



# Summary of changes to Research Student Policies

**2024/25 Academic Year**

This document summarises changes made from the University's Regulations and Policies that were in force in 2022/23.

Student Regulations and Policies

[uclan.ac.uk/studentcontract](https://uclan.ac.uk/studentcontract)

## **Introduction**

This document sets out a summary of the changes that have been made to the Academic Regulations and student facing policies since the start of the last academic year in September 2023. These changes will take effect in the next academic year i.e. 2024/2025.

It is very important that students familiarise themselves with these changes.

The full versions of the student policies can be viewed on the University's website.

## **Summary of Changes**

Research specific policies:

### **Academic Regulations for Postgraduate Research Degrees**

A5.3: removal of stipulation that the Director of Studies must have a contract which covers the period of study.

A7.1.5: deleted.

A7.5 Change "have experience of" to "have examined" to clarify that potential external examiners must have examined before (not just attended an exam or acted as an Independent Chair) to be eligible for nomination.

### **Academic Regulations for Professional Doctorates**

A2.4: replacement of references to 'Stage 2' to 'advanced entry'.

A4.2: removal of stipulation that the Director of Studies must have a contract which covers the period of study.

A4.3: completion of supervisor training programme is no longer deemed equivalent to a successful student completion; this has therefore been removed from this Regulation.

A7.1.4: deleted.

A7.5.1.2: clarification that the examining team must have examined at the level of the award and the external examiner must have examined at or above the level of the award.

### **Ethical Principles for Teaching, Research, Consultancy, Knowledge Exchange and Related Activities**

Section 3: Ethical principles for work with human participants.

Amended to include information about projects involving stakeholders, public participation, peer researchers, co-production and/or participatory action research. Researchers (staff and students) are undertaking more types of research involving these methodologies. This is to provide guidance on best practice to inform researchers and ethics review panel members.

### **Postgraduate Research Studentships: Conditions of Award**

Various updates to include information which has been removed from the Offer Letter, to reflect additional terms and conditions for the Doctoral Training Centre for Industry Collaboration, to rename "consumables" allowances Research Training Support Grants (RTSG) and to add more about its purpose and use, to add a Placements section, and to confirm other terms and conditions which had not been explicitly stated in this policy before. The policy has also been updated to mirror standard UKRI requirements and provide much more detailed and auditable criteria for students (and their supervisors) in receipt of this funding.

General policies:

### **Addition of new policy - Refund and Compensation Policy**

This new Policy sets out the University of Central Lancashire's position and the circumstances where refunds and compensation may be paid out to students and applicants in the unlikely event that we are unable to preserve the teaching on one of our courses.

### **Admissions Policy & Applicant Complaints Procedure**

Amended to include content relevant to applicants with criminal convictions and to reflect the UUK/Guild HE Fair admissions and the related code. As this Policy now covers applicants with criminal convictions the separate *Admissions Policy for Applicants with Criminal Convictions* has been discontinued and withdrawn.

### **Academic Integrity Policy and Procedure for Academic Misconduct**

Amendment to Category 1 outcome: the element of assessment will be marked and the mark may will be reduced (by 10% of the maximum original mark) to reflect the failure to address the assessment criteria regarding referencing.

### **Regulations for the Conduct of Students**

Removal of references to Form SDP01 for accuracy

Addition of section 7.2 "Students must be enrolled on a programme of study. Investigations cannot proceed if a student is on an interruption to study or has withdrawn from the University."

Amendment to 8.3 to clarify that an undertaking of good conduct agreement will remain on the student's record for the duration of their time at the University.

Addition of 8.5 to reflect the full range of outcomes "Other potential outcomes at Stage 1 of the Student Disciplinary Procedure are case dismissed due to insufficient evidence or grounds to progress, or informal advice and guidance given."; associated amendment to 13.1.c

Removal of 13.1.l- Sanction no longer used

Amendment to 14.7 to make clear that should the Panel require additional information prior to making a decision, once the additional information has been received, the Panel should reconvene to make a decision, and notes of the meeting should be taken by the Student Casework Team.

### **Fitness to Practise Procedure**

A number of amendments have been made to clarify the role of practice organisations within the Procedure. There are also some minor changes to remove duplication, reflect process, and to ensure clear communication.

### **Mitigating Circumstances Policy and Procedure**

Clarification of the scope of the policy - to expressly include Apprentices and to include all University of Central Lancashire awards - covering all partnership arrangements/contracts. There are also amendments to provide further clarity and accessibility of the policy document by improving the language and structure of key sections

### **Support to Study Policy and Procedure**

Where appropriate, the term learner has replaced student.

Student Wellbeing Services has been amended to Student Services.

Naming conventions for policies and procedures referred to in the document have been updated.

Added 'Record the date, time and category of the meeting on Starfish under Meetings' at each stage of the process - this is to strengthen compliance and improve reporting processes as Starfish is used to gather data on Support to Study interventions.

### **Student Complaints Procedure**

Addition of section 2.1m "Complaints made by employers in relation to degree apprenticeship programmes will be dealt with via the Employers Complaints Policy.", to clarify the route for employer complaints.

Addition of section 6.2 "Investigating officers of Stage 2 complaints should ensure that they are independent of and have had no previous involvement in the matters under investigation. The Student Casework Team will ensure that investigating officers are able to identify when there is a potential conflict of interest during their investigations, and that they know what steps they should take if they identify a potential conflict of interest.", to address conflicts of interest

Amendment to 10.7 to clarify that the outcome will be circulated within 10 working days of receipt of the complaint.

Amendment to 11.13 to clarify the recording of meetings if there is adjustment required under the Equality Act.

Amendment to 12.9 to clarify that the outcome of a Stage 3 complaint will be communicated in writing, normally within 5 working days of the date of the Stage 3 panel meeting.

### **Student Protection Plan**

Inclusion of an Introduction section and Plan Coverage section.

Inclusion of new risks as follows:

- The risk that a course does not achieve Professional, Statutory and Regulatory Body (PSRB) following the assessment period.
- The risk of students studying in Collaborative Partners of the University, not being able to complete their course due to course closure is minimal.
- Inclusion of a statement relating to our commitment to students (section 4).
- Inclusion of how students can complain (section 4).

Addition of a new section (5) which provides details on the Student Protection Plan for the different types of Collaborative Partners which involves the delivery of a University award. This specifically details:

- UK Validated Partners.
- UK Sub-Contracted Partners.
- Apprenticeship Sub-Contracting.
- International Partners.
- UCLAN Cyprus
- UCLAN London

### **Student Transfer Policy**

Amendment to references to 'assessment regulations' to 'academic regulations'.

### **Disability Policy**

Updated to include governance and oversight clarification, 'tell us once' and the sharing of information, use of Support to Study process/procedure, and updated language/process details.

### **Smoking and Vaping Policy**

Removal of 'Head' from Head/Dean of School to reflect current terminology.  
Increase in possible fines for littering from £150 to £500 to reflect change in government legislation.

### **Intellectual Property Regulations**

Person named as contact deleted, and replaced with the mailbox of the IP & Commercialisation Unit.

### **Code of Practice to ensure Freedom of Speech**

Following the Government's Higher Education (Freedom of Speech) Bill becoming law, the code has been subject to a full revision.

### **University Student Handbook**

Welcome and Introduction to the University - addition of UCLan London and UCLan Cyprus websites.

1.3 Expected hours of study - addition of content to further explain hours of study.

4.3 - renaming Student Coaches to Achievement Coaches.

7.6 additional content regarding Academic Integrity Essentials Training.

### **Procedure for Reporting and Responding to incidents of Harassment, Sexual Misconduct and Domestic Abuse**

Minor amendments to Senior Manager responsible for policy, the correct title for the SVDAH Steering Group.

### **Learning and Technical Services Loans Policy**

Extending a loan section removed - process for extending a loan process has now moved to the helpdesk system.

Change of contact details and reporting process.

Addition of loan facility suspension as opposed to initial fine: changed to remove cost burden to students for initial period of late return. Removal of the ability to take additional equipment proves more effective in student making contact with the Equipment hub than the implication of a fine.

### **Email Use Policy**

Change to definition of 'Users' in section A to clarify that Users are any individuals with a University-provided email address, not just those with an '@uclan.ac.uk' email address.

Change to section G to clarify that 'LIS' also includes any third party service providers engaged by LIS.

In section H, adding new subheadings for clarity.

In section H, adding a new sub-section about malicious emails referring to the use of phishing simulations and to introduce a requirement on Users to follow LIS guidance designed to help users identify malicious emails.

In section K, removal of a bullet point for accuracy.

### **Rules for the use of the Library**

Section 4 - Use of Facilities. Removal of exceptions for areas not permitted for food or drink consumption. Hot food is now allowed in the Library but only in the designated café area. Users are expected to use the bins provided to clear up any litter in all areas of the Library.

**Regulations governing posters, notices, temporary signs and the distribution of literature**

Amendments to named job titles for accuracy