



Summary of changes to Research Student Policies

2021/22 Academic Year

This document summarises changes made from the University's Regulations and Policies that were in force in 2020/21.

Student Regulations and Policies

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 2020. These changes will take effect in the next academic year i.e. 2021/2022 and will apply to students starting in 2021/22 or later.

It is very important 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.

Summary of Changes

Academic Regulations for Postgraduate Research

A4.1.2 reworded to 'MA/MSc/LLM (by Research), MPhil, PhD (via transfer from MPhil registration), and PhD Direct students will be expected to submit for award according to the Expected submission points detailed in the table below. Continuation beyond 12 months will be subject to a maximum additional period of 12 months registration.'

Change of responsibility throughout from Head of School to Research Degree Tutor to ensure a consistent approach to monitoring the student journey.

Regulation A4.3.7 and A6.2.3 removed

A6.1.4 addition of 'fail' to clarify that the full suite of recommendations are available.

Regulation A6.4 added regarding Mitigating Circumstances to mirror that in the Taught Regulations

Regulation A7.3.4 amended to clarify that students are encouraged to submit an embargo application as soon as one is required and not wait until examination arrangements are submitted.

A7.9 amended to facilitate the awarding of an Aegrotat research degree where a candidate has been prevented from completing due to terminal illness.

Throughout - removal of non-regulatory information from the Regulations into new guidance documents that will be made available to students in a more accessible format.

Research Assessment Handbook

Throughout - streamlining of information provided both to remove repetition and relocate information into new guidance documents that will be made available to students in a more accessible format.

Stages of the Examination Process section amended to clarify oral examination for awards by published works

Reporting Extenuating Circumstances section amended to reflect the new Mitigating Circumstances process.

Turnitin and advice section amended for accuracy.

Research Student Handbook

Handbook withdrawn and removed from the student contract.

Academic Regulations for Professional Doctorates

Minor amendments to make reference to Academic Registry rather than CAS

Ethical Principles document

Title of document: 'knowledge transfer' amended to 'knowledge exchange'
Additional information included in Section 3.17. The addition notes that any projects involving human tissue, researchers must first consult with the Person Designate of the Faculty.

Ethics Pack

Removal of Document A

Ethics Checklist - reference to Section 2

Additional information included to note any projects involving human tissue the researcher must first consult with the Person Designate of the Faculty.

Updated link to the new Policy for Misconduct in Research.

Admissions Policy and Applicant Complaints Procedure

Minor amendments throughout to terminology and to reflect service restructures.

Addition of section 5.2.10

Admissions Policy for Applicants with a Criminal Record

Amendment to email address provided in section 10.1.2.

Email Use Policy

Section H, addition - "Staff will not set up automatic forwarding rules on their UCLan email accounts. If staff are out of the office, they will set up an 'out of office' auto reply using the template wording the University provides for corporate use. If staff regularly need to make their emails available to other members of their team, they will consider using a group mailbox for the team rather than granting access to their email account or setting up automatic forwarding rules (see Appendix D)."

Appendix B - addition throughout of "The account will be locked after its expiry date and deleted 90 days after being locked".

Fitness to Practise Procedure

Removal of references to partial exclusion.

Section 6, Formal meeting with the Head of School - clarification that the Head of School may be accompanied by another member of the relevant profession.

Section 9, Procedure for a Fitness to Practise Hearing - addition '9.39.4 When considering outcomes, it is good practice to start at the lowest outcome, and determine whether that satisfactorily addresses the fitness to practise concern, and if not then move to consider the next higher outcome and so on. The outcome letter should state reasons for the penalty chosen.'

Section 13, Disclosure and Recording of Information - addition 'The reporting party may also be informed that the process has reached an outcome.'

Regulations for the Conduct of Students

Addition of requirement to carry a University ID card whilst on campus or engaged in a University activity.

Section C5, addition: 'Students are required to notify the Student Casework Team 2 days in advance of the meeting of the name and designation of the person who will accompany them.'

Section D, addition: 'The details provided by anyone making a report of misconduct will be shared with the reported student. This is to enable a full and fair enquiry. If permission is not given for information to be shared, the case may not be able to proceed. If in exceptional circumstances where there is a clear risk

of harm, the University may vary this position by agreement with the Academic Registrar.'

Section G, Stage 1: Pre-regulatory Warning, addition: 'The invitation letter will include a summary of the alleged misconduct. Copies of any available supporting evidence will be shared at the meeting. The student will have the opportunity to respond at the meeting and will be made aware of the expected standards of behaviour and the availability of support services.'

Addition of section M9.

Rules for the Use of the Library

Minor changes relating to changes in terminology and removal of duplication.

Addition of a sentence that the University reserves the right to introduce rules at short notice due to changes in University or Government policy.

Smoking Policy

Non substantive changes to wording and formatting.

Student Complaints Procedure

It is now the University's aim that complaints dealt with under stage 2 will be resolved within 35 working days. The Procedure previously stated 25 working days.

Notes for Guidance on the Conduct of a Stage 3 Complaint Hearing amended to be less prescriptive on additional documents that may be submitted by students.