Summary of Changes to Research Degree Policies

Effective from August 2018

This document summarises changes made from the University's rules and regulations which were in force in 2017/18

STUDENT REGULATIONS AND POLICIES

uclan.ac.uk/studentcontract

Contents

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 2017. These changes will take effect in the next academic year ie 2018/2019 and will apply to students starting in 2018/19 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 <u>https://www.uclan.ac.uk/students/life/rules_regs.php</u>.

Academic Regulations for Research Degrees

A number of changes were made to the regulations:

a) Throughout the document reference to Doctor of Philosophy via an Integrated PhD route has been removed as this route is no longer available.

b) General tidying and removal of repetition from different sections of the regulations and use of clear and simple language

c) Alignment where necessary to generic wording in Academic Taught Regulations for example around appeals and requirement for delivery and assessment in English

d) Consistent use of research terminology such as Research Programme Approval and Annual Assessment of Progress

e) Removal of specific regulations for Professional Doctorates to the new Professional Doctorate Regulations

f) Process, as opposed to regulatory requirements, have been removed from the regulations and will be included within the Postgraduate Assessment Policies and Procedures Handbook (this includes administrative requirements and guidance such as external examiner process, and guidance for examination, criteria for appointment of independent chairs of exams, procedural information about examiner conduct prior to exams)

g) A2.2 PhD by Published Works: Addition of new entry requirement in relation to 'an external applicant who can demonstrate a record of publications of an appropriate quantity and quality to benefit from this form of doctoral study'

h) A4.1.2 changed to "The period of study for research degrees ends when either the research degree is awarded or when the maximum period of registration has been reached. Continuation beyond this time is subject to approval by the Research Degree Tutor and will be subject to a maximum, additional period of registration of one year."

i) A4.1.3 addition of extra column for maximum period of registration to separate expected submission times from maximum allowed registration period for programme.

j) A4.1.3 Students who fail to submit within the maximum period of registration will be withdrawn from the course.

k) A4.3.10 Remove the words "normally" and "expected" ie An authorised interruption to study would normally require an adjustment to the expected end date of the programme by the equivalent period of time.

l) A5.1 and A5.3. Clarification of requirements relating to supervisory team. A5.1 clarifies that the team should be normally 2 and not more than 3 individuals (including a Director of Studies). A5.3 clarifies that one of the supervisory team must have experience of at least one

successful completion and that a team will not be deemed qualified if the only successful completion within the team has been obtained by attendance at supervisor training.

m) A7.1.4 changed from examination arrangements proposed by the School must be approved by the Research Degrees Board before 'submission' can occur to: 'The examination arrangements proposed by the School must be approved by the Research Degrees Board before examination can occur. These examination arrangements should be submitted to Research Student Registry four months before the student's intended submission date to allow sufficient time for approval and arrangements to be made. Exceptionally, where it has not been possible to confirm an examination team prior to the student's intended submission date, then the student will be allowed to submit pending the examination arrangements being approved. '

n) A7.3.4 that the new 'opt in' embargo period be included in the regulations ''The final version of the thesis must be deposited in the Institutional Repository. An application for an embargo to the full publication of the thesis may be submitted to Research Degrees Board at the time of submission of the examination arrangements."

o) A7.5.1.2 The requirements in relation to experience of the external examining team have been reviewed in line with sector.

p) A7.5.3 wording of remove "on an indefinite contract" and replace with "a contract which cover the period of examination"

q) A7.6 Outcomes of First Examination. Statements in each definition which say that 'the examiners can stipulate a shorter period, if required' have been removed.

r) A7.8 Amended from Research Innovation Committee making arrangements where examiners are not in agreement, to Research Degrees Board making this decision and then, as they normally would, making a recommendation for an award to RIC.

s) A8 Unfair Means to Enhance Performance- re-written in line with overall University regulations. Process information will also be revised.

t) Appeals information standardised and is stated once only in section A9. There will be one consistent University Appeals Procedure (for all taught and research students) as stated and the guidance is being revised to ensure it meets the needs of research students.

Student Handbook for Postgraduate Research

- Updated to include the new support arrangements for students resulting from the establishment of Graduate Research and Education and other changes to School/Faculty structures/personnel
- Updated to reflect changes to wider student support services to enable ease of access
- Updated to reflect the change from the Data Protection Act to GDPR

Code of Practice relating to the Supervision Examination and Administration of Research Students

- Removal of the detailed coverage of the roles and responsibilities of those involved with research degrees into a separate document to be made available to the students on entry. A summary of these roles and responsibilities is included in the Research Student Handbook

Ethical Principles for Research

- Minor amendments made to reflect changes in nomenclature.

Ethics Pack for Research Students

- Minor amendments made to reflect changes in nomenclature.

Research Stduent Assessment Policies and Procedures Handbook

- Updates made to reflect changes to the following University procedures:
- Unfair Means to Enhance Performance
- Academic Appeals Procedure

Student Protection Policy
- This new policy has been produced in line with the requirements from the Office of Students and outlines the measures in place within the university to protect the interests of students and prospective students.

Regulations for the Conduct of Students
- Inclusion of explicit reference to 'sexual misconduct' as a disciplinary offence and to cross reference to the revised Student Harassment and Sexual Misconducts Policy.
- Clarification of the range of support available to all students involved in an allegation of disciplinary or criminal misconduct, including both the reporting and responding student.
- Clarification that an initial assessment/review meeting will be held in serious, complex or sensitive cases, in particular allegations involving criminal or sexual misconduct.
- Clarification that an investigation will be required in serious, complex and sensitive cases.
- Clarification that a range of interim precautionary measures are available whilst internal or external investigations are underway, and that the University will take account of 'significant distress' in determining whether to impose interim precautionary measures.
- An extension to the range of outcomes available as a result of any disciplinary process.
- Inclusion that the Director of Students has the delegated authority to suspend students on an interim basis under the Fitness to Study Procedure.
- Removal of section B2 (Attendance)
- Inclusion of cross reference to the Student Alcohol and Drugs Policy

Complaints Procedure
- Clarification that the University will review the actions taken by a partner institution under stage 3 of the process, with a view to reaching a positive resolution. This would align the procedure with the OIA Good Practice Framework for Handling Complaints and Appeals – Delivering Learning Opportunities with others.
- Inclusion of guidance relating to the appointment of an independent investigating officer for complex or sensitive complaints.
- Amendment of Stage 1 – Informal Stage, to Stage 1 – Early Resolution, to closely align with the OIA Good practice Framework and to assist staff and students in terms of clarifying the options for early resolution.

Fitness to Practice Procedure
Two sections (4.1 and 4.2) have been added to the procedures to enable those Schools which delivery professionally regulated courses to deal with lower level incidents in a swift and constructive manner, in the best interest of the students:

Fitness to Study Procedure
- General updates to the procedure had been made to ensure GDPR compliance and published sector practice. No substantive changes had been made to the procedure.

Admissions Policy & Applicant Complaints Procedure
- General updates have been made to the documents to reflect changes to department names, roles and emails.

Accompanying Information and Conditions of Offer
- Reference to UCLan ID number changed to Registration Number
- General updates have been made to the document to reflect departmental name changes and improve signposting to other services/information.

Disability Policy

- No substantive changes made – any changes made to Changes made to make the document more user-friendly in it's wording.

Smoking Policy
- 3 Following clause added : 3.4 It is important to note that cigarette butts are the number one littered item in England and fines of up to £80 can be issued for littering in a public space. As a unique form of litter - they are small, smelly and on fire - they must always be extinguished and disposed of in a designated receptacle e.g. cigarette butt bin which can be found across campus. Approved for implementation September 2018.

Technical Services Loans Policy
- Technical Services changed to Learning and Technical Resources.
- North hub added to location of loans counters.

Wireless Network Fair Usage and Security Policy
- Changed "Computer" to "Wireless devices"
- Changed "Deputy Director" to Director

IT Security Policy
- Section 5 - Added reference to Wireless Network Fair Usage and Security policy, reference to Network Lite Fair Usage and Security policy, reference to Storing and Sharing Information and reference to UCLan Information Categories. Changed "Data protection act 1998" to "Current Data Protection Legislation"
- Section 6.5 – Added section about restrictions on local admin rights
- Section 6.7 – Replaced links to Sharepoint with links to the website for students.
- Section 7.1 – Added "As an aid to fault finding" and "Network performance"
- Section 7.2 – Added links to the Incident Reporting Form

Rules for the Use of IT Facilities
- Changed all reference to "Data Protection Act 1998" to "Current Data Protection Legislation"
- Changed all references to "Data Protection Code of Practice" to Data Protection Policy"
- Section 7 Added bullet point relating to password complexity

Rules for Use of the Library
The following information was updated:
- The Library is at the centre of teaching, learning and research at the University. The rules outlined below have been produced in consultation with the Students' Union to ensure that the Library fulfils its requirement to provide resources, services and support in a safe and secure environment that actively supports academic study. These rules are specific to the Library however any misconduct or criminal activities will be referred to the Academic Quality and Compliance Team under the Regulations for Conduct of Students. The Library and security staff are asked to ensure that these rules are followed by all Users of the library service.

- Use of electronic resources is subject to national and international licensing laws. Only eligible Users with UCLan cards can access these resources from outside the Library. Users must follow the instructions associated with each resource regarding the downloading of material.

- The University is not responsible for loss of, or damage to, the personal belongings of its users and visitors. Users must take reasonable precautions against theft of their belongings, and must not leave belongings unattended even for a short periods (unless required to leave the building immediately in the event of a fire alarm) Articles left unattended may be removed by Library staff but will be returned on request at the Reception Desk.

- If an item(s) is still not returned, a standard replacement fee replacement fee, together with any outstanding charges, will be levied and applied to the User's account. Should the item(s) subsequently be returned (in good condition), the standard replacement fee replacement costs will be deducted from the amount payable but the late return charges will remain. If a User has already paid the standard replacement fee replacement cost prior to the item being returned (in good condition), a reimbursement of the standard replacement fee replacement fee paid will be made to the User.

Email Use Policy
- Updated to reference data protection legislation rather than the Data Protection Act

Regulations governing posters, notices, temporary signs and the distribution of literature
- Point 2 specifies the size of the posters and details re noticeboards
- Contact details and approval details have been updated.

University Student Handbook
- Updates made to the Careers Information Section
- Updates made to the Students' Union information