MANUAL OF ACADEMIC REGULATIONS AND PROCEDURES (MARP)
BRIEFING NOTE ON CHANGES FOR 2018

This note provides a summary of changes made to the University’s Manual of Academic Regulation and Procedures (MARP) for 2018-19, highlighting major changes and flagging up the more minor ones. MARP is published on the Academic Standards and Quality (ASQ) website.

A. REGULATORY CHANGES

The main changes (applying to all programmes) are in the areas as listed below. This does not include all the amendments made - for a more comprehensive list of these and the detail of the actual changes made, the Table of Changes for MARP 2018 should be consulted.

1. General assessment regulations for taught students
   - Penalties for late coursework - additional guidance (General Regulations for Assessment & Award: GR 2.3.6 and GR 2.3.7)
   - Exceptional Circumstances Committee recommendations - clarification amendment (GR 2.6.9)

2. Postgraduate taught students
   - Provision of 20 days annual holiday for PGR students only - clarification amendment (Study Regulations: SR 3.3.1)
   - Classification of awards available for PGT programmes with stages - clarification amendment (Postgraduate Taught Assessment Regulations: PT 5.2).
   - Borderline candidates – amended regulation (PT 5.6)

3. Postgraduate research students
   - Approval procedure for an over-length thesis (Postgraduate Research Regulation: PR 2.7.1 and PR 3.6.1) – amended regulation
   - Provision of posthumous awards (PhD/MPhil/Masters by Research) (PR 6) – new regulation

4. External examiner procedures (taught programmes)
   - Appointment of external examiners (External Examiner Procedures: EE 2.2.1 (g) – clarification amendment on reciprocal arrangements not permitted

5. Mitigating circumstances

Academic Standards and Quality Committee (ASQC) approved a change in name for mitigating circumstances. These have now been renamed “exceptional circumstances” and this change has been made throughout MARP. Mitigating Circumstances Committees are now called
Exceptional Circumstances Committees. ASQC also approved a new form for students to complete when applying for consideration of exceptional circumstances, which is available on the Student Registry webpage.

6. Attendance monitoring

Amendments have been made to MARP to take into account the changes to the attendance monitoring procedures to be implemented in 2018-19. These changes were widely consulted on within the University, and departments and faculties should be aware of the nature of these. Student Registry is the point of contact for the operation of these changes; departments and faculties are advised, however, to read section SR 3.4 in the Study Regulations chapter in MARP to note the regulatory statements on this matter.

7. Summer meeting of the Committee of Senate

For note only, the summer meeting of the Committee of Senate has been replaced by the Classification and Review Board, which will be considering all non-standard cases for classification and award. A number of references to the Committee of Senate have therefore been amended.

B. STRUCTURAL CHANGES

The order of MARP, in its separate sections (“chapters”) remains relatively unchanged. One change to note is the disaggregation of the chapter previously titled “Quality Standards and Enhancement” into its separate sections which now form chapters in their own right in order to provide greater visibility for these sections:

- Management of Quality and Standards*
- Course Design, Development and Approval
- Course Evaluation and Review*
- Collaborative Teaching Partnership Provision*

*For note: In light of forthcoming changes to the University procedures for monitoring and review and some committee changes, these sections will be under review by ASQ over the course of 2018-19.

Other structural items to note are:

- removal of the section on “Portfolio of Awards” from the old Quality Standards and Enhancement chapter to form a separate chapter at the start of the Manual.
- removal of the section on “Admissions” from the “Study Regulations” chapter to form a chapter in its own right under “Portfolio of Awards”.

C. OTHER MATTERS TO NOTE

1. Standing Committee on Academic Regulations (SCAR)

A new University sub-committee - the Standing Committee on Academic Regulations - was established in January 2018 to consider any proposed changes to the University academic regulations on behalf of ASQC. SCAR reports and makes recommendations to ASQC. All University-wide academic regulations must be considered by SCAR. Programme-specific academic regulations are dealt with through the programme approval process, with sign-off given by the University Dean (Academic Quality). Terms of reference for SCAR are available here.

2. Competition and Markets Authority (CMA)

The University adheres to national guidance from the CMA on higher education and consumer law in respect of the provision of information to applicants and students on course information and the terms and conditions under which they undertake their studies. MARP is included in this information set, forming part of the contract which the University has with both applicants who have accepted an offer and registered students. A summary of the University's policy on this area is available here.

CONTACTS FOR MARP: The Academic Standards and Quality office is responsible for the maintenance and publication of MARP each year. If you have any queries on MARP and/or feedback you wish to give, please contact Judith Anstee or Claire Duff in ASQ.