

Academic Regulations

Staff Briefing Note

Changes to the Academic Regulations from 2023/24

Approved by Academic Board July 2023

1. Introduction

The review and development of the [Academic Regulations](#) was progressed through our University Regulations Review Group, informed by stakeholder feedback including members of Academic Quality and Standards Committee, Schools, Professional Services and the Students' Union. Proposals were approved by Academic Board at its meeting in July 2023.

The changes were introduced from **August 2023** for relevant students/apprentices. Please read each section to confirm which groups of students/apprentices will be affected.

All courses of the University are expected to comply with our University Academic Regulations in full, except where specific regulatory exemptions exist (often related to professional body or other specific external requirements).

Unless specified otherwise all regulatory changes apply to both students and apprentices.

2. Academic Regulations 2023/24: Summary of Changes

A summary of the main changes introduced to the Academic Regulations for 2023/24 is provided below. It is important to refer to the relevant section of the Academic Regulations for full context:

New Certificate/Advanced Certificate in Lifelong Learning

Two new awards have been added to our Academic Regulations, the Certificate in Lifelong Learning, and the Advanced Certificate in Lifelong Learning. These two new awards would be standard exit awards for all taught courses where students/apprentices achieve at least 30 credits and are not eligible for another award.

The new awards will accommodate future short-course development and may benefit a range of students.

The Certificate will be awarded at Levels 4-6 and the Advanced Certificate at Level 7. The awards will not be linked to specific Learning Outcomes on the course that is being studied and will not have the subject of the target award course within the award title.

Those receiving this will not receive a classification and would not be expected to attend graduation.

The new awards will be applied to students/apprentices studying from 2022/23 onwards. An exercise will take place early in 2023/24 to confirm and award those who are eligible for the Lifelong Learning awards and who have exited their course or are not returning to study.

The above changes are applicable to new and continuing taught postgraduate students and apprentices. Regulatory sections amended:

- *Section 4: Progression and Award*
- *Section 13: Validation, Monitoring and Review*
- *Section 17: Awards of the University and their Standards*
- *Section 18: Definitions of University Awards*
- *Section 19 Glossary*

Amendment to the progression and award criteria (removal of minimum module average)

Academic Board approved removing the current requirement in the progression and award regulations for individual modules to have minimum overall average (30% at Levels 4-6 and 40% at Level 7), as outlined in sections 4.3.1, 4.3.3 and 4.3.5 of the Academic Regulations.

Therefore, from August 2023 there will be a change to the current requirement in the progression and award regulations. Individual modules will no longer be required to fulfil a minimum overall average.

Students/apprentices would still only be permitted to fail one 20 credit module per level, but this failed module will no longer have a minimum overall average requirement.

Students/apprentices must still meet all the other progression/award criteria as outlined in the regulations for that level/award (for example submitting in all contributing assessments and having a minimum overall level average).

This change should be implemented for students who have undertaken their assessment and are presented to exam boards in 2023/24, including students who are required to repeat modules/assessment during 2023/24.

Regulatory sections amended:

- *Section 4: Progression and Award*

Amendments to the composition of mitigation panels

Changes to the composition of Mitigation panels from 1st August 2023 will mean the minimum composition of the panel will be as follows:

- A senior member of academic staff or senior professional support staff nominated by the Dean of School (Chair)
- At least two members of academic staff internal to the School
- A senior member of support staff (if not already allocated to the Chair role above)
- A secretary to the panel (in attendance)

Deans of School should assign colleagues as appropriate to the panels.

Those engaging with mitigation panels will be expected to attend University development opportunities prior to taking up their role. QAS will be organising cross University development discussions in early Semester 1 2023-24.

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 8: Extenuating Circumstances and Mitigation*

Amendments to the Academic Appeals regulations

Amendments have been made to section 9 of the regulations, to align with the Office of the Independent Adjudicator for Higher Education (OIA). Timescale clarifications for completion of adjudication processes have been updated and a revision has been made to the Research Appeal Hearings Panel Membership the changes approved were:

- Research Appeal Hearings – Panel Membership 9.10.3: A Senior Representative of the Graduate School may, if requested’ this is changed from The Research Student Manager shall attend.’
- 9.4 Timescales for Appeal 9.4.2: This has been updated to remove the terms ‘speedily’ and ‘promptly’ to align with the OIA and provide clarity with regard to timescales. This will be updated to ‘We will aim to complete the adjudication process within 20 working days wherever possible. In any case, we will always aim to complete the full appeal within 90 calendar days.’ There has also been a minor update to reword ‘The University undertakes to endeavour to meet the timescales’ which will be updated to ‘The University endeavours to meet the timescales’.
- 9.A5: APPENDIX A: APPLICATION TO THE OFFICE OF THE INDEPENDENT ADJUDICATOR – this appendix been updated to align with the OIA timescales and the submission of the application ‘This must be received within **12 months** of the date of the “Completion of Procedures” letter.’ This was **3 months** in the previous Academic Regulations.

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 9: Appeals*

Review of external examiner regulations and associated processes

The External Examiner Handbook has been updated to include a section for our Degree Apprenticeship (DA) examiners regarding their roles and responsibilities. The Degree Apprenticeship questions on the annual report have also been amended to provide clearer more concise answers in relation to Examining DA provision.

There will be specific staff development for Degree Apprenticeship examiners. Ensuring clear expectations about examining this provision are met and the examiners themselves understand processes related to examining Degree Apprenticeships and particularly how this may differ from home/collaborative provision examining. This will take the form of an online module and is expected to be available from next year.

Quality Assurance Services are also working to review the reporting process for 2023/24. We will introduce a touch point in semester one, this will involve a Preliminary Monitoring Report to ensure Examiners have received all the necessary documents they require to undertake their duties in a timely manner. The Annual Report will also be reviewed, and this may be moved to a different platform, rather than MyHub, to allow for the Course Director response to be included within the same document as the report. This will help the programme teams to respond directly to all areas of the report and potentially gives a fuller more detailed outcome.

A further Enhancement Audit is planned for 2023/24 to review School engagement with Externals (including but not limited to the sign-off of scripts, moderation and attendance at Boards). This will build on the existing audit activity this year which will include an audit of exam board minutes against External Examiner reports.

Members of the team are continuing to look at how External Examiner processes support the ongoing reviews of course integrity/identity to support the University's Education Plan, this work will continue into next year.

Amendments to the Research Award regulations

Academic Board approved proposed changes to Section 11 (Research Awards) of the Academic Regulations at their meeting in February 2023. The revised section included re-ordering and re-writing this section of the Academic Regulations to provide a more logical, less repetitive, framework.

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 11: Research Awards*

Addition of the new Executive Master of Business Administration award

There has been an Addition of a new Executive Master of Business Administration award to the regulations from August 1st, 2023. This new award will have the same credit points and profile of achievement as the existing Master of Business Administration.

The above changes are applicable to all new post graduate students.

Regulatory sections amended:

- *Section 17: Awards of the University and their Standards*
- *Section 18: Definitions of University Awards*
- *Section 19: Glossary*

Removal of elections from the Course Representative process within Engagement and Partnerships with Students

The removal of references to "election" of course representatives was approved by Academic Board within Engagement and Partnership with Students. The Students' Union's preferred method and guidance for Course Representative appointment has changed from elections to seeking volunteers who will be confirmed as Course Representatives upon completion of their induction training. The approved amendments addressed the following:

- Wider engagement of students in shaping a positive learning experience; a pilot in four Schools last year saw double the number of students put themselves forward. We know that many students would like to make a positive contribution to the student experience but may become disengaged if they're not elected or once the existing quota of course reps is reached
- Removal of the barriers to engagement created by standing in an election, including for under-represented demographics, distance-learners and degree-apprenticeship students;

- Elections are not currently used consistently across the University to appoint course reps and are a time-consuming method of recruitment at a busy period of the year when students may also have not had time to settle in and get to know their peers;
- Ensuring all course representatives are appropriately inducted and prepared to deliver in the role and aware of expected conduct is an essential part of the program.

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 12: Engagement and Partnership with Students*

GAIT – Academic Integrity

An addition to the academic regulations was made to the definitions of unfair practice to include the use of generative artificial intelligence tools (GAIT) to gain an unfair advantage.

For current guidance and help with all matters relating to academic integrity follow the links below.

https://libguides.leedsbeckett.ac.uk/subject_support/harvard_referencing/quote_unquote_online

<https://www.leedsbeckett.ac.uk/student-information/academic-skills-and-advice/academic-integrity/>

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 10: Academic Integrity*

3. Other minor regulatory developments

- A minor update was required to the title of section 3 annex 3B (undergraduate marking conventions) in the regulations due to a spelling error.
- A minor update was made to the wording in section 6.3.5 around Charing exam boards to confirm that no board (of any type) may be Chaired by a member of the teaching team for any modules contributing to that board.
- Removal of the 'Proceed to End Point Assessment' exam board decision from section 6.3.15. The infrastructure to support End Point Assessments is under development and this exam board decision is being removed until this is in place.
- The Recognition of Prior Learning regulations were being reviewed during 2022/23. For 2023/24 they will remain unchanged however Schools will be taking responsibility for the management and implementation of the process without the requirement to report to a Recognition of Prior Learning Board. Quality Assurance Services may audit these processes at any time.

4. Further Information for Staff

Please visit the [Quality Assurance Services website](#) for further information on the regulatory changes and consider how these relate to your course/role. Included on this web page is a full list of the

changes in a detailed regulatory changes table as well as information on a **series of regulatory roadshows for staff**.

If you would like further information about the content of this briefing or would like to engage in the regulatory review discussions throughout 2023/24 please contact QAS@leedsbeckett.ac.uk or ResearchStudentAdmin@leedsbeckett.ac.uk (for research enquiries).