to reflect current practice at UCLan, which also corresponds with the UUK Guidance.

<u>Wireless Network Fair Usage Policy</u>

Amended all reference to Deputy Director of LIS to Director of LIS to reflect the current organisational structure.

<u>IT Security Policy</u>

This Policy was originally both a staff and student facing policy. Information relating soley to staff has since been removed to make it a student only policy.

<u>Rules for Use of IT Facilities</u>

The document has been updated to include the additional Microsoft Office 365 services now in place at UCLan.

<u>Rules for the use of the Library</u>

Changes have been made to the Rules of Use to reflect the following:

- The removal of a fee for library borrowing rights for non-members (including Alumni).
- The removal of IT network access for non-members;
- The removal of 'No use of Technology in Silent Areas';
- Amended to reflect that group study rooms are not permitted for single occupancy use;
- Reference to the maximum number of renewals has been removed along with associated charges;
- Students excluded from the Library requiring print resources can reserve these online and collect from the Library Reception;
- Students involved in incidents, resulting in an exclusion from the Library will have their names recorded for the period of their study (a change from previously 1 year)