University of Sheffield

Calendar

2026–27

Charter, Statutes, General Regulations and Information

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Dates of Semesters

Session 2026-2027

Autumn Semester	28 September 2026 to 19 December 2026 18 January 2027 to 06 February 2027
Spring Semester	08 February 2027 to 20 March 2027 12 April 2027 to 12 June 2027

Session 2027-2028

Autumn Semester	27 September 2027 to 18 December 2027 17 January 2028 to 05 February 2028
Spring Semester	07 February 2028 to 01 April 2028 24 April 2028 to 10 June 2028

Session 2028-2029

Autumn Semester	25 September 2028 to 16 December 2028 15 January 2029 to 03 February 2029
Spring Semester	05 February 2029 to 24 March 2029 16 April 2029 to 09 June 2029

Session 2029-2030

Autumn Semester	01 October 2029 to 22 December 2029 21 January 2030 to 09 February 2030
Spring Semester	11 February 2030 to 6 April 2030 29 April 2030 to 15 June 2030

Session 2030-2031

Autumn Semester	30 September 2030 to 21 December 2030 20 January 2031 to 08 February 2031
Spring Semester	10 February 2031 to 29 March 2031 21 April 2031 to 14 June 2031

Session 2031-2032

Autumn Semester	29 September 2031 to 20 December 2031 19 January 2032 to 7 February 2032
Spring Semester	9 February 2032 to 20 March 2032 12 April 2032 to 12 June 2032

Historical Note

Origins of the University

The University of Sheffield developed from three local institutions: the Sheffield School of Medicine, Firth College and the Sheffield Technical School. The School of Medicine, founded in 1828, was by far the oldest. Its early history was very insecure and it was saved from collapse by the opening of Firth College, which took over the teaching of all basic science subjects to medical students.

Firth College was one of a group of university colleges founded in the later 19th century. It developed out of the Cambridge University Extension Movement, a scheme designed to bring university teaching to the large towns and cities of England, most of which lacked any university provision. The success of these courses in Sheffield led Mark Firth, a local steel manufacturer, to establish the College in 1879 as a centre for teaching Arts and Science subjects.

The Sheffield Technical School was the product of local concern about the need for better technical training of the men responsible for running the great industries of Sheffield, particularly steelmaking. A movement was started within Firth College to collect funds to create a technical department, which was established in 1884 as the Sheffield Technical School. In 1886 the School moved to new premises on the site of the old Grammar School at St George's Square.

In 1897, the three institutions were amalgamated by Royal Charter to form the University College of Sheffield. This step was part of the plan to link up with the Victoria University, a federation of the University Colleges at Manchester, Liverpool and Leeds.

By 1900, however, the Federal University was disintegrating and within a few years independent universities were formed from the three University Colleges.

On 31 May 1905 the University of Sheffield was granted its Royal Charter, and in July the new Firth Court Building on Western Bank was opened by King Edward VII and Queen Alexandra. St George's Square remained the centre of Applied Science departments, with Arts, Medicine and Science being housed at Western Bank.

The University in 1905

At the time of the University's foundation in 1905 there were 114 full-time students reading for degrees in Arts, Pure Science, Medicine and Applied Science. In 1919 when returning ex-servicemen were admitted in large numbers, the full-time student figure rose to a short-lived peak of about 1,000. By then the Faculty of Applied Science had split into Engineering and Metallurgy; the University's first Hall of Residence (the original Stephenson Hall) had been established; and the Edgar Allen library had opened (1909).

At that time the University was as committed to non-degree teaching as to teaching full-time students. Courses covered not only many conventional academic subjects but also topics as diverse as cow-keeping, railway economics, mining and razor-grinding. During the First World War some of these were replaced by teaching of (and participation in) munitions making, medical appliances design and production, translation and politics.

Between the two wars full-time student numbers stabilised at about 750 and expansion into new areas of specialist teaching and research continued slowly. The Second World War brought with it new areas of specialist research and training - in, for example, radar, dietary and vitamin studies, production of anaesthetics and chemicals (as substitutes for materials previously imported from

Europe), magnetism, fuel production and economy, naval cartography, glass manufacture and English language teaching.

Since the Second World War

Since the Second World War, many older houses have been brought into academic use and major new buildings have been constructed - the Western Bank Library in 1959, and the Arts Tower, Hicks Building, Alfred Denny Building, Sir Robert Hadfield Building, Chemical Engineering Building, University House, five Halls of Residence and the Students' Union in the 1960s.

New buildings for Geography and Psychology followed in the 1970s, along with the Crookesmoor Building (for Law and Management), the Royal Hallamshire Hospital, and purpose-built student flats. The next decade saw the opening of the Octagon Centre, the Sir Henry Stephenson Building (for engineering), and major extensions at the Northern General Hospital.

In the 1990s, new premises for the School of Clinical Dentistry, the Management School, the School of Education, St George's Library and St George's Flats and Lecture Theatre were opened, together with extensions to Stephenson, Halifax, and Tapton Halls of Residence, and three new blocks of student flats.

The Regent Court building, which houses the School of Computer Science and the Information School and the Sheffield Centre for Health and Related Research, were also completed. The Students' Union underwent a significant development programme, improving welfare, social and meetings facilities.

Following the University's integration with the Sheffield and North Trent College of Nursing and Midwifery in 1995, a building programme provided new facilities for nursing and midwifery teaching and research. This includes the extension and conversion of the St George's Hospital site on Winter Street, and the construction of a new building at the Northern General Hospital.

The 21st Century

The University and its estate continue to evolve in response to the changing needs of our students, staff and partners.

Spanning a network of academic, research and social spaces, our campus brings together historic and modern buildings supported by a growing emphasis on high-quality public realm. We are working to create a more connected, welcoming and accessible environment – one that enhances collaboration, supports wellbeing, and offers benefits to the wider community as well as the University.

We have also seen major expansion on the edge of Sheffield and beyond, with Advanced Manufacturing Research Centre (AMRC) facilities in Rotherham and Sheffield, AMRC Cymru at Broughton and AMRC North West in Blackburn.

In 2025, we launched Runway Park, a transformative 100-acre development on the site of the former Sheffield City Airport that will form a key part of our Innovation District. Over the next few years, Runway Park will become central to South Yorkshire's innovation ecosystem, and will attract investment, create high-quality jobs, and accelerate economic growth in the region, as well helping organisations innovate and thrive as the challenges they face continue to evolve.

Improving the student experience

For our first 50 years, our full-time student population did not rise above 2,000. By 1980, it had reached over 8,000 and by 2006, it had risen to 21,000. Today it stands at around 28,000, with students from more than 150 countries.

As a result, we have invested in a range of dedicated student facilities to cover everything that students may need during their experience at the University of Sheffield.

From a custom-built University Health Centre and refurbished Students' Union, the redevelopment of residential accommodation on the Endcliffe and Ranmoor sites, and upgrading our Information Commons – a library and study space building with 24-hour access – to further development of our sports centre at Norton to incorporate two new artificial pitches with spectator seating and new changing facilities, we have continued to ensure that the student experience in Sheffield is amongst the very best in the country.

Transformative research facilities

The University of Sheffield is a world leader when it comes to research into areas including clean energy, engineering, neuroscience and gene therapy, so it is only right we have the world-leading facilities to match.

This includes our Energy Innovation Centre, where our dedicated sustainable aviation fuels laboratory is leading the change to greener aviation, and our national-scale research facilities allow researchers and industry partners to develop and test hydrogen and other low carbon technologies at pilot scale.

We also opened the Gene Therapy Innovation and Manufacturing Centre in 2024, which helps to accelerate the development of life-changing treatments, offering hope for patients with conditions such as motor neuron disease, cystic fibrosis and haemophilia.

We are home to the award winning AMRC Factory of the Future, which is focused on machining research and allows partner companies to develop and trial new technologies, and the AMRC Factory 2050, the UK's first digital state-of-the-art factory dedicated to conducting collaborative research into reconfigurable digitally assisted assembly, component manufacturing and machining technologies.

Iconic learning spaces

Over the last couple of decades, the University of Sheffield has become home to some of the best and most iconic learning spaces anywhere in the UK.

Most recently, we opened The Wave, a world-class social sciences facility that enhances the student experience and encourages interdisciplinary research.

In 2020, we opened the Engineering Heartspace, a quadruple height atrium between the Grade II listed Sir Frederick Mappin Building and the 1885 Central Wing, creating a dynamic social and research collaboration between the two oldest buildings in the University estate.

The University is also home to The Diamond, a striking learning and teaching building at the heart of the campus which houses 19 laboratories for the Faculty of Engineering.

Supporting a greener, cleaner Sheffield

As a University rooted in one of the UK's greenest cities, we're committed to creating a campus that enhances quality of life, supports biodiversity, and builds climate resilience. Our green spaces, such as new pocket parks developed across campus, are more than just places to relax; they provide habitats for wildlife, help reduce surface water runoff, and contribute to wellbeing for students, staff and the wider community. Working in partnership with Sheffield City Council, we have transformed key spaces including Leavygreave Road and the University Concourse into greener, safer, and more accessible environments. New lighting, seating, planting, public art and a secure cycle hub are helping to embed sustainability and wellbeing into the everyday experience of our campus.

We are investing significantly in the future of our campus, refurbishing buildings to meet high sustainability standards and preparing for a transition away from fossil fuel heating. With buildings accounting for a major share of emissions and resource use, we're applying circular economy principles, prioritising retrofitting, using lower-carbon materials and designing for long-term flexibility and reuse. Alongside this, we're taking steps to reduce our operational energy use, improve indoor air quality, and make our estate more resilient to climate change. Our ambition is clear: to create one of the most sustainable and engaging university campuses in the UK, an environment that supports wellbeing, biodiversity, and inclusive access, while showcasing our leadership on climate action.

Sheffield Innovation Spine and spinouts

Sheffield is creating a strong future for University spinouts, laying the foundations for the next generation of research-driven innovators to thrive. For spinouts to prosper, and to make Sheffield an attractive ecosystem to nurture startups, we need to invest in the right infrastructure to support them. This includes research facilities, modern office space and incubators. That's why we're working with regional partners such as Sheffield Hallam University, Sheffield Technology Parks, South Yorkshire Mayoral Combined Authority, and Sheffield City Council to develop the Sheffield Innovation Spine.

This is a long-term strategic plan focussed on developing the infrastructure needed to support the scaling of knowledge-led businesses in the city centre, and creating a network linking our campus with existing developments such as West Bar Square and Castlegate.

The Arms of the University of Sheffield

The University Arms, whose background colour is azure, contains a gold-edged open book at its centre, on which is inscribed Disce Doce (Learn and Teach). On either side is a sheaf of eight silver arrows, being derived from the shield of old Sheffield. The gold crown is the Crown of Success and the White Rose of York denotes the University's home county. The scroll carries the motto of Firth College, Rerum Cognoscere Causas (To Discover the Causes of Things; from Virgil's Georgics II, 490).

The Coat of Arms should not be confused with the University's logo, which consists of a redrawn version of the Coat of Arms set alongside the University's name in Source Serif font. The logo complements but does not supersede the Coat of Arms, which remains the University's official heraldic symbol.

Reproduction of the University's Coat of Arms is restricted by copyright to formal University of Sheffield documents. It may not be used by external organisations in their marketing activities, whether in hard copy or on the web.

Charter of Incorporation

EDWARD VII, *by the Grace of God of the United Kingdom of Great Britain and Ireland and of the British Dominions beyond the Seas, King, Defender of the Faith*

WHEREAS Humble Petitions have been presented to Us by the University College of Sheffield and by the Lord Mayor Aldermen and Citizens of the City of Sheffield praying Us to constitute and found a University within the said City for the Advancement of Knowledge the Diffusion and Extension of Arts Sciences and Learning the Provision of Liberal and Professional and Technical Education and the furtherance of the objects for which the University College of Sheffield was incorporated by our Royal Predecessor Queen Victoria and to grant a Charter with such provisions therein in that behalf as shall seem to Us right and suitable.

And Whereas We have taken the said Petitions into Our Royal consideration and are minded to accede thereto.

Now therefore know ye that We by virtue of Our Royal Prerogative and of Our Special Grace certain knowledge and mere motion by these Presents for Us Our Heirs and Successors will and ordain as follows:

1. This Charter constitutes and founds the University of Sheffield (**"the University"**) as a body corporate.
2. The objects of the University shall be to advance education through teaching and research (**"the Objects"**).
3. The University shall have all the powers of a natural person including but not limited to the following powers, in furtherance of the Objects:
    (a) to award degrees and other academic awards and to withdraw such awards;
    (b) to acquire, own, maintain, manage and dispose of land and other property;
    (c) to solicit, receive and administer fees, charges, grants, subscriptions, donations, endowments, legacies, gifts and loans of any property whatsoever whether land or personal property and any other sources of income;
    (d) to act as trustee for and in relation to endowments, legacies and gifts;
    (e) to invest;
    (f) so far as permitted by charity law, to give guarantees;
    (g) so far as permitted by charity law, to borrow and raise money and give security for loans; and for those purposes the University shall have the authority to enter into any financial instrument which is ancillary and incidental to the exercise of such powers;
    (h) to take such steps as may from time to time be deemed expedient for the purposes of procuring and receiving contributions to the funds of the University and to raise money in such other manner as the University may determine;
    (i) to co-operate and collaborate with other institutions and individuals, award joint degrees or other awards, and affiliate or incorporate into the University any other institution and take over its property, rights, liabilities and staff;
    (j) to enter into engagements and to accept obligations and liabilities in all respects without any restrictions whatsoever and in the same manner as an individual may manage his or her own affairs; *and*
    (k) to do anything else, whether incidental to these powers or not, in order to further the Objects of the University as a place of teaching and research.

4. There shall be a Council of the University which shall be the University's governing body with responsibility for the management of the University and the conduct of all the University's affairs.
5. There shall be a Senate of the University which shall, subject to the Statutes and the control and approval of the Council, oversee the teaching and research of the University and the admission and regulation of Students.
6. There shall be a Chancellor of the University who shall be the titular head of the University and entitled to confer degrees and other academic awards of the University.
7. There shall be a chief executive of the University who shall have the title of Vice-Chancellor or equivalent and who shall be the Chair of the Senate and who shall in the absence of the Chancellor confer Degrees and other academic awards.
8. There shall be not fewer than two Pro-Chancellors of the University. The Chair of the Council shall be a Pro-Chancellor by virtue of holding that office.
9. There shall be a Students' Union of the University and the University shall take steps to ensure that the Students' Union acts fairly and democratically and is accountable for its finances.
10. It is a fundamental requirement of the University to promote equal opportunities and ensure that no unlawful discriminatory test be imposed upon any person in order to entitle them to:
    (a) become a holder of office at or a member of staff, student or graduate of the University; *or*
    (b) receive any advantage or privilege by reason of such position.
11. There shall be a Visitor of the University who shall be appointed by the Privy Council from time to time, on the nomination of the Council, from those who hold or who have held high judicial office.
12. The University shall take steps to encourage engagement in its activities by the holders of degrees and other academic awards of the University ("the Alumni"), including specifically co-operation between the alumni and the Council, to support and advance the Objects.
13. The Council may at any time amend or add to the Charter or the Statutes and any such amendments or additions shall take effect when approved by the Privy Council. The Statutes shall prescribe or regulate, as the case may be, the internal management of the University.
14. The Council may make Regulations and may amend or repeal Regulations.
15. The property and funds of the University shall be used only for promoting the Objects. If the University is dissolved, the assets (if any) remaining after providing for all its liabilities must be applied in one or more of the following ways:
    (a) by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
    (b) directly for the Objects or for charitable purposes which are within or similar to the Objects;
    (c) in such other manner consistent with charitable status as the Privy Council approves in writing in advance.
16. In this Our Charter **"Statutes"** means the Statutes set out in the Schedule and **"Regulations"** means Regulations made under the powers conferred by this Charter.

The Statutes of the University

Section 1:

Definitions

1. In these Statutes:

   "Academic Staff" means:

   (a) Any employee employed by the University to engage directly in, or carry out teaching, learning and research in an academic context under the terms of their contract of employment;
   (b) Such other senior members of Staff as may be determined by Council from time to time.

   "Charter" means the Charter of the University.

   "Council" means the Council of the University.

   "Officer" shall have the meaning set out in the Regulations and includes any deputy appointed in accordance with such Regulations.

   "Professional Staff" shall have the meaning set out in the Regulations.

   "Research Staff" means any employee employed by the University to engage directly in, or carry out research.

   "Senate" means the Senate of the University.

   "Senior Academic Officer" shall have the meaning set out in the Regulations.

   "Staff" means all persons employed by the University.

   "Statutes" means these Statutes of the University which shall be interpreted in such a way as not to conflict with the Charter.

   "Student" means any registered student of the University.

   "Students' Union" means the body known as "The University of Sheffield Union of Students".

   "Regulations" means Regulations of the University.

   "Teaching Staff" means any employee employed by the University to engage directly in, or carry out teaching and learning.

   "Treasurer" shall have the meaning set out in the Regulations.

   "University" means the University of Sheffield.

   "University Year" means the period of 12 calendar months ending on the last day of July in each year or on such other day in each year as the Council shall determine.

2. Unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

Section 2:

The Auditor

1. The Council shall appoint an auditor or auditors. Every such auditor shall be a member of a recognised supervisory body and eligible for appointment under the rules of that body.

Section 3:

The Council

1. The Council shall be appointed in accordance with the Regulations and shall consist of a maximum of 20 members, ensuring always that independent members shall remain in the majority. The members of the Council shall be as follows:

Class (1):	The Pro-Chancellors, The Vice-Chancellor and the Treasurer.
Class (2):	Not fewer than two and not more than three Senior Academic Officers.
Class (3):	Not fewer than seven and not more than eight persons who shall be neither Staff nor Students.
Class (4):	Three members of the Senate, of whom not more than two may be Professors.
Class (5):	One member of Professional Staff.
Class (6):	The President of the Students' Union.

2. Members of Classes (3), (4) and (5) shall hold office for three University Years and subject to the Regulations may not serve for more than three consecutive periods of office. A person who has held office as a Member of Class (3), (4) or (5) and who has ceased by reason of length of service to be eligible for re-election shall after an interval of three University Years again become eligible for election in that Class.
3. Members of Class (2) shall hold office for one University Year and shall be eligible for re-appointment, provided that a Member may not serve for more than five consecutive periods of office. A person who has held office as a Member of Class (2) and who has ceased by reason of length of service to be eligible for re-election shall after an interval of one University Year again become eligible for election in Class (2).
4. A Member of Council shall vacate office on ceasing to hold any office or other qualification by virtue of which that person became a Member of the Council.
5. Seven Members of the Council of whom not more than three may be members of the Staff of the University shall form a quorum.

Section 4:

Powers of the Council

1. The Council shall be responsible for the conduct and activities of the University, the custody and use of the University's Common Seal and shall exercise all the University's powers.
2. In addition to all other powers vested in it, the Council shall have the powers set out in the Regulations.

3. Subject to paragraph 4 of this Section, the Council shall be entitled to delegate all or any of its functions, powers and duties to any person or body.
4. The Council shall not delegate responsibility for:
    (a) appointing the Chancellor;
    (b) appointing the Vice-Chancellor;
    (c) the variation, amendment or revocation of the Charter or Statutes;
    (d) the approval of the University's strategic plan;
    (e) the approval of the University's financial forecasts and annual budget;
    (f) the approval of the University's annual audited accounts;
    (g) appointing the University's auditors.

Section 5:

The Senate

1. The Senate shall oversee teaching and research, and be responsible for the academic quality and standards of the University and the admission and regulation of students.
2. The membership and powers of the Senate shall be prescribed in the Regulations.

Section 6:

Staff

1. This section shall apply to all Staff.
2. The Council shall be responsible for ensuring that there are in place procedures governing the whole of the employment relationship, including the appointment, development and reward of Staff.
3. The Council shall also ensure that:
    (a) there are in place employment procedures for the staffing matters listed in paragraph 5 of this section; *and*
    (b) there is a Regulation for the removal from office and dismissal of the chief executive of the University.
4. In determining the procedures to be adopted under paragraph 3, the Council shall apply the following guiding principles:
    (a) ensure that Academic Staff, Teaching Staff and Research Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
    (b) enable the University to deliver its mission, vision and associated activities, efficiently and economically;
    (c) apply the principles of justice and fairness; *and*
    (d) seek to advance the principles of equality and diversity.
5. The procedures referred to in paragraph 3 are employment procedures for all Staff regarding:
    (a) the handling of disciplinary cases including the dismissal of such members of Staff by reason of misconduct and for appeals against disciplinary action. Such procedures

shall provide adequate opportunities for improvement including the use of warnings with summary dismissal only available in cases of gross misconduct. Suspension shall be applied in the limited circumstances set out in the University's employment procedures, subject to regular review and only applied where no alternative is considered appropriate or practicable;

(b) the dismissal of members of Staff by reason of redundancy and appeals against such dismissals; any such procedure shall be aimed at consideration of measures to avoid compulsory redundancy with provisions for collective consultation;

(c) the dismissal of members of Staff (following confirmation in post after any applicable probationary period) by reason of incapability relating to work performance and appeals against such dismissals; such procedures shall provide adequate opportunities for improvement including the use of warnings;

(d) the dismissal of members of Staff on the grounds of ill health or medical incapacity and appeals against such dismissals. In all cases where the dismissal of a member of Staff is an option, the disciplinary panel shall give due consideration to advice from the University's occupational health advisers, medical evidence submitted by the Staff member from a qualified medical practitioner involved in their treatment and any additional medical evidence that may be requested by the disciplinary panel where appropriate;

(e) the dismissal of members of Staff for any reason other than the reasons specified in sub-paragraphs (a) – (d) and (g) and appeals against such dismissals;

(f) the handling of grievances raised by members of Staff and appeals against grievance outcomes.

Additionally, the following are employment procedures for Academic Staff, Teaching Staff and Research Staff only:

(g) the review of performance and progress of such Staff during any probationary period to which their appointment or employment is subject, and for the dismissal of such Staff during or at the end of their probationary period in the event of unacceptable progress or performance, and appeals against such dismissals. The primary purpose of the procedure shall be to enable the member of Staff to become effective in the role and where necessary to bring about a sustained improvement in performance and ensure the member of Staff has adequate opportunity to achieve this;

(h) the removal of a member of such Staff from any role that is not defined within that member of Staff's contract of employment by reason of incapability relating to work performance or misconduct and appeals against such removal; *and*

(i) the investigation and response to allegations of research misconduct against members of such Staff.

6. The following principles shall be incorporated into the procedures for all Staff:

(a) procedures shall be applied to enable issues to be resolved informally where appropriate and wherever possible close to the time of origin, and within a reasonable timescale, including by mediation with the agreement of both parties; *and*

(b) procedures shall be based upon the principles of natural justice.

7. Additionally, the following principles shall only apply to Academic Staff, Teaching Staff and Research Staff (and in this section the term **"Officer"** shall only include any senior academic member of Staff of the University as defined in the relevant employment procedures, including any deputy appointed in accordance with such procedures):

(a) in all cases where dismissal is an option, an internal panel shall be convened to determine the case which shall include at least one Officer, being a person not subject to or otherwise connected with the proceedings;
(b) redundancy dismissals arising from departmental closure or significant organisational restructure shall only occur where Council has both approved the plans and authorised their implementation;
(c) under any procedure in this section, where the member of Staff exercises the right of appeal the panel shall include an Officer, being a person not subject to or otherwise connected with the proceedings; *and*
(d) appeals against any dismissal shall be heard by a panel which shall include an independent professional or academic nominated by Council, who is not employed by the University as a member of Staff, and an Officer, being a person not subject to or otherwise connected with the proceedings.

8. Any employment policy and procedure made under paragraph 3 or 5 of this section shall be construed in every case to give effect to the guiding principles in paragraph 4. For the avoidance of doubt, a member of Academic Staff, Teaching Staff and Research Staff may raise the principle of academic freedom as an issue to be taken into account in any investigation of the facts; in any hearing or appeal which could lead to dismissal, the imposition of any penalty or sanction or removal or restriction of privileges; and in any decision or appeal in relation to any grievance.

Section 7:

Validity of Decisions of Council

1. Decisions taken at a meeting of Council shall not be invalidated because of:

(a) a procedural defect of which the Council is unaware at the time, provided that the defect, once identified, is at the earliest reasonable opportunity brought to the attention of the Council and the Council is asked to consider whether the decision should stand;
(b) a technical defect in the appointment of a Council Member of which the Council is unaware at the time;
(c) a technical defect in the giving of notice of which the Council is unaware at the time; *or*
(d) a vacancy in the membership of the Council.

Regulation I:
Responsibility for Creation and Amendment of Regulations

1. In accordance with Article 14 of the Charter, the Council shall have the power to make, amend or repeal Regulations.
2. The following table sets out the responsibility for the making, amendment and revocation of each of the Regulations and the delegation of such power pursuant to Regulation II (7.2) by the Council to Senate in relation to specified Regulations.
3. Pursuant to Regulation II (4.2), the Council also delegates the power to Senate to make further Regulations in addition to those set out below in relation to academic matters.

Regulation Number	**Regulation Title/Description**	**Final Responsibility for Amendment**
II	The Council	Council
III	Scheme of Council Delegation	Council
IV	The Auditor	Council
V	The Members of the University	Council
VI	The University Officers	Council
VII	The Dismissal and Removal from Office of the President & Vice-Chancellor	Council
VIII	Definitions	Council
IX	The Senate	Council
X	The Faculties	Council
XI	The Conferment and Withdrawal of Degrees	Council
XII	The Execution of Contracts and Deeds	Council
XIII	General University Regulations	Senate
XIV	General University Regulations for Apprenticeships	Senate
XV	General Regulations for First Degrees	Senate
XVI	General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates	Senate
XVII	Regulations for Higher Doctorates	Senate
XVIII	General Regulations relating to Examinations	Senate
XIX	General Regulations relating to the Progress of Students	Senate
XX	General Regulations relating to Academic Appeals	Senate
XXI	General Regulations relating to Student Fitness to Practise	Senate
XXII	Regulations relating to the Discipline of Students	Senate
XXIII	Regulations relating to Student Intellectual Property	Senate
XXIV	Regulations on the Use of IT Facilities	Senate

Regulation Number	Regulation Title/Description	Final Responsibility for Amendment
XXV	Regulations relating to the Library	Senate
XXVI	Regulations relating to Academic Dress	Senate

Regulation II:
The Council

Terms defined in this Regulation II shall have the meaning given to them in the Statutes and in Regulation VIII.

1. Appointment or Election of Members of Council

1.1 Subject to the Statutes:

1.1.1 the Council Members in Class (1) shall be appointed by the Council in accordance with Regulation VI;

1.1.2 the Council Members in Class (2) shall be appointed by the Council on the recommendation of the President & Vice-Chancellor;

1.1.3 the Council Members in Class (3) shall be appointed by the Council on the recommendation of its Nominations Committee;

1.1.4 the Council Members in Class (4) shall be members of staff appointed by the Council on the recommendation of its Nominations Committee from those elected by and from the Senate; *and*

1.1.5 the Council Member in Class (5) shall be appointed by the Council on the recommendation of its Nominations Committee from those elected by and from the Professional Staff.

1.2 Casual vacancies in Classes (2), (3), (4) and (5) shall be filled by the persons or body which elected or appointed the Member whose place has become vacant. Council Members elected or appointed to casual vacancies shall retire at the time when the person whom they respectively succeed should have retired.

1.3 In preparing its recommendations to the Council, the Nominations Committee shall have regard to the diversity of potential new members together with their experience and skills in the full range of activities that are relevant to the fulfilment of the University's Objects.

1.4 The procedure for carrying out any University elections, including for Council Members in Classes (4) and (5), and any changes to such procedure shall be prepared by the University Secretary for approval by the Class (1) Council Members and, once approved, will be published and maintained by the University Secretary.

2. Removal and Resignation of Members of Council

2.1 Members of Council may resign by letter addressed to the University Secretary.

2.2 The Council may remove from office any Member of Council for conduct which, in the reasonable opinion of the Council, is inappropriate to the holding of such office.

2.3 The Council will not remove a Member of Council from office pursuant to paragraph 2.2 until there has been a process of review by and recommendation from the Council's Nominations Committee and this process shall include the Member who is proposed to be removed from office being given a reasonable opportunity of being heard.

2.4 A non-professorial Council Member of Class (4) shall vacate office as a Council Member upon their appointment as a Professor if that appointment increases the number of Professors who are Class 4 Council Members beyond two;

2.5 A Member of Council shall vacate office on ceasing to hold any office or other qualification by virtue of which that person became of Member of the Council.

2.6 A Member of Council's term of office as such automatically terminates if they:

2.6.1 are disqualified under the Charities Act 2011 from acting as a charity trustee;

2.6.2 are determined by the Office for Students not to be a fit and proper person to hold such office;

2.6.3 are incapable, whether mentally or physically, of managing their own affairs; *or*

2.6.4 are absent from three consecutive ordinary meetings of Council unless the Council decides otherwise.

3. Attendance at Meetings of Council

3.1 Subject to paragraph 3.2, persons who are not Members of Council will not be permitted to attend meetings of the Council except with the prior agreement of the University Secretary and the Chair of Council.

3.2 The Council Member of Class (6) may be accompanied at meetings of the Council by another officer of the Students' Union nominated by the President of the Students' Union.

4. Powers of Council

Subject to the Charter and the Statutes the Council shall in addition to all other powers vested in it have, without limitation, the power to:

4.1 subject to the approval of the Privy Council, make and amend Statutes and amend the Charter provided that the principle of every such proposal shall be communicated to the Senate in advance of the meeting of the Council at which the business is to be considered;

4.2 make Regulations governing all matters except those relating to the powers of Senate as set out in Regulation IX and the duties or powers of Faculties as set out in Regulation X;

4.3 appoint and remove the Chancellor and Pro-Chancellors;

4.4 appoint and remove the Chair of Council and the Treasurer;

4.5 appoint and remove the President & Vice-Chancellor, Provost & Deputy Vice-Chancellor, Vice-Presidents, University Secretary, Heads of Schools and other University Officers as may from time to time be determined, together with Staff of the University, and to ensure that arrangements are put in place to regulate the terms and mode of appointment, tenure of and removal from office, promotion, duties, salaries, allowances and superannuation allowances of the University Officers and Staff of the University;

4.6 consider, adjudicate upon and if thought fit redress any grievances of the University Officers, Staff or Students of the University;

4.7 review the learning, teaching and academic quality and standards of the University;

4.8 promote and make provision for research within the University and to require reports from time to time on such research;

4.9 provide for the welfare of the Students;

4.10 govern, manage and regulate all of the University's financial activities which includes:

4.10.1 investing any monies belonging to the University;

4.10.2 selling, buying, exchanging, leasing and accepting leases of real and personal property on behalf of the University;

4.10.3 providing the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University;

4.10.4 borrowing or raising money in any manner and, in particular, by the issue of notes, bonds, loan stock, shares, stock, warrants or any other instrument or security of any kind;

4.10.5 refinancing, replacing or reorganising any capital, finance or credit previously raised or obtained by the University;

4.10.6 guaranteeing, supporting or securing (whether or not receiving any consideration or benefit) the payment, repayment or discharge of any monies, debts or liabilities, or the performance or observance of any obligations in relation to any transaction whatsoever so far as permitted by charity law;

4.10.7 creating or granting a mortgage, charge, pledge, lien or encumbrance of any kind over, or entering into any other type of transaction (including accepting or granting options) in relation to, all or any of the undertaking, property or assets of the University (present and future) so far as permitted by charity law;

4.10.8 providing indemnities in respect of every kind of claim, proceeding, tax, liability, loss, expense, failure, default or contingency, with or without securing the indemnity by a mortgage, charge, pledge, lien or other encumbrance;

4.10.9 entering into any agreement or arrangement as to the subordination or priority of any debts, liabilities or encumbrance (of any kind) incurred at any time either by, or in favour of, the University;

4.10.10 entering into any contract with any party, the purpose or purported purpose of which is to protect the University and its assets:

(a) against any fluctuation in rates of exchange, interest or any index of stocks, bonds or commodity prices;

(b) in order to secure a profit or avoid a loss in respect of the value or price of property of any description;

(c) any similar or comparable contract;

provided that any monies borrowed, raised or guaranteed by the University or value of assets charged shall not at any time exceed in aggregate the sum of £436,000,000 (including the service concession and all operating leases, and all financing transactions, whether on or off Balance Sheet).

4.11 carry on any of the University's activities by or through any body corporate or unincorporate, and whether or not a subsidiary within the meaning of such term in the Companies Act 2006 (as amended from time to time) or in collaboration or by way of joint venture with such body corporate or unincorporate;

4.12 acquire any part of another institution or body or to merge the University with any other higher education institution;

4.13 negotiate, enter into and execute all documents, deeds, instruments, agreements, securities, options, contracts and undertakings of every kind and description whatsoever relating to or incidental to the exercise of any of the Council's powers and to vary and cancel such contracts on behalf of the University;

4.14 select a Seal, Arms and Mace for the University and have the sole custody of the Seal;

4.15 approve the dissolution of the University and apply to surrender the Charter; *and*

4.16 undertake any act incidental to the operation of the above powers or to achieving the Objects of the University.

5. Functions of Council

Subject to the Charter and Statutes, the Council's primary functions are to:

5.1 develop and approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders;

5.2 maintain oversight of the exercise of the authority delegated by the Council to the President & Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and human resources management of the University and to establish and keep under regular review the policies, procedures and limits applicable to such management functions as shall be undertaken by and under the authority of the President & Vice-Chancellor;

5.3 review, test, refer back, control, amend or disallow any act of the Senate and give directions to the Senate;

5.4 ensure the establishment and monitoring of systems of control and accountability including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest;

5.5 ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable universities;

5.6 establish processes to monitor and evaluate the performance and effectiveness of the Council itself;

5.7 conduct its business with regard to best practice in higher education corporate governance and in accordance with the public interest governance principles drawn up by the Office for Students and the principles of public life drawn up by the Committee on Standards in Public Life, such that the University operates openly, honestly, accountably and with integrity;

5.8 safeguard the reputation and values of the University;

5.9 take such steps as are reasonably practicable to actively promote, protect and secure freedom of speech within the law and to ensure that freedom of speech and academic freedom within the law is secured within the University;

5.10 promote equality and diversity throughout the University, including in relation to its own operation;

5.11 appoint the President & Vice-Chancellor as chief executive, and to put in place suitable arrangements for monitoring their performance;

5.12 appoint the University Secretary, who shall by virtue of holding that office be the secretary to the Council and Senate;

5.13 be the employing authority for all Staff in the University and to be responsible for establishing a human resources strategy;

5.14 be the principal financial and business authority of the University, to ensure that financial control and risk management procedures are robust, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate, including ensuring value for money;

5.15 ensure that systems are in place for meeting all the University's legal obligations, including those relating to health and safety and those arising from contracts and other legal commitments made in the University's name;

5.16 make such provision as it thinks fit for the general welfare of Students, in consultation with the Senate;

5.17 review at intervals of not less than five years the constitution of the Students' Union and approve amendments recommended by the Students' Union to its constitution between those five yearly reviews;

5.18 act as trustee for any property, legacy, endowment, bequest or gift in support of the Objects of the University; *and*

5.19 ensure that the University's Charter and Statutes are followed at all times and that appropriate advice is available to enable this to happen.

6. Matters Reserved for Decision by Council

6.1 The following matters are reserved to Council for decision, subject to advice, as appropriate, from Senate, the President & Vice-Chancellor or other members of their executive board, or other committees and may not be delegated.

6.2 Constitutional matters:

6.2.1 amendments to the Charter and Statutes subject to the approval of the Privy Council;

6.2.2 establishment or abolition of Faculties and Schools, and approval of their titles;

6.2.3 other major changes in the University's organisational and committee structure; *and*

6.2.4 establishment of and amendments to a Scheme of Delegation in respect of the delegation of the powers of the Council.

6.3 Mission and strategy:

6.3.1 approval and amendment of the University's mission, vision and identity; *and*

6.3.2 approval of the University's strategic plan and any other key strategies related to the plan.

6.4 Financial matters:

6.4.1 approval of the University's financial forecasts and annual budget;

6.4.2 approval of the University's annual audited accounts;

6.4.3 appointment of the University's auditors;

6.4.4 approval of the delegation of other financial matters for inclusion in the Scheme of Delegation.

6.5 Statutory compliance:

6.5.1 approval of statements and policies complying with statutory requirements, for example, the Equality Duty and the University's Health and Safety Policy.

6.6 Appointment/removal of University Officers listed in Regulation IV and all Members of Council.

6.7 Audit and monitoring:

6.7.1 monitoring and evaluating the performance of the University against approved plans and key performance indicators;

6.7.2 considering an annual report from the Council Audit and Risk Assurance Committee;

6.7.3 approving the University's internal control and risk management procedures and corporate risk register; *and*

6.7.4 implementing decisions or recommendations arising from any review of the effectiveness of Council.

6.8 Other institutions:

6.8.1 granting the designation "affiliated to the University of Sheffield" to other institutions on the recommendation of Senate; *and*

6.8.2 approval of mergers with other institutions.

7. Delegation of Powers

7.1 Subject to section 4 of the Statutes and paragraph 6 above, the Council may:

7.1.1 delegate to any University Officer, member of Staff or Committee any power exercisable by the Council, the Senate or the Faculties under the Statutes and these Regulations;

7.1.2 provide that the actions taken in the discharge of the delegated powers shall not require confirmation by the body whose powers are delegated; *and*

7.1.3 revoke or alter a delegation at any time.

7.2 The delegation of powers exercisable by Council pursuant to paragraph 7.1 above shall be recorded in the Scheme of Delegation, which shall be reviewed by Council on an annual basis, it being noted that the Scheme of Delegation is a non-exhaustive record of powers delegated by Council and does not preclude Council

from delegating its powers outside the provisions of the Scheme of Delegation. Where the Council has delegated the exercise of its powers to another person or body, the Council is still ultimately accountable for the actions taken.

7.3 Council has delegated to the Chair of Council the following powers to act on the Council's behalf between scheduled meetings of the Council:

7.3.1 to carry out items of routine business that would not normally merit discussion or resolution at meetings of the Council;

7.3.2 to take action to implement decisions that have already been approved by the Council provided always that any such action remains within the parameters of the approval given by Council; *and*

7.3.3 to take action in respect of any issue which, in the view of the Chair, under advisement from the University Secretary, is too urgent and important for consideration to be deferred until the next scheduled meeting of the Council or an emergency meeting of the Council, especially where any lack of timely action could damage the interests of the University.

7.4 Where the Chair of Council has exercised their delegated authority to act on behalf of the Council pursuant to paragraph 7.3 above, a report on the action taken, together with any background documents, will be made available to Council at its next scheduled meeting where the Chair will explain the reason action was taken.

7.5 Each of Senate and the Faculties may by Regulation sub-delegate the exercise of powers delegated to them under the Statutes and these Regulations, provided that details of such sub-delegations are recorded and maintained in an approved Scheme of Delegation.

7.6 Where there is delegation to a Committee of the exercise of the following powers, there shall not be any Student member of that Committee:

7.6.1 any of the powers of the Senate and the Faculties regarding the award of Degrees, Fellowships, Prizes and other distinctions and examination results; *and*

7.6.2 any of the powers of the Senate and Faculties, in accordance with Regulations made by the Senate, to review the progress or fitness to practise of Students or to consider academic appeals.

7.7 The making of a Regulation under this paragraph shall not be taken as divesting the Council, the Senate or any Faculty of any of their powers under the Statutes or Regulations.

8. Meetings of the Council and its Committees and conduct of business

8.1 The Council may make Regulations for its own proceedings and the proceedings of all Committees, but subject to the Statutes and any such Regulations every Committee shall determine in consultation with the University Secretary their own procedures for the proceedings of their meetings and the conduct of their business. The University Secretary shall publish and maintain details of such procedures of Council and of its Committees.

9. Committees of Council

9.1 The Council shall have the following sub-committees, the respective duties and terms of reference of which shall be approved by Council and include the delegations set out in Regulation III and shall be reviewed by the Committee annually and any amendments proposed for approval by Council:

9.1.1 The Council Audit and Risk Assurance Committee, which shall comprise:

(a) four Class (3) Members of the Council, appointed by the Council; *and*
(b) up to five co-opted members, appointed by the Council.

Quorum: two members of the Committee, of whom at least one should be a Member of Council.

9.1.2 The Council Nominations Committee, which shall comprise:

(a) the Chair of the Council and other Pro-Chancellors;
(b) the President & Vice-Chancellor;
(c) the Provost & Deputy Vice-Chancellor;
(d) the Treasurer;
(e) one member Council, appointed by the Council, who shall be drawn from the Class (4) and (5) members of Council; *and*
(f) at times when only two Pro-Chancellors are in post, one additional member, who will normally be a member of the Council, appointed by the Council.

Quorum: three members of the Committee, of whom members of Staff of the University shall not constitute a majority.

9.1.3 The Council Senior Remuneration Committee, which shall comprise

(a) the Chair of the Council;
(b) the Pro-Chancellors;
(c) the Treasurer;
(d) one other lay member of the Council, appointed by the Council.

Quorum: three members of the Committee.

9.2 For the time being, the Council shall additionally have the following sub-committees, the respective duties and terms of reference for each shall be approved by Council and include the delegations set out in Regulation III and shall be reviewed by the relevant Committee annually and any amendments proposed for approval by Council:

9.2.1 The Council Equality, Diversity and Inclusion Committee;

9.2.2 The Council Finance Committee;

9.2.3 The Honorary Degrees Committee (a joint committee of the Senate and the Council).

9.3 The Council and Senate may also, from time to time, appoint such and so many standing and special Committees as may seem to them fit and may place on them persons who are not members of the appointing bodies.

10. Consultation with the Senate

10.1 The Council shall inform, consult with or receive recommendations from the Senate in relation to matters including but not limited to the following:

10.1.1 when appointing a President & Vice-Chancellor, the Council shall include a member of the Senate in the membership of the Committee of the Council set out in Regulation VI;

10.1.2 when appointing a University Secretary, the Council shall include a member of the Senate on the Committee, as set out in Regulation VI;

10.1.3 when amending the Charter and making or amending Statutes and/or these Regulations the Council shall, in respect of matters relevant to the powers delegated to the Senate or of any Faculty, or to the sub-delegation of those powers, do so only after consultation with the Senate, and in respect of this shall communicate to the Senate the principle of every such proposal in advance of the meeting of the Council at which the business of the amendment of the Charter, Statutes and/or these Regulations is to be considered.

Regulation III:
Scheme of Council Delegation

Introduction

The purpose of the Scheme of Delegation is to provide a summary of the powers of the University Council as set out in the Statutes and in Regulation II and then to identify in relation to those powers the responsibilities and delegated authorities for making key decisions in the name of, or on behalf of, the University. This information is contained in the table below.

The intention of the Scheme of Delegation is to provide clarity on the decision-making process and final authorities in relation to key strategic and policy matters for which the Council has the ultimate responsibility in order that the University's decision-making process is transparent and demonstrates effective accountability and good governance. The Scheme seeks to identify only responsibility for the final stage of decision-making, and not, for example, responsibility for formulating strategic, policy and business proposals (which typically lies with individual executive officers and/or bodies such as the University Executive Board (UEB) and its sub-groups).

How to apply the Scheme of Delegation, Limitations and Accountability

The Statutes and Regulation II detail the powers of the Council that can only be exercised by the Council and cannot be delegated. Regulations IX and X detail the powers of Senate and the Faculties respectively. The Scheme of Delegation does not provide an exhaustive list of regulation, policy and procedures and approval routes for these, as this would be cumbersome. However, the Scheme of Delegation should be read in conjunction with the series of institutional Definitions [PDF] that were adopted in 2024 and give an indication of the appropriate level of approval.

The University will maintain an approved Scheme of Delegation that will set out the details of the powers of the Council, the Senate, the Faculties and professional services departments, as well as any committees and University Officers. The Scheme provides transparency regarding delegations as well as ultimate accountability for the actions taken. It is based on the principle that decision-making is devolved except where there is a valid reason for reserving decisions to a higher level of authority. Committees must operate in a way which ensures that the University's business is dealt with efficiently, effectively and appropriately, without compromising the quality of the decisions that emerge. The delegation of decision-making must always comply with internal and external legal or regulatory requirements. Escalation for a decision can be considered if significant material issues have been identified, e.g. having assessed the risks and impacts.

The Scheme of Delegation is an intentionally high-level, formal document. It is not intended to give the reader the legal, regulatory or policy context or a route map to achieve the approvals. It should be used as a first point of reference for understanding where the responsibility lies for key decision-

making. The Scheme of Delegation does not prevent the Council or the Senate from making decisions to delegate its powers at any time as required in order to maintain effective governance of the University. The Council or the Senate may also revoke a delegation at any time.

It may the case that a particular project does not fall within a specified delegation in the table below; where this is the case, a common-sense approach should be taken in applying the Scheme of Delegation in order to determine the most appropriate body, committee or person to which a decision should be referred, with guidance from the University Secretary. If there is doubt as to whether there is delegated authority to make a decision, it should be assumed that no such authority is given and that the decision is reserved to Council. The University Secretary will be able to provide clarification on the application of the Scheme of Delegation. The authoritative or single reference point for all detailed financial regulations, authorities and procedures is the Financial Regulations (staff login required) and associated policies and regulations.

Accountability for decisions should sit at the right level of authority, avoiding default or unnecessary escalation to senior bodies or individuals.

The most significant decisions are taken by the senior committees/bodies of the University, to ensure collective ownership and accountability; empower and receive assurance from individuals or groups responsible for proposing and implementing a decision; provide clear and timely feedback to those recommending a decision on the outcome; advocate for and support decisions following approval. Council will seek such advice as it considers appropriate from the Senate, the President & Vice-Chancellor and/or the University Executive Board.

Decision-making should be streamlined where possible, and appropriate sub-committees, sub-groups or individuals empowered to take decisions, subject to the need to escalate decisions on complex or high-risk matters on a case-by-case basis and the importance of maintaining clear records of how, when and by whom decisions are made. Committees should retrospectively report significant decisions taken in line with their delegated authority to their parent body, as part of the University's standard reporting processes.

Except as otherwise provided, individuals and bodies in whom authority is vested by this Scheme of Delegation may sub-delegate to others provided that such sub-delegation is consistent with the financial and other regulations and recorded and reported to the appropriate body and/or individual. Delegations are made to positions (whether held permanently or on an acting or interim basis), not to particular individuals.

In line with Regulation II (7.3) which applies to the Chair of Council, the Chair of any committee or body may take decisions on behalf of that committee or body by way of Chair's action. Any such decision should be reported to the next meeting of the committee or body.

Repeat discussions of the same matter should be avoided. Once an item has been discussed and decisions taken, individuals or groups below the decision-makers should be trusted to move forward with implementation and provide assurance as needed ('Discuss once, decide once, then delegate').

Transparency of decision-making to relevant stakeholders is important but must be at the appropriate time to avoid prejudicing the decision and its implementation or those groups and individuals involved in or impacted by it.

The Scheme of Delegation is reviewed and updated on an annual basis by the Council. In the periods between reviews, the University Secretary is authorised to update the Scheme in order to (i) correct any typographical errors (ii) make administrative or non-substantive changes (e.g. updates to job titles where the change does not affect a delegation) (iii) ensure any links to policies within the Scheme are maintained and kept up-to-date. Any such changes must be reported to the next meeting of Council.

Section 1A: Powers of Council that cannot be delegated (Statute 4(4))					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
St 4(4)(a) Reg II (4.3) and (6.6)	Appointment of the Chancellor	Council			Regulation VI (The University Officers)
St 4(4)(b) Reg II (4.5) and (6.6)	Appointment of the Vice-Chancellor	Council			Regulation VI (The University Officers)
St 4(4)(c) Reg II (4.1) and (6.2.1)	Variation, amendment or revocation of the Charter or Statutes	Council			Subject to the approval of the Privy Council
St 4(4)(d) Reg II (6.3.1) and (6.3.2)	Approval of the University's strategic plan	Council		The President & Vice-Chancellor and their Executive Board will lead the development of the University Strategy and propose the same to Council	The President & Vice-Chancellor and their Executive Board are responsible for developing and agreeing operational and delivery plans and reporting to Council on those plans and performance against the same

Section 1A: Powers of Council that cannot be delegated (Statute 4(4))					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
St 4(4)(e) Reg II (6.4.1)	Approval of the University's financial forecasts and annual budget	Council		Council Finance Committee Council Audit and Risk Assurance Committee	
St 4(4)(f) Reg II (6.4.2)	Approval of the University's annual audited accounts	Council		Council Audit and Risk Assurance Committee Council Finance Committee	
St 4(4)(g) Reg II (6.4.3)	Appointing the University's external and internal auditors	Council		Council Audit and Risk Assurance Committee	Regulation IV (The Auditor)

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.2)	Making Regulations other than those within the control of the Senate	Council	Council Finance Committee (Financial Regulations only)	University Executive Board	Regulation I (Responsibility for Creation and Amendment of Regulations)
Reg II (4.3) and (6.6)	Removal of the Chancellor	Council			Regulation VI (The University Officers)

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5) and (6.6)	Removal of the President & Vice-Chancellor	Council			Regulation VI (The University Officers) and Regulation VII (The Dismissal and Removal from Office of the President & Vice-Chancellor)
Reg II (4.3) and (6.6)	Appointment/removal of the Pro-Chancellors	Council		Council Nominations Committee	Regulation VI (The University Officers)
Reg II (4.4) and (6.6)	Appointment/removal of the Chair of Council and Treasurer	Council		Council Nominations Committee	Regulation VI (The University Officers)
Reg II (4.5) and (6.6)	Appointment/removal of the University Secretary	Council			Regulation VI (The University Officers)
Reg II (4.5) and (6.6)	Appointment/removal of the Provost & Deputy Vice-Chancellor and the Vice-Presidents	Council	President & Vice-Chancellor		Regulation VI (The University Officers)
St 3(1) Reg II (1), (4.4) and (6.6)	Appointment of members of Council	Council		Council Nominations Committee President & Vice-Chancellor to recommend the appointment of members in Class (2)	
Reg II (2.2)	Removal of a member of Council	Council		Council Nominations Committee	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (7.1)	Appointments to Council Committees, working groups and Joint Committees of Council and Senate	Council		Council Nominations Committee	
St 4(3) Reg II (7)	Approval of terms of reference of Council Committees	Council		The relevant Council Committee	
Reg II (4.16)	Making Standing Orders for the operation of Council	Council			
Reg II (6.3.2)	Creation and amendment of key strategies related to the University's strategic plan (a) Financial strategy (b) Environmental Sustainability Strategy	Council		Council Finance Committee University Executive Board	The President & Vice-Chancellor and their Executive Board are responsible for developing and agreeing operational and delivery plans and reporting to Council on those plans and performance against the same
Reg II (4.10)	Appointment of Bankers	Council		Council Finance Committee	
Reg II (4.10.2)	Purchase, refurbishment, development of land, property and equipment with a value greater than £10m	Council		Council Finance Committee	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.4)	Amendments to the internal borrowing limit	Council			
Reg II (4.12) and (6.8.2)	Approval of mergers and acquisitions	Council		Senate President & Vice-Chancellor University Executive Board Council Committees	
Reg II (4.13)	Entering into major strategic alliances at institutional level	Council		University Executive Board	
Reg II (4.14)	Selection of Seal, Arms and Mace	Council			
Reg II (4.15)	Dissolution of the University and application to surrender the Royal Charter	Council		University Executive Board	
Reg II (6.2.4)	Establishment or abolition of Faculties and Departments/Schools, and approval of their titles	Council		Senate President & Vice-Chancellor University Executive Board	Council will seek such advice as it considers appropriate from the Senate, the President & Vice-Chancellor and/or the University Executive Board

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (6.2.3)	Other major changes in the University's organisational and committee structure	Council		Senate President & Vice-Chancellor University Executive Board	Council will seek such advice as it considers appropriate from the Senate, the President & Vice-Chancellor and/or the University Executive Board Examples not otherwise covered by specific provisions may include the establishment of a new campus or major changes to the organisation and/or remit of the Council or Senate committees
Reg II (6.2.4) and (6.4.4)	Establishment of and amendments to the Scheme of Council Delegation	Council		Council Audit and Risk Assurance Committee and Council Finance Committee advise in relation to financial matters in the Scheme of Delegation	Regulation III
Reg II (6.3.1)	Approval of a new or amended mission, vision and identity	Council		University Executive Board	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (6.5.1)	Approval of statements and policies complying with statutory requirements	Council		For example: Council Equality, Diversity and Inclusion Committee (Equality Duty) UEB Health and Safety Sub-Group (Health & Safety Policy)	Policies relating to these matters without a statutory compliance function may be approved by a member of the Executive or their delegate, or an appropriate Council Committee
Reg II (6.7.1)	Monitoring and evaluating the performance of the University against approved plans and KPIs	Council		Council Audit and Risk Assurance Committee Council Finance Committee	Council Finance Committee is primarily responsible for monitoring financial performance. Council Audit & Risk Assurance Committee evaluates the adequacy and effectiveness of risk management.
Reg II (6.7.2)	To receive the annual report from the Council Audit and Risk Assurance Committee	Council		Council Audit and Risk Assurance Committee	
Reg II (4.5)	To receive the annual report from the Council Senior Remuneration Committee	Council		Council Senior Remuneration Committee	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (6.7.3)	Approval of the Corporate Risk Register and receipt of accompanying reports from the UEB Risk Review Sub-Group and the Council Audit and Risk Assurance Committee	Council		Council Audit and Risk Assurance Committee UEB Risk Review Sub-Group	
Reg II (6.7.4)	Approval of the reports and agreement of recommendations from any Council Effectiveness Reviews and agreement of any actions in response	Council			
Reg II (6.8.1)	Approval of any arrangements for another institution to offer programmes or degrees under the University's name	Council		Senate President & Vice-Chancellor University Executive Board	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.4)	Ability to borrow money and give security: (a) amendments to the internal borrowing limit (b) authority to borrow up to the internal borrowing limit	Council		Council Finance Committee	
Reg II (4.10.5)	Refinancing or reorganising any capital, finance or credit previously raised or obtained by the University	Council		Council Finance Committee	
Reg II (4.10.6)	Providing guarantees, support or security for the payment, repayment or discharge of any monies, debts or liabilities, or the performance or observance of any obligations, by any person or undertaking	Council	£10m and over: no delegation Up to £10m: Council Finance Committee		The giving of guarantees by charities can raise difficult issues under charity law and therefore this power is confined to Council/Council Finance Committee.

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.7)	Creating or granting a mortgage, charge, pledge, lien or encumbrance of any kind over any of the University's undertaking, property or assets	Council		Council Finance Committee	No further delegation
Reg II (4.10.10)	Entering into a contract to protect the University and its assets against any fluctuation in rates of exchange, interest, stocks, bonds or commodity prices, or in order to secure a profit or avoid a loss in respect of the value of property	Council		Council Finance Committee	Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5) and	Determination of remuneration of President & Vice-Chancellor	Council	Council Senior Remuneration Committee		Council Senior Remuneration Committee sets objectives and determines the overall remuneration package including the operation of any bonus scheme which may be in place See CUC Higher Education Senior Staff Remuneration Code
Reg II (4.5)	Determination of remuneration of members of UEB and the University Secretary	Council	Council Senior Remuneration Committee	President & Vice-Chancellor	Council Senior Remuneration Committee sets objectives and determines overall remuneration packages including the operation of any bonus schemes which may be in place See CUC Higher Education Senior Staff Remuneration Code
Reg II (4.5)	Authorisation of any severance payments for the President & Vice-Chancellor, members of UEB and the University Secretary	Council	Council Senior Remuneration Committee	President & Vice-Chancellor Director of HR	See CUC Higher Education Senior Staff Remuneration Code

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Appointment of Heads of Academic Departments/Schools	Council	President & Vice-Chancellor	Director of HR Relevant Vice-President & Head of Faculty	
Reg II (4.5)	Appointment of Professors and equivalent level staff	Council	President & Vice-Chancellor Relevant Vice-President & Head of Faculty	Director of HR	
Reg II (4.5)	Appointment of all other employees of the University and issue of contracts of employment	Council	Director of HR	Relevant Head of School Relevant Professional Service Director	
Reg II (4.5)	Promotions to Personal Chair	Council	University Reward and Recognition Panel	Director of HR	

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Approval of recommendations for the regrading/promotion of all other employees	Council	Director of HR Further delegation to the UEB Member responsible for each area of the University	Relevant Head of School Relevant Professional Service Director	
Reg II (4.5)	Termination of employment contracts and dismissal of employees	Council	Director of HR		
Reg II (4.5)	Authorisation of any payments associated with ill-health and early retirement for staff (other than those within the remit of the Council Senior Remuneration Committee)	Council	Director of HR		

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Reaching settlements with staff, including statutory, contractual and non-contractual payments, in line with employment legislation and approved internal procedures	Council	Council Senior Remuneration Committee Director of HR	President & Vice-Chancellor Director of HR	
Reg II (4.5)	Issuing of agreements for services with contractors/workers	Council	Director of HR		
Reg II (4.5)	Requesting criminal activity reports from the Disclosure and Barring Service, and BPSS, SC and DV security clearances for relevant post holders in line with approved procedures	Council	Director of HR in the case of DBS reports Chief Operating Officer, Vice-President for Research & Innovation, AMRC Chief Executive in the case of security clearances		

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Negotiation and agreement of collective terms and conditions of employment	Council	Director of HR		
Reg II (4.5)	Negotiation and agreement of individual contracts of employment	Council	Director of HR		
Reg II (4.5)	Conferment of appointments for staff following successful probationary period	Council	Director of HR	Another member of UEB University Secretary Relevant Head of School Relevant Professional Service Director	
Reg II (4.5)	Conferment of visiting, honorary, emeritus and other academic titles on non-employees	Council	Director of HR	Vice-President & Head of Faculty Vice-President for Research & Innovation	In line with agreed procedures as determined from time to time by the University Executive Board

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.6)	Hearing of concerns raised by aggrieved staff	Council	Director of HR		Neither Council nor Senate make decisions on individual cases. Further delegations and authority are set out in the relevant Regulations, Policies and Procedures. Grievance Policy and Procedure
Reg II (4.6)	Consideration of matters of research misconduct: investigation and determination	Council	Director of HR		Policy and Procedures for Investigating and Responding to Allegations of Research Misconduct

Section 2: Powers delegated by Council					
Students					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.6)	Complaints submitted by students or graduates: (a) decision as to whether a substantive case exists (b) review of complaint, if held to be substantive	Council	(a) Vice-President other than that of the student's or graduate's Faculty (b) Case Review Panel	Senate Student and Academic Experience Sub-Committee	Neither Council nor Senate make decisions on individual cases. Further delegations and authority are set out in the relevant Regulations, Policies and Procedures. Student Complaints Procedure
Reg II (4.9)	Provision of services to support the welfare of students	Council	President & Vice-Chancellor Further delegation to Chief Operating Officer	Senate Student and Academic Experience Sub-Committee	
Reg II (5.17)	Students' Union (a) Approval of constitution (b) Code of Practice (c) Funding	Council		University Executive Board University Secretary Finance Committee (funding)	

Section 2: Powers delegated by Council					
Teaching, learning and research					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.7)	Overall responsibility for learning, teaching and academic standards	Council	Senate Further delegation to Senate Education Committee and its sub-committees		
Reg II (4.8)	Overall responsibility for research	Council	Senate Further delegation to Senate Research and Innovation Committee and its sub-committees and to Senate University Research Ethics Committee		
Reg II (4.7)	Receipt of Senate Annual Academic Assurance Report	Council		Senate	

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10)	Banking activities such as bank signatories	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.10)	Creation and amendment of Financial Regulations	Council	Council Finance Committee		No further delegation
Reg II (4.10)	Creation and amendment of Financial Policies under the Financial Regulations	Council	Council Finance Committee Chief Financial Officer or Director of Finance (for minor or consequential amendments)	Chief Financial Officer	
Reg II (4.10)	Commercialisation of Intellectual Property	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10)	Intellectual Property	Council	Senate	Vice-President for Research & Innovation Chief Operating Officer Director of Research Partnerships & Innovation	Intellectual Property Policy
Reg II (4.10)	Determining tuition fees	Council	President & Vice-Chancellor University Executive Board UEB Student Recruitment and Population Sub-Group	UEB	Includes discounts to sponsors and the write off of tuition fees Further delegation detailed within the UEB Student Recruitment and Population Sub-Group Scheme of Delegated Authority Further delegation detailed within the Financial Regulations and supporting Financial Policies Fees and Charges to Students Policy
Reg II (4.10)	Determining student accommodation fees	Council	President & Vice-Chancellor	UEB	Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (5.18)	Receipt of gifts	Council		University Secretary	Donations Acceptance Policy

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.1)	Investment of funds	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.10.1)	Management of endowments, including Endowment Investment Policy and Treasury Management Policy	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.10.8)	Providing an indemnity in respect of a claim, proceeding, tax, liability, loss, expense, failure, default or contingency, either with or without security	Council	Council Finance Committee Council approval required if indemnities are secured		No further delegation Council powers articulated to cover a wide range of potential situations Specific process and authority to be defined depending on the nature of the transaction
Reg II (4.10.9)	Entering into an agreement or arrangement relating to the priority of any debts or liabilities incurred either by, or in favour of, the University	Council	Council Finance Committee		No further delegation Council powers articulated to cover a wide range of potential situations Specific process and authority to be defined depending on the nature of the transaction

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Insurance	Council		Chief Financial Officer	
Reg II (5.14)	Annual Performance and Value for Money Report	Council	Council Audit and Risk Committee		

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.2)	Leases of land and property	Council	Total contract value: **£10m and over:** no delegation **£5m and over and up to £10m:** Council Finance Committee **£3m and over and up to £5m:** UEB **£500k and over and up to £3m:** UEB	UEB	See Capital Projects section below for further delegations
Reg II (4.10.2)	Leases of equipment	Council	Total contract value: **£10m and over:** no delegation **£5m and over and up to £10m:** Council Finance Committee **£3m and over and up to £5m:** UEB **£500k and over and up to £3m:** UEB	UEB	See Capital Projects section below for further delegations

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.3)	Capital Projects Purchase, refurbishment, development of land, property, equipment and systems	Council	Total contract value:		NB. Delegated approval amounts refer to cumulative project costs
			£10m and over: no delegation	Council Finance Committee	No further delegation
			£5m and over and up to £10m: Council Finance Committee	UEB	
			£3m and over and up to £5m: UEB		Further delegation within these parameters to the President & Vice-Chancellor, advised by UEB and the UEB Estates and Capital Sub-Group, or the UEB Complex Projects Oversight Group in the case of complex projects as designated by UEB, or the UEB IT Sub-Group in the case of IT capital expenditure

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
			£500k and over and up to £3m: UEB		Further delegation within these parameters to the UEB Estates and Capital Sub-Group, or the UEB Complex Projects Oversights Group in the case of complex projects as designated by UEB, or the UEB IT Sub-Group in the case of IT capital expenditure Estates Capital and Revenue Steering Group (ECRSG) only in respect to annual recurrent capital budgets (e.g. Capital Backlog Maintenance, Capital Health & Safety, Capital Teaching & Learning); and only when the following additional approvals are in place: • Where **any individual project is >£1m**, the Head of Financial Management or Chief Finance Officer must also approve; • Where **any individual project is >£3m**, UEB Estates Capital Sub-Group must also approve.

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
			Up to £500k: UEB		Further delegation within these parameters to the Estates Development Group, a sub-group of the UEB Estates and Capital Sub-Group and the Estates Capital and Revenue Steering Group (ECRSG) only in respect to annual recurrent capital budgets (e.g. Capital Backlog Maintenance, Capital Health & Safety, Capital Teaching & Learning) Capital Expenditure Policy
Reg II (4.10.3)	Sale of land and property	Council	Total contract value: **£10m and over:** no delegation **£5m and over and up to £10m:** Council Finance Committee **£3m and over and up to £5m:** UEB **£500k and over and up to £3m:** UEB	UEB Estates and Capital Sub-Group	See Capital Projects section above for further delegations
Reg II (4.10.3)	Disposal of furniture and equipment (other than for recycling or scrap)	Council	Council Finance Committee	Chief Financial Officer	Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Contracts for the purchase of goods and services	Council	Council Finance Committee	Chief Financial Officer	Further delegation detailed within the Financial Regulations and supporting Financial Policies Where a contract is material, a decision on whether Council Finance Committee and Council approval is required will be made by the Chief Financial Officer, according to the initial and ongoing risk and liability, with advice from the University Secretary and with reference to the financial thresholds for capital approvals Procurement Policy

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Bidding, negotiation and approval of contracts for the supply of goods and services to third parties	Council	Council Finance Committee (material contracts) Chief Operating Officer	Chief Financial Officer	Further delegation detailed within the Financial Regulations and supporting Finance Policies Where a contract is material, a decision on whether Council Finance Committee and Council approval is required will be made by the Chief Financial Officer, according to the initial and ongoing risk and liability, with advice from the University Secretary and with reference to the financial thresholds for capital approvals Authority to Sign Contracts Policy
Reg II (4.13)	Major funding applications and acceptances, including of research grants	Council	President & Vice-Chancellor	Vice-President for Research & Innovation Chief Financial Officer (in the case of commercial research)	Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Decisions relating to non-financial commitments (e.g. confidentiality agreements, material transfer agreements, not-for-money research contracts)	Council	President & Vice-Chancellor Further delegation to the Vice-President for Research & Innovation and the Chief Financial Officer	Director of Research Partnerships & Innovation AMRC Chief Executive and Financial Controller	Further delegation and authority to sign contracts and agreements detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.13)	Memoranda of Agreement	Council	President & Vice-Chancellor Further delegation to the Director, Global Engagement and (if financial implications) an Authorised Financial Officer	Chief Operating Officer Chief Financial Officer Vice President for Research & Innovation AMRC Chief Executive or Financial Controller	Further delegation and authority to sign contracts and agreements detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Memoranda of Understanding	Council	President & Vice-Chancellor Further delegation to the Director, Global Engagement and (if financial implications) an Authorised Financial Officer	Chief Operating Officer Chief Financial Officer Vice President for Research & Innovation AMRC Chief Executive or Financial Controller	Further delegation and authority to sign contracts and agreements detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.11)	University companies: creation, investment, alteration, disposal of rights held by the University, and providing Letters of Support for subsidiary companies	Council	Council Finance Committee Council approval required for the creation/disposal of a major subsidiary (as decided by the Chief Financial Officer with advice from the University Secretary according to their risk and liability and with reference to the capital project approval thresholds)	Chief Financial Officer Council Finance Committee	Creation, Disposal & Governance of University Companies Policy

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.11)	Appointment of University staff as directors of companies wholly or partly owned by the University, where required	Council	University Executive Board		
Reg II (4.16)	Appointment of members of University staff as directors of companies not wholly or partly owned by the University	Council	Council Nominations Committee		
Reg II (4.11)	Appointment of auditors for University's subsidiary companies	Council	Council Audit and Risk Assurance Committee		

Section 2: Powers delegated by Council					
Legal and regulatory					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.14)	Custody of the Seal	Council	Chief Financial Officer		No further delegation
Reg II (4.13) and Reg XII	Executing documents by deed	Council	Seal to be affixed in the presence of any member of Council and one of: • the President & Vice-Chancellor • the Provost & Deputy Vice-Chancellor • a Vice-President • an Authorised Financial Officer		No further delegation See Regulation XII for the procedure for executing deeds Policy on the Use of the University Seal
Reg II (4.16)	Management of major or material legal claims brought by or against the University	Council	President & Vice-Chancellor University Executive Board	University Secretary Chief Financial Officer (commercial claims)	
Reg II (4.6)	Approval of Public Interest Disclosure Policy	Council	Council Audit and Risk Assurance Committee	Director of HR	
Reg II (4.6)	Consideration of protected disclosures made in the public interest: investigation and hearing of related matters	Council	Director of HR University Secretary		No further delegation Public Interest Disclosure Policy

Section 2: Powers delegated by Council					
Legal and regulatory					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
St 4(4)(g) Reg II (6.4.3)	Agree internal audit plan	Council	Council Audit and Risk Assurance Committee	UEB Risk Review Group UEB University Secretary	
Reg II (5.7)	OfS Conditions Compliance Register	Council	[Council Audit and Risk Assurance Committee]	UEB Risk Review Group UEB University Secretary	
Reg II (5.7)	OfS financial returns (a) TRAC (b) OfS Financial Return Commentary and Workbook	Council	Council Finance Committee	Chief Financial Officer	
Reg II (5.7)	Submission of reportable events to the OfS	Council	President & Vice-Chancellor and their Executive Board University Secretary		
Reg II (5.7)	Responses to OfS consultations	Council	President & Vice-Chancellor and their Executive Board		

Section 2: Powers delegated by Council					
Legal and regulatory					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (5.7)	Annual Prevent Accountability and Data Return	Council		University Executive Board	
Reg II (5.7)	Student Protection Plan and Access and Participation Plan	Council		University Executive Board Student and Academic Experience Sub-Committee	
Reg II (6.5)	Modern Slavery Statement	Council		University Executive Board Council Finance Committee	
Reg II (6.5) and (5.9)	Code of Practice on Freedom of Speech	Council		University Executive Board University Secretary	
Reg II (5.7)	Responses to sector consultations e.g. UUK, OIA, USS	Council	President & Vice-Chancellor and their Executive Board		
Reg II (5.15)	UKVI	Council	University Executive Board	Chief Operating Officer Director of HR	
Reg II (5.15)	Carbon Plan	Council		University Executive Board UEB Sustainability Sub-Group	
Reg II (5.10)	EDI Governance Framework	Council	Council Equality, Diversity and Inclusion Committee	UEB Equality, Diversity and Inclusion Sub-Group	

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
IX 1.1.1	To act as an advisory body to Council on any issues related to the education and research, encompassing innovation, activities of the University, including changes to Regulations as set out in Regulation I and Regulation II (4.2). Council will use the Senate as a consultative body as set out in Regulation II (10).	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Any action taken on behalf of the Senate under delegated authority shall be reported to the Senate setting out the rationale for those decisions and including any supporting papers where appropriate.
IX 1.1.2	To receive assurance regarding the education or research-related work of Faculties and Schools, reviewing and noting compliance with the conditions of registration from the Office for Students.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Senate receives assurance through its Committees and other formal items of business and is responsible for providing academic assurance on these matters to Council.
IX 1.1.3	To provide assurance to Council on education and research, the admission and regulation of students, and academic quality and standards.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Senate actively considers quality and enhancement of education and research and receives assurance through its Committees and other formal items of business and is responsible for providing academic assurance on these matters to Council.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
IX 1.1.4	To provide assurance to the President & Vice-Chancellor as Accountable Officer regarding academic and student-related conditions of registration from the Office for Students and compliance with OFSTED requirements.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Senate considers compliance with external regulatory requirements and receives assurance through its Committees and other formal items of business and reports on these matters to Council.

IX 1.1.5	To review and amend Regulations for which it has responsibility, as set out in Regulation I.	Senate	Further delegation as follows: 1. Major or substantive amendments to Regulations and new Regulations are approved by the Senate on the recommendation of the relevant Senate Committee(s). 2. Minor or consequential amendments required as a result of substantive changes or new or amended institutional policies approved by the Senate, or changes in organisational structure or named roles, can be approved by the relevant Senate Committee and may be taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4, as follows: Senate Education Committee: • XIV: General Regulations for Apprenticeships; • XV: General Regulations for First Degrees; • XVIII: General Regulations relating to Examinations; • XIX: Regulations relating to the Progress of Students; • XX: General Regulations relating to Academic Appeals; • XXI: General Regulations relating to Student Fitness to Practise.	Senate receives advice and recommendations from the Senate committees and other individuals or groups as required. Senate approves the overarching Regulations and policies which provide the structure and principles under which other Regulations are nested. Senate Committees will report to Senate to explain the rationale for any recommendations or approvals.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
			Senate Research and Innovation Committee: • XVII Regulations for Higher Doctorates. Senate Education Committee and Senate Research and Innovation Committee: • XVI: General Regulations for Higher Degrees, Postgraduate Diplomas and Certificates; • XXII: Regulations relating to the Discipline of Students; • XXIII: Regulations relating to Student Intellectual Property.	
IX 1.1.6	To oversee and regulate the recruitment, selection, admission, teaching, supervision and assessment of the students of the University; to decide on the award of degrees or other academic awards or distinctions and to regulate the conduct, discipline and academic progress of the students.	Senate	Further delegation to the Senate Education Committee and Senate Research and Innovation Committee, the President & Vice-Chancellor or a Vice-President other than one responsible for a Faculty, [taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4,] including but not limited to the approval of waivers for individual students.	Senate approves the Regulations and policies which provide the framework within which these activities take place.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
IX 1.1.7	To monitor and maintain academic standards, to monitor and enhance the quality of academic provision, to approve new programmes of study and closure of programmes, or major amendment to existing programmes.	Senate	Further delegation to the Senate's Committees, the President & Vice-Chancellor or a Vice-President other than one responsible for a Faculty, [taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4.] Authority for the approval of new programmes of study, major amendments, and closed taught programmes of study and the associated programme regulations is delegated to the Senate Education Committee and may be taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4.	Senate Committees will report to Senate, for example to explain the rationale for any recommendations or approvals and may choose to escalate a matter for decision despite holding delegated authority. A management decision to suspend recruitment to a taught programme or programmes sits outside the powers of Senate but such decisions are reported to the Senate Education Committee for report to Senate.

IX 1.1.8	To delegate decision-making responsibilities for education and research activities to Senate sub-committees, to Faculties, and to staff as appropriate, detailed in this Regulation III, and to receive assurance related to delegation.	Senate	Senate approves the terms of reference and memberships of the Senate Committees and any ad-hoc working, task and finish or other group acting on behalf of the Senate. Further delegations are set out in this Regulation III. The approval of internal institutional education policies and procedures is made on the recommendation of the Senate Education Committee. Approval of institutional research, innovation and knowledge exchange policies and procedures is made on the recommendation of the Senate Research and Innovation Committee. Senate approves significant amendments to the University's 'Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue' (including at the point of the 5 yearly review of the policy and potentially controversial changes). Approval of routine or minor amendments to the University's 'Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue' and associated documentation is delegated to the Senate University Research Ethics Committee.	Senate takes an overview of University policy framework governing education and research activities to provide assurance to Council that the necessary policies are in place to ensure that expectations are clear, decision making and actions are consistent and that the University is compliant with statutory and regulatory requirements. Senate recommends external governance documents for Council approval, e.g. Degree Outcomes Statement, Student Protection Plan. Senate's Committees develop and recommend and review policies and guidance on behalf of Senate, providing assurance on their implementation and effectiveness. Senate Committees will report to Senate to explain the rationale for any recommendations or approvals and may choose to escalate a matter for decision in spite of holding delegated authority.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
			Minor or consequential amendments required as a result of substantive changes to other policies or the impact of new policies or new or amended Regulations approved by the Senate, or changes in organisational structure or named roles, can be approved by the relevant Senate Committee and may be taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4.	
IX 1.1.9	To report on any other matter referred to or delegated to it by the Council, in relation to education and research activities.	Senate	Further delegation may be made to the Committees of Senate to inform Senate's reports to Council.	Council's primary functions include to review, test, refer back, control, amend or disallow any act of the Senate and give directions to the Senate.
IX 1.1.10	To discuss and declare an opinion on any matter whatsoever relating to the University.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Council's primary functions include to review, test, refer back, control, amend or disallow any act of the Senate and give directions to the Senate.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
XI 2.1	The power to withdraw any Degree (other than an Honorary Degree), Diploma, Certificate, Associateship, or Distinction which has been awarded to or conferred upon any person.	Senate	The President & Vice-Chancellor or the Provost & Deputy Vice-Chancellor or a Vice-President other than one responsible for a Faculty.	Withdrawal will be considered and approved in accordance with the Withdrawal of Degrees and Distinctions Procedure approved by Senate. Any decision to withdraw a degree or other aware under Regulation XI will be reported to the Senate as action taken.
XXV	The power to impose fines and other penalties as set out in the Regulations relating to the Library.	Council and Senate	The Director of Library Services & University Librarian	

Regulation IV:
The Auditor

1. The Auditor shall be appointed for a term of up to five years and shall receive such remuneration as may be determined by the Council.
2. A competitive tender for external audit services should usually be undertaken at least every five years. In circumstances where the Audit and Risk Assurance Committee decides that it is necessary to safeguard the quality of the audit without compromising the independence and objectivity of the external auditor, the Auditor may continue in this position, without market testing, **for two additional one-year periods**.
3. Following a competitive tender process the University may re-appoint the Auditor for consecutive terms.
4. One named individual partner in the firm is normally responsible for the University's audit; they should not hold this position for more than 10 consecutive years.

Regulation V:
The Members of the University

1. The following persons shall be Members of the University:

    The University Officers:

        The Chancellor;

        The Pro-Chancellors;

        The President & Vice-Chancellor;

        The Provost & Deputy Vice-Chancellor;

        The Vice-Presidents;

        The Treasurer;

        The University Secretary;

    The Members of the Council;

    The Members of the Senate;

    The Emeritus Professors;

    The Alumni of the University;

    The Members of the Staff of the University;

    The Students of the University;

    Such other persons as shall under Regulation be granted the status of Members.

2. Membership of the University shall continue so long only as one at least of the qualifications above enumerated shall continue to be possessed by the individual Member.

Regulation VI:
The University Officers

1. The Chancellor

1.1 The Chancellor shall be appointed by the Council and shall be installed at a ceremony of the University.

1.2 Pursuant to Article 6 of the Charter, the duties of the Chancellor shall be:

1.2.1 to act as the titular head of the University entitled to confer degrees and other academic awards of the University; *and*

1.2.2 to undertake such ceremonial and formal duties as the Council may request from time to time.

1.3 The Chancellor shall not hold any paid appointment in the University.

1.4 The Chancellor shall hold office for a period of five years from the date of appointment but the Council may extend the Chancellor's tenure of office for one further period of not more than five years.

1.5 The Chancellor may resign by letter addressed to the University Secretary and may be removed for good cause by the Council after the Chancellor has been given the opportunity to make representations against their removal.

2. The Chair of Council

2.1 The Council shall appoint a Chair of the Council who shall by virtue of that office be a Pro-Chancellor.

2.2 The Chair of the Council shall not hold any paid appointment in the University.

2.3 The duties of the Chair of the Council shall be:

2.3.1 to be responsible for the leadership of the Council and ensure that the business of the Council is carried out efficiently and effectively for the furtherance of the University's Objects and in accordance with the University's instruments of governance, the principles of public life drawn up by the Ethics and Integrity Committee, and the public interest governance principles drawn up by the Office for Students;

2.3.2 to seek advice from the University Secretary in any case of uncertainty as to the performance of their duties or the business of the Council; *and*

2.3.3 to undertake such other duties as may be specified by the Council.

2.4 Subject to the Statutes, the Chair of the Council shall hold office for four University years and shall be eligible for re-appointment for one further such term and a further one-year extension, up to a maximum of nine years in total.

2.5 In the event of a casual vacancy occurring in the office of Chair of the Council, the Council may appoint an Acting Chair to hold office for the remainder of the University year.

2.6 The Chair of Council may be removed by the Council in accordance with Regulation II.

3. The Pro-Chancellors

3.1 Pro-Chancellors other than the Chair of the Council shall be appointed by the Council.

3.2 The Pro-Chancellors shall not hold any paid appointment in the University.

3.3 The duties of the Pro-Chancellors shall be:

3.3.1 to support the Chair of the Council in meeting their responsibilities, including chairing meetings of the Council during the absence of the Chair or during a vacancy in the office of the Chair of Council;

3.3.2 to take lead roles for assurance in relation to particular aspects of the Council's business as may be specified by the Council;

3.3.3 to chair meetings of such Committees and undertake such other duties as may be specified by the Council including the conferment of degrees and other academic awards of the University.

3.4 A Pro-Chancellor appointed under this Regulation shall, subject to the Statutes, hold office for four University years and shall be eligible for re-appointment for one further such term and a further one-year extension, up to a maximum of nine years in total.

3.5 A Pro-Chancellor may be removed by the Council in accordance with Regulation II.

4. The Treasurer

4.1 The Treasurer shall be appointed by the Council.

4.2 The Treasurer shall not hold any paid appointment in the University.

4.3 The duties of the Treasurer shall be:

4.3.1 to work with the Chair of the Council to seek to ensure that the Council exercises efficient and effective use of the resources of the University for the furtherance of its Objects and in accordance with the Office for Students' continuing conditions of registration relating to financial sustainability;

4.3.2 to chair meetings of the Council Finance Committee; *and*

4.3.3 to undertake such other duties as may be specified by the Council.

4.4 Subject to the Statutes, the Treasurer shall hold office for four University years and shall be eligible for re-appointment for one further such term and a further one-year extension, up to a maximum of nine years in total.

4.5 In the event of a casual vacancy occurring in the office of Treasurer, the Council may appoint an acting Treasurer to hold office for the remainder of the University year.

4.6 The Treasurer may be removed by the Council in accordance with Regulation II.

5. The President & Vice-Chancellor

5.1 The President & Vice-Chancellor shall be appointed to that position by the Council after recommendation by a Committee of the Council which includes members of the Council and the Senate appointed by the Chair of Council.

5.2 The President & Vice Chancellor shall by virtue of their office be a Member of Council.

5.3 Pursuant to Article 7 of the Charter, the President & Vice-Chancellor shall be the chief executive of the University, the accountable officer to the Office for Students and the Chair of Senate and shall in the absence of the Chancellor be entitled to confer degrees and other academic awards of the University.

5.4 Subject to the Statutes, the President & Vice-Chancellor shall hold office for a period of seven years and shall be eligible for re-appointment for further periods after recommendation by a Committee of the Council comprising senior members of the Council and the Senate. Members of the Committee shall be appointed by the Chair of Council.

5.5 A President & Vice-Chancellor who is also a Professor of the University may continue to hold the latter office on retirement from the office of President & Vice-Chancellor.

5.6 The President & Vice-Chancellor may be removed by the Council in accordance with Regulation VII.

6. The Provost & Deputy Vice-Chancellor

6.1 The Provost & Deputy Vice-Chancellor shall be appointed by the President & Vice-Chancellor on the recommendation of a Committee chaired by the President & Vice-Chancellor. Membership of the Committee shall include staff appointed by the President & Vice-Chancellor.

6.2 Subject to Section 6 of the Statutes, the Provost & Deputy Vice-Chancellor shall hold office for an initial period not exceeding five years, and shall be eligible for re-appointment, or shall be appointed on an open-ended basis, as determined by the Committee referred to at 6.1 above and recommended to Council.

6.3 The duties of the Provost & Deputy Vice-Chancellor shall be:

6.3.1 to act for the President & Vice-Chancellor during the absence of the President & Vice-Chancellor or during a vacancy in the office of President & Vice-Chancellor;

6.3.2 to assist the President & Vice-Chancellor in such matters as may be specified by the President & Vice-Chancellor;

6.3.3 to carry out such other duties as may be specified by the President & Vice-Chancellor and the Council.

6.4 The Provost & Deputy Vice-Chancellor may be removed by the President & Vice-Chancellor.

7. The Vice-Presidents

7.1 Vice-Presidents shall be appointed by the President & Vice-Chancellor on the recommendation of a Committee chaired by the President & Vice-Chancellor.

Membership of the Committee shall include staff appointed by the President & Vice-Chancellor.

7.2 Subject to Section 6 of the Statutes, a Vice-President shall hold office for an initial period not exceeding five years, and shall be eligible for re-appointment, or shall be appointed on an open-ended basis, as determined by the Committee referred to at 7.1 above and recommended to Council.

7.3 The duties of a Vice-President shall be:

7.3.1 to act for the President & Vice-Chancellor during the absence of the President & Vice-Chancellor and Provost & Deputy Vice-Chancellor or during a vacancy in the office of President & Vice-Chancellor and Provost & Deputy Vice-Chancellor:

7.3.2 to assist the President & Vice-Chancellor in such matters as may be specified by the President & Vice-Chancellor;

7.3.3 to carry out such other duties as may be specified by the President & Vice-Chancellor and the Council.

7.4 A Vice-President may be removed by the President & Vice-Chancellor .

8. The University Secretary

8.1 The University Secretary shall be appointed by the Council on the recommendation of a Committee chaired by the Chair of Council. Membership of that Committee shall include the President & Vice-Chancellor and staff appointed by the President & Vice-Chancellor and a member of the Senate appointed by the Chair of Council.

8.2 The University Secretary shall be the Secretary of the Council and the Senate.

8.3 The University Secretary may be removed by the Council in accordance with Regulation II.

Regulation VII:
The Dismissal and Removal from Office of the President & Vice-Chancellor

1. This Regulation sets out the applicable procedure for the Council determining that the President & Vice-Chancellor shall be dismissed and removed from office, for any reason.
2. The Chair of the Council may at any time request Council to consider the dismissal and removal from office of the President & Vice-Chancellor where:
    - 2.1 the Chair themselves considers that there are grounds for such dismissal and removal from office; *or*
    - 2.2 the Chair has received a written request from any member of Council seeking the dismissal and removal from office of the President & Vice-Chancellor and the Chair considers that it raises sufficient grounds for the matter to be referred to Council for decision.
3. Where the Council is to be asked to consider the dismissal and removal from office of the President & Vice-Chancellor, the Chair of the Council shall notify the President & Vice-Chancellor of that fact.
4. The Chair of Council may suspend the President & Vice-Chancellor from their duties and may exclude the President & Vice-Chancellor from the precincts of the University or any part thereof without loss of salary:
    - 4.1 where the Council is to be asked to consider the President & Vice-Chancellor's dismissal and removal from office; *or*
    - 4.2 at any other time where the Chair considers that this is appropriate.
5. At any meeting of Council at which the dismissal and removal from office of the President & Vice-Chancellor is to be considered, the Chair may request the President & Vice-Chancellor to absent themselves from the whole or any part of that meeting.
6. If the Council considers that it is necessary, before taking any decision on the proposed dismissal and removal from office of the President & Vice-Chancellor, to investigate any matter or establish any facts, it may at its discretion appoint a member or members of the Council to carry out such investigation and make a written report to the Council. It shall be for the member or members of Council so appointed to determine how any such investigation should be progressed, save that the President & Vice-Chancellor shall be afforded the opportunity to make written or oral representations (as the member or members of Council appointed consider appropriate) before reporting back to the Council. Nothing in this paragraph shall oblige the Council to appoint a member or members of the Council to carry out any investigation before the Council determines whether the President & Vice-Chancellor shall be dismissed or removed from office.
7. The Council may decide by a simple majority of those present to dismiss the President & Vice-Chancellor and remove them from office and whether such dismissal shall be a summary dismissal (i.e. without notice or payment in lieu of notice) or a dismissal on notice or (where provided for in the President & Vice-Chancellor's contract of employment) with a payment in lieu of notice. If the vote shall be equally divided for and against, the Chair shall have a second and casting vote. The Council's decision shall be final.

Regulation VIII:
Definitions

1. As provided for in the Charter and Statutes:

1.1 **"Academic Staff"** means:

1.1.1 any employee employed by the University to engage directly in, or carry out teaching, learning and research in an academic context under the terms of their contract of employment;

1.1.2 such other senior Members of Staff as may be determined by Council from time to time.

1.2 **"Charter"** means the Charter of the University.

1.3 **"Council"** means the Council of the University.

1.4 **"Objects"** means the objects of the University set out in the Charter, being to advance education through teaching and research.

1.5 **"Regulations"** means the Regulations of the University.

1.6 **"Research Staff"** means any employee employed by the University to engage directly in, or carry out research.

1.7 **"Senate"** means the Senate of the University.

1.8 **"Staff"** means all persons employed by the University.

1.9 **"Statutes"** means the Statutes of the University which shall be interpreted in such a way as not to conflict with the Charter.

1.10 **"Student"** means any registered student of the University.

1.11 **"Students' Union"** means the body known as "The University of Sheffield Union of Students".

1.12 **"Teaching Staff"** means any employee employed by the University to engage directly in, or carry out teaching and learning.

1.13 **"University"** means the University of Sheffield.

1.14 **"University Year"** means the period of 12 calendar months ending on the last day of July in each year or on such other day in each year as the Council shall determine.

2. In addition:

2.1 **"Authorised Financial Officer"** means the Chief Financial Officer, Financial Controller, Associate Director of Financial Planning & Performance, Commercial Director or interim authorised delegate.

2.2 **"Chancellor"** means an Officer of the University with the title of Chancellor appointed in accordance with Regulation VI.

2.3 **"Committee"** means a committee or sub-committee of Council constituted in accordance with these Regulations.

2.4 **"Equality Duty"** means the public sector equality duty on public authorities set out in section 149 of the Equality Act 2010.

2.5 **"Faculty"** means an academic faculty of the University, the powers and details of which are set out in Regulation X.

2.6 **"Member"** means a member of the University pursuant to Regulation V.

2.7 **"Member of Council"** or **"Council Member"** means a member of the Council appointed in accordance with Regulation II.

2.8 **"Office for Students"** means the Office for Students, a non-departmental public body of the Department for Education, acting as the regulator and competition authority for the higher education sector in England, and includes any successor body.

2.9 **"President & Vice-Chancellor"** means an Officer of the University with the title of President & Vice-Chancellor appointed in accordance with Regulation VI and pursuant to Article 7 of the Charter.

2.10 **"Pro-Chancellor"** means an Officer of the University with the title of Pro-Chancellor appointed in accordance with Regulation VI.

2.11 **"Professional Staff"** means any member of Staff other than Academic, Teaching or Research Staff employed by the University to provide professional and support services under the terms of their contract of employment.

2.12 **"Professor"** means a member of Academic Staff who has been appointed as professor by the University.

2.13 **"Provost & Deputy Vice-Chancellor"** means an Officer of the University with the title of Provost & Deputy Vice-Chancellor appointed in accordance with Regulation VI.

2.14 **"Scheme of Delegation"** means the summary of the powers of the Council, the Senate and the Faculties set out in Regulation III as maintained by the University and which includes a non-exhaustive list of powers that have been delegated in accordance with the Statutes and Regulation II.

2.15 **"Seal"** means the seal of the University applied to documents signed or executed as a deed, in accordance with Regulation XII and Financial Regulations.

2.16 **"Senior Academic Officer"** means the Provost & Deputy Vice-Chancellor, the Vice-Presidents, the Chief Financial Officer and the Chief Operating Officer.

2.17 **"Treasurer"** means an Officer of the University with the title of Treasurer appointed in accordance with Regulation VI.

2.18 **"University Officer"** shall mean those persons holding the offices set out in Regulation VI and includes any deputy appointed in accordance with these Regulations.

2.19 **"Vice-President"** means an Officer of the University with the title of Vice-President appointed in accordance with Regulation VI, for the purposes of Regulations I to XII, and otherwise has the meaning conferred in Regulation XIII.

Regulation IX:
The Senate

1. Powers of the Senate

1.1 The Senate shall have the following powers:

1.1.1 To act as an advisory body to Council on any issues related to the education and research, encompassing innovation, activities of the University, including changes to Regulations as set out in Regulation I and Regulation II (4.2). Council will use the Senate as a consultative body as set out in Regulation II (10).

1.1.2 To receive assurance regarding the education or research-related work of Faculties and Schools, reviewing and noting compliance with the conditions of registration from the Office for Students.

1.1.3 To provide assurance to Council on education and research, the admission and regulation of Students, and academic quality and standards.

1.1.4 To provide assurance to the President & Vice-Chancellor as Accountable Officer regarding academic and student-related conditions of registration from the Office for Students and compliance with OFSTED requirements.

1.1.5 To review and amend Regulations for which it has responsibility, as set out in Regulation I.

1.1.6 To oversee and regulate the recruitment, selection, admission, teaching, supervision and assessment of the students of the University; to decide on the award of degrees or other academic awards or distinctions and to regulate the conduct, discipline and academic progress of the students.

1.1.7 To monitor and maintain academic standards, to monitor and enhance the quality of academic provision, to approve new programmes of study and closure of programmes, or major amendment to existing programmes.

1.1.8 To delegate decision-making responsibilities for education and research activities to Senate sub-committees, to Faculties, and to staff as appropriate, detailed in Regulation III: Scheme of Council Delegation, and to receive assurance related to delegations.

1.1.9 To report on any other matter referred to or delegated to it by the Council, in relation to education and research activities.

1.1.10 To discuss and declare an opinion on any matter whatsoever relating to the University.

2. Composition of the Senate

2.1 The Senate shall consist of:

2.1.1 The President & Vice-Chancellor.

2.1.2 The Provost & Deputy Vice-Chancellor.

2.1.3 The Vice-Presidents & Heads of Faculty.

2.1.4 The Vice-President for Education and the Vice-President for Research & Innovation.

2.1.5 The following Faculty Officers:

(a) the Directors of Education;
(b) the Directors of Research and Innovation.

2.1.6 The Heads of School and the Director of the Centre for Engineering Education and Skills.

2.1.7 The Chief Executive of the University's Advanced Manufacturing Research Centre.

2.1.8 Subject to Paragraph 2.1.12, members of the Academic, Teaching, and Research Staff of the University in Grades 7 and above elected by and from that population in each of the Faculties, the total number of whom shall not exceed the number of members under paragraph 2.1.6. These shall be elected by Faculty constituencies, the total number of places to be divided in number in proportion to the size of the electorate in each Faculty, to be determined annually. Such members shall normally hold office for a period of three years.

2.1.9 One member of the Academic, Teaching, and Research Staff of the University in Grades 7 and above elected by and from that population in the University's Advanced Manufacturing Research Centre. Such members shall normally hold office for a period of three years.

2.1.10 Student members comprising six in total from:

(a) the President;
(b) the Education Officer;
(c) four other representatives nominated by the Students' Union.

2.1.11 Professional Services staff members comprising five in total from:

(a) the Chief Operating Officer;
(b) the University Librarian;
(c) three Professional Services staff in Grades 7 and above elected by and from the Professional Services staff of the University. Such members shall normally hold office for a period of three years.

2.1.12 In the case of changes in the proportion of elected places allocated to each Faculty under paragraph 2.1.8, vacancies will only arise and elections will only be required if the total number of elected members under 2.1.8 falls below the number of Heads of School appointed under paragraph 2.1.6. In no circumstances shall the number of members elected under paragraph 2.1.8 exceed the number of Heads of School appointed under 2.1.6.

2.2 Deputies are not permitted except in the following categories and subject to the following conditions, who may appoint a deputy for a specific meeting:

2.2.1 the University Librarian and Chief Operating Officer may only appoint a deputy from their own direct reports;

2.2.2 an Officer of the Students' Union who is a member under paragraph 2.1.10 may appoint a deputy from the Officers of the Students' Union or the Students' Union Council members nominated for this purpose by the President of the Students' Union;

2.2.3 the University Secretary must be notified in advance by the member of Senate that they have nominated a deputy for the specific meeting.

2.3 Fifteen members of the Senate, including not fewer than eleven members of the senior academic staff (Professors and Heads of School), shall form a quorum.

2.4 The Senate shall, in addition to the members in 2.1 above, co-opt such members as may be necessary to ensure that:

2.4.1 the senior members of the academic staff (Heads of School and Professors) shall constitute the majority of the Senate;

2.4.2 Chairs of Senate committees not otherwise in the membership of the Senate are ex-officio members.

2.5 The University Secretary attends as Secretary to the Senate.

3. Validity of Decisions of the Senate

3.1 Decisions taken at a meeting of the Senate shall not be invalidated because of:

3.1.1 a procedural defect of which the Senate is unaware at the time, provided that the defect, once identified, is at the earliest reasonable opportunity brought to the attention of the Senate and the Senate is asked to consider whether the decision should stand;

3.1.2 a technical defect in the appointment of a Senate Member of which the Senate is unaware at the time;

3.1.3 a technical defect in the giving of notice of which the Senate is unaware at the time;

3.1.4 a vacancy in the membership of the Senate.

4. Delegation of Powers of the Senate

4.1 Subject to Regulation II: (4), powers of the Senate shall be delegated in accordance with Regulation III: Scheme of Council Delegation.

Regulation X:
The Faculties

1. Faculties of the University

1.1 The Faculties of the University shall be those of Arts and Humanities; Science; Health; Engineering; and Social Sciences.

2. Powers of the Faculties

2.1 Subject to review by the Senate and to the Statutes and Regulations of the University each Faculty shall:

2.1.1 make recommendations to the Senate regarding the award of Degrees, Fellowships, Prizes and other distinctions and examination results;

2.1.2 in accordance with Regulations made by the Senate review the progress or fitness to practise of students registered in the Faculty and shall have the power in accordance with those Regulations to suspend or exclude any such student from further attendance at lectures, classes and examinations in the Faculty or take such other action as may be prescribed by those Regulations;

2.1.3 in accordance with Regulations made by the Senate consider academic appeals submitted by students registered in the Faculty;

2.1.4 be responsible for programmes of study or research falling within the province of the Faculty and for the academic quality and standards of the teaching, supervision and assessment of students registered in the Faculty;

2.1.5 report to the Senate on Regulations as to programmes of study or research, examinations or other requirements for Degrees, Diplomas, Certificates and other distinctions and as to the award and tenure of Fellowships, Scholarships and Prizes; *and*

2.1.6 undertake any business as delegated by the Senate, as set out in the Scheme of Delegation, and provide assurance on use of delegations through agreed routes.

2.2 Such other matters as shall be committed to any Faculty by the Senate shall be transacted by that Faculty.

3. Delegation of the Powers of the Faculties

3.1 Subject to Regulation II: (4), the powers of the Faculties shall be delegated in accordance with Regulation III: The Scheme of Delegation.

	Power delegated	Body whose power is delegated	Officer or committee to whom the power shall be delegated
3.1.1	The power to recommend to the Senate upon the award of first Degrees, Diplomas and Certificates, undergraduate Prizes and other distinctions and examination results within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Vice-President & Head of Faculty, Faculty Director of Education or designate authorised by the Faculty
3.1.2	The power to recommend to the Senate upon the award of higher Degrees, Diplomas, Certificates and Prizes within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Vice-President & Head of Faculty, Faculty Director of Education, Faculty Director of Research and Innovation or designate authorised by the Faculty
3.1.3	The power to recommend to the Senate upon Regulations relating to programmes of study or research, examinations or other requirements for Degrees, Diplomas, Certificates and other distinctions and upon Regulations relating to Fellowships, Scholarships and Prizes within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Vice-President & Head of Faculty, Faculty Director of Education, Faculty Director of Research and Innovation or designate authorised by the Faculty
3.1.4	The power, in accordance with Regulations made by the Senate, to review the progress of students registered in the Faculty and to suspend or exclude any such student from further attendance at lectures, classes and examinations in the Faculty or to take such other action as may be prescribed by those Regulations, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Student Review Committee of the Faculty in which the student concerned is registered

Regulation XI:
The Conferment and Withdrawal of Degrees

1. Congregations and Conferment of Degrees

1.1 Congregations of the whole University for the conferring of Degrees or other purposes shall be presided over by the Chancellor or in their absence by the President & Vice-Chancellor or in the absence of both by a Pro-Chancellor or the Provost & Deputy Vice-Chancellor or a Vice-President.

1.2 Unless otherwise determined by Regulation, all Degrees shall be conferred at a congregation of members of the University to be held for that purpose, at such time and place as the Council may determine, but at least once a year; and Degrees, other than Honorary Degrees, may be conferred upon persons in absentia on conditions approved by the Senate.

1.3 Honorary Degrees shall be conferred after approval by a Joint Committee of the Senate and the Council.

2. Withdrawal of Degrees and Distinctions

2.1 The Senate may on good cause shown withdraw any Degree (other than an Honorary Degree), Diploma, Certificate, Associateship, or Distinction which has been awarded to or conferred upon any person.

2.2 The Council may on good cause shown and after report from the Senate withdraw an honorary degree conferred upon any person.

Regulation XII:
The Execution of Contracts and Deeds

1. Contracts and Deeds

1.1 The University may execute two types of legal agreement: deeds and contracts. There are fundamental distinctions between these in law; essentially a deed will be used in some transactions because there is a specific statutory requirement for it (e.g. certain land transactions) or because it is regarded as affording more enforceability as to the terms of the agreement. A contract will be used as the basis for all other agreements.

2. Execution as a Deed

2.1 In general, the circumstances that the University may come across where a deed is **required** include:

2.1.1 conveyances of land, or of any interest in land and certain mortgages;

2.1.2 leases of land for terms over three years;

2.1.3 assents, legal charges of land and transferring title to property; *and*

2.1.4 the grant of powers of attorney.

2.2 A deed may be **preferred** where:

2.2.1 there is doubt about whether there is adequate consideration under the agreement; (i.e. the lack or low value of any payment by one party in exchange for a benefit from the other, for example where a guarantee is given by a third party);

2.2.2 the parties to a contract wish to take advantage of an extended period to bring an action for breach of contract (12 years under a deed as opposed to six years under a contract); and

2.2.3 a contract is subsequently varied or otherwise amended and it is not clear whether all the parties are providing fresh consideration.

2.3 It is **conventional** to use a deed where:

2.3.1 a vendor covenants with a purchaser to indemnify it against certain tax liabilities;

2.3.2 there is an assignment of intellectual property;

2.3.3 there is a release of a security; and

2.3.4 a guarantee is given to a bank for amounts previously advanced.

2.4 Where there is any doubt as to whether an agreement should be executed as a deed, legal advice should be sought. If there is doubt then the preferred position would be to execute the agreement as a deed to ensure that the terms are fully enforceable.

3. Procedure for the Execution of Deeds by the University

3.1 In the event that it is determined that an agreement is required or preferred to be executed by the University as a deed, an application shall be made to the Finance Department in the format prescribed from time to time by the Finance Department (and which shall be made available on request), such format to always include the requirement to provide evidence of the approval (whether by the Council or under its delegated authority as may be provided in the Scheme of Delegation or separate delegation) of:

3.1.1 the overall project of which the agreement to be executed as a deed forms a part; *and*

3.1.2 the terms of the agreement itself with such evidence to include details of the date of the approval and by whom.

3.2 The University shall enter into an agreement by deed by affixing the Seal in the presence of:

3.2.1 any member of Council; *and*

3.2.2 any one of the following:

(a) the President & Vice-Chancellor;
(b) the Provost & Deputy Vice-Chancellor;
(c) a Vice-President;
(d) an Authorised Financial Officer.

"Authorised Financial Officer" is defined as the Chief Financial Officer, Financial Controller, Associate Director of Financial Planning & Performance, Commercial Director or interim authorised designate.

3.3 The agreement must declare on the face of it that it is a deed and include the following execution clause to execute it as a deed:

EXECUTED AS A DEED BY AFFIXING)
THE COMMON SEAL of)
THE UNIVERSITY OF SHEFFIELD)
in the presence of:

Member of Council

[Title of officer]

4. Execution under Hand/Execution of Agreements

4.1 The Seal does not need to be used every time the University wishes to enter into a legal agreement. The authority of staff to enter into agreements for and on behalf of the University is prescribed in the University's Financial Regulations.

4.2 There is, however, nothing to preclude the application of the Seal to such agreements and the mere inclusion of the Seal will not render the agreement a deed.

Significant Changes to the General University Regulations: Regulations XIII to XXIII

Significant changes made to General Regulations for 2026-27

Section of Calendar	Key change (see relevant section for detail)	Senate approval	Takes effect
Regulation XIII, 25	Disclosure of any new criminal convictions when re-registering	June 2026	2026-27
Regulation XIII	Notes on registration: new reference to outstanding overdue composite tuitions (1.4)	June 2026	2026-27
Regulation XV, 28, 51	Award of credits, calculating grades for Units	June 2026	2026-27
Regulation XVI, 14	Calculating grades for Units	June 2026	2026-27
Regulation XXII, 4	Addition of Academic Misconduct Policy for PGRs	June 2026	2026-27

Regulation XIII:
General University Regulations

Application and Interpretation

1. Unless stated otherwise, these and the following Regulations apply to students in all Faculties:

   General Regulations for First Degrees;

   General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates;

   General Regulations relating to Examinations;

   General Regulations relating to the Progress of Students;

   General Regulations relating to Academic Appeals;

   General Regulations relating to Student Fitness to Practise;

   Regulations relating to the Discipline of Students;

   Regulations relating to Intellectual Property;

   Regulations on the Use of IT Facilities;

   Regulations relating to the Library.

2. In the General Regulations and all other Regulations relating to programmes of study and degrees, unless the context otherwise requires:

   "Approved" in relation to a unit means one approved as one of those available to a candidate in a particular phase of that programme.

   "Candidate" means a candidate for the degree or other qualification or one of the degrees or qualifications governed by the Regulation in question.

   For the purposes of providing clarity for students, 'student' has been used instead of 'candidate' at various points throughout the Regulations.

   "Candidate without attendance" means a candidate who is a graduate of this University of not less than two years' standing admitted as a candidate with no requirement of attendance during the programme of study or research.

   "Composition fees" are tuition and academic progress related fees, charged for the compulsory elements of a student's programme of study; these include any fees incurred additionally by students (individually) in respect of registration and re-examination to permit progression.

   "Credit" means a value assigned to a programme of study or a part of a programme of study or a unit comprised therein.

   "Date of notification of the first result" means the date of the letter by which the President & Vice-Chancellor informed the candidate of the result of the first examination.

   "Department" includes, where appropriate, Centre, Division, School or other academic unit.

"EPSRC Doctoral Training Centre" means a centre providing doctoral training in specific research areas which are funded by the Engineering and Physical Sciences Research Council.

"Examination" means a process of assessment (whether by written examination papers, viva voce examinations, written or practical assignments (including placements), continuous assessment of coursework, or other means) which enables the Examiners to return a mark or grade.

"Examined" will be construed accordingly.

"Faculty" means the Faculty in which the relevant degree or other qualification is located.

"FHEQ" means the Framework for Higher Education Qualifications in England, Wales and Northern Ireland published by the Quality Assurance Agency.

"Full-time student candidate" means a candidate who is a registered student of the University and who is admitted as a candidate with a requirement of full-time attendance at a programme of study or research.

"Head of School" means the Head or Chair of the relevant School (and, where two or more Schools are concerned, the Heads of those Schools) or a person nominated by the Head of School to act on his or her behalf.

"Higher Degree" includes a Postgraduate Diploma and Postgraduate Certificate.

"Hospital Staff candidate" means a candidate who is a member of staff or a research worker in a hospital or centre which is a functional part of one of the Schools of the Faculty of Health.

"Integrated Master's Degree" means the First Degree of MArch, MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MLA, MMath, MPhys or MPlan.

"Jointly awarded Degree" means a programme of study or research that is jointly developed, delivered and quality assured by the University of Sheffield in conjunction with one or more partner institutions and leads to a Degree awarded by the University of Sheffield in conjunction with the partner institution(s) to a student who has met, in the case of a programme of study, the University of Sheffield minimum credit threshold, or, in the case of a programme of research, the University of Sheffield's requirements for research away from the University.

"Leave of Absence" means an approved break from a programme of study or research for a specified period.

"Part-time student candidate" means a candidate who is a registered student of the University and who is admitted as a candidate with a requirement of attendance at a programme of study or research which is wholly or mainly part-time.

"Prerequisite" means a requirement which a student must meet before taking a unit or other part of a programme of study.

"Recognised graduate" means holder of a degree awarded by a University, institute or body recognised for the purpose by the Senate.

"Registered" means the student has completed the Registration process for a given period of study and agreed to the terms and conditions of studying at this University.

"Registration number" is a student's unique identifying number whilst studying on a University of Sheffield programme, and may be referred to as the "Student Number".

"Research Fellowship or Independent Research Worker candidate" means a candidate who is *either* the holder of a Research Fellowship specified for this purpose in the regulations for the relevant Degree or Diploma *or* an Independent Research Worker.

"Session" means a period of two consecutive semesters beginning with the Autumn Semester.

"Special candidate" means a candidate who ceases to fall within the category applicable at the time of admission but desires to complete the programme of study or research.

"Unit" means a component of a programme of study in respect of which the Examiners return a grade and which in the case of modular programmes is assigned a value in terms of credits.

"University Staff candidate" means a candidate for a programme of research who is a member of the Academic, Administrative, Clerical, Computer, senior Library, Other Related, Research or Technical Staff of the University, and who:

(a) holds an appointment which is either full-time or part-time of at least 50% of the full-time equivalent; *and*
(b) either holds an appointment for the duration of the minimum period of registration, or holds an appointment that is less than the minimum period of registration, but is employed on the basis of a rolling contract which is anticipated to be extended for this period, as confirmed by the employing School; *and*
(c) in the case of a person holding an appointment arising from external finance, is not prevented from becoming a candidate by the terms of the contract between the sponsoring body and the University or the member of staff concerned.

"Vice-President" means the Vice-President of the Faculty.

"Weighted mean grade" is the mean of a set of grades awarded to a candidate, with each grade weighted in proportion to the number of credits and the FHEQ Level assigned to the modules. The weighted mean grade is calculated to one decimal place, with values of 0.05 and higher rounded up and values below 0.05 rounded down.

"Working day" means any day Monday to Friday (inclusive) which is not Christmas Day, Good Friday, a statutory holiday or an official University closed day.

"Year" is to be interpreted in according with Regulation 3 below.

3. In these Regulations and all other Regulations relating to programmes of study and degrees, **"Year"** means a phase of a programme of study corresponding to a session of full-time study, provided that:

(a) sessions spent in study at Year 0 are to be ignored in counting sessions for this purpose; *and*
(b) a phase of a programme of study intercalated in the programme of study for a Bachelor's Degree (such as the session spent abroad by certain students in modern languages) is deemed for this purpose to be a Year corresponding to the session of full-time undergraduate study which immediately follows.

Subject to the above provisions:

"Year 0" means a phase of a programme of study comprising foundation studies to be undertaken before Year 1;

"Year 1" means that phase of a programme of study corresponding to the first session of full-time undergraduate study;

"Year 2" means that phase of a programme of study corresponding to the second session of full-time undergraduate study;

"Year 3" means that phase of a programme of study corresponding to the third session of full-time undergraduate study;

"Year 4" means, in the case of Integrated Master's Degrees, that phase of a programme of study corresponding to the fourth session of full-time undergraduate study.

Degrees and Other Awards

4. The Degrees (except Honorary Degrees), Diplomas, Certificates, Scholarships and Prizes of the University will be awarded in pursuance of a resolution of the Senate.
5. The Degrees of the University will be:

Bachelor of Arts (BA)

Bachelor of Arts in Law (BA(Law))

Bachelor of Dental Surgery (BDS)

Bachelor of Engineering (BEng)

Bachelor of Laws (LLB)

Bachelor of Medical Science (BMedSci)

Bachelor of Medical Science (Orthoptics) (BMedSci(Orthoptics))

Bachelor of Medical Science (Speech) (BMedSci(Speech))

Bachelor of Medicine and Bachelor of Surgery (MBChB)

Bachelor of Music (BMus)

Bachelor of Science (BSc)

Bachelor of Technical Science (BScTech)

Master of Architectural Studies (MArchStudies)

Master of Architecture (MArch)

Master of Arts (MA)

Master of Biological Science (MBiolSci)

Master of Biomedical Science (MBiomedSci)

Master of Business Administration (MBA)

Master of Chemistry (MChem)

Master of Clinical Dentistry (MClinDent)

Master of Computing (MComp)

Master of Dental Public Health (MDPH)

Master of Education (MEd)

Master of Engineering (MEng)

Master of Environmental Science (MEnvSci)

Master of Geography (MGeog)

Master of Geographical Science (MGeogSci)

Master of Landscape Architecture (MLA)

Master of Laws (LLM)

Master of Mathematics (MMath)

Master of Medical Science (MMedSci)

Master of Metallurgy (MMet)

Master of Midwifery (MMid)

Master of Music (MMus)

Master of Pharmacy (MPharm)

Master of Philosophy (MPhil)

Master of Physics (MPhys)

Master of Planning (MPlan)

Master of Public Administration (MPA)

Master of Public Health (MPH)

Master of Research (MRes)

Master of Science (MSc)

Master of Science (Research) (MSc(Res))

Master of Science in Engineering (MSc(Eng))

Master of Science and Business Administration (Double Masters) (MScMBA)

Master of Teaching and Learning (MTL)

Master of Technical Science (MScTech)

Doctor of Business Administration (DBA)

Doctor of Clinical Dentistry (DClinDent)

Doctor of Clinical Psychology (DClinPsy)

Doctor of Dental Surgery (DDSc)

Doctor of Education (EdD)

Doctor of Educational and Child Psychology (DEdCPsy)

Doctor of Educational Psychology (DEdPsy)

Doctor of Engineering (DEng)

Doctor of Engineering (EngD)

Doctor of Laws (LLD)

Doctor of Letters (LittD)

Doctor of Medical Science (DMedSci)

Doctor of Medicine (MD)

Doctor of Metallurgy (DMet)

Doctor of Music (DMus)

Doctor of Philosophy (PhD)

Doctor of Science (DSc)

Doctor of Specialist Medicine (Dermatology) (DSpecMed (Dermatology)

Doctor of Technical Science (DScTech)

Foundation Degree in Arts (FdA)

Foundation Degree in Engineering (FdEng)

Foundation Degree Nursing Associate (Fd Nursing Associate).

6. The Diplomas, Certificates and Prizes will be those for which provision is made in Regulations.
7. A Degree of Bachelor may be awarded to a person who has: satisfied the requirements prescribed by the Senate for entry upon a degree course; attended thereafter in the University, or where the relevant Regulations so allow elsewhere, approved programmes of full-time study for at least three sessions or of part-time study for a period equivalent to three sessions of full-time study; passed the examinations and satisfied the other requirements prescribed for the degree; and paid the prescribed fees.
8. A Degree of Master or Doctor, or a Diploma or Certificate, may be awarded to a person who has satisfied the requirements of the Regulations governing the Degree, Diploma or Certificate and has paid the prescribed fees.
9. A Degree of Master may be awarded to a person who has been admitted as a candidate for the Degree of PhD, DBA or EdD, has completed the programme of research and presented the thesis prescribed in the Regulations for that Degree, and has paid the prescribed fees in the circumstances prescribed in the Regulations governing that Degree.
10. For the purposes of the preceding Regulations, the Senate may:
    (a) recognise attendance at some other University or place of learning as equivalent to attendance at this University; *and*
    (b) recognise courses of study and examinations as equivalent to courses of study and examinations prescribed for degrees or other qualifications of this University.

Regulations

11. The Senate may make Regulations as to the attendance, conduct and progress of students and as to the exclusion of students from further attendance at lectures, classes and/or examinations.
12. The Senate may make, after report from the Faculty concerned, Regulations prescribing the courses of study, examinations and other requirements for Degrees and other qualifications of the University.

Joint Awards

13. A Degree, Diploma or Certificate may be awarded jointly by the University and one or more other institutions ('the partner institution') under the terms of a scheme agreed between the University and the partner institution and approved by the Senate.

14. Any such scheme will:

    (a) prescribe (or establish a mechanism for prescribing):
        i. the nature and location of the programme of study or research to be pursued by a student;
        ii. the nature and location of the examination, ensuring that for each subject or group of subjects there will be at least one Examiner of the University and one External Examiner who will be independent of the University and the partner institution;
        iii. the procedure by which changes in the programme of study or research or in the examination are to be considered;
        iv. the fees to be paid and the procedure for their payment;
        v. the circumstances in which a candidate is required to register as a student of this University;
        vi. in the case of a programme of research: the arrangements for supervision, ensuring that there will be at least one Supervisor from the University and at least one from the partner institution; the minimum period of study of the programme of research; the language of the thesis; the requirements for the Research Training Programme; and the arrangements for academic appeals;

    (b) provide so far as this University is concerned:
        i. that the programme of study or research and the examination will be contained in Regulations of the Senate;
        ii. that no award may be made except in pursuance of a resolution of the Senate.

15. A candidate for a joint award will, for such periods as they are a registered student of this University (and whether or not also registered as a student of the partner institution), be subject to the General Regulations as to Progress of Students, the General Regulations relating to Student Fitness to Practise and the Regulations as to the Discipline of Students. The General Regulations as to Academic Appeals will not apply to a candidate for a joint award.

16. It will be a condition of registration as a candidate for a joint award that the candidate:

    (a) agrees that the legal relationship between this University and the candidate will be governed by the law of England; *and*
    (b) undertakes to use only such title or description as makes it plain that a joint award is a single award and does not comprise distinct awards made by the University and the partner institution.

17. A Degree awarded under a scheme for joint awards may, unless the scheme makes other provision, be conferred either at a congregation of members of this University held for that purpose or in accordance with the procedures of the partner institution. So far as this University is concerned, the Regulations as to Academic Dress may make provision as to the Academic Dress appropriate to the Degree or other award.

Semesters

18. There will be two semesters in each academic year, to be known as the Autumn and Spring semesters. A semester will comprise a period of fifteen weeks.

19. The dates of semesters will be fixed by the Council on the recommendation of the Senate.

Minimum Age for Admission

20. There is no minimum age for admission. Applicants who will be under the age of eighteen at the point of admission will, however, be required to demonstrate that they have the required level of maturity to study in an adult environment and that they have guardianship in the UK.

Academic Requirements for Admission

21. Before admission an applicant must satisfy the requirements for entry prescribed by the Senate and any particular requirements prescribed by relevant Faculty. An applicant whose mother tongue is not English may be required to pass a test in English.
22. The admission of a person as a student for a higher Degree will be determined by the Senate on the recommendation of the Faculty. Application for admission will be made through the Head of School to the Faculty. A person seeking to follow a programme of research for the Degree of PhD or MPhil in which their own creative work would form a significant part of the intellectual enquiry will set out the form of their intended submission and proposed method of assessment in their application.

Other Requirements for Admission

23. A student who has previously:
    (a) been expelled from membership of the University will not be admitted onto a programme of study or a component of a programme of study except with the permission of the Vice-President for the relevant Faculty or any person authorised to act on their behalf;
    (b) been withdrawn from membership of the University for non-payment of academic-related fees will not be admitted onto a programme of study or component of a programme of study until the debt has been cleared, and without the permission of the Vice-President for the relevant Faculty or any person authorised to act on their behalf.

Ethics Approval

24. A person seeking to undertake research which would involve human participants, personal data or human tissue must comply with the University's Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue, and prior to the commencement of the research, must ensure that appropriate ethics approval has been obtained. Any breach of this Regulation may be dealt with under the Regulations as to the Discipline of Students.

Disclosure of Criminal Convictions

25. Where admission to or continued registration on a programme is dependent on a disclosure of convictions, any registration will be regarded as provisional until a disclosure acceptable to the Head of School has been obtained. Any registration may be revoked in the case of an unacceptable disclosure. Students on programmes with a duration over 12 months are required to confirm the disclosure of any new criminal convictions when re-registering.

Health Requirements

Reference in these Regulations to the **"Vice-President"** means the Vice-President for the relevant Faculty and includes any person authorised to act on their behalf.

26. Where the Vice-President is satisfied, having regard to a certificate to that effect from an appropriately registered professional, that an applicant's or student's state of health is such that it is not in their interest or that of the University, or in the case of a student registered on a professionally accredited programme of members of the public with whom there will be contact, that the applicant should begin or the student should continue a programme of study, the Vice-President may:

    (a) at the request of the applicant, grant a deferral of entry for a stated period, which period may be renewed from time to time;
    (b) at the request of the student, grant the student Leave of Absence for a stated period, which Leave of Absence may be renewed from time to time;
    (c) require the applicant to defer admission until the Vice-President is satisfied that the applicant may begin the programme of study;
    (d) require the student to discontinue the programme of study either permanently or until the Vice-President is satisfied that the student may resume.

    Before exercising the power under (c) or (d) above, the Vice-President will invite the applicant or student to make any observations in writing and to tender any further medical evidence. Where the circumstances of the case are such that a student required to discontinue a period of study may properly be permitted to transfer to some other programme of study, the Vice-President may permit such transfer on such conditions as deemed appropriate.

27. A student who has been granted Leave of Absence on medical grounds may only be permitted to return to the University on conditions specified by the Medical Director in the University Health Service or (in the case of taught students on specific clinical programmes in the Faculty of Health) conditions specified by the relevant Occupational Health Service.

28. A student in the Faculty of Health who is to have contact with patients in a clinical setting as part of a programme of study or research is required to have, and to produce on request evidence of, appropriate immunity as agreed between the University and the NHS Trust or other relevant authority.

Registration[1]

Reference in these Regulations to the **"President & Vice-Chancellor"** includes any person authorised to act on behalf of the President & Vice-Chancellor.

29. No student will be permitted to attend lectures, classes or examinations, or to receive academic materials issued by the University until registered in accordance with the following Regulations. A registered student will be issued with a U-Card.

30. On registration, a student must sign a declaration undertaking to observe the Charter, Statutes, Ordinances and Regulations of the University from time to time in force, and to observe the Code of Practice relating to Health and Safety. By signing the Registration Declaration, a student will be consenting to the processing and sharing of their personal data in accordance with the University's Data Protection Policies.

[1] See also the 'Notes for Students on Registration' at the end of this section.

31. To ensure compliance with UK Visas and Immigration (UKVI), all students must show evidence that they have the correct conditions to study in the UK. On request by the University, students are required to present evidence that they have valid leave to be in the UK, have the necessary condition to study and have not allowed any period of immigration leave to lapse.
32. The Regulations may require or permit a student to complete clinical, practical or other placements, or periods of study or research or work experience in other institutions or abroad. During such periods, students may be subject to supervision, disciplinary and health and safety requirements of an institution, agency or body other than the University and, when abroad, to the requirements of a foreign system of law. A student must comply with all such requirements in addition to those of the Statutes, Ordinances and Regulations of the University.
33. Students are required to register at the start of their programme of study, and annually thereafter at the start of each session forming part of their programme of study. Failure to register at a time determined by the President & Vice-Chancellor may result in a student's withdrawal from their programme of study.
34. A student following a programme of study for which teaching or supervision is provided under the Regulations for this University in one or more institutions, will comply with such registration procedures as are specified in the Regulations applying to the relevant programme of study.
35. A student will keep the President & Vice-Chancellor informed of their current correspondence address, and they will ensure that any changes thereto are reflected on their student record without delay.
36. A student in the UK subject to immigration regulations must comply with statutory immigration requirements and will keep the President & Vice-Chancellor informed of information relating to their immigration conditions, in accordance with those requirements. The University may be required to withdraw visa sponsorship and terminate registration status from any student who does not comply with these requirements during registration and throughout the student's period of study at the University.

Data Protection

37. It will be a condition of the registration of a student that the student agrees to comply with the terms of any relevant Data Protection legislation, and with the University Statement, Policy, and Guidelines on Data Protection.

Fees

Reference in these Regulations to the **"President & Vice-Chancellor"** includes any person authorised to act on behalf of the President & Vice-Chancellor.

38. Fees are determined from time to time by the Council, which reserves the right to alter fees at any time.
39. In common with other UK universities, the University of Sheffield charges different fees depending on whether students are classed as Home or Overseas for tuition fee purposes. The decision to class a student as a Home or an Overseas student is determined by government legislation as set out in The Education (Student Fees, Awards and Support) (Amendment) Regulations 2021.
40. The composition fee falls due at the beginning of each session (or at other appropriate times for students entering later in the session) and payment will be sought from the student or from

the institution or body (if any) sponsoring the student. In respect of particular programmes of study, Regulations may provide that the composition fee is payable at the start of the programme of study and in respect of the whole period of the programme of study.

41. Students are responsible for the payment of their tuition fees. In the case of a sponsor's failure to pay a student's tuition fee, or agreed part thereof, the student will be liable for any unpaid fees. In the case of a loan withdrawal on the grounds of ineligibility, the student will be liable for any unpaid fees. Payment of fees to the University should only be made via the University's prescribed payment methods.
42. Except where permission has been obtained under the terms of the Personal Payments Scheme, registration will not be granted for any session to a student who has not paid all composition fees due to the University from any previous session.
43. A student who is not able to pay the composition fee or make arrangements for the planned payment of that fee may be granted provisional registration (for fee paying purposes) by the President & Vice-Chancellor under the terms of the Personal Payments Scheme.
44. Should a student be refused registration, or an extension or renewal thereto, for non-payment of the composition fee, the student may appeal to the President & Vice-Chancellor by applying to the Personal Payments Scheme. The President & Vice-Chancellor will consider the case and may vary, reverse or uphold the earlier decision.
45. A student permitted to repeat an examination without attendance at lectures or classes is not required to register under these Regulations but will not be permitted to attend the examination without completion of an entry form and payment of the prescribed fees by a date determined by the President & Vice-Chancellor.
46. In the case of a continuing postgraduate student the payment of the appropriate fee is required even if the student has completed the minimum period of study or research specified in the relevant Regulations.
47. In the case of a student withdrawing or taking a period of leave from the University, the University will determine whether or not to grant any remission of the liability to pay fees in accordance with the University's Tuition Fee Refund Policy.
48. The composition fee is due from the first day of a student's programme. Students who register after the start of the course will still be liable for the full fee.
49. Except with the permission of the President & Vice-Chancellor, the award of any qualification will be withheld until after the student has paid all composition fees due to the University.

Attendance

50. Any reference to a programme of study or research implies the attendance of the student to pursue that programme in the University or at some place approved in the case of a particular candidature under these Regulations.
51. Except where other provision is made in the relevant Regulations, a full-time student is required to pursue a programme of study in the University throughout the whole of each semester. A student unable to comply with this requirement may seek Leave of Absence from the Vice-President. In case of enforced absence without such leave, a written explanation must be sent to the Vice-President as soon as possible.
52. Every student is required (a) to attend punctually and regularly lectures and classes; (b) to

complete all written assignments, practical or other coursework; (c) to keep appointments to meet with the student's Supervisor; and (d) to attend all examinations, as appropriate in each case to the relevant programme of study or research. A student who fails to comply with this Regulation may be failed in the examination for, and (in the case of modular programmes) be denied the credits assigned to, the relevant units or other parts of the programme of study or dealt with under the General Regulations as to the Progress of Students.

53. Monitoring:

    (a) The University is required to monitor attendance and engagement of visa-sponsored students and to report to the UK Visas and Immigration (UKVI) students who are deemed to not be engaging with their course and the University as stated in the University's policy.
    (b) The University is required to monitor the engagement of students receiving funding from the Student Loans Company/Student Finance.

54. Visa sponsored students are required to observe that the University must comply with its statutory obligations to UKVI. Students found to be in breach of the University's engagement and attendance policies will, unless they show sufficient mitigating circumstances, have their visa sponsorship withdrawn and registration terminated. In such cases where a student is permitted to continue studying, the University may impose additional conditions, which a student must adhere to as part of their continued visa sponsorship.

Change of Status

55. A student may, with the permission of the Faculty:

    (a) request a period of Leave of Absence from their studies on a range of grounds e.g. personal, medical, financial, academic reasons. The University will require a start date for the Leave of Absence, a last date of attendance/engagement (taught students only) and a date of return;
    (b) apply for a Change of Programme, where they wish to change their programme of study. A transfer of programme into a different Faculty will require the approval of both Faculties. Schools may determine which modules will count towards the new programme, but module prerequisites must be met;
    (c) take a Leave of Absence with a Change of Programme, where they wish to take a period of Leave of Absence pending a transfer to a different programme of study, normally at the start of the next academic session (for taught students);
    (d) apply for Repeat Study, where they have either failed or been Not Assessed for the current academic session. Students may apply to repeat the following session on either an internal or external basis or a mix of both. Fees may be applicable;
    (e) apply for a change in programme, School, faculty, mode of attendance or research topic via the Change of Candidature process within Research Services (research students only).

56. A student may, with the permission of the School:

    (a) Withdraw/transfer to another institution, where they wish to withdraw from their studies or transfer to another institution. The University will require a last date of attendance / engagement of studies which will be used to calculate any due tuition fee refund;

    (b) apply to study a year abroad as part of their undergraduate programme. Schools will determine whether a period abroad is available;

(c) apply for a Time Limit Extension, where they are unable to complete their dissertation/thesis within the time limit for the programme (postgraduate students only). Fees may be applicable;

(d) progress from a BEng to MEng within the Faculty of Engineering where the School determines the requisite level has been achieved to progress, having met the Weighted Mean Grade requirement within the General Regulations for First Degrees (students who have not met the Weighted Mean Grade requirement within the General Regulations for First Degrees will require permission of the Faculty to progress);

(e) change from a MEng to BEng within the Faculty of Engineering where the School determines the requisite level has not been achieved to progress.

Students should discuss any requests for a Change of Status with their principal School in the first instance and any additional support or guidance may be sought from the Student Fees and Funding Team, the Student Advice Centre and/or the International Student Support, Advice and Compliance Team. A relevant Change of Status form should be completed for each request.

All Change of Status requests will require the approval of the relevant School(s), the relevant Faculty(s) and for overseas students studying on a Tier 4 visa or student visa, approval is also required from the International Student Support, Advice and Compliance Team.

In exceptional circumstances, the Faculty may place a student on a Leave of Absence, without a direct request from the student, if the Faculty considers that the student is unable to adequately engage on the programme and the Faculty considers Leave of Absence to be in the interests of the student. The student will be informed in writing of the decision and the reasons for it.

Study for Other Degrees

57. Registered study for any other Degree or qualification of any university will not be undertaken during a programme of study or research without the special permission of the Senate, with the following exceptions:

(a) A full-time or part-time student candidate may register for the programme of study leading to the Certificate in Higher Education;
(b) A student taking a University of Sheffield collaborative taught or research programme approved by the Senate may be required to register for study at both the University of Sheffield and the partner organisation(s), where the dual registration would relate to the joint delivery of the single collaborative programme;
(c) A student taking a University of Sheffield programme as part of a recruitment partnership approved by the Faculty may be required to register with both the University of Sheffield and the partner organisation;
(d) A part-time staff candidate registered on a research programme may register for the programme of study leading to the Postgraduate Certificate in Teaching for Learning in Higher Education, where the latter is a necessary requirement for their academic role.
(e) A student enrolled on a UKRI Centre for Doctoral Training or Doctoral Training Partnership programme may be registered on a corresponding programme at a partner organisation where the programmes are co-created and designed to be completed as part of the same overall scheme of doctoral training.
(f) A student may register to take the Certificate in Teaching English to Speakers of Other Languages (CELTA) course which is taught by the English Language Teaching Centre

and which leads to the CELTA certificate awarded by "Cambridge", a part of the University of Cambridge

University Examinations, Degrees and Distinctions

58. The Examiners of the University will be appointed, subject to any directions of the Senate, by the Vice-President of the Faculty concerned or the Vice-President for Education from amongst:
    (a) The members of the academic staff of the University, and other members of the Teaching Staff of the School of Nursing and Midwifery, and
    (b) In the case of a programme of study for which teaching or supervision is provided under Regulations of the University in some other institution, the members of the academic staff of that institution.
59. External Examiners will be appointed, subject to any directions of the Senate, by the Vice-President of the Faculty concerned or the Vice-President for Education from amongst persons who are not eligible to act as Examiners under the preceding paragraph.
60. Examiners of the University and External Examiners may be removed from office for negligence or misconduct by the President & Vice-Chancellor after report from the Faculty concerned.
61. All matters respecting the Degrees and distinctions to be conferred by the University will be provided for by Regulations.

Transcripts

62. Where a person has:
    (a) completed a programme of study for a Degree, Diploma or Certificate; *or*
    (b) requires evidence of credits obtained in the University;

    the President & Vice-Chancellor will, at the request of such a person, provide a Transcript in a form approved by the Senate which will specify for each unit for which that person registered the Level at which it was offered and its value in terms of credits, and will certify the grades awarded and the credits (if any) obtained. The release of a student's transcript will be withheld until all academic related fees have been paid.

Notes for Students on Registration

1. The Registration Process

1.1 It is a requirement of the registration process that students read and accept the Registration Declaration. The Declaration requires students to:

1.1.1 observe the Charter, Statutes and Regulations of the University;
1.1.2 consent to the processing of sensitive personal data as defined by the Data Protection Act; *and*
1.1.3 confirm the start and end dates of their programme of study.

Each of the statements contained within the Declaration must be accepted by either checking the relevant boxes in the Online Registration System or by signing a paper copy of the Registration Declaration.

1.2 Students must register at the start of each relevant academic session. Students not able or willing to register may be required to request a Change of Status, such

as a Leave of Absence; or they may wish to withdraw from their programme of study.

1.3 The Student Registration Record

1.3.1 A student's Registration Record should be up to date and accurate at all times; this includes a student's correspondence address and contact information.

1.3.2 Students are required to verify and confirm their personal and contact data at the time of registering, to ensure that the details held by the University are correct.

1.3.3 At registration, a student's identification document will be checked and their name will be entered into the corresponding university student record as it appears on their identity documentation. It is the responsibility of the student to ensure that any changes or inaccuracies in their name, as it appears in their student record, are reported at the earliest possible opportunity.

1.3.4 Once registered, students are responsible for maintaining their personal and contact details in their Registration Record.

1.3.5 Any changes must be communicated promptly either online via My Record in MUSE or in writing to Student Registry or the Student Information Desk**.**

1.4 Registering after a Leave of Absence

1.4.1 A student wishing to resume their studies following a Leave of Absence will be required to register in order to resume their programme of study.

1.4.2 Students with an outstanding overdue composite tuition fee will need to have paid in full or have an approved personal payment plan in place before they are permitted to register.

1.4.3 Students who have been on a Medical Leave of Absence must have their fitness to resume their studies confirmed by the University Health Service (UHS), in order to be eligible to re-register:

(a) Students who are registered with the UHS should book an appointment to have their fitness to resume their studies assessed.

(b) Students who are not registered with the UHS should book an appointment with their own healthcare professional to be assessed. Students should then send evidence that they are fit to resume their studies to the UHS by email, for approval.

(c) Students in the Faculty of Health should seek advice from their School about the process for confirming medical fitness to resume their studies.

1.4.4 Students returning from Maternity Leave or Leave of Absence on non-medical grounds do not need to make an appointment with the University Health Service.

1.4.5 All students returning from Leave of Absence will be contacted by the University shortly before it is due to end and will be asked to confirm whether they will be resuming their studies. It is important that students respond to this request so that appropriate advice and

instruction can be given. Failure to respond within the allocated time period may result in a student's registration being terminated.

1.5 Additional Information for Students

1.5.1 Medical Students on Intercalated Pathways:

Students on the MBChB programme who wish to progress to an Intercalated MSc programme at the University of Sheffield may be required to register twice in the year in which they begin their MSc, once for the MBChB and again for the MSc Programme, as follows:

(a) Students may be required to register as continuing students on the MBChB programme as in previous years after which an appropriate status will be applied to this Registration Record in order to allow progression onto the MSc.
(b) Students will also be required to register as a new student on the MSc programme. Students on this pathway should read and follow the registration instructions carefully to ensure they understand what is required of them.

Students on the MBChB programme who intend to progress to an Intercalated MSc at another university will be required to register as follows:

(a) Students may be required to register at the University of Sheffield as continuing students on to the next year of the MBChB programme, after which an appropriate status will be applied to their record.
(b) Students will then register for their intercalated year at the institution where they will be studying for their MSc, in accordance with the registration guidance and process of that institution.

1.5.2 International students:

(a) Students who are sponsored by the University under the Student Route of the UK Immigration System must comply with statutory immigration requirements and with the University's corresponding policies and procedures.
(b) Where a student is unable to comply fully at the point of registration, but is able to provide sufficient evidence to prove their "right to study" at the University, they will be granted a Provisional Registration. Such students are permitted to attend lectures and classes but are required to comply with immigration requirements by a given deadline in order to progress to a full registration.
(c) The University may withdraw visa sponsorship from any student who does not comply with immigration requirements, visa conditions, University policies and procedures, or is unable to complete or maintain a fully registered status within the period provided to them. This may result in the termination of their registration at the University.
(d) International students should note that any change to their registration status within the University may impact on their

right to stay in the UK.

1.5.3 International exchange students:

(a) Students attending the University under international exchange programmes must choose up to 60 Sheffield credits (30 ECTS) per semester and are not permitted to register for more credits than this.
(b) The minimum number of credits a student can register for is 40 Sheffield credits (20 ECTS) for one semester or 100 Sheffield credits (50 ECTS) for a full year of study.
(c) Students wishing to study fewer than 60 Sheffield credits (30 ECTS) per semester must provide a supporting letter from their home university.

1.5.4 Students spending time abroad:

(a) Where a student travels abroad to undertake an activity organised, sponsored or facilitated by the University for one month or more, it is essential that they update the contact details in their student record with their overseas correspondence address.
(b) This information will be used to contact the student in case of emergency, for example where an incident occurs in the location they are based in during their time abroad.
(c) It is the student's responsibility to ensure that this information is kept up to date and updates can be made online via My Record in MUSE, or by notifying SiD in writing. It is not sufficient for the student to inform their School of their address, as this may not be recorded in the University's central records.
(d) The University is required to record and report visa sponsored students' periods of study abroad to the UK Visas and Immigration (UKVI). It is students' responsibility to advise the University to ensure that the change in student location is recorded and to be aware of the circumstances in which visa sponsorship will be withdrawn.

2. Registration Statuses

2.1 A student will be considered 'registered' once they have a Registration Status of *Fully Registered, Temporarily Registered or Provisionally Registered*.

2.2 Students with a status of Fully Registered, Provisionally Registered and Temporarily Registered can follow their programme of study or research as normal.

2.3 In order to become Fully Registered a student must have done the following:

2.3.1 provided satisfactory evidence of their identity;
2.3.2 completed all mandatory sections of the Registration Process;
2.3.3 made arrangement to pay their tuition fees;
2.3.4 read and signed the Registration Declaration.

3. Registration for Programmes and Modules

3.1 Some Programme Regulations allow students to choose modules from a range of options. This information is also provided within the Programme Regulations.

3.2 Students wishing to register for more than 120 credits in any session will need to seek the approval of their Faculty.

3.3 Modules may not be taken for credit more than once during the course of any programme of study.

3.4 In each semester, the Module Exchange period (also known as Add/Drop) will provide an opportunity for students to change which modules they are registered for. The Module Exchange period will usually open one week prior to the commencement of the semester, and will usually close at the end of week 2. The length and timing of the Module Exchange period may be varied at the discretion of the Vice-President for Education. Any changes requested after the Module Exchange period will require the permission of the Faculty.

3.5 Schools may provide additional Add/Drop guidance and instructions and students should consult their Schools and check the relevant Programme Regulations for more information before making their choices.

3.6 It is expected that international exchange students will register for modules or units appropriate to the level they are studying at in their home institutions and must meet any prerequisites for those modules.

4. UCards and Access to IT Services

4.1 Once a student is Fully Registered, Provisionally Registered or Temporarily Registered, they will be issued with a Student UCard. The UCard officially identifies the holder as a University of Sheffield student.

4.2 The UCard gives a student access to student IT Services and many other services and facilities. It is the property of the University of Sheffield and students are expected to carry their UCard with them at all times whilst on University property.

4.3 The UCard is issued with an expiry date which reflects the expected end of study date at the time of printing. The expiry date will only be altered if an official change to the end of study date is agreed by the University, and a student's record has been updated accordingly.

4.4 Access to IT Services depends upon a student having a valid username and password and an eligible Registration Status. Where a student's registration is suspended or terminated (see section 5 below), this will remove their access to IT Services and invalidate their UCard.

5. Termination or Suspension of Registration

5.1 If a student fails to complete the registration process within the required timescale, the student may be Deemed Withdrawn from the programme of study; this means that the University will terminate their student registration and they will no longer be considered a registered student of the University.

5.2 If a student fails to communicate with the University at the end of a period of Leave of Absence, it will be assumed that they do not wish to continue their studies and the process of withdrawing them from their programme will be instigated.

5.3 If a student fails to pay outstanding tuition fees, the University may withdraw or suspend their registration pending completion of the required action by the student. In these circumstances, visa sponsored students should particularly refer to section 1.5.2 of these notes.

5.4 Where a visa-sponsored student is unable to provide the necessary immigration evidence to demonstrate valid leave to be in the UK, including the condition to study, the University may temporarily suspend their registration status.

5.5 If a student's immigration leave or circumstances prevents them from studying, their registration will be temporarily suspended to ensure compliance with the conditions placed on the type of immigration leave a student is holding.

5.6 If a student fails to respond or provide the necessary evidence and there is no justification for not providing the evidence, the University will proceed with terminating the student's registration status.

5.7 Students will be given advance notice by the University of any termination or suspension of their registration.

6. Withdrawal of awards

6.1 Senate have the right under procedures, it from time to time agrees, to revoke an award if, after graduation, it is found a graduate committed fraudulent or dishonest actions at any point during registration or provided misleading statements at the point of application. In such cases, and where applicable, the University may inform any relevant professional body.

6.2 The Senate may also revoke any degree, diploma or other award and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the Senate that:

6.2.1 there was an administrative error in the award made under the procedures required by the Statutes and Regulations;

6.2.2 subsequent to an award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered; *or*

6.2.3 it is established that the holder of an award has misrepresented that award in such a way as is designed to gain unlawful or unfair personal advantage.

Notes for Students on Tuition Fees

1. Tuition Fee Status

1.1 The tuition fee a student is required to pay will be determined by their Fee Status. A student may be eligible for a fee status of Home or a fee status of Overseas. The decision to class a student as a Home or an Overseas student is determined by government legislation as set out in The Education (Fees and Awards) (England) Regulations 2021 and The Higher Education (Fee Limit Condition) (England) Regulations 2021. The regulations governing the fee status of students can be found on the government legislation website.

1.2 In common with other UK universities, the University of Sheffield charges different fees depending on whether students are classed as Home or Overseas for tuition fee purposes. Information about the rules a student needs to meet to qualify for Home fee status is given on the UKCISA website. The University's information on Fee Status can be found on the University's fee status webpages.

1.3 Who can be classed a Home student for fee purposes?

The Education (Fees and Awards) (England) Regulations 2021 and The Higher Education (Fee Limit Condition) (England) Regulations 2021 define who is eligible for Home fee status, setting out the categories of students who are eligible to pay the Home rate of tuition fees. Students should consult the Regulations for current definitions of eligibility.

1.4 What students should know about fee status:

1.4.1 students should understand the definition of **Ordinary Residence** and the concept of being **'settled'** in the UK. These definitions are provided on the UKCISA website (www.ukcisa.org.uk);

1.4.2 each university will determine the fee status of its students. A decision by one university will not have a bearing on the decision of another university and their fee status will need confirming by each university they apply to;

1.4.3 it is essential to provide full and accurate information at the time of applying and before registering;

1.4.4 the fee status is determined **at the start of studies.** Once registered, a student's fee status is unlikely to change; by signing the Registration Declaration when they register, students are confirming that the information provided at the time of registering is full and accurate. Changes to this information thereafter are unlikely to be considered by the University in a request for a change to fee status.

1.5 It is a student's responsibility to clarify their fee status during the application process. If a student thinks their fee status could be in question, they should:

1.5.1 read the guidance provided by the UK Council for International Students (UKCISA);

1.5.2 request a formal Fee Status Assessment from the University's Admissions Service by contacting the University's Admissions Service.

1.6 Channel Islands and Isle of Man: Students meeting the criteria for classification as Home students will be charged the same fee as mainland UK students.

Undergraduate course in Medicine and Dentistry will incur a higher fee in any future clinical years.

1.7 Fee Status Assessments

1.7.1 The University's Admissions Service will normally undertake a Fee Status Assessment after an offer of a place has been made;

1.7.2 The University's ruling on fee status is independent of decisions taken by other universities or organisations (for example: student finance bodies, research councils, the NHS). Other organisations may arrive at a different outcome following their assessment of your fee status;

1.7.3 The University will take the information provided in the application on good faith; in effect, this means that if the fee status appears clear from the information provided in the application, the University will assume the information is full and accurate. However, the University may contact students at any time, if a query arises on their fee status;

1.7.4 If a student's fee status is unclear from the information provided in the application, the Admissions Service may undertake a fees status assessment;

1.7.5 If students wish to ensure that their fee status is accurate before the start of their studies, they should request a fee status assessment by the Admissions Service. A fee status assessment will not be undertaken before an application is submitted;

1.7.6 Once a student's fee status has been ruled upon, the application record will be updated accordingly. It is the student's responsibility to bring to the University's attention any omission or error which may have a bearing on their fee status before registering.

1.7.7 If at any point during a student's period of registration the University becomes aware that their fee status may have been assigned incorrectly, the University may reassess the student's fee status. The University may seek relevant information from the student to assist with this process. Following such a reassessment, the University may change the student's fee status, including adjusting the amount owed in respect of payments already made. If a registered student believes that their fee status may have been assigned incorrectly, they should seek advice from either the Student Fees and Funding team or the Admissions Service at the earliest opportunity. The University will not adjust the fee status or amount owed after the end of a student's period of registration at the University.

1.8 Students should understand that their rate of fee is subject to confirmation by the University and that they may be required to provide evidence of their nationality/immigration status, residential, education and employment history at any time. They should also understand that the provision of false information may result in a fee status and tuition fee change.

1.9 Overseas students who expect to qualify for a Home rate of tuition fee at a point after the start date of their programme should contact the Student Fees and Funding Team.

2. Tuition Fees

2.1 Home and Overseas tuition fees are listed online via the University's webpages.

2.2 Tuition fees are charged on an annual basis and may increase throughout the course in line with inflation (RPI-X).

2.3 Tuition fees for Overseas Students are fixed at the start of the course, and remain unchanged in subsequent years, with the exception of Integrated Programmes (where a student might progress on from a Master's to a Research degree). The fixed fee guarantee is only available to students who remain on the course to which they were originally admitted; if a student changes their course, they may be subject to a higher or lower rate of fee in subsequent years of study.

2.4 Students who opt to change programmes should be aware that this may lead to a change in the level of their tuition fee.

2.5 Different fee levels apply to students who:

2.5.1 are on 'Placement', such as on a Year Abroad or a Year in Industry/Employment;

2.5.2 are on a repeat period of study (with tuition);

2.5.3 are on an Intercalated degree course: students who intercalate pay the relevant annual tuition fee for the new undergraduate or postgraduate course. Students who wish to intercalate at another university are not required to pay tuition fees to the University; MBChB/BDS students who return to their MBChB/BDS course should note that if they intercalate on a postgraduate course, their future funding from Student Finance may be affected.

2.5.4 spend between one and three years 'In Practice' (e.g. in the School of Architecture);

2.5.5 are classed as 'Remote Location';

2.5.6 attend as an 'External Candidate' to resit examination(s) only, i.e. do not intend to attend classes;

2.5.7 choose to do a 'Languages for All' module. Fees are determined by:

(a) the number of credits/modules taken;
(b) the student's current status.

2.5.8 are studying at the English Language Teaching Centre where the fees are charged on a weekly basis.

3. The Financial Declaration

3.1 It is a requirement of the registration process that students complete the online Financial Declaration, in advance or when they first register on their course**.**

3.2 The Financial Declaration requires students to:

3.2.1 acknowledge and agree to the rate of fee they are being charged;

3.2.2 confirm they have the funds to cover their tuition fees and living costs for the duration of their course;

3.2.3 disclose how their tuition fees will be paid (by means of personal funds, a loan or sponsor funding);

3.2.4 agree to pay their tuition fees by means of a university-approved payment plan; students should note that fees are payable in each academic session.

3.3 UK and eligible EU students should confirm whether they have applied for, and are expecting to, receive a loan from Student Finance.

3.4 Sponsored students will be required to provide evidence of their funding and to acknowledge their personal tuition fee liability in the case of their sponsor failing to settle their fees.

3.5 Postgraduate Research students expecting to be in receipt of a University Scholarship or funding from a Research Council should advise the University via the Financial Declaration.

3.6 Postgraduate students will be asked to confirm if they have previously studied at the University.

4. Payment of Tuition Fees

4.1 The University provides students with a range of payment options. However, the University reserves the right to request that payment is made in full at the start of each year of study.

4.2 Self-funded students must make arrangements to pay their tuition fees either in full or by instalments by an approved payment method.

4.3 Where students are expecting an external organisation (e.g. an employer/embassy) to pay some or all of their tuition fee, they are required to provide evidence of the funding arrangements; more information for sponsored students can be found at: https://sheffield.ac.uk/new-students/tuition-fees/sponsored-students. Fees from a sponsor must be paid in full upon receipt of an invoice. Students should note that The University does not issue receipts for payments made in advance.

4.4 Students may be entitled to a University Scholarship, as follows:

4.4.1 Home Postgraduate students who have previously graduated from The University of Sheffield are eligible for an Alumni discount; the application/eligibility process is part of the registration process;

4.4.2 self-funded overseas students may be eligible to apply for a University Scholarship;

4.5 Students should make every effort to honour the agreement to pay tuition fees by ensuring that they have sufficient funds when the payment is due. If a student becomes aware that they may face difficulties in meeting a payment, they must contact the Student Fees and Funding Team in the Student Registry **in advance of the payment date**, in order to discuss a possible alternative payment arrangement. If the payment does not reach the University as agreed with prior notice, students may have their registration and computer facilities cancelled. They may be required to settle all outstanding fees before they are permitted to re-register and the University may withdraw the option to pay in instalments.

4.6 Students are not permitted to continue into a further period of study with an academic-related debt unless they have arranged payment of the debt via the Personal Payments Scheme and/or have the express agreement of the Student Fees and Funding Team.

4.7 Students are not permitted to graduate until all outstanding academic-related debts have been paid.

4.8 The University may initiate legal proceedings to recover unpaid fees Students may be liable for additional costs associated with such proceedings. The University may also enlist the services of third-party debt collection agencies or tracing agents to facilitate the recovery of outstanding fees.

4.9 The University operates a Tuition Fee Refund Policy. A student may be eligible for a refund if they:

4.9.1 take a Leave of Absence or withdraws from the University, with the following exceptions:

(a) where the period of Leave of Absence ends in the same academic year;
(b) if the student is a Postgraduate Research student and the Leave of Absence is for a period of less than six months within the same academic session (for PGR students, the registration start date marks the start of a twelve month academic session);

4.9.2 transfer or downgrade from a Masters' qualification to a Diploma or Certificate qualification (unless the student has received teaching/supervision for the higher award or the transfer or downgrade is the result of a failure to progress on the higher qualification);

4.9.3 submit their thesis early (having paid all fees due to cover the minimum fee paying period);

4.9.4 leave their English Language Teaching Centre programme earlier than expected.

Regulation XIV:
General University Regulations for Apprenticeships

Scope of these Regulations

1. These Regulations for Apprenticeships apply to all Advance, Higher and Degree apprenticeship programmes offered by the University of Sheffield and all apprentices on these programmes.
2. These Regulations for Apprenticeships set out exceptions to, or additional detail on, certain sections of regulations in the Calendar to allow for compliance with the Department for Education's Apprenticeship Funding Rules which the University, apprentices and their employers are required to follow. All other regulations in the Calendar shall apply. In the event of any conflict between the University's Regulations including these Apprenticeship Regulations and the Funding Rules, the Funding Rules shall prevail.

Application and Interpretation

3. In these Regulations for Apprenticeships the following types of apprenticeship are referred to:

   "Advanced Apprenticeship" describes apprenticeship programmes with training and qualification(s) at FHEQ Level 3.

   "Higher Apprenticeship" describes apprenticeship programmes with training and qualification(s) at FHEQ Level 4 and/or 5.

   "Degree Apprenticeship" describes apprenticeship programmes with training and a degree qualification at FHEQ Level 6 and/or 7.

   "Integrated Apprenticeship" describes an apprenticeship where the University undertakes the delivery of the training and also the End Point Assessment.

   "Integrated Degree Apprenticeship" means an apprenticeship where the University undertakes the delivery of the training and the End Point Assessment (EPA). The EPA is integrated into the degree so there is no separate assessment.

   "Non-Integrated Apprenticeship" describes an apprenticeship where the University delivers the training but which requires an external End Point Assessment Organisation selected by the employers to undertake End Point Assessment.

4. Other definitions used in these Regulations for Apprenticeships are as follows:

   "Apprenticeship Agreement" means a contract between an apprentice and their employer which includes information on the apprenticeship, start and end dates and number of off-the-job training hours.

   "Apprenticeship Funding Rules" means the rules employers and training providers must follow to get funding for training and assessing apprentices in England as published by the Department for Education.

   "Apprenticeship Standard" means an outline of what an apprentice will be doing and the skills required of them, by job role. Standards are developed by employer groups known as 'trailblazers' and are published by the Institute for Apprenticeships and Technical Education.

"Assessment Plan" means the plan for End Point Assessment published by the Institute for Apprenticeships and Technical Education (IFATE) as part of the relevant apprenticeship standard.

"End Point Assessment or EPA" means an independent assessment taken at the end of the apprenticeship training to confirm that the apprentice has achieved occupational competence. If the apprentice does not pass the assessment, they have not completed their apprenticeship.

"ESFA" means the Education, Skills and Funding Agency, which is an executive agency, sponsored by the Department for Education.

"Off-the-Job Training" means training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime.

"OfS Regulatory Framework" means the regulatory framework for higher education in England required under section 75 of the Higher Education and Research Act 2017 (HERA) published by the Office for Students (OfS).

"Training Plan" means a document signed by the University, employer and apprentice, which sets out the commitment of the provider, employer, and apprentice and records key details, including the planned content and schedule for training and what is expected and offered by the employer, training provider and apprentice.

Academic Requirements for Admission and Recognition of Prior Learning

5. Regulations on academic requirements for admission are set out in the General University Regulations (Regulation XIII) and the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates (Regulation XVI). For apprenticeship programmes, the requirements prescribed by Faculty shall take into account the requirements of the relevant Apprenticeship Standard.
6. An applicant's prior learning and experience is assessed during the admissions process against the Knowledge, Skills and Behaviours required for the apprenticeship, as required in the Apprenticeship Funding Rules. The University may award exemptions against parts of the apprenticeship, which lead to a reduction or amendments to the training programme the apprentice will need to take, to avoid duplication and build on previous learning.

Registration and Status of Apprentices

7. In addition to the requirements relating to registration set out in the General University Regulations (Regulation XIII), at the start of each apprenticeship, each apprentice is required to sign:
   (a) an Apprenticeship Agreement with their employer which includes information on the apprenticeship, start and end dates and number of off-the-job training hours, *and*
   (b) a Training Plan with their employer and the University which includes details of the apprenticeship training and each party's commitments (see Definitions).
8. Throughout their apprenticeship programme apprentices must be employed and must spend a minimum of 20% of their working hours taking their programme of study at the University of Sheffield and the rest of the time with their employer.
9. Apprentices are required to register with the University for the duration of their

apprenticeship.

10. The General University Regulations (Regulation XIII) set out provisions for changes in student status. The following additional requirements apply for apprentices.

Breaks in Learning (Apprenticeship) and Leave of Absence from the University

(a) Apprentices and employers are permitted to request a Break in Learning. This is the term used in the Apprenticeship Funding Rules for a temporary pause in learning on an apprenticeship (for example in the case of medical treatment, parental leave or personal reasons as set out in the Apprenticeship Funding Rules).
(b) The University must apply a Break in Learning where there is no plan for any active learning taking place within a calendar month, in accordance with the Apprenticeship Funding Rules.
(c) In cases when the apprenticeship includes a University degree award, the regulations on taking a leave of absence and the time-limits for completion of programmes in the General University Regulations (Regulation XIII), General Regulations for First Degrees (Regulation XV) and the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates, Regulation XVI) shall apply.

Withdrawal

(d) If an apprentice decides to withdraw or becomes ineligible to continue on a programme, the apprenticeship withdrawal process should be followed, in order to comply with the Apprenticeship Funding Rules. This is in addition to the standard University withdrawal process, which students also need to follow to leave a University award programme.

Credit and Off-the-Job Training Requirements

11. The overall credit requirements for University qualifications set in the General University Regulations (Regulation XIII) apply in the case of apprenticeships, but there may be differences in the pattern of credits per year and a longer programme duration in order to meet the requirements of the University qualification and the wider apprenticeship.

12. To be eligible for government funding the apprentice must spend at least 20% of their normal working hours (capped at 30 hours per week for funding purposes only), over the planned duration of the apprenticeship practical period, on off-the-job training.

13. The minimum requirement for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) over the planned duration.

Assessment and Examinations

14. In any apprenticeship (Integrated or Non-Integrated) which involves a University award, the assessment for the University award is undertaken in accordance with the University's regulations, policies and procedures.

15. The assessment of the apprenticeship (End Point Assessment) is conducted in accordance with the Assessment Plan in the relevant Apprenticeship Standard and related requirements published by the Institute for Apprenticeships and Technical Education, and with the following external and regulatory requirements:

(a) For Non-Integrated Apprenticeships, where another organisation is appointed to undertake End-Point Assessment, assessment is conducted as per the Rules and

guidance for Ofqual-regulated apprenticeship end-point assessments published by Ofqual.

(b) For Integrated Apprenticeships including Integrated Degree Apprenticeships, where the University is responsible for End-Point Assessment, assessment is conducted under University regulations which are in accordance with the OfS Regulatory Framework.

16. On some occasions, adjustments may be needed to the standard University timings of examinations indicated in the General Regulations for First Degrees, in order to facilitate delivery of the apprenticeship and meet ESFA and Apprenticeship Standard Assessment Plan End Point Assessment requirements.

17. In most cases, any decisions to allow a resit will be made by a University Exam Board. On an exceptional basis, a resit may be offered “in-year” prior to the meeting of the Exam Board, where the approach is agreed with the external examiner and where this is in line with ESFA regulations or the requirements of the Assessment Plan.

18. The apprenticeship is confirmed by an End Point Assessment Organisation (EPAO) once the End Point Assessment is successfully completed and degree apprenticeship certificates are issued by the Apprenticeship Certificates England 360 (ACE360). The degree certificate is issued by the University.

19. In the case of Integrated Apprenticeships, External Assessors are appointed by the University to examine the End Point Assessment in accordance with IFATE requirements.

Student Discipline

20. The Regulations on the Discipline of Students (Regulation XXII) will apply to apprentices for the duration of their period of registration on the apprenticeship.

21. Apprentices in the AMRC are also subject to the AMRC’s Apprentice Disciplinary Policy.

Complaints and Appeals

22. Any complaint or appeal in relation to an apprenticeship delivered by the University will be handled in accordance with the University’s Student Complaints and Appeals procedures.

Tuition Fees

23. The regulations on Fees and the Notes for Students on Tuition Fees in the General University Regulations (Regulation XIII) do not apply to apprentices, which are instead funded in accordance with the Department for Education’s Apprenticeship Funding Rules.

Regulation XV:
General Regulations for First Degrees

Scope of these Regulations

1. These Regulations apply to all Certificates, Diplomas, Bachelor's Degrees and Integrated Master's Degrees, and to Foundation Years and Foundations Degrees unless there are additional and/or alternative requirements for external accreditation. These requirements will be clearly laid out within programme regulations. Where a programme of study is designated as a non-modular programme, Regulation 14 and subsequent Regulations will not apply to that programme.
2. The Senate will, on the recommendation of the Faculty, make Regulations providing for one or more programmes of study leading to the award of the Degree.

Content of Programmes of Study

3. The Regulations for each programme of study will specify the units required of or available to students in each Year and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a student before successful completion of the programme of study. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a student is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of School.
4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
5. Where a Regulation enables or requires a student to make a choice, the student's choice requires approval. The approval of the Head of the School responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a student to make a choice between units, for the student's choice of units. Where the programme of study is the responsibility of more than one School, the Heads of those Schools will agree on the procedure for giving such approval and publish it to students.

Attendance other than for University Qualifications

6. A person, whether or not registered for a programme of study leading to the award of a Degree or other qualification of the University, may be permitted by a Head of School on payment of the appropriate fee to attend a programme of study in respect of one or more units and take the examination in respect of those units on the basis that any grades and credits awarded may not be taken into account for the purposes of the award of any qualification of the University.
7. A student attending the University under an international exchange programme will enrol for

up to 60 credits in each semester attended. Such a student wishing to study fewer than 60 credits per semester must provide a supporting letter from their home university and will not be permitted to enrol for fewer than 40 credits in any semester or 100 credits in a full year of study. Such a student will normally enrol for credits at the appropriate Level and in the agreed Schools.

Degrees with Study Abroad Year

8. As part of the University's institutional study abroad year model, undergraduate students have the opportunity to undertake optional study abroad as part of their programme of study where there is no existing study abroad provision within a programme. An optional study abroad year is not guaranteed and there will be a number of undergraduate programmes of study where a study abroad year is unfeasible. Optional study abroad years will be non-credit bearing and will be assessed on a pass/fail basis. Optional study abroad will extend the length of a programme by one year on a pass/fail basis and will take place in the penultimate year of study. In order to progress to an optional study abroad year, students must have achieved the credit requirements as outlined in paragraph 31 of the General Regulations for First Degrees.
9. Students who successfully complete an optional study abroad year and pass the associated assessment will graduate "with Study Abroad" in their award title. Students who fail the optional study abroad year and any associated assessment shall revert to their original degree title. In exceptional circumstances students may be permitted to undertake both an optional study abroad year and optional placement year on approval of the Faculty Director for Education.

Degrees with Placement Year or Industrial Placement Year

10. As part of the University's institutional placement year model, undergraduate students have the opportunity to undertake an optional placement year as part of their programme of study where there is no existing placement provision within a programme. An optional placement year is not guaranteed and there will be a number of undergraduate programmes of study where a placement year is unfeasible. Optional placement years will be non-credit bearing and will be assessed on a pass/fail basis. Optional placement years will extend the length of a programme by one year and will take place in the penultimate year of study. In order to progress to an optional placement year students must have achieved the credit requirements as outlined in paragraph 31 of the General Regulations for First Degrees.
11. Students who successfully complete the optional placement year and pass the associated assessment will graduate "with a Placement Year" in their award title. Students who fail the optional placement and any associated assessment shall revert to their original degree title. For programmes that are professionally accredited and require the placement to be aligned with the content of the degree, students who successfully complete the placement will graduate 'with Industrial Placement Year' in their award title. In exceptional circumstances students may be permitted to undertake both an optional study abroad year and optional placement year on approval of the Faculty Director for Education.

Transfer between Programmes of Study and Faculties

12. A student may, with the permission of the Faculty, transfer to another programme of study. The Faculty will determine in each case the extent to which parts of the original programme already completed by a student will be treated as forming part of the new programme. Where parts of the original programme are so treated the credits and grades (including any fail

grades) already obtained by the student will be counted in respect of the new programme. Where parts of the original programme are not so treated, the fact that the student has previously taken the relevant units and the grades and credits (if any) awarded will be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts. A transfer from one Faculty to another requires the permission of both Faculties concerned. Permission to transfer will not imply the waiver of any requirements as to prerequisites.

Time-Limits

13. Except with the permission of the Faculty:

    (a) a full-time student must complete the Final Examination for a Degree within a period two years greater than the minimum required to complete the programme of study;
    (b) a part-time student must complete the Final Examination for a Degree within a period of nine years from the date of initial registration.

    Any period during which the Faculty has granted a student Leave of Absence will be ignored in calculating the time-limit.

Leave of Absence

14. The University may grant a student a Leave of Absence for a range of reasons including medical, employment-related and other circumstances.
15. The Leave of Absence may be for a period of up to 12 months, which may be renewed up to a maximum of 24 months. The Vice-President for Education may allow an exception to these limits in exceptional circumstances.

Recognition of Credits and Examinations

16. The Faculty may recognise credits awarded or examinations passed in other institutions as equivalent to credits awarded at FHEQ Level 4, FHEQ Level 5 or FHEQ Level 6 under the Regulations of this University, provided that:

    (a) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan, MPharm or MPhys may not, without the special permission of the Senate, be awarded to any student who has not been awarded at least 180 credits at FHEQ Level 4, FHEQ Level 5 or FHEQ Level 6 under the Regulations of this University, at least 100 of which were at FHEQ Level 6. "Credits awarded under the Regulations of this University" includes credits awarded in respect of a part of a programme of study which a candidate registered in this University is permitted or required by the Regulations to complete away from the University. Credits awarded in other institutions may contribute to an exit award of Certificate of Higher Education or Diploma of Higher Education where a student has achieved the minimum credit requirement.

17. Permitted exceptions to 16 are as follows:

    (a) in the case of apprenticeship-related and pre-registration nursing programmes in accordance with the relevant professional body and/or other external requirements.
    (b) in the case of non-modular programmes.
    (c) for specified articulation arrangements a Bachelor's Degree or the First Degree of

MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan or MPhys may be awarded to a student who has been awarded at least 120 credits at FHEQ Level 6 under the Regulations of this University.

Aegrotat Cases

18. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing an examination but are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the examination, they may recommend that the student be deemed to have passed the examination and that the student be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units will not be taken into account in determining the class of Degree to be awarded.
19. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing a substantial part of the final assessment for a Degree, and are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the assessment but that it is impossible to determine the appropriate class in which the student should be placed, they may recommend that the student be awarded an Aegrotat Degree.

Registration for Programmes and Units

20. A student will register for a particular programme of study and for the units the student proposes to complete. The programme of study of a full-time student, other than one repeating part of the programme of study in a particular Year, must be to the value of not fewer than 120 credits in a session and of not fewer than 40 credits in any semester. A full-time student may register for more than 120 credits in any one session only with the permission of the Faculty. Where a unit is available at more than one point in the Regulations for a programme of study, a student may only register for the unit at one such point.
21. A Bachelor's Degree student will register for units to the value of not fewer than 120 credits in both Year 2 and Year 3, of which not fewer than 90 credits will be at FHEQ Level 6 or above. An Integrated Master's student will register for units to the value of not fewer than 120 credits in Year 4. Not fewer than 120 credits of those taken in Years 3 and 4 will be at FHEQ Level 7.
22. FHEQ Level 4 units will be taken in Year 1 of a programme of study and may not be taken by any student in a subsequent Year, with the exception of language units, or where special permission is given under arrangements approved by the Vice-President of the Faculty.
23. A student may amend the registration in respect of any semester with the consent of the Head of School but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester will be made only with the permission of the Faculty.

Examinations

24. Where a unit is taken in the Autumn or the Spring Semester, an examination will be held for that unit in the relevant semester. Where a unit is taught over both semesters, an examination will be held for that unit in the Spring Semester.
25. In Year 1, a resit examination in respect of each unit will be held in August or September following the date of the first sit examination. Except with the permission of the Faculty, entry for the resit examination is open only to students who have failed in the first sit examination.

26. In Year 2 in certain programmes of study determined by the Faculty, a second examination in respect of each unit will be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to students who have failed in the first examination.
27. Where some part of the programme of study carrying a value in terms of credits is not in the form of a unit, the Regulations will specify the time or times at which the examination is to be held.

Award of Credits

28. A student who has achieved the specified pass grade and met all other pass criteria will be awarded the credits assigned to that unit.
29. A student who has achieved the pass grade and met all other pass criteria in any unit may not resit that unit.

Foundation Year

30. A student must complete units totalling at least 120 credits in Year 0. For the purposes of this Regulation 'completed units' are those for which a student has obtained any of the following:
    (a) a pass grade or pass outcome;
    (b) a fail grade; *or*
    (c) formal exemption as a result of previous study.
31. A student who is awarded 120 credits in Year 0 will pass the Foundation Year.
32. A student who fails any unit in Year 0 may apply to resit on two occasions. Where the grade achieved following a resit is lower than a previous attempt, the higher grade will be awarded.

Progression between Years

33. A student must complete units totalling at least 120 credits in each Year of study. For the purposes of this Regulation 'completed units' are those for which a student has obtained any of the following:
    (a) a pass outcome;
    (b) a fail outcome; *or*
    (c) formal exemption as a result of previous study.
34. A student who is awarded 120 credits will pass the Year and may progress.
35. Where the Regulations for a particular programme of study provide for a phase of the programme to be intercalated (for example a session spent abroad in a programme of study in a modern language), a student will in addition complete the requirements of that.

For students commencing Year 1 of a programme of study before September 2022

36. A student with failed credit may be permitted to progress to the next Year or complete their award. The recommendation to progress with failed credit will take into account the performance of the student in the failed units and the extent to which the student's performance in other units provides compensation for failure in those units. The recommendation to progress will not imply the waiver of any prerequisites involving the award of credit.

Year 1

37. The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 1 and who achieves a grade of 30 or above in failed units is deemed to have passed the Year and may progress to Year 2.

Year 2

38. **Foundation Degree:** The Examiners may, in their discretion, recommend that a student studying for a Foundation Degree who has passed at least 100 credits in Year 2 is deemed to have passed the Year and has satisfied the requirements for the award of Foundation Degree.

    Bachelor's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 is deemed to have passed the Year and may progress to Year 3.

    A student who has passed fewer than 120 credits at Year 2 may only proceed to Year 3 with the permission of the Faculty.

    Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 and who achieves a weighted mean grade in Year 2 of 49.5 or above is deemed to have passed the Year and may progress to Year 3.

    A student who has passed fewer than 120 credits or who has achieved a weighted mean grade of less than 54.5 may only proceed to Year 3 with the permission of the Faculty.

Year 3

39. **Bachelor's Degree:** The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 is deemed to have passed the Year and satisfied the requirements for the award of Degree.

    Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 and who achieves a weighted mean grade in Year 3 of 49.5 or above is deemed to have passed the Year and may progress to Year 4.

Year 4

40. **Integrated Master's Degree:** The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 4 is deemed to have passed the Year and satisfied the requirements for the award of Integrated Master's Degree.

For students commencing Year 1 of a programme of study in or after September 2022

41. A student with failed credit may be permitted to progress to the next Year or complete their award. In such cases, a compensated pass will be recommended in the failed units and credit will be awarded. The grade achieved for compensated units will remain unchanged. The award of compensation will not prevent the student from applying to resit the failed unit.

42. The recommendation to progress with compensated credits will take into account the performance of the student in the failed units and the extent to which the student's performance in other units provides compensation for failure in those units. The recommendation to progress will not imply the waiver of any prerequisites involving the award of credit.

Year 1

43. The Examiners may, in their discretion, recommend that a student who has passed at least

100 credits in Year 1 and who achieves a grade of 30 or above in failed units is deemed to have passed the Year and may progress to Year 2.

Year 2

44. **Foundation Degree:** The Examiners may, in their discretion, recommend that a student studying for a Foundation Degree who has passed at least 100 credits in Year 2 is awarded a compensated pass in failed units and has satisfied the requirements for the award of Foundation Degree.

    Bachelor's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 is awarded a compensated pass in failed units and may progress to Year 3.

    A student who has been recommended for a compensated pass in Year 2 may only proceed to Year 3 with the permission of the Faculty.

    Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 and who achieves a weighted mean grade in Year 2 of 49.5 or above is awarded a compensated pass in failed units and may progress to Year 3.

    A student who has been recommended for a compensated pass in Year 2, or who has achieved a weighted mean grade of less than 54.5, may only proceed to Year 3 with the permission of the Faculty.

Year 3

45. **Bachelor's Degree:** The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 is awarded a compensated pass in failed units and has satisfied the requirements for the award of Degree.

    Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 and who achieves a weighted mean grade in Year 3 of 49.5 or above is awarded a compensated pass in failed units and may progress to Year 4.

Year 4

46. **Integrated Master's Degree:** The Examiners may in their discretion recommend that a student who has passed at least 100 credits in Year 4 is awarded a compensated pass in failed units and has satisfied the requirements for the award of Integrated Master's Degree.

Reassessment

47. A student who fails any unit may apply to resit:

    (a) on two occasions for a FHEQ Level 4 unit;
    (b) on one occasion for a FHEQ Level 5 or 6 unit, or for any units on a non-modular programme of study.

48. A student may apply to resit failed units even where they are deemed eligible to progress to the next Year of study. Units that are passed following resit will be capped at the pass mark. Where the grade achieved following resit is lower than a previous attempt, the higher grade will be awarded.

49. The Faculty may allow a student who has failed to meet progression requirements in Year 1 following reassessment to retake the Year. All grades and credits awarded will be disregarded

for the purposes of progression and award, and the units will be taken as if for the first time.

Reassessment during the Final Year of Study

50. **Foundation Degree:** A student on a Foundation Degree programme who fails any units in Year 2 and who has not been recommended for the award of Foundation Degree may apply to resit any failed units taken in Year 1 where a resit has not already been attempted, in addition to any failed units taken in Year 2. The student will not be recommended for merit or distinction.

    Bachelor's Degree: A student who fails any units in Year 3 and who has not been recommended for the award of a Degree may apply to resit any failed units taken in Year 2 where a resit has not already been attempted, in addition to any failed units taken in Year 3. The student will not be recommended for the award of Honours.

    Integrated Master's Degree: A student who fails any unit in Year 4 is not permitted to resit.

Grades for Units

51. The unit grade is calculated from the weighted mean of all summative assessment components. Each unit has a minimum pass grade. There is no minimum mark required at component level.

Year 0 or FHEQ Levels 4, 5 and 6

(a) The grade for each unit will be expressed as a whole number of the following numerical scale:

70-100	work to a standard appropriate to Class I
60-69	work to a standard appropriate to Class II - Division 1
50-59	work to a standard appropriate to Class II - Division 2
45-49	work to a standard appropriate to Class III
40-44	work of a Pass standard
0-39	work in respect of which the student fails

FHEQ Level 7

(b) The grade for each until will be expressed as a whole number of the following numerical scale:

70-100	work to a standard appropriate to Class I
60-69	work to a standard appropriate to Class II - Division 1
50-59	work to a standard appropriate to Class II - Division 2
0-49	work in respect of which the student fails

Classification of Students

Credit Requirements

For students commencing Year 1 of a programme of study before September 2022

52. A student may be recommended for an award of Degree with Honours where:

    (a) at least 200 credits have been awarded in Years 2 and 3 (at least 230 credits for language programmes in the School of Languages and Cultures, or at least 100 credits

in Year 3 for apprenticeship top-up programmes); *and*
(b) at least 90 of the credits awarded are at FHEQ Level 6 or above; *and*
(c) a weighted mean grade of 39.5 has been achieved.

A student who has been awarded at least 200 credits in Years 2 and 3 (at least 230 credits for language programmes in the School of Languages and Cultures, or 100 credits in Year 3 for apprenticeship top-up programmes) but who fails to meet any other criteria may be recommended for the award of a Pass Degree.

53. A student may be recommended for an Integrated Master's Degree where:

(a) at least 320 credits have been awarded in Years 2, 3 and 4; *and*
(b) at least 90 of the credits awarded are at FHEQ Level 7 or above; *and*
(c) a weighted mean grade of 49.5 has been achieved.

A student who has been awarded at least 320 credits in Years 2, 3 and 4 but who fails to meet any other criteria may be recommended for the award of Bachelor's Degree, with or without Honours.

54. The Examiners may, in their discretion, recommend that a student has passed their programme of study but without the award of Honours where:

(a) at least 180 credits have been awarded in Years 2 and 3; *or*
(b) at least 210 credits have been awarded in Years 2 and 3 for language programmes in the School of Languages and Cultures; *or*
(c) at least 100 credits have been awarded in Year 3 for apprenticeship top-up programmes.

This recommendation may only be made with the specific concurrence of the External Examiner.

For students commencing Year 1 of a programme of study in or after September 2022

55. A student may be recommended for an award of Degree with Honours where:

(a) at least 240 credits have been awarded in Years 2 and 3 (or 120 credits in Year 3 for apprenticeship top-up programmes and specified articulation arrangements); *and*
(b) at least 90 of the credits awarded are at FHEQ Level 6 or above; *and*
(c) a weighted mean grade of 39.5 has been achieved.

A student who has been awarded at least 240 credits in Years 2 and 3 (or at least 120 credits in Year 3 for apprenticeship top-up programmes and specified articulation arrangements) but who fails to meet any other criteria may be recommended for the award of a Pass Degree.

56. A student may be recommended for an Integrated Master's Degree where:

(a) at least 360 credits have been awarded in Years 2, 3 and 4 (or 240 credits in Years 3 and 4 for specified articulation arrangements); *and*
(b) at least 120 of the credits awarded are at FHEQ Level 7 or above; *and*
(c) a weighted mean grade of 49.5 has been achieved.

A student who has been awarded at least 360 credits in Years 2, 3 and 4 (or 240 credits in Years 3 and 4 for specified articulation arrangements) but who fails to meet any other criteria may be recommended for the award of Bachelor's Degree, with or without Honours.

57. The Examiners may, in their discretion, recommend that a student has passed their

programme of study but without the award of Honours where:

(a) at least 200 credits have been awarded in Years 2 and 3; *or*
(b) at least 100 credits have been awarded in Year 3 for apprenticeship top-up programmes or specified articulation arrangements.

This recommendation may only be made with the specific concurrence of the External Examiner.

Classification

Calculation of Bachelor's Degrees

58. The Class of Degree to be awarded to each student will be recommended to the Faculty by the Examiners. The recommendations will take into account the performance of the student at FHEQ Levels 5, 6 and, where applicable, 7, except in the cases of apprenticeship top-up programmes and specified articulation arrangements, where the recommendations will normally take into account the performance of the student at FHEQ Level 6 only.

59. The class will be determined using a weighted mean calculation as follows: units taken at FHEQ Levels 5 and 6 using weightings of 33.3% (FHEQ Level 5) and 66.7% (FHEQ Level 6 and, where applicable, FHEQ Level 7), unless an alternative calculation is required for external accreditation, except in the case of specified articulations with units taken at FHEQ Level 6 only for which the weighting will be 100%. The weighted mean grade will be calculated to one decimal place. To receive an award the weighted mean grade must be above 39.5.

Calculation of Integrated Master's Degrees

60. The class will be determined using a weighted mean calculation as follows: units taken at FHEQ Levels 5, 6 and 7 using weightings of 20% (FHEQ Level 5), 40% (FHEQ Level 6) and 40% (FHEQ Level 7) (or 50% (FHEQ Level 6 and 50% (FHEQ Level 7) for specified articulation arrangements), unless an alternative calculation is required for external accreditation. To receive an Integrated Master's Degree the weighted mean grade must be above 49.5. If the weighted mean grade is below 49.5 the student may be considered for the award of Bachelor's Degree.

Calculations

61. The following thresholds and borderlines will be used to inform the degree class when the weighted mean grade calculation in paragraphs 59 or 60 is applied.

Class	Classification Threshold	Borderline Range
Class I	69.5 or higher	68.0 – 69.4
Class II – Division I	59.5 or higher	58.0 – 59.4
Class II – Division II	49.5 or higher	48.0 – 49.4
Class III	44.5 or higher	43.5 – 44.4
Pass	39.5 or higher	38.0 – 39.4

Where the Calculation places the student in the borderline range to a higher class this class will be recommended by the Examiners where at least 50% of the credits taken at FHEQ Levels 5, 6 and 7 meet the threshold for the higher class.

62. In every case, the Examiners will recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the student.

Merits and Distinctions for Foundation Degrees

63. A student who has achieved a mean grade of 60 or above in respect of all units in at FHEQ Levels 4 and 5 or who has achieved a grade of 60 or above in respect of units to the value of 160 credits, of which not fewer than 100 credits must be at FHEQ Level 5, will be eligible for the award of a Foundation Degree with Merit.

    A student who has achieved a mean grade of 70 or above in respect of all units in at FHEQ Levels 4 and 5 or who has achieved a grade of 70 or above in respect of units to the value of 160 credits, of which not fewer than 100 credits must be at FHEQ Level 5, will be eligible for the award of a Foundation Degree with Distinction.

Substitution of Units

64. A student entitled under the above Regulations to enter for a subsequent examination in any Year may, with the permission of the Faculty, substitute another unit for that in respect of which the student has failed to satisfy the Examiners. Permission to make a substitution under this Regulation will not increase the number of occasions on which a student may enter an examination.
65. A student who has satisfied the Examiners in the examination for the substituted unit or other part will be awarded a bare pass grade in that examination.

Exit Awards

66. A student who has exhausted all opportunities to retrieve failed assessments, or who otherwise exits prior to completion of the programme on which they registered and has achieved the minimum credit will be eligible for an exit award of Certificate of Higher Education or Diploma of Higher Education.

    A student who is awarded 240 credits or more, with at least 120 credits at FHEQ Level 5 or above, will be eligible for the award of the Diploma of Higher Education. A student who does not meet the requirements for the Diploma of Higher Education and has been awarded 120 credits or more will be eligible for the award of Certificate of Higher Education.

Merits and Distinctions for Exit Awards

67. An award of Certificate of Higher Education is not classified.
68. A student will be eligible for the award of Diploma of Higher Education with Merit where:
    (a) a mean grade of 60 or above has been obtained in all units at FHEQ Levels 4 and 5; *or*
    (b) a grade of 60 or above in at least 160 credits has been obtained, of which 100 credits or more are at FHEQ Level 5 or above.
69. A student will be eligible for the award of Diploma of Higher Education with Distinction where:
    (a) a mean grade of 70 or above has been obtained in all units at FHEQ Levels 4 and 5; *or*
    (b) a grade of 70 or above in at least 160 credits has been obtained, of which 100 credits or more are at FHEQ Level 5 or above.

Regulation XVI:
General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

Scope of these Regulations

1. These Regulations apply to:

   Master's Degrees in all Faculties (except Integrated Master's Degrees)

   Postgraduate Diplomas in all Faculties

   Postgraduate Certificates in all Faculties

   And to the coursework element of:

   the Degree of EdD

   the Degree of DClinDent

   the Degree of DClinPsy

   the Degree of DEdCPsy

   PhD with Integrated Studies

   the Degree of PhD with integrated taught elements

2. These Regulations are subject to provisions relating to a specific Higher Degree, and to the General Regulations for Higher Degrees by Research, where a programme of study includes a programme of research and a thesis, provided that where any programme of study is designated as a non-modular programme, Regulations 13 to 19 will not apply to that programme.

Minimum Qualifications for Admission as a Student

3. A person may be admitted as a student who:

   (a) is a recognised graduate and who has attained a standard at least equivalent to that of a good Honours Degree in a subject related to that of the proposed programme of study; *or*
   (b) has passed a qualifying examination in such a subject at a standard equivalent to FHEQ Level 6 and at a time and subject to such conditions (which may include attendance for an appropriate programme of study) as may be prescribed by the Faculty; *or*
   (c) has been deemed qualified for admission as a student by the Faculty; *or*
   (d) being a student for a Postgraduate Diploma, is permitted by the Faculty to transfer to candidature for a Master's Degree in the same subject.

Programmes of Study

4. For each Higher Degree by coursework (or by coursework and dissertation), the Senate will on the recommendation of the Faculty make Regulations providing for one or more programmes of study leading to the award of the Degree.

5. The Regulations for each programme of study will specify the units required of or available to students, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a student before successful completion of the

programme of study. Where the Regulations for a modular programme of study require a dissertation, the dissertation will be assigned a value of not more than 90 credits. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a student is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of School.

6. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
7. Where a Regulation enables or requires a student to make a choice, the student's choice requires approval. The approval of the Head of the School responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a student to make a choice between units, for the student's choice of units. Where the programme of study is the responsibility of more than one School, the Heads of those Schools will agree on the procedure for giving such approval and publish it to students. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an unrestricted unit within a programme of study requires the approval only of the Head of the School offering the unit.
8. A student may amend the registration in respect of any semester with the consent of the Head of School but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester will be made only with the permission of the Faculty.
9. A student may, with the permission of the Faculty, transfer to another programme of study. The Faculty will determine in each case the extent to which parts of the original programme already completed by a student will be treated as forming part of the new programme. Where parts of the original programme are so treated the credits and grades (including any fail grades) already obtained by the student will be counted in respect of the new programme. Where parts of the original programme are not so treated, the fact that the student has previously taken the relevant units and the grades and credits (if any) awarded will be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts. A transfer from one Faculty to another requires the permission of both Faculties concerned. Permission to transfer will not imply the waiver of any requirements as to prerequisites.

Recognition of Credits and Examinations

10. The Faculty may recognise credits awarded or examinations passed in other institutions as equivalent to credits awarded under the Regulations of this University, provided that the work attracting the credits has not been and will not be submitted for any other degree, except as permitted by the Senate in the case of collaborative dual/double award programmes, and that a higher Degree may not, without the special permission of the Senate, be awarded to any student who has not been awarded:
    (a) in the case of Degrees and Postgraduate Diplomas and Postgraduate Certificates wholly awarded by the University, at least one-half of the required number of credits

under those Regulations;

(b) in the case of Degrees wholly awarded by the University in respect of a programme of study that is jointly developed and delivered in conjunction with one or more partner institutions, at least one-third of the required number of credits under those Regulations;

(c) in the case of Postgraduate Diplomas and Postgraduate Certificates wholly awarded by the University in respect of a programme of study that is jointly developed and delivered in conjunction with one or more partner institutions, at least one-half of the required number of credits under those Regulations;

(d) in the case of jointly awarded Degrees, at least one-third of the required number of credits under those Regulations;

(e) in the case of jointly awarded Postgraduate Diplomas and jointly awarded Postgraduate Certificates, at least one-half of the required number of credits under those Regulations.

"Credits awarded under the Regulations of this University" includes credits awarded in respect of a part of a programme of study which a student registered in this University is permitted or required by the Regulations to complete away from the University.

Aegrotat Cases

11. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing an examination but are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the examination, they may recommend that the student be deemed to have passed the examination and that the student be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units will not be taken into account in determining the student's eligibility for the award of merit or distinction.

12. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing a substantial part of the Examination for a Degree, and are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the Examination, they may recommend that the student be awarded an Aegrotat Degree.

Minimum Period of Study

13. The programme of study and research for a Master's Degree by coursework (or coursework and dissertation) will be not less than one year for a full-time student and not less than two years for a part-time student. Minimum periods of study for the Degrees of EdD, DClinDent, DClinPsy, DDSc, DEdCPsy, DEdPsy, DMedSci, EngD and PhD with Integrated Studies are specified in the Code of Practice for Research Degrees.

Grades

14. The unit grade is calculated from the weighted mean of all summative assessment components. Each unit has a minimum pass grade. There is no minimum mark required at component level.

    The grade for each unit will be expressed as a whole number on the following numerical scale:

70-100	work to a standard appropriate to Distinction
60-69	work to a standard appropriate to Merit

50-59	work to a standard appropriate to Pass
0-49	work in respect of which the student fails

Award of Credits

15. A student who has achieved the specified pass grade and met all other pass criteria will be awarded the credits assigned to that unit.
16. A student who has achieved the pass grade and met all other pass criteria in any unit may not resit that unit.

Credits Required for a Master's Degree of Postgraduate Diploma or Certificate

17. A student who is awarded 180 credits will be eligible for a Master's Degree. Where the Regulations for a Master's Degree make provision for a related Postgraduate Diploma or Postgraduate Certificate, a student who is awarded 120 credits will be eligible for the award of Postgraduate Diploma, and a student who is awarded 60 credits will be eligible for the award of Postgraduate Certificate. Calculation of credits awarded for the Postgraduate Certificate will exclude the dissertation unit.

For students commencing their programme of study prior to September 2022

18. Where a student has not met the full credit requirements in Regulation 17, the Examiners may in their discretion recommend that a student with failed credits has satisfied the requirement for a Master's Degree where they have:
    (a) passed at least 165 credits; *and*
    (b) achieved an average grade of 50 or above; *and*
    (c) achieved a grade of 40 or above in the failed credits necessary to meet the credit requirements for the award of Master's Degree.
19. Where a student has not met the full credit requirements in Regulation 17, the Examiners may in their discretion recommend that a student with failed credits has satisfied the requirement for a Postgraduate Diploma where they have:
    (a) passed at least 105 credits; *and*
    (b) achieved an average grade of 50 or above; *and*
    (c) achieved a grade of 40 or above in the failed credits necessary to meet the credit requirements for the award of Postgraduate Diploma.

    In the case of a student on a Master's Degree programme who is being considered for the award of Postgraduate Diploma, calculation of the average grade and the minimum mark requirements laid out in (b) and (c) will be based on the best 120 graded credits. Additional credits taken will be excluded.

    All calculations will include the dissertation unit where this forms part of the best 120 credits.

Distinctions and Merits

20. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Master's degree, such that:
    (a) a student who achieves a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 90 credits may be recommended for the award of the Degree with distinction; *and*

(b) a student who achieves a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 90 credits may be recommended for the award of the Degree with merit.

21. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Postgraduate Diploma, such that:

    (a) a student who achieves a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with distinction; *and*
    (b) a student who achieves a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with merit.

22. The Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the student notwithstanding Regulations 20 and 21 above.

Dissertations

23. Where a programme of study includes a dissertation, the dissertation will be of a length and be presented in typed form not later than the time prescribed by the Head of School.
24. A student will state in the dissertation the sources from which the information it contains is derived and the extent to which the student has made use of the work of others.
25. A student may not submit a dissertation a substantial part of which consists of material which has been submitted for any other Degree or qualification.

Failure

For students commencing their programme of study after September 2022

26. The Examiners may in their discretion recommend that a student is awarded a compensated pass in failed units where they have:

    (a) passed at least 165 credit (Master's Degree) or 105 credits (Postgraduate Diploma); *and*
    (b) achieved an average grade of 50 or above; *and*
    (c) achieved a grade of 40 or above in each of the failed units.

    In the case of a student for a Master's Degree who is being considered for the award of a Postgraduate Diploma, calculation of the average grade and the minimum mark requirements laid out in (b) and (c) will be based on the best 120 graded credits. Additional credits taken will be excluded.

    All calculations will include the dissertation unit where this forms part of the best 120 credits.

27. Compensated units will be awarded credit but will retain the original grade.

Reassessment

28. A student who fails to satisfy the Examiners in respect of any unit or other part of the programme of study (including the dissertation if any) and who has not been recommended for

the award of a Master's Degree or a Postgraduate Diploma may (subject to the Regulations for the particular programme of study and to the General Regulations as to the Progress of Students) enter for a subsequent examination in respect of the unit or submit a revised dissertation on one occasion only. A student satisfying the Examiners in a subsequent examination or in respect of a revised dissertation will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade will be awarded.

29. The Faculty may prescribe conditions to be satisfied by the student, and in the absence of any other provision, the re-examination or re-submission will be within one year of the notification of the first result.

30. Regulations for the Degrees of DClinPsy, DDSc, and EngD where a student fails to satisfy the Examiners in respect of the thesis are included in the Regulations relating to specific Higher Degrees by research.

Time-Limits and Extensions

31. Except with the permission of the Faculty, or where the Regulations for a particular programme of study provide otherwise:

    (a) a full-time student must complete the programme of study for a Master's Degree within a period one year greater than the minimum required to complete the programme of study; *and*
    (b) a part-time student must complete the programme of study for a Master's Degree within a period of two years greater than the minimum required to complete the programme of study.

    Any period during which the Faculty has granted a student Leave of Absence will be ignored in calculating the time-limit.

    Applicable time-limits for full-time and part-time students may, for good reason, be extended by not more than one year by the Faculty and, in exceptional cases, by a further period by the Senate on the recommendation of the Faculty. In any case in which the Faculty refuses to extend or recommend the extension of a time-limit, the Senate will consider the case (including the views of the Faculty) and may grant the extension.

32. Time limits for the Degrees of DClinPsy, DDSc, and EngD are included in the Regulations relating to specific Higher Degrees by research.

Leave of Absence

33. The University may grant a student a Leave of Absence for a range of reasons including medical, employment-related and other circumstances.

34. The Leave of Absence may be for a period of up to 12 months, which may be renewed up to a maximum of 24 months. The Vice-President for Education may allow an exception to these limits in exceptional circumstances.

General Regulations for Higher Degrees by Research

Scope of these Regulations

1. These regulations apply to:

the Degree of PhD

the Degree of PhD with Integrated Studies (in respect of the programme of research and thesis)

the Degree of PhD with integrated taught elements (in respect of the programme of research and thesis)

the Degree of EdD (in respect of the programme of research and thesis)

the Degree of DClinPsy (in respect of the programme of research and thesis)

the Degree of DEdCPsy (in respect of the programme of research and thesis)

the Degree of EngD

the Degree of MD

the Degree of MPhil

the Degree of MPhil with integrated taught elements

the Degree of PhD by Publication

the Degree of MD by Publication

2. These Regulations are subject to Programme Regulations relating to a specific Higher Degree, and/or to the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates where a programme contains coursework elements.

Minimum Qualifications for Admission as a Student

3. Applicants must hold an honours degree related to the proposed area of research, hold an equivalent qualification, or be deemed qualified by the Faculty, and must satisfy the University that they are fit by reason of their ability, experience and training to undertake the Degree.

Student Classification

4. A person may be admitted as a student in one of the following categories, unless stated otherwise in the relevant Programme Regulations:
   (a) full-time student candidate; *or*
   (b) part-time student candidate; *or*
   (c) University staff candidate.

Change of Candidature

5. A Student admitted under one candidature may apply to change to another candidature under conditions approved by the Faculty.

Supervisors

6. One or more Supervisors will be appointed by the Faculty for each student. At least one Supervisor will be a member of the Academic Staff of the University.
7. In the case of a Joint or Double Award arrangement, at least one additional Supervisor will be appointed by the partner institution.
8. The supervision of any candidate (other than one admitted under a remote location or majority off campus scheme approved by the Faculty) will be primarily in person. The

candidate will meet the Supervisor every four weeks at a minimum for full-time candidates (pro-rata for part-time candidates).

Research away from the University

9. A full-time or part-time student may pursue the whole or part of the programme of research at a specified place away from the University, in accordance with a remote location scheme approved by the Faculty, or a Memorandum of Agreement for a remote location scheme with a specific institution.

   To apply for a remote location scheme, students must:

   (a) be an International student not resident in the UK; *and*
   (b) meet the normal entry requirements for the programme of research for which they are applying; *and*
   (c) accept adequate supervisory arrangements for the research scheme acceptable to the relevant faculty of the University; *and*
   (d) prove access to the necessary library, computing and other research facilities required to successfully undertake the programme of research within the required period.

   Approval to study as a remote location student can normally be sought during the application process and will not normally be given to students who are already registered as full-time or part-time students of the University. Remote location students must not spend more than eight consecutive weeks at the University at any time during the course of their degree (schemes agreed with specific institutions may set out further specifications relating to the amount of time spent at the University).

10. A full-time or part-time student may pursue the whole or part of the programme of research at a specified place away from the University, in accordance with a majority off campus scheme approved by the Faculty. To apply for a majority off campus scheme, students must:

    (a) meet the normal entry requirements for the programme of research for which they are applying; *and*
    (b) accept adequate supervisory arrangements for the research scheme acceptable to the relevant Faculty of the University; *and*
    (c) prove access to the necessary library, computing and other research facilities required to successfully undertake the programme of research within the required period.

    Approval to study as a majority off campus student can normally be sought during the application process and will not normally be given to students who are already registered as full-time or part-time students of the University. Majority off campus students are not restricted to a specified amount of time they are permitted to spend at the University over the course of their degree, but the expectation is that they will complete the majority of their programme away from Sheffield.

11. Except where a candidate is admitted either as a remote location candidate, or a majority off campus candidate, a student must be present on the University campus as required by their programme and/or any visa terms and conditions.

Recognition of Attendance at Other Institutions

12. The Faculty may recognise, as part of the period of research, some or all of the time already spent in another institution by a student under approved supervision on research relevant to the subject of the thesis, provided that:

(a) the work done during that time has been approved by the Faculty as of sufficiently high standard; *and*
(b) the work has not been and will not be submitted for any other Degree; *and*
(c) the period of normal registration remaining is not less than the minimum period of study.

Period of Study, Registration, Time-Limits and Tuition Fee Payment

13. Periods of minimum, normal and maximum registration for each programme of research are set out in the *Code of Practice for Research Degree Programmes*.
14. Periods of registration will be calculated from the date of the student's initial registration at the commencement of the programme of research.
15. Admission as a part-time candidate is defined at 50% of the full-time equivalent only.

Extensions

16. Time-limits may, for good reason, be extended for one year by the Faculty, and in exceptional cases, by a further period which would not normally exceed an additional year, by a cross-Faculty panel.

Leave of Absence

17. Leave of Absence from studies may, for good reason, be granted for up to two years by the Faculty, and in exceptional cases by a further period by a cross-Faculty panel.

Doctoral Development Programme

18. A student will undertake a Training Needs Analysis at the start of each year (or other appropriate period of study) in consultation with the Supervisory team, in order to identify the additional skills and experience required to meet the levels of competence outlined in the Core Competencies.
19. A student will undertake an individual programme of training and skills development 'Doctoral Development Programme' during each year (or other appropriate period of study) based on the outcomes of the Training Needs Analysis, to be agreed in consultation with the Supervisory team.
20. A student will not be permitted to pass the Confirmation Review (if required for the programme of research), unless the student has presented a portfolio demonstrating that they have undertaken the agreed programme of training and skills development and have achieved an appropriate level of competency as agreed by the Supervisory team.
21. The submission of a Data Management Plan is required for confirmation of candidacy of all students.
22. A student will not be awarded the degree unless the Faculty has confirmed the student's satisfactory completion of the Doctoral Development Programme.
23. Where a student fails to successfully complete a part or parts of the programme of training and skills development, the Faculty may permit the student to repeat that part or parts, or to undertake other training or skills development, in each case on such conditions as the Faculty may determine.

Theses

24. A student for a Higher Degree by Research will, on the completion of the programme of research:

    (a) present a thesis containing the results of the student's research and showing the sources from which the information it contains is derived and the extent to which the student has made use of the work of others; *and*
    (b) pass an oral examination in matters relevant to the subject of the thesis.

    At the oral examination, no person other than the student and the Examiners may be present except with the agreement of those persons.

25. The language of the thesis will be English. Exceptionally, and with the permission of the Faculty, a student may present their thesis in a language other than English where this is of demonstrable significance to the impact and dissemination of the research.

26. Where the programme of research leads to the production of material additional to the thesis, such as creative work or supporting material submitted using other forms of media, the thesis will clearly present the additional material in its relevant context and will be accompanied by a permanent record of the additional material, where practicable, included with the thesis.

27. A thesis may not be submitted before the completion of the minimum period of the programme of research for the relevant Degree, as specified in the *Code of Practice for Research Degree Programmes*, without the permission of the Faculty.

28. A student may not submit a thesis a substantial part of which consists of material which has been submitted for any other Degree or qualification unless exceptions are specified in the Programme Regulations

29. A student will submit alongside the thesis:

    (a) a declaration concerning access to and reproduction of the thesis;
    (b) a summary, not exceeding 300 words in length, which may be drawn up in consultation with the Supervisor.

30. If, on the recommendation of the Examiners, a student is required to submit a revised thesis, the resubmission will be within one year of the date of notification of the first result.

31. For first submission and resubmission, a student is required to submit the thesis to Turnitin, according to the procedure operating in the relevant School. The version of the thesis submitted to Turnitin must be an exact copy of the version submitted for examination.

32. For first submissions and resubmissions, the thesis must be submitted to the University online, following the procedures outlined in the *Code of Practice for Research Degree Programmes*. Once submitted, the examination process will be deemed to have commenced and the thesis cannot normally be retracted.

33. When a thesis has been approved following examination, an electronic version of the thesis is required to be submitted to the institutional repository (White Rose eTheses Online). Where the thesis is incomplete or has been edited to remove sensitive material or material that has not been copyright cleared, a complete electronic copy must also be submitted following the procedures outlined in the *Code of Practice for Research Degree Programmes*.

34. The award of any qualification will be withheld until the requirements for award of degrees, as stipulated in the *Code of Practice for Research Degree Programmes*, have been completed.

Examiners

35. At least two Examiners will be appointed to report to the Faculty on the thesis and oral examination. At least one Examiner will be an External Examiner. Prior to appointment an Examiner will declare any conflict of interest with respect to the student or their research project.

    The following special provisions apply to particular categories of student:

    (a) in the case of a University Staff candidate at least two External Examiners and an internal coordinator will be appointed;
    (b) in the case of a University Staff candidate holding a non-established appointment arising from external financing, one Examiner may be a member of the Academic Staff of the University other than the grant-holder; at the discretion of the Vice-President, the grant-holder may be appointed as an additional Examiner.

Regulations for the Degree of PhD, EngD and MD (excluding by Publication)

1. A student's registration for the Degree of PhD, EngD or MD (excluding by Publication) will be considered probationary until such time as the candidate successfully passes the School Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The first attempt must be completed no later than 12 months from the student's initial registration for full-time students. If the decision to pass a student is deferred pending a second attempt, a final decision must be taken no later than18 months from the students' initial registration for full-time students (pro-rata for part-time students). A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.

   Where exceptions to the above timescales are required, these must be set out in the programme Regulations.

Change of Programme

2. A student may, with the permission of the Faculty, transfer to another research programme of study at the same, or lower, FHEQ level. Where a student is changing programmes between Schools and/or Faculties, the permission of both Schools and/or Faculties is required. Students changing programme will transfer into the new programme of study at the same point in their registration. The student's normal period of registration and time limit will therefore remain unchanged, unless the new programme of study is of a different duration.

Theses

3. A student will satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.

Failure

4. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:

(a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*;
(b) be awarded instead a Master's Degree; *or*
(c) be permitted to become instead a student for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

Regulations for the Degree of PhD by Practice

Theses

1. A student for the degree of PhD or MPhil in a Faculty-approved School may:
   (a) supplement a slightly reduced thesis with a practical component, with that practical component illustrating aspects of the thesis (for example research methodology or an element of the research findings); *or*
   (b) submit a thesis and practical outcome of equal weight, where the thesis is approximately half the length of a full thesis; *or*
   (c) in the discipline of Music only, submit a practice-based output as the primary component with accompanying commentary.
2. The thesis and practical component must show coherence and originality, as required for all research submissions.
3. The practical component must demonstrate a high level of skill, involve a research inquiry and be submitted such that it forms a permanent record of the research process, as defined in the Programme Regulations.
4. The thesis will contextualise the project, offering a retrospective analysis of the process and outcomes, and reflecting on the chosen research methodologies and/or production processes and the relation between them, where applicable.
5. In the case of a student electing to proceed under this Regulation, any reference to the thesis includes a thesis supplemented by a practical component.

Regulations for the Degree of PhD with Integrated Studies

1. A person may be admitted in the following category:
   (a) full-time student candidate.
2. The programme of study and research will be pursued for not less than three years.
3. A candidate will be admitted as a student for a Master's Degree approved for this purpose and pursue the programme of study for not less than one year.
4. A student who, after completing the minimum period of study, and who has progressed satisfactorily as determined by the School[1] or as specified by the individual programme Regulation, has obtained not less than *one hundred and twenty* credits may be permitted to become additionally a student for the Degree of PhD with Integrated Studies. Such a student will:

[1] It is normally expected that a candidate should be working at the level of a Merit in line with Regulation 20 of the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates.

(a) pursue a programme of research for not less than two years, and present a thesis for examination in accordance with the Regulations for Higher Degrees by Research.

(b) A student's registration for the Degree of PhD will be considered probationary until such time as the candidate successfully passes the School Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The first attempt must be completed no later than 12 months from the student's initial registration for full-time students. If the decision to pass a student is deferred pending a second attempt, a final decision must be taken no later than 18 months from the student's initial registration for full-time students (pro-rata for part-time students). A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.

Where exceptions to the above timescales are required, these must be set in the programme Regulations.

5. The time-limit for the Master's Degree will be two years. The time-limit for the presentation of the thesis for the Degree of PhD with Integrated Studies will be five years from initial registration as a student for the Master's Degree.
6. A student will satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
7. A student who completes the requirements of the programme of study and research for the Master's Degree may be awarded that Degree and a student who completes the requirements of Regulation 4 may also be awarded the Degree of PhD with Integrated Studies.
8. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:
   (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*
   (b) be awarded instead a Master's Degree; *or*
   (c) be permitted to become instead a student for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

Regulations for the Degree of PhD by Publication

1. A person may be admitted as a candidate in the following category:
   (a) University Staff candidate.
2. A person may be admitted as a candidate who:
   (a) is a member of staff of at least two years' standing, *or* is the holder of at least two years' standing of an Honorary Academic Title conferred by the University; *and*
   (b) is not a member of staff solely as a condition of external funding and who would otherwise have been admitted as a full-time student candidate; *and*
   (c) has been deemed qualified for admission by the Faculty; *and*
   (d) at the point of admission, is required to have a contract of employment that covers the full period of registration, i.e. 12 months.
3. A candidate may, with the permission of the Faculty, transfer registration from the Degree of PhD to registration for the Degree of PhD by Publication.

4. The normal period of registration will be no longer than 12 months.
5. The maximum period of registration (time-limit) for the presentation of the published work will be 12 months.
6. A Supervisor will be appointed to provide guidance to the candidate on the presentation of the published work. The Supervisor will be a senior member of the academic staff of the University who is familiar both with the standard required and with the candidate's field of work.
7. A candidate who submits published work for examination for a doctoral degree will:
    (a) submit the published work (which will normally include only work published in scholarly books and journals within the last eight years);
    (b) submit a substantial commentary not exceeding 15,000 words, linking the published work and outlining its coherence and significance;
    (c) submit a signed statement advising how far the work submitted is based on the candidate's own independent study, making it clear, for each publication, how far the work was conducted in collaboration with or with the assistance of others and the conditions and circumstances in which the work was carried out;
    (d) submit a CV, focusing on the candidate's research career and on the circumstances under which the research work leading to the publications submitted was carried out;
    (e) pass an oral examination in matters relevant to the subject of the published works.
8. A candidate will satisfy the Faculty that the published work shows convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge. The amount and quality of the work should be at least equivalent to that expected for the Degree of PhD.
9. Published work submitted for the degree must be substantially different from any work that may have previously been submitted for any degree at this or any other institution.
10. At least two External Examiners will be appointed to report to the Faculty on the thesis and oral examination. In addition, a member of academic staff will be appointed by the Faculty to act as an internal coordinator. Prior to appointment, an Examiner will declare any conflict of interest with respect to the candidate or their research project.
11. No person other than the candidate and the Examiners may be present at the oral examination except with the agreement of those persons.
12. A candidate who fails to satisfy the Examiners may, on the recommendation of the Examiners, be permitted on one occasion only to present a revised commentary linking the published work to address minor or major corrections, or be permitted to take a further oral examination, or both.
13. If the Faculty decides that the Degree be not awarded, a candidate may not make another submission for the degree within two years of the first candidature.

Regulations for the Degree of MD by Publication

1. A person may be admitted as a candidate in the following category:
    (a) University Staff candidate.
2. A person may be admitted as a candidate who:
    (a) is a member of staff of at least two years' standing, *or* is the holder of at least two years' standing of an Honorary Academic Title conferred by the University; *and*

(b) has been deemed qualified for admission by the Faculty; *and*
(c) at the point of admission, is required to have a contract of employment that covers the full period of registration, i.e. 12 months.

3. A candidate may, with the permission of the Faculty, transfer registration from the Degree of MD to registration for the Degree of MD by Publication.
4. The normal period of registration shall be no longer than 12 months.
5. The maximum period of registration (time-limit) for the presentation of the published work shall be 12 months.
6. A Supervisor shall be appointed to provide guidance to the candidate on the presentation of the published work. The Supervisor shall be a senior member of the academic staff of the University who is familiar both with the standard required and with the candidate's field of work.
7. A candidate who submits published work for examination for a doctoral degree shall:
   (a) submit the published work (which will normally include only work published in scholarly books and journals within the last eight years);
   (b) submit a substantial commentary not exceeding 10,000 words, linking the published work and outlining its coherence and significance;
   (c) submit a signed statement advising how far the work submitted is based on the candidate's own independent study, making it clear, for each publication, how far the work was conducted in collaboration with or with the assistance of others and the conditions and circumstances in which the work was carried out;
   (d) submit a CV, focusing on the candidate's research career and on the circumstances under which the research work leading to the publications submitted was carried out;
   (e) pass an oral examination in matters relevant to the subject of the published works.
8. A candidate shall satisfy the Faculty that the published work shows convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge. The amount and quality of the work should be at least equivalent to that expected for the Degree of MD.
9. Published work submitted for the degree must be substantially different from any work that may have previously been submitted for any degree at this or any other institution.
10. At least two External Examiners shall be appointed to report to the Faculty on the thesis and oral examination. In addition, a member of academic staff shall be appointed by the Faculty to act as an internal coordinator. Prior to appointment, an Examiner should declare any conflict of interest with respect to the candidate or their research project.
11. No person other than the candidate and the Examiners may be present at the oral examination except with the agreement of those persons.
12. A candidate who fails to satisfy the Examiners may, on the recommendation of the Examiners, be permitted on one occasion only to present a revised commentary linking the published work to address minor or major corrections, or be permitted to take a further oral examination, or both.
13. If the Faculty decides that the Degree be not awarded, a candidate may not make another submission for the degree within two years of the first candidature.

Regulations for the Degree of MPhil

1. A student may, with the permission of the Faculty, transfer to another research programme of study at the same FHEQ level. Where a student is changing programmes between Schools and/or Faculties, the permission of both Schools and/or Faculties is required. Students changing programme will transfer into the new programme of study at the same point in their registration. The student's normal period of registration and time limit will therefore remain unchanged, unless the new programme of study is of a different duration.

Regulations for the Degree of EdD

1. A student shall satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
2. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:
    (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*
    (b) be awarded instead a Master's Degree; *or*
    (c) be permitted to become instead a student for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

Regulations for the Degree of DClinPsy

1. A student shall satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
2. A student who fails to satisfy the Examiners may be permitted, on the recommendation of the Examiners, to present a revised thesis, or take a further oral examination, or both.

Regulations for the Degree of DEdCPsy

1. A student shall satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
2. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:
    (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*
    (a) be awarded instead a Master's Degree.

Regulation XVII:
Regulations for Higher Doctorates

Faculty of Arts and Humanities

Regulations for the Degree of Doctor of Letters (LittD)

1. The Degree of Doctor of Letters (LittD) may, on the recommendation of the Faculty, be awarded to:

   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate shall be judged to be distinguished by scholarship in having:

   (a) made a substantial and original contribution to learning; *and*
   (b) become established as an authority in the relevant field of work.

3. A candidate shall submit to the University the published work intended for assessment.

4. A candidate shall also submit the following:

   (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
   (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
   (c) a classified list of the submitted published work.

5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.

6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulations for the Degree of Doctor of Music (DMus)

1. The Degree of Doctor of Music (DMus) may, on the recommendation of the Faculty, be awarded to:

   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate shall be judged to be distinguished by scholarship in having:

   (a) made a substantial and original contribution to learning; *and*
   (b) become established as an authority in the relevant field of work.

   The published work of a candidate must have been adjudged by at least two External Examiners to constitute a distinguished contribution to learning.

3. A candidate shall submit to the University the published work intended for assessment.

4. A candidate shall also submit the following:
    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
    (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Science

Regulations for the Degree of Doctor of Science (DSc)

1. The Degree of Doctor of Science (DSc) may be awarded to:
    (a) a graduate of the University of not less than six years standing; *or*
    (b) a member of the academic staff who has completed a minimum of six years service as such a member.
2. A candidate must be judged to be distinguished by scholarship in having:
    (a) made a substantial and original contribution to scientific knowledge; *and*
    (b) become established as an authority in the relevant field of work.
3. As evidence of distinction, a candidate must submit published work for assessment. Any number of publications may be submitted, including those published under joint authorship. A candidate may submit publications in two groups as follows:
    (a) publications which are evidence of the candidate's original and authoritative contribution to scientific knowledge; *and*
    (b) other publications which are submitted as additional evidence of the scope of the candidate's contributions to scientific knowledge. This group may, if appropriate, include manuscripts accepted for and awaiting publication and published papers arising out of work for a previously awarded Master's Degree or Doctorate. Papers in these categories must be clearly identified by the candidate.
4. A candidate shall submit to the University the published work intended for assessment.
5. A candidate must also submit the following:
    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's efforts must be clearly indicated; *and*
    (b) a statement giving full details of any other Degree or Diploma for which the works, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.

Independent evidence may be sought by the Faculty concerning the contribution of the candidate in cases of collaboration.

6. At least two External Examiners shall independently report to the Faculty concerning the submission for the Degree.
7. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Health

Regulations for the Degree of Doctor of Science (DSc)

1. The Degree of Doctor of Science (DSc) may be awarded to:
   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.
2. A candidate must be judged to be distinguished by an original contribution to knowledge in the field of medical or dental science, the published records of which must be submitted for assessment by at least two External Examiners. A candidate must, in the opinion of the Examiners, have established a reputation as an authority on the subject.
3. A candidate shall submit to the University the published work intended for assessment.
4. A candidate shall also submit the following:
   (a) a statement certifying that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated; *and*
   (b) a statement giving full details of any other Degree or Diploma for which the work in whole or in part may have been submitted; *and*
   (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty concerning the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Engineering

Regulations for the Degrees of Doctor of Engineering (DEng), Doctor of Metallurgy (DMet) or Doctor of Technical Sciences (DScTech)

1. The Degree of Doctor of Engineering (DEng), Doctor of Metallurgy (DMet) or Doctor of Technical Science (DScTech) may be awarded to:
   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate must be judged to be distinguished by scholarship in having:
   (a) made a substantial and original contribution to knowledge and learning in Engineering and Applied Science; *or*
   (b) become established as an authority in the relevant field of work.
3. As evidence of distinction, a candidate must submit published work for assessment. Any number of publications may be submitted, including those published under joint authorship. A candidate may submit publications in two groups as follows:
   (a) publications which are evidence of the candidate's original and authoritative contribution to scientific knowledge; *and*
   (b) other publications submitted as additional evidence of the scope of the candidate's contributions to scientific knowledge. This group may, if appropriate, include manuscripts accepted for and awaiting publication and published papers arising out of work for a previously awarded Master's Degree or Doctorate. Papers in these categories must be clearly identified by the candidate.
4. A candidate must submit to the University the published work intended for assessment.
5. A candidate must also submit the following:
   (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's efforts must be clearly identified; *and*
   (b) a statement giving full details of any other Degree or Diploma for which the works, in whole or in part, may have been submitted; *and*
   (c) a classified list of the submitted published work.

   Independent evidence may be sought by the Faculty concerning the contribution of the candidate in cases of collaboration.
6. At least two External Examiners shall independently report to the Faculty concerning the submission for the Degree.
7. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Social Sciences

Regulations for the Degree of Doctor of Science (DSc)

1. The Degree of Doctor of Science (DSc) may be awarded to:
   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.
2. A candidate shall be judged to be distinguished by scholarship in having:
   (a) made a substantial and original contribution to learning; *and*
   (b) become established as an authority in the relevant field of work.
3. A candidate shall submit to the University the published work intended for assessment.
4. A candidate shall also submit the following:

(a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
(b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
(c) a classified list of the submitted published work.

5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulations for the Degree of Doctor of Letters (LittD)

1. The Degree of Doctor of Letters (LittD) may be awarded to:
   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.
2. A candidate shall be judged to be distinguished by scholarship in having:
   (a) made a substantial and original contribution to learning; *or*
   (b) made substantial contributions to design in the field of architectural studies; *and*
   (c) become established as an authority in the relevant field of work.
3. A candidate shall submit to the University the published work intended for assessment.
4. A candidate shall also submit the following:
   (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
   (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
   (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulations for the Degree of Doctor of Laws (LLD)

1. The Degree of Doctor of Laws (LLD) may be awarded to:
   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate shall be judged to be distinguished by scholarship in having made substantial contributions to the advancement of the science or study of law.
3. A candidate shall submit to the University the published work intended for assessment.
4. A candidate shall also submit the following:
    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
    (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulation XVIII:
General Regulations relating to Examinations

Invigilated Examinations

1. The General Regulations relating to Examinations apply to both paper-based and campus-based online invigilated assessment.
2. A student will not use or attempt to use any academic misconduct (e.g. plagiarism) and will not communicate with or attempt to communicate with any other students. Answers must be the candidate's own work. Where other material is quoted, the student will state the source(s) from which it is derived.
3. A student will only use the answer book and continuation paper supplied in the examination hall by invigilators. All rough work should be completed using the paper provided and should be handed in at the end of the examination. The supply of additional material is at the discretion of the invigilator. This Regulation should be read in conjunction with note 22 in 'Notes for Students on Invigilated Examinations'.
4. Mobile phones, Smart watches and other wearable technology must be switched off and placed in the tray provided. Any other electronic devices (e.g. computers or personal music players) are not permitted in the exam hall.
5. No part of an answer book will be torn off and all answer books and other material supplied in the examination hall will be left behind on students' desks at the end of the examination.
6. A student whose first language is not English may use a language translation dictionary during examinations, provided that:
   (a) The dictionary is included on the list of approved versions, available from the Student Information Desk;
   (b) the student presents the dictionary for inspection of the Chief Invigilator at the beginning of each examination in which the dictionary is to be used;
   (c) electronic dictionaries may not be used in invigilated examinations, unless as part of a student's Exam Support Adjustment (ESA).
7. A student may use an electronic calculator in examinations (unless such use has been prohibited in any particular examination by the Examiners), subject to the following conditions:
   (a) the calculator will be of a type officially approved in advance by the University;
   (b) the calculator will be presented for visual inspection by an Invigilator on request at the beginning of each examination in which the calculators are to be used;
   (c) the calculator will be self-contained, battery-operated and noiseless;
   (d) spare batteries may be taken into the examination hall, but instruction manuals, battery chargers, battery packs and spare parts are not permitted, nor any attachments which extend the capabilities of the calculator (such as printers or memory packs);
   (e) any time signals on the calculator will be switched off before entry into the examination hall;
   (f) a candidate who brings into the examination hall any calculator not approved in accordance with these Regulations will be considered to have used or attempted to use academic misconduct.

8. A student should also refer to the Notes on the Use of Academic Misconduct in the Assessment Process: Advice to Students.

Non-Invigilated Examinations

9. A student will not use or attempt to use any academic misconduct (e.g. plagiarism).
10. A student will comply with any conditions prescribed by the relevant School in respect of the submission of material for the purpose of assessment. Such conditions may include the date and place of submission of material, the method of submission (e.g. hard copy and/or electronic copy) the number of copies required, the method of presentation (e.g. typewritten), the need to obtain an official receipt and any other special requirements.
11. Submitted material must be a student's own original work. Where other material is used, the student will state the source(s) from which the information is derived and the extent to which the student has made use of the work of others.
12. A student should also refer to the Notes on the Use of Academic Misconduct in the Assessment Process: Advice to Students.

Breach of Regulations

13. Any breach of the preceding Regulations will constitute the use of academic misconduct.

Notes for Students on Invigilated Examinations

Before the Examination

1. The use of calculators in examinations

   A student wishing to use an electronic calculator in an examination should note Examination Regulation 7.

   If you expect to use a calculator in an examination you must comply with the following instructions:

   (a) Consult the lists of approved/prohibited models https://students.sheffield.ac.uk/exams/rules/allowed-items#Calculators
   (b) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have “used or attempted to use academic misconduct” and disciplinary action may be taken against you.
2. All students should read carefully the General Regulations as to Examinations.
3. **Fee**: No fee is payable when a student takes an examination at the first or subsequent sitting.
4. **Timetables**: For invigilated examinations draft timetables will be published in week 9 or 10 of each Semester. Students are asked to check that all their exams appear on the draft. If there are any clashes or missing papers, students should contact their School immediately. Final examination timetables will be published in week 11 and 12 of each Semester.
5. **UCards**: Students must bring their UCard and leave it visible for inspection on their desk.
6. **Anonymous marking**: The University has an anonymous marking policy which applies to all invigilated examinations. Students should familiarise themselves with the Statement of Procedures for the Anonymous Marking of Examinations.
7. **Religious observance**: Students may request that draft exam timetables take account of

mandatory religious observance, for those students whose commitment to the observance of their faith would otherwise cause them to miss the exam. However, if it is not possible to meet the request and no reasonable alternative can be found, adjustments to timetables will not be possible and students will be expected to attend their examinations.

8. **Exam Support Adjustments**: Student Registry will put in place examination arrangements for disabled students and those with temporary impairments, where support adjustments have been recommended by at least one of the following: the Disability and Dyslexia Support Service, the University Health Service, the University Counselling Service or a member of the National Network of Assessment Centres.
9. **Language Translation Dictionaries**: A student whose first language is not English should note the provision of Invigilated Examination Regulation 5. Permission to use dictionaries can be requested through the Student Information Desk (SiD).
10. **Illness before an examination**: A student who is ill prior to an examination should consult the University Health Service at the earliest opportunity in order that alternative examination arrangements can be considered and a medical report can be made to the Examiners.

On the day of an invigilated examination

11. **Personal belongings**: Students should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic case) and preferably no items of value. The University takes no responsibility for the loss of students' belongings from exam halls. Any personal property brought into the hall (coats, bags etc.) must be left in the area designated by invigilators.
12. A **mobile phone** is potentially a method of storing unauthorised material. See Regulation 4 for Invigilated Examinations.
13. **Unauthorised material (such as revision notes)**: See Regulation 4 for Invigilated Examinations.
14. **The use of electronic, vapour and other similar devices** is not allowed in the examination halls.
15. **Food and Drink:** Generally, you are not allowed to bring food or drink into an exam hall, except for a small bottle of water/soft drink and a small packet of sweets (or similar).
16. **Admission to the hall**: Students will be admitted to the hall a few minutes before the start of each examination at the discretion of the Chief Invigilator.
17. **Absence**: If, for no good reason, a student fails to attend an examination, special papers will not be set and the student will be deemed to have failed.
18. **Late arrival and early departure**: Students who are more than 30 minutes late for an examination will not be admitted. A student will not be allowed to withdraw from an examination until 40 minutes have elapsed. Any student leaving an examination early should raise their hand and wait for an Invigilator to collect examination material from their desk. Any student leaving an examination must do so quietly and take great care not to disturb other students. No student will be allowed to leave during the last ten minutes of an examination.
19. **Seating arrangements in examination halls**: Students should read carefully the seating arrangements which will be displayed outside the examination hall, noting that there may be more than one examination taking place in the hall. Students are not allowed to reserve seats for themselves beforehand. Invigilators may require students to move to alternative seats.
20. **On the examination desk** the student will find the question paper, answer books, and any

ancillary materials provided for the particular examination.

21. **During the few minutes before the examination begins**, students must:

    (a) listen carefully to any announcements the Chief Invigilator may have to make;
    (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator;
    (c) complete as far as possible the cover sheet of one answer book on the desk, including details of the questions attempted;
    (d) read the notes on the cover of the answer book.

22. **Stationery**: **Students should only use the answer book and continuation paper supplied in the examination hall.** If students require further stationery during the examination they should put up a hand and an Invigilator will assist them. See also Regulation 3 for Invigilated Examinations.

23. **Temporary withdrawal**: A student who wishes to make a temporary withdrawal from an examination for personal reasons must raise their hand and ask to be accompanied by an Invigilator.

24. **Illness during an examination**:

    (a) A student who wishes to withdraw from an examination because of illness should inform an Invigilator. The student may be accompanied to the University Health Service and may be able to complete the examination later. If the student chooses not to be accompanied they should attend the University Health Service without delay; otherwise the University Health Service may not be able to advise on the student's condition at the time of the examination.
    (b) If a student is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.

25. **At the end of an examination:** All answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string unless instructed otherwise. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and students must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Students should wait until Invigilators have collected examination material from desks and must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given. Students causing a disruption at the end of an examination may be subject to disciplinary action.

After the Examination

26. **Use of Academic Misconduct in the Assessment Process (non-invigilated exams):** Advice to Students

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate[1]). Many of these relate to good academic practice:

- a critical, analytical and creative thinker;
- an independent learner and researcher;

[1] https://www.sheffield.ac.uk/skills/sga

- information literate and IT literate;
- a flexible team worker;
- an accomplished communicator
- competent in applying their knowledge and skills;
- professional and adaptable.

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using academic misconduct in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

What Constitutes Academic Misconduct?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism**, **submitting bought or commissioned work**, **double submission (or self-plagiarism), collusion** and **fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. **Plagiarism (either intentional or unintentional)** is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
2. **Submitting bought or commissioned work (**for example from internet sites, essay “banks” or “mills”) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.
3. **Double submission (or self-plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.
4. **Collusion** is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
5. **Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.
6. **Facilitating the use of academic misconduct** is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.

How can I Avoid the Use of Academic Misconduct?

To avoid using academic misconduct, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic School setting the assignment.

You are required to **declare that all work submitted is entirely your own work**. Many Schools will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your School will inform you how to do this.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal Tutor, Supervisor or another member of staff involved.

The following websites provide additional information on referencing appropriately and avoiding academic misconduct:

The **Library** provides online referencing guidance and tutorials:
https://www.shef.ac.uk/study-skills/writing/reference-proof/reference

The **Library** also has information on reference management software:
http://www.shef.ac.uk/library/refmant/refmant.html

What Happens if I Use Academic Misconduct?

Any form of academic misconduct is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where academic misconduct is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

Detection of Academic Misconduct

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help Tutors and Supervisors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

For Further Information

https://libraryguides.sheffield.ac.uk/libraryessentialshttp://www.shef.ac.uk/eltc/languagesupport/writingadvisory

https://students.sheffield.ac.uk/university-regulations/rules-and-regs

Regulation XIX:
General Regulations relating to the Progress of Students

Conduct of Review

1. A review of the progress of a student registered as a candidate for any Degree or other qualification will be conducted by the Faculty under the following Regulations or by the Faculty Student Review Committee to which the Faculty has delegated this function.

2. A student's progress may be reviewed if the student is reported by a Head of School to the Vice-President of the relevant Faculty for review on any one or more of the following grounds:

   (a) failure to attend regularly, or as specified in the relevant Regulations, the programme of study for which the student has registered;
   (b) failure to perform adequately the work of the programme;
   (c) failure to present at the times appointed such written work as may have been required;
   (d) failure to pass an examination;
   (e) failure to pursue the programme of research or to co-operate appropriately with the appointed Supervisor;
   (f) failure to demonstrate a satisfactory level of professional competence in the programme of study or research.

   The purpose of the review will be to determine whether the student will be permitted to continue the programme of study, and if so on what terms and all aspects of the student's record may be taken into consideration. Where successful conclusion of the programme of study leads to professional practice, that may be taken into consideration.

3. The Vice-President or another Officer of the Faculty will offer any student whose progress is to be reviewed the opportunity to bring before the Faculty or the Committee considerations affecting the case.

4. The Faculty or the Committee will have power:

   (a) to exclude or suspend the student from further attendance at lectures, classes and examinations in the Faculty;
   (b) to suspend the student from attendance at lectures and classes in the Faculty but with permission to take examinations;
   (c) to exclude or suspend the student from candidature for the Higher Degree for which the student is registered;
   (d) to require that the student transfers to an alternative programme of study;
   (e) to permit the student to continue the programme of study unconditionally or subject to such requirements of an academic nature as may be imposed, provided that, in the absence of special circumstances, an undergraduate student registered for a full-time programme of study will not be permitted to repeat with attendance more than one year of the programme of study.

5. The despatch of a letter to a student's address last notified to the Student Registry will fulfil any requirements of giving notice or information to the student under these Regulations.

6. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the Faculty and the latter Faculty.

Right of Appeal

7. The decision of the Faculty or Committee will be reported to the Chief Operating Officer, or their nominee, who will inform the student of the decision and of the effect of this Regulation. A student wishing to appeal against the decision to the Senate Appeals Panel will give notice in writing within 15 working days of the date of the letter of notification and the notice will contain a statement of the grounds for appeal. A Vice-President may extend the time-limit imposed by this Regulation.
8. A student may only appeal against a decision of the Panel upon one or more of the following grounds:
    (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
    (b) that material which the student could not reasonably have been expected to produce at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
    (c) that the initial decision was manifestly unreasonable.
9. Appeals are considered by the Senate Appeals Panel. The Senate Appeals Panel may confirm, vary or quash the decision of the Faculty or Committee and may exercise any of the powers conferred upon the Faculty or Committee by the foregoing Regulations. The Senate Appeals Panel will have no power to vary any decision made by Examiners.
10. The student will be informed of the decision of the Senate Appeals Panel.

Independent Review

11. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right is at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Appeal process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XX:
General Regulations relating to Academic Appeals

1. A student may apply under these Regulations for a recommended grade for any unit or Degree classification or examination result to be re-considered in the light of new evidence.

Grounds for Appeal

2. For these purposes, **"new evidence"** is defined as:

   (a) procedural error either by the Examiners or during the recording, transcription and reporting of the examination results and additionally, in the case of Higher Degrees by Research, evidence of negligence or misconduct on the part of an Examiner;
   (b) extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners;
   (c) evidence of a failure of supervision which significantly affected the student's performance and which could not reasonably be expected to have been the subject of complaint by the student to the Head of School or the Vice-President of the Faculty before the examination.

   These are the only grounds on which representations can be made. Appeals will not be considered against the academic judgement of the Examiners.

   Representations may be made in cases where the Examiners have recommended, in response to a student using academic misconduct in an examination, that a credit or examination result be refused or a grade reduced.

Procedure

Reference in these Regulations to the **"Vice-President"** means the Vice-President of the relevant Faculty and includes any person authorised to act on their behalf.

3. A student who wishes to place such new evidence before the Faculty will apply in writing, setting out clearly the facts which the student wishes the Faculty to consider and showing how those facts constitute new evidence as here defined. The application must be made to the Vice-President:

   (a) within 30 working days of the publication of the examination result in the case of a candidate for a Higher Degree by Research; *or*
   (b) within 15 working days of the publication of the examination result in any other case. The Vice-President may extend the time limit imposed by this Regulation.

   For the purposes of these Regulations, the **"date of publication of examination results"** means the date upon which the examination results are first made available to students in the relevant School, even though the results are still subject to confirmation by the Faculty and the Senate.

4. After consulting the Head of School, the Vice-President may:

   (a) determine that the appeal be upheld; *or*
   (b) convene an Academic Appeals Committee of the Faculty to hear the case; or
   (c) in cases where representations have been made regarding the use of academic misconduct in an examination, refer to the Senate Discipline Panel for consideration in

line with the Regulations relating to the Discipline of Students; *or*

(d) determine that there is no substantive case for appeal.

Academic Appeals Committee

5. The Academic Appeals Committee will comprise:

   (a) in the case of an appeal by a student for a Higher Degree by Research:
      i. the Vice-President or nominated representative;
      ii. two other members of the Faculty;
      iii. two members of another Faculty;

   (b) in any other case:
      i. the Vice-President or nominated representative;
      ii. not less than two and not more than four other members of the Faculty.

6. The student may opt either:

   (a) for the appeal to be dealt with on written submissions; *or*

   (b) for an oral hearing (at which the student may choose to be accompanied by a friend or adviser).

7. Where the appeal is to be dealt with on written submissions, the Committee will receive:

   (a) the material submitted by the student;

   (b) any written comments made on that material by or on behalf of the Head of School and, where appropriate, by the Supervisor; *and*

   (c) any written comments made by the student on the material submitted under (b) above.

8. Where there is an oral hearing, the Committee will hear oral submissions by or on behalf of the student, the Head or other representative of the School, and where appropriate the Supervisor. The student may comment on the submissions made by others. In any case in which factual matters are in dispute, the Committee will investigate the facts, and may invite appropriate persons to attend to assist; during this process, the student may be present and may ask questions, make comments, and produce other persons who can provide information or testimony.

9. The Committee will reconsider the grade, classification, result or other subject of the appeal in the light of the material available to it. Except as provided above, no person other than members of the Committee and its Secretary will be present during its deliberations.

10. The Vice-President or the Committee will report to the Faculty and may make any recommendation as to the subject matter of the appeal as could, under the relevant Regulations, have been made by the Examiners.

11. Where the substance of the appeal concerns acts or omissions of the Vice-President, and in any other case where it is inappropriate for the Vice-President to act under these Regulations, the Vice-President will appoint a Deputy.

12. Where a student is not satisfied with the decision taken in respect of the academic appeal they may request a Case Review in writing within 10 working days of the letter of notification and in accordance with the Student Complaints Procedure at https://www.shef.ac.uk/ssid/complaints-and-appeals/complaints, stating their grounds for the request.

Independent Review

13. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right can be found at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Case Review process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XXI:
General Regulations relating to Student Fitness to Practise

These Regulations relate to students following programmes specified in the published Fitness to Practise Procedures. In these cases, the University has a responsibility (and in some instances a statutory obligation) to ensure that students are fit to practise in the relevant profession and that they meet or are likely to meet the requirements of the relevant professional body.

1. Any concerns about a student (which might become the subject of proceedings under these Regulations) will be reported to the Head of School.
2. Matters which may give rise for concern may include any health condition, behaviour or attitude which may affect the student's fitness to practise in the relevant profession.

Initial Investigation

Reference in these Regulations to the **"Vice-President"** means the Vice-President of the relevant Faculty and includes any person authorised to act on their behalf.

3. On receipt of information regarding any areas of concern, the Head of School will instigate an initial investigation into the matter. The student will be informed in writing of the concerns and will be given the opportunity to make representations in person or in writing.
4. Following the initial investigation, the Head of School may decide to:
   (a) take no further action under these Regulations;
   (b) make a recommendation that the case is considered by the Faculty Fitness to Practise Committee.

Suspension of Students

5. Pending the completion of proceedings under these Regulations, the Head of School may, with the agreement of the Vice-President, suspend the student from studies on the programme, any practice components or from both studies and practice components, and may include other requirements within the terms of the suspension. The Vice-President may take action under this Regulation only to protect the University community in general or a particular member of members of that community or members of the public and will limit the scope of any suspension to that which is, in their opinion, necessary to achieve that object. The Head of School will notify the student in writing of the terms of the suspension.
6. Before exercising powers under the preceding Regulation, the Vice-President will give the student concerned an opportunity to make representations in person or in writing. In cases of great urgency the Vice-President may suspend a student with immediate effect, and without giving any such opportunity, for a period of not more than five working days, and will in any such case review the suspension at or before the end of that period, having in the meantime given the student concerned an opportunity to make representations in person or in writing.
7. The Vice-President will review any suspension every 20 working days in the light of any developments and any representations made by or on behalf of the student.

Procedure when Matter Referred to a Fitness to Practise Committee

8. There will be a Faculty Fitness to Practise Committee which will consist of:

(a) the Vice-President or nominated representative;
(b) one member of the academic staff from the School in which the student is registered who will normally be registered with the relevant professional regulatory body;
(c) one member of academic staff from another Faculty or a member of academic staff from another University or other relevant institution or body.

9. The student will be given at least 15 working days' notice in writing of the date upon which the Committee will meet. If the student fails to attend the hearing, the Committee may proceed in the absence of the student if it is satisfied that due notice of the meeting has been given or may adjourn to a later date.

10. The hearing will be in private. The student may attend and be accompanied at the hearing by a friend or representative, whether legally qualified or not. The representative may speak and act on behalf of the student.

11. The Committee will have power:

    (a) to decide that the grounds for concern are not made out, in which case the Committee may recommend the removal of any suspension imposed under Regulation 5;
    (b) to permit the student to continue with the programme, either unconditionally or subject to such requirements pertaining to the programme as may be imposed;
    (c) to suspend the studies of the student for a specified time;
    (d) to require the student to repeat a specified part or parts of the programme;
    (e) to require any other action considered appropriate by the Committee to enable the student's successful completion of the remainder of the programme;
    (f) to exclude the student from further study on a programme leading to a professional qualification but permit registration for an alternative programme;
    (g) to exclude the student from further study in the Faculty.

12. The despatch of a letter to a student's address last notified to the Student Registry will fulfil any requirements of giving notice or information to the student under these Regulations.

13. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the latter Faculty.

Right of Appeal

14. The Chief Operating Officer will notify the student of the decision and of the effect of this Regulation. A student may appeal against a decision of the Committee upon one or more of the following grounds:

    (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
    (b) that material of which the student could not reasonably have been expected to have been aware of at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
    (c) that the initial decision was manifestly unreasonable.

15. Notice of appeal, specifying which of the grounds listed in the preceding Regulation is relied upon, will be given to the Chief Operating Officer within 15 working days of the date of the letter of notification to the student of the decision. The Chief Operating Officer will refer the appeal to the Senate Appeals Panel.

16. The Senate Appeals Panel may confirm, vary or quash the original decision and may exercise any of the powers conferred on the Faculty Fitness to Practise Committee by the foregoing Regulations.
17. The Chief Operating Officer will notify the student of the decision of the Senate Appeals Panel.
18. Reference in these Regulations to the Chief Operating Officer includes any person authorised to act on their behalf.

Independent Review

19. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right is at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Appeal process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XXII:
Regulations relating to the Discipline of Students

1. These Regulations apply to all students studying University of Sheffield programmes. Students and their representatives are expected to act reasonably and fairly towards all parties in the discipline process and treat the disciplinary process with respect. It is in the best interests of the student to engage with the disciplinary process at all times. Failure to engage may result in their case being referred to a more serious stage of the disciplinary process and/or more severe penalties being imposed.
2. These Regulations are governed by and shall be applied in accordance with the University's duties in relation to free speech and academic freedom as set out in the Code of Practice on Freedom of Speech and Academic Freedom ("the Code"). No student will be subject to any sanction under this Procedure, without consideration of whether doing so would be an infringement of their right of freedom of speech. That assessment will involve an objective assessment of the facts and context relevant to the case and consideration of the factors in paragraph 3 of Part 1 of the Code. In the case of any conflict between the Regulations and the Code, the Code shall take precedence.

Definitions of Misconduct

3. Misconduct for the purposes of this Regulation is the improper interference, in the broadest sense, with the proper functioning or activities of the University, or those who work or study in the University; or action which otherwise damages the interests of the University.
4. Subject to the general definition in the preceding paragraph, the following will constitute misconduct:
    (a) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on premises owned, managed or leased by the University or elsewhere.
    (b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University.
    (c) violent, indecent, disorderly, threatening or abusive behaviour or language whilst on premises owned, managed or leased by the University or engaged in any University activity or which affects or concerns any member of the University.
    (d) any unwanted conduct of a sexual nature which occurred in person or by letter, telephone, text, email or other electronic and/or social media and includes, but is not limited to, the following:
        i. engaging, or attempting to engage, in a sexual act with another individual without consent;
        ii. sexually touching another person without their consent;
        iii. sexual harassment – unwanted conduct of a sexual nature, including making unwanted remarks of a sexual nature, which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. When considering whether conduct has this effect, the assessment will take into account the perception of the complainant, all the other circumstances of the case and whether it is objectively reasonable for the conduct to have that effect;

iv. inappropriately showing sexual organs to another person;
v. repeatedly following another person without good reason;
vi. recording and/or sharing intimate images or recordings of another person without their consent; *and*
vii. arranging or participating in events aimed at degrading or humiliating those who have experienced sexual violence, for example inappropriately themed social events or initiation.

(e) fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University.
(f) behaviour likely to cause injury or impair safety on premises owned, managed or leased by the University or such behaviour which affects or concerns any member of the University.
(g) behaviour which puts or is likely to put at risk of harm any person with whom a student has dealings as part of a programme of study or research.
(h) harassment, including sexual harassment, to include:
    i. unwanted behaviour or conduct related to one or more protected characteristic (age; disability; gender reassignment; race; religion or belief; sex; and sexual orientation) which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. When considering whether conduct has this effect, the assessment will take into account the perception of the complainant, all the other circumstances of the case and whether it is objectively reasonable for the conduct to have that effect;
    ii. pursuing a course of conduct (more than one act) which amounts to harassment of another, where the person carrying out the conduct knows that it amounts to harassment or ought to know that it amounts to harassment (because a reasonable person in possession of the same information would think the course of conduct amounted to harassment of the other);
    iii. pursuing a course of conduct (more than one act) which involves harassment of two or more persons, where the person carrying out that conduct knows that it involves harassment of those persons (or ought to know that, because a reasonable person in possession of the same information would think the course of conduct involved harassment of those persons) and by which that person intends to persuade another (whether or not one of those harassed) not to do something that they are entitled or required to do, or to do something that they are not under any obligation to do;
    iv. The types of harassment referred to in (ii) and (iii) above may include causing alarm or distress to another person but the conduct in question, when considered objectively in all the circumstances of the case, be oppressive and unreasonable;
    v. For the purposes of (ii) and (iii) above, a course of conduct will not amount to harassment if the person carrying it out can show that it was pursued for the purpose of preventing or detecting crime; it was pursued under any enactment or rule of law or to comply with any condition or requirement imposed by any person under any enactment; or that, in the particular circumstances, pursuing that course of conduct was reasonable.
(i) Bullying - which is unwanted behaviour from a person or group which is (when considered objectively) offensive, intimidating, malicious or insulting which is an abuse or misuse of power through means that undermine, humiliate, denigrate or

cause physical or emotional harm to the person being bullied. Power abuse is not always related to structure or formal hierarchy and may instead be linked with the perpetrator's relationship with specific groups or individuals. Bullying may be a "one off" act or it may involve a pattern of negative behaviour (of the types described above) which is targeted at an individual, or individuals, repeatedly and persistently over time. Determining whether an act or acts constitute bullying will depend on wider contextual information - for example, an individual's response to potentially bullying behaviour, or the response of the perpetrator if they become aware of how their behaviour is being received. In all cases, the question of whether the unwanted behaviour amounts to bullying will be made on an objective basis, taking into account all the circumstances of the case, including (but not only) the perception of the complainant. Examples of bullying include (dependent on wider circumstances):

i. ignoring, excluding, isolating or marginalising someone;
ii. ridiculing or insulting someone;
iii. physical attacks, inappropriate physical contact or physical intimidation, for example shouting or yelling, pushing and grabbing, finger pointing or standing too close to someone;
iv. verbal abuse, making threats or directing obscene or offensive language towards someone;
v. inappropriate non-verbal communication or gestures;
vi. ganging up with others against someone or encouraging others to criticise the target;
vii. spreading rumours, lies or malicious gossip;
viii. actions which constitute cyberbullying via digital platforms such as email, virtual meetings, social media or online messaging platforms e.g. threatening comments, posting comments/photos which are deliberately mocking.

(j) breach of the University's Code of Practice on Freedom of Speech and Academic Freedom on premises owned, managed or leased by the University under section 43 of the Education (No 2) Act 1986 or of any other Regulation which provides for breaches to be dealt with under these Regulations.
(k) the use of any academic misconduct in the assessment process of the University.
(l) damage to, or defacement of, property on any premises owned, managed or leased by the University or the property of other members of the University community caused intentionally or recklessly, or misappropriation of such property.
(m) misuse or unauthorised use of premises or items of property in premises owned, managed or leased by the University.
(n) misuse or unauthorised use of IT facilities premises or items of property in premises owned, managed or leased by the University or any University company, or controlled or operating on behalf of the University, or situated on University premises or connecting to University IT systems, including computer misuse.
(o) conduct which constitutes a breach of the criminal law where that conduct:

i. took place on premises owned, managed or leased by the University; *and/or*
ii. affects or concerns other members of the University community, or the interests of the University, or members of the public, or took place during an activity organised by the University; *and/or*
iii. damages the good name of the University; *and/or*
iv. itself constitutes misconduct within the terms of these Regulations; *and/or*
v. is an offence of dishonesty, where the student holds an office of responsibility in the Students' Union, or on premises owned, managed or leased by the University.

(p) behaviour which brings or is likely to bring the University into disrepute, for example misconduct in a community or other public setting.
(q) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given.
(r) failure to comply with a previously-imposed penalty, requirement or reaffirmation under these Regulations.
(s) breach of any residence contract in relation to accommodation owned, managed or leased by the University.
(t) the improper use of University intellectual property, including sharing University teaching and other material with unauthorised persons and making it available online;
(u) disclosure of another person's legitimate speech or activity that would place any person at risk of harm.
(v) any breach by a student of precautionary measures or suspension imposed in line with this Regulation.
(w) behaviour in a relationship which includes any incident or pattern of incidents of psychological, physical, sexual, financial, emotional abuse and/or coercive or controlling behaviour.
(x) behaviour which breaches the University's obligations in relation to Freedom of Speech.
(y) behaviour which includes any action that encourages, assists, or facilitates misconduct by others.

Procedure

Disciplinary proceedings shall be conducted in accordance with the requirements of fairness. The standard of proof applied is that of the balance of probabilities.

Reference in these Regulations to the Chief Operating Officer includes any person or delegate authorised to act on their behalf, to include, but not limited to, the Associate Director of Student and Academic Services, the Director of Research, Partnerships and Innovation and the Head of Student Registry, and responsibilities and powers may also be delegated as appropriate to the Student Conduct and Appeals Team.

The Chief Operating Officer has the discretion to vary the procedures in the following paragraphs if it would be appropriate to do so. It is the responsibility of the Associate Director of Student and Academic Services to ensure that detailed procedural guidance relating to student disciplinary processes is publicly available to students at all times.

Reports of Alleged Misconduct

Academic Misconduct in the Assessment Process of the University

5. Reports of academic misconduct in the assessment process, will initially be considered by the relevant School who may investigate and respond to the matter in line with the University's Academic Misconduct Policy and Academic Misconduct Policy for PGRs. Matters which are considered serious may be reported to the Chief Operating Officer for consideration for referral to a Summary Hearing at paragraphs 18-26 of this Regulation or a Senate Discipline Panel at paragraphs 27-40 of this Regulation.

Misconduct in Accommodation Owned, Managed or Leased by the University

6. Reports of misconduct in accommodation owned, managed or leased by the University, or

related to a student's residence in accommodation owned, managed or leased by the University, will initially be considered by the Director of Estates and Facilities Management, or any person authorised to act on their behalf, who may appoint an Investigator to:

(a) review the available information and make enquiries in order to obtain additional information and evidence, to include witness statements, as they consider appropriate;
(b) notify the student that a report of misconduct has been received and that an investigation is being conducted, unless the Director of Estates and Facilities Management or any other person authorised to act on their behalf considers there is good reason not to do so;
(c) require as appropriate, that the student does not contact, or attempt to contact, directly or indirectly, by any means whatsoever, the individual(s) making the report or any witness or any other person involved in the matter;
(d) require that the student respect the confidential nature of the investigation and any evidence obtained;
(e) require the student to attend an interview, of which the student will receive notice, and sufficient information to allow them to respond to the report of misconduct, at least 3 working days beforehand. The interview will be private and the student may be accompanied by a friend or representative. The student will be required to give details of any friend or representative in advance of the interview;
(f) make further enquiries in order to obtain additional information and evidence, to include witness statements, as the Investigator considers appropriate.

7. Upon the investigator being satisfied that the investigation is completed, they may recommend that the Director of Estates and Facilities Management or any other person authorised to act on their behalf:

(a) take no further action; *or*
(b) issue a written warning to the student; *or*
(c) impose one of more of the following penalties:
    i. a requirement that the student reaffirms their undertaking to comply with the University Student Code of Conduct, and to comply with any additional requirements deemed appropriate to address the student's misconduct, breach of the reaffirmation and/or non-compliance with any additional requirements to constitute misconduct with consideration to be given to alternative penalties or to reporting the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing or Senate Discipline Panel;
    ii. a fine of not more than £200;
    iii. the payment of compensation in a sum not to exceed £500 for loss or damage to property caused by the student;
    iv. exclusion of the student from any part of the accommodation owned, managed or leased by the University or from specified activities taking place in the accommodation for a stated period of time; *or*
(d) report the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing at paragraphs 18-26 of this Regulation; *or*
(e) report the matter to the Chief Operating Officer for consideration for referral to a Senate Discipline Panel at paragraphs 27-40 of this Regulation.

8. The student will receive written confirmation of the decision, and where a penalty has been imposed, information on their right of review and appeal.

9. Where one or more of the penalties at paragraph 7(c) above is imposed, the student may

request a review of the decision by the Director of Estates and Facilities Management upon one or more of the following grounds:

(a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
(b) that the penalty imposed was too severe as being disproportionate to the gravity of the act or of misconduct;
(c) that material of which the student could not reasonably have been expected to have been aware at the time of the initial decision casts substantial doubt upon the appropriateness of that decision.

10. The student must give notice of the request for a review in writing, specifying which of the grounds listed in the preceding paragraph is relied upon, to the Director of Estates and Facilities Management.

11. The Director of Estates and Facilities Management may:

(a) quash the decision; *or*
(b) substitute a different penalty; *or*
(c) refer either the matter as a whole or the decision as to penalty for reconsideration by a different Investigator; *or*
(d) refer either the matter as a whole or the decision as to penalty for reconsideration to a Summary Hearing at paragraphs 18-26 of this Regulation or to a Senate Discipline Panel Hearing at paragraphs 27-40 of this Regulation.

Contractual Powers of the Director of Estates and Facilities Management

12. This Regulation will be without prejudice to the rights of the Director of Estates and Facilities Management or the University under any residence contract entered into by the student or as the owner or occupier of the premises comprising accommodation owned, managed or leased by the University for example requiring the student to move to alternative accommodation or serving Notice to Quit.

Other Misconduct

13. Other reports of misconduct will be considered by the Chief Operating Officer in order to:

(a) determine that no further action be taken under this Regulation; *or*
(b) refer the matter for consideration in line with another procedure such as, but not limited to, the Bullying and Harassment Procedure; the Messages of Concern Procedure; the Fitness to Practise Procedure; the Regulations on the Use of IT Facilities; the Regulations Relating to the Library; Sport Sheffield Code of Conduct; the Students' Union Disciplinary Procedure; or under General Regulation 24 concerning Ethics Approval; *or*
(c) refer the matter to an Officer with Summary Jurisdiction, normally one of the Officers listed below, for further investigation:
    i. the Vice-President for Education (or deputies);
    ii. the Vice-President for Research & Innovation (or deputies);
    iii. the Deputy Chief Operating Officers;
    iv. the Director of Estates and Facilities Management;
    v. the Director of Student Recruitment, Marketing and Admissions;
    vi. the Director of IT Services (for matters relating to Regulation XXIV: Regulations on the Use of IT Facilities);
    vii. the University Librarian (for matters relating to Regulation XXV: Regulations Relating to the Library).

(d) refer the matter to a Summary Hearing at paragraphs 18-26 of this Regulation; *or*
(e) refer to a Senate Discipline Panel Hearing at paragraph 27 of this Regulation.

Investigation

14. Officers with Summary Jurisdiction have the authority to appoint an Investigator to investigate the matter where further investigation of the alleged misconduct is required. The Investigator may:

    (a) review the available information and make enquiries in order to obtain additional information and evidence, to include witness statements, as they consider appropriate;
    (b) notify the student that a report of misconduct has been received and that an investigation is being conducted, unless the Officer with Summary Jurisdiction considers there is good reason not to do so;
    (c) require as appropriate, that the student does not contact, or attempt to contact, directly or indirectly, by any means whatsoever, the individual(s) making the report or any witness or any other person involved in the matter;
    (d) require that the student respect the confidential nature of the investigation and any evidence obtained;
    (e) require the student to attend an interview of which the student will be given notice and sufficient information to allow them to respond to the report of misconduct, at least 3 working days beforehand. The interview will be private and the student may be accompanied by a friend or representative. The student will be required to give details of any friend or representative in advance of the interview;
    (f) make further enquiries in order to obtain additional information and evidence, to include witness statements, as the Investigator considers appropriate.

15. Upon the Investigator being satisfied that the investigation is completed they may recommend that the Officer with Summary Jurisdiction:

    (a) take no further action; *or*
    (b) issue a written warning to the student; *or*
    (c) impose one or more of the following penalties where the student admits the misconduct:
        i. a requirement that the student reaffirms their undertaking to comply with the University Student Code of Conduct, and to comply with any additional requirements deemed appropriate to address the student's misconduct, breach of the reaffirmation and/or non-compliance with any additional requirements to constitute misconduct, with consideration to be given to alternative penalties or to reporting of the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing of Senate Discipline Panel;
        ii. a fine of not more than £200;
        iii. the payment of compensation in a sum not to exceed £500 for loss or damage to property caused by the student; *or*
    (d) report the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing at paragraphs 18-26 of this Regulation; *or*
    (e) report the matter to the Chief Operating Officer for consideration for referral to a Senate Discipline Panel at paragraphs 27-40 of this Regulation.

The student will receive written confirmation of the decision, and where a penalty has been imposed, information on their right of appeal. A request to formalise any undertaking will normally be made at this time.

Referral to a Summary Hearing or Senate Discipline Panel Hearing

16. In determining whether a report of misconduct is to be referred to a Summary Hearing or to a Senate Discipline Panel Hearing, consideration may be given to, but not limited to, the factors detailed under paragraph 53.

Criminal Offences

17. When the matter appears to disclose the commission of a serious criminal offence it is normally expected that the matter will be reported to the police. Where the offence potentially falls within the scope of these Regulations, the Chief Operating Officer will decide whether internal discipline procedures should be started. If started, the Chief Operating Officer may choose to suspend internal procedures pending the outcome of the police investigation. However, the fact that criminal proceedings have not concluded does not preclude the University from taking its own disciplinary action under these Regulations, particularly in relation to allegations of minor criminal offences. Similarly, if the police are unable or unwilling to proceed with the alleged offence, this also does not always preclude the University from taking disciplinary action under these Regulations. Where a student has been convicted and sentenced by a criminal court, the verdict of the court will not be open to challenge in proceedings initiated under these Regulations and the sentence will be taken into consideration in determining the penalty under these Regulations.

Summary Hearing

18. When the matter is referred to a Summary Hearing, a member of the Discipline Pool will act as Chair and a Secretary will normally be drawn from the Student Conduct and Appeals Team.
19. The Secretary will:
    (a) notify the student of the acts of misconduct alleged and that the matter has been referred to a Summary Hearing;
    (b) supply to the student and the Chair copies of any documents or written statements on which it is proposed to rely in support of the charges;
    (c) require the student to attend a Summary Hearing of which the student will be given at least five working days' notice;
    (d) ask the student to confirm in writing not later than three working days before the Summary Hearing whether the charge is admitted or denied and whether they are to attend the Hearing in person with or without a friend or representative, and to provide the details of any such friend or representative;
    (e) invite the student to submit a written statement not less than three working days before the hearing.
20. Where a student has good reason for not being able to attend the Hearing they may request an adjournment to another date. Where for example they will not be in the UK at the time of the hearing, consideration will be given to the student being able to participate in the Hearing via electronic means such as telephone or Skype.
21. The Hearing will be in private and the student may be accompanied at the Hearing by a friend or representative, whether legally qualified or not, who may speak and act on behalf of the

student.

22. The student may make representations relevant to the question of the penalty to be imposed. The Chair will then determine the penalty to be imposed.

23. The Chair may impose any one or more of the following penalties:

    (a) a reprimand;
    (b) with the consent of the student, a requirement that the student reaffirms their undertaking to comply with the University's Academic Misconduct Policy and/or Student Code of Conduct, and to comply with any additional requirements deemed appropriate to address the student's misconduct, breach of the reaffirmation to constitute misconduct;
    (c) in the case of the use of academic misconduct in the assessment process of the University in relation to taught programmes of study, refusal of credit for any or all units for which the student is registered (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a part thereof;
    (d) a fine of not more than £200;
    (e) the payment of compensation in a sum not to exceed £500 for damage to property or loss or injury to any person caused by the student.

24. If the student fails to confirm that the charge is admitted, or fails to attend the Hearing, or the Chair considers that the available penalties are insufficient, the Chair may refer the matter to the Senate Discipline Panel (of which they will not be a member) and may give directions as to the procedure to be followed in preparing for a Hearing of the matter by that Panel.

    The Discipline Chair will (in the absence of all other persons other than the Secretary) consider the statements made and material presented, in order to determine the outcome, to include any penalty to be imposed.

25. Once the decision is made, the student and any other persons will return to the Hearing and the Chair will inform the student of their decision.

26. After the Hearing, the Secretary will send the student written confirmation of the Chair's decision, and information on the student's right of appeal. A request to formalise any undertaking will normally be made at this time.

Senate Discipline Panel Hearing

27. Where the matter is referred to a Senate Discipline Panel, the Chief Operating Officer may appoint an Officer, and a Secretary that will normally be drawn from the Student Conduct and Appeals Team.

28. The Secretary will, at least 10 working days beforehand:

    (a) notify the student of the acts of misconduct alleged and that the matter has been referred to a Hearing;
    (b) supply to the student and the Chair copies of any documents or written statements on which it is proposed to rely in support of the charges;
    (c) notify the student of the date of the Hearing;
    (d) ask the student to confirm in writing not later than five working days before the Hearing whether the charge is admitted or denied and whether they are to attend the Hearing in person with or without a friend or representative, and to provide the details of any such friend or representative;
    (e) invite the student to submit a written statement not less than three working days

before the Hearing.

29. The Hearing may be held in person or via a virtual means or a combination of the two. Where a student has good reason for not being able to attend the Hearing they may request an adjournment to another date.
30. The Chair will decide which witnesses identified during the investigation should be asked to attend the Hearing. If the Chair decides not to ask a witness to attend, the student will be informed and given the opportunity to object to this decision in advance of the Hearing.
31. The student will be asked to indicate in writing of any wish to question at the Hearing any witness who it to attend and may be asked to provide the questions in advance for approval by the Chair of the Senate Discipline Panel.
32. A Chair of the Discipline Pool (who may, but need not be, the person appointed to take the Chair of the Senate Discipline Panel dealing with the matter) may give directions as to the procedure to be followed in preparing for the Hearing (which may include directions varying the time-limits in this Regulation where the student would not be prejudiced thereby; whether an adjournment be granted; whether the student or any other party may participate in the Hearing via virtual means; whether witnesses may be called and whether the student can ask them questions directly or through the Chair of the Senate Discipline Panel dealing with the matter), being directions designed to ensure a fair and speedy resolution.
33. The Hearing will be in private. The student may be accompanied at the Hearing by a friend or representative, whether legally qualified or not. Any officer may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. The investigator, or in cases where a charge relates to academic misconduct in the assessment process a representative from the School, may attend the Hearing to clarify any points and answer any questions. If the student has not already admitted the charge, each charge will at the Hearing be put to the student who will be invited to admit or deny it. If the student does not admit the charge, the Hearing will proceed as though the student denied the charge.
34. If the charge is denied, the burden of proof will be on the University to prove that the charge is made out. Where an officer is appointed, they will present the facts alleged and present material in support of the charge (which may take the form of oral or written statements by witnesses or of documents or digital images). The student may then make a statement and present material in refutation of the charge. The student and any officer appointed may each ask questions and comment upon the material presented by the other party. The Panel may itself ask questions or seek additional material (any such material to be open to question and comment by either party) and may adjourn from time to time as seems expedient. The Panel will then (in the absence of all other persons, other than the Secretary who will play no part in the decision making) decide whether, on the balance of probabilities, it is satisfied on the material before it that the charge is made out. Once the decision is made, the student and other persons will return to the Hearing and the Chair will inform the student of the Panel's decision as to whether the charge is made out.
35. If the charge is admitted, or the Panel finds the charge made out, the student, and any officer appointed, may make statements and present material relevant to the question of the penalty to be imposed. The burden of proof will be on the student to prove any mitigating circumstances presented. The Panel will then (in the absence of all other persons, other than the Secretary who will play no part in the decision making) consider the statements made and material presented on the balance of probabilities, in order to determine the penalty to be imposed.
36. If the student fails to attend the Hearing, the Panel may proceed if it is satisfied that due notice

of the meeting has been given, or may adjourn to a later date. If the Panel acts in the absence of the student it will proceed as if the student denied the charge unless it is satisfied that the student has voluntarily provided a written admission of the charge as specified.

37. The Senate Discipline Panel may impose any one or more of the following penalties:
    (a) a reprimand;
    (b) with the consent of the student, a requirement that the student reaffirms their undertaking to comply with the University's Academic Misconduct Policy and/or Student Code of Conduct, and to comply with any additional requirements deemed appropriate to address the student's misconduct, breach of the reaffirmation to constitute misconduct;
    (c) in the case of the use of academic misconduct in the assessment process of the University in relation to taught programmes of study, refusal of credit for any or all units for which the student is registered (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a part thereof, with or without the right to enter for a subsequent examination in respect of that unit or part thereof;
    (d) in the case of the use of academic misconduct in the assessment process of the University in relation to:
        i. the confirmation review of a Higher Degree by Research, failure in the examination with or without the right to submit a revised confirmation review, in the latter case the student will be required to become a candidate for a Master's degree; *or*
        ii. the final thesis of a Higher Degree by Research, failure in the examination with or without a right to submit a revised thesis, or for a candidate for the Degree of PhD and MD (excluding by Publication), EngD and EdD, failure in the examination with the right to be considered by the Examiners for the award of a Master's Degree;
    (e) a fine of not more than £750;
    (f) the payment of compensation in a sum not to exceed £1,000 for damage to property or loss or injury to any person caused by the student;
    (g) exclusion for a stated period or permanently from any part of the University or from the use of any of the facilities of the University;
    (h) suspension for a stated period or permanently from any of the University's activities;
    (i) suspension for a stated period from membership of the University;
    (j) expulsion from membership of the University.

38. Any student on whom the penalty of expulsion from membership of the University has been imposed is no longer eligible to be registered for a programme of study or a component of a programme of study or to be awarded a qualification from the University.

39. Once the decision as to penalty is made, the student and other persons will return to the Hearing and the Chair will inform the student of the Panel's decision as to penalty.

40. After the Hearing, the Secretary will send the student written confirmation of the Panel's decision, and information on the student's right of appeal. A request to formalise any undertaking will normally be made at this time.

Appeals

41. The student may appeal a decision of the Senate Discipline Panel or of a Chair of the Discipline Pool or of an Officer with Summary Jurisdiction or of the Director of Estates and Facilities

Management to the Senate Discipline Appeals Panel upon any one or more of the following grounds:

(a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
(b) that the penalty imposed was too severe as being disproportionate to the gravity of the charge admitted or found to have been made out;
(c) that material of which the student could not reasonably have been expected to have been aware at the time of the initial decision casts substantial doubt upon the appropriateness of that decision.

42. Notice of appeal, specifying which of the grounds listed in the preceding paragraph is relied upon, will be given, within 15 working days of the notification to the student of the decision of the Senate Discipline Panel or of the decision of the Chair of the Discipline Pool or of the decision of the Officer with Summary Jurisdiction or the Director of Estates and Facilities Management, to the Chief Operating Officer who will refer the appeal to a Senate Discipline Appeals Panel Hearing.

43. An appeal may be made, regardless of whether or not the student has successfully completed their programme of study.

44. Where a student gives notice of appeal against a decision of the Senate Discipline Panel that they be expelled from membership of the University, they may be permitted to continue with their studies and sit any assessments pending the Hearing of that appeal. Any such assessments will only be marked and a grade or mark recorded where the appeal is upheld and the student's membership of the University reinstated.

45. The student will be given at least 15 working days' notice of the date of the Appeals Hearing.

46. The Chief Operating Officer may refer a case to a Senate Discipline Appeals Panel in any case where no valid notice of appeal has been given but where there appear to be grounds for believing that the original decision was unsafe or unsatisfactory.

47. At the Appeals Hearing, the student may be accompanied by a friend or representative, whether legally qualified or not. The officer may be appointed to act as respondent to the appeal and may be similarly accompanied. A representative may speak and act on behalf of the student or any officer as the case may be. The student and any officer may each address the Appeals Panel as to the grounds of the appeal, and the student may reply to the arguments adduced by any officer.

48. The purpose of the Appeals Hearing is not for the Appeals Panel to rehear the case but to determine whether the student's ground(s) of appeal is made out.

49. If the Appeals Panel finds that the student's ground(s) of appeal is made out, it may uphold the appeal in whole or in part and may as the case requires:

(a) quash the decision; *or*
(b) substitute a different penalty; *or*
(c) refer either the matter as a whole or the decision as to penalty for rehearing by a differently-constituted Senate Discipline Panel or by a different disciplinary procedure established under this Regulation.

50. The Appeals Panel will (in the absence of all other persons) consider the statements made and material presented, in order to decide the outcome of the student's appeal.

51. Once the decision as to the student's appeal is made, the student and other persons will return to the Hearing and the Chair will inform the student of the Appeals Panel's decision.

52. After the Appeals Hearing, the Secretary will send the student written confirmation of the Senate Appeal Panel's decision, and a Completion of Procedures Letter.

Penalty

53. In determining the penalty to be imposed at any stage of the proceedings, consideration may be given to, but not limited to, the following factors:

    (a) the seriousness of the misconduct;
    (b) the harm or damage caused or which could have been caused by the misconduct;
    (c) the advantage gained or which could have been gained by the student as a result of the misconduct;
    (d) the intent and planning involved in the misconduct;
    (e) the impact of the misconduct on the University community in general or a particular member or members of that community or members of the public;
    (f) the impact of the misconduct on the University's good name and reputation;
    (g) reparation by the student to the individual(s) impacted by the misconduct and to the University;
    (h) whether the student has admitted to the misconduct and when such an admission took place;
    (i) whether the student has engaged and cooperated with the disciplinary process;
    (j) whether the student has shown remorse and/or insight into the impact of the misconduct;
    (k) any previous misconduct by the student;
    (l) any breach of an undertaking previously given by the student;
    (m) the personal circumstances of the student to include any mitigating factors supported by evidence as appropriate;
    (n) the welfare of the student.

Discipline Pool, Senate Discipline Panel, and Senate Appeals Panel

54. There will be a Discipline Pool which will consist of:

    (a) at least three academic members of the staff appointed by the Senate to be Chairs of Senate Discipline Panels;
    (b) Faculty Directors of Education and Research & Innovation and their deputies;
    (c) at least seven members of the academic staff appointed by the Senate;
    (d) at least two professorial equivalent non-academic members of the staff appointed by the Senate to be Chairs of Senate Discipline Panels for matters relating to non-academic misconduct;
    (e) Professional Services Staff nominated by the Chief Operating Officer, or their nominee;
    (f) Two student members nominated by the President of the Students' Union;
    (g) Individuals will normally be appointed to no more than two terms as a member of the Discipline Pool. One term will last no more than three years.

55. The Senate Discipline Panel acting in respect of any matter will be convened by the Chief Operating Officer and will comprise the following members drawn from the Discipline Pool:

    (a) a Chair, appointed under paragraph 54(a) or 54(d);
    (b) one other member of the Discipline Pool;
    (c) one student member appointed by the President of the Students' Union (or if the President is unable to act, by the Education Officer of the Students' Union).

A Secretary to the Panel will be appointed by the Chief Operating Officer and will normally be drawn from the Student Conduct and Appeals Team.

56. There will be a Senate Discipline Appeals Panel which will be convened by the Chief Operating Officer and will comprise:

    (a) a Chair of the Discipline Pool (other than a member of the Senate Discipline Panel for the particular matter);
    (b) a senior member of the academic staff appointed by the Chief Operating Officer;
    (c) an officer of the Students' Union (other than a member of the Senate Discipline Panel for the particular matter) appointed by the President of the Students' Union (or if the President is unable to act, by the Education Officer of the Students' Union).

    A Secretary to the Senate Discipline Appeals Panel will be appointed by the Chief Operating Officer and will normally be drawn from the Student Conduct and Appeals Team.

57. If for any reason no Chair of the Discipline Pool is able to act, the Chief Operating Officer may appoint another person to act as a Temporary Chair, and that person may be a member of the academic staff of another University. If for any reason no officer of the Students' Union is able to act, the President of the Students' Union (or if the President is unable to act, the Education Officer of the Students' Union) may appoint another member of the Students' Union.

58. The following individuals may not be a Chair of a Summary Hearing or a member of the Senate Discipline Panel or the Senate Discipline Appeals Panel:

    (a) any individual involved in making the charge;
    (b) any individual who is a witness;
    (c) any individual who has otherwise previously been directly involved with the case or with the student being charged.

59. The student may object to a Chair of a Summary Hearing, membership of the Senate Discipline Panel or the Senate Discipline Appeals Panel. If the student objects to a Chair of a Summary Hearing, an alternative Chair of the Discipline Pool shall determine whether that Chair be excluded from consideration of the case and a new Chair appointed. If the student objects to any Panel member, the Chair shall determine whether that member should be excluded from consideration of the case and a new member appointed. If the student objects to the Chair of a Panel, the members of that Panel shall determine whether the Chair be excluded from consideration of the case and a new Chair appointed.

Precautionary Measures and the Suspension of Students

60. Reference in these Regulations to the President & Vice-Chancellor includes the Provost & Deputy Vice-Chancellor and reference to the Vice-President means the Vice-Presidents for Education and Research & Innovation, and their Deputies.

61. The putting in place of precautionary measures or a suspension is a neutral act and does not indicate that the University has concluded that the student is guilty of misconduct and/or a criminal offence; it is a temporary measure pending the outcomes of the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation.

62. A student who is the subject of a report of misconduct or against whom a criminal charge, criminal trial or appeal, police investigation is pending may be subject to precautionary measures or a suspension or exclusion pending the completion of proceedings under these

Regulations, the trial of the charges or the completion of the police investigation.

63. A Risk Assessment Panel will be convened where there are circumstances involving a student or students which warrant an evaluation of the risks to the students involved, the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to the carrying out of a full and proper investigation.

64. The Risk Assessment Panel will be chaired by the Associate Director of Student and Academic Services (Student Health, Wellbeing and Support Services) or their nominee and will usually include representatives from appropriate professional services directorates and Schools as relevant to the case and recognising paragraphs 83-85 below relating to the sharing of information.

65. The Risk Assessment Panel will consider the information available at the time of its meeting and may recommend to the Deputy Chief Operating Officer (Student) any precautionary measures considered necessary to protect the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to ensure that a full and proper investigation can be carried out. Precautionary measures may include, but are not limited to, specific arrangements in relation to the student’s programme of study; University owned or managed or leased accommodation; access to specific places, facilities or activities; and restrictions on the student contacting a named person or persons.

66. The student will be notified in writing of the precautionary measures and will be given the opportunity to make written representations. A record will be kept in writing of the precautionary measures and any subsequent action taken by the Associate Director of Student and Academic Services.

67. The Risk Assessment Panel will review the precautionary measures and any written representations made by or on behalf of the student every ten weeks, or where there is a material change of circumstances.

68. Any breach by the student of the precautionary measures may be reported for consideration for investigation and/or hearing and/or for consideration of a suspension under this Regulation.

69. Where the precautionary measures referred to in the preceding paragraphs are not considered sufficient to protect the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to ensure that a full and proper investigation can be carried out, the Risk Assessment Panel may recommend to the Deputy Chief Operating Officer (Student) that the student be considered for a suspension or exclusion by a Vice-President pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation.

70. Where on the information available at the time, there appears to be a very real and immediate risk to the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to the carrying out of a full and proper investigation, the student may be considered for a suspension by a Vice-President pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation, without prior consideration by a Risk Assessment Panel.

71. Suspension may involve exclusion from all premises owned, managed or leased by the University and activities of the University or may be limited to specified places or activities or by reference to time or other circumstances. It may include a requirement that the student have no contact of any kind with a named person or persons. The Vice-President will limit the scope of any suspension or exclusion to that which is, in their opinion, necessary to achieve the protection of the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to ensure that a full and proper investigation can be carried out.
72. The student will be notified in writing of the terms of the suspension or exclusion and a record will be kept in writing of the terms of any suspension or exclusion and any subsequent action taken by a Vice-President in respect of the suspension or exclusion.
73. Before the Vice-President exercises their powers under the preceding paragraphs 69 to 72, the student will be given an opportunity to make representations in writing. In cases of great urgency, the Vice-President may suspend a student with immediate effect, and without giving any such opportunity, for a period of not more than five working days, and will in any such case review the suspension or exclusion at or before the end of that period having in the meantime given the student concerned an opportunity to make representations in writing.
74. The Vice-President will review any suspension or exclusion and any written representations made by or on behalf of the student every six weeks, or where there is a material change of circumstances.
75. Any breach by the student of the suspension may be reported for consideration for investigation and/or hearing under this Regulation.
76. The student may appeal the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures or a Vice-President to suspend or exclude upon one or more of the following grounds:

    (a) that there was a material procedural irregularity which rendered the process leading to the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures, or a Vice-President to suspend, unfair;
    (b) that the terms of the precautionary measures or suspension were too severe as being disproportionate to the protection of the University community in general or a particular member or members of that community or members of the public or to ensure that a full and proper investigation can be carried out;
    (c) that the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures, or a Vice-President to suspend, was manifestly unreasonable.

    Notice of appeal specifying which of the grounds listed in the preceding Regulation is relied upon, will be given by the student to the Chief Operating Officer, within 5 working days of the notification to the student of the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures or the decision of the Vice-President to suspend or exclude the student.
77. The Chief Operating Officer will refer the appeal to a Faculty Director of Education or Director of Professional Services in the case of a decision of the Deputy Chief Operating Officer (Student) and to the President and Chancellor in the case of a decision of the Vice-President, in order that they may decide whether or not to set aside or vary the terms of the precautionary measures or suspension.

Notice to the Student

78. The written communication to the student will fulfil any requirement of giving notice or information to the student under these Regulations.

Disability

79. Reasonable adjustments will be considered in line with the University's duties under the Equality Act 2010, to take account of the individual needs of the student and a record will be kept of any adjustments made, and of any communications related to considering or making adjustments.

Provisions as to Examinations

80. Where a penalty imposed under this Regulation includes the refusal of credit for any unit (or part thereof), the student will be deemed to have taken and failed the assessment in that unit or component with no grade being returned and the results of any relevant examination will reflect (and if already approved will be revised to reflect) that position.
81. Where a penalty imposed under this Regulation includes for a thesis of a Higher Degree by Research failure in the examination, a viva shall not be held in relation to that examination/thesis.

Student Record

82. The student's record will be updated to make reference to the fact that a disciplinary investigation or hearing took place and where the misconduct is or admitted or made out, this may be taken into account when an academic reference is written.

Sharing of Information

83. All aspects of the discipline process will be in accordance with the General Data Protection Regulation and Data Protection Act 2018, as well as all legislation enacted in the UK in respect of the protection of personal data ("Data Protection Legislation"). There may be circumstances where the University will need to share information with those deemed to have a legitimate interest.
84. Where a victim or other third party has been involved in, or affected by, an incident which is the subject of consideration for disciplinary action, they will normally be informed as to the disciplinary action to be taken and the outcome.
85. The University may publish a statement concerning the disciplinary action taken. In determining whether to do so, consideration will be given to the impact on the University community, any prior publicity, the interests of the student and any other parties involved, and the reputation and good name of the University.

Relationship with the Fitness to Practise Procedure

86. A student following a programme specified in the published Fitness to Practise Procedures may be subject to action in line with the General Regulations relating to Student Fitness to Practise, in addition to that taken in line with the Regulations relating to the Discipline of Students.
87. Where an allegation is not admitted, it will usually be referred to the disciplinary process in

order to determine whether the allegation/charge is made out and, if so, penalties may be applied. Upon the conclusion of the disciplinary process, the matter may be considered further in line with the General Regulations relating to Student Fitness to Practise and further action may be taken in line with those Regulations.

88. A student may be suspended in line with the General Regulations relating to Student Fitness to Practise or the Regulations relating to the Discipline of Students pending the conclusion of the above Fitness to Practise or Student Discipline procedures.

Disciplinary Powers of the Students' Union

89. The Students' Union will, subject to these Regulations, have power to prevent misconduct in the premises and areas assigned to the Students' Union and may exercise discipline over its members under such rules as may be made under the Constitution of the Students' Union and approved by the Senate.

Independent Review

90. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome, they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right can be found at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Discipline Appeal procedure before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XXIII:
Regulations relating to Student Intellectual Property

1. For the purposes of these Regulations:

   (a) **"Intellectual Property"** includes patents, trademarks, service marks, logos, internet domain names, rights in designs, copyright (including rights in software), research data, research software, database rights, rights in confidential information, trade secrets, inventions and know-how, educational materials, and other intellectual property rights whether registered or unregistered and including any applications for registration and all other rights or forms of protection having equivalent or similar effect anywhere in the world;

   (b) **"Student Intellectual Property"** means any Intellectual Property created, devised, made, produced or developed by a student in the course of the student's programme of study or research. For the avoidance of any doubt, if the student is also an employee of the University (for example a teaching assistant) then any Intellectual Property created in the course of such employment will be governed by the terms of such employment and will not be Student Intellectual Property.

2. A student undertaking undergraduate and taught postgraduate programmes of study will be the owner of the Student Intellectual Property created by that student. Exceptions to this Regulation may include the following:

   (a) students employed or sponsored by another institution or organisation;
   (b) students undertaking a project as part of a taught programme with another institution or organisation (third party) providing use of their facilities, business information or project sponsorship;
   (c) students undertaking a placement for which there may be a contract of employment;
   (d) where the Intellectual Property is generated as a result of collaborative work, for example with other students or with members of staff (or where the work being undertaken derives from the Intellectual Property of staff);
   (e) other exceptional circumstances as determined by the Faculty.

3. In the case of 2. (b):

   i. a student may be required to agree to assign the Intellectual Property (IP) they create to the third party, but will have a licence to use the IP they create for academic purposes.

   ii. a student must keep confidential all information relating to the work of business of the third party in accordance with any relevant terms of the agreement or as instructed by the University.

4. The University retains the right to use student works for the purposes of education and/or quality assurance, and to ensure it is able to fulfil its commitment to supervise or assess that student's programme of study. The University will use reasonable endeavours to seek the permission of students where the University wishes to use student work for such purposes.

5. It is a condition of registration for Higher Degrees by research that the student will agree to assign the Student Intellectual Property to the University. This does not include copyright in theses which is supported by the Code of Practice for Research Degrees nor other student research output such as articles, books and conference contributions which will be covered by

the University's Publications and Copyright policy.

6. Where the Student Intellectual Property is vested in the University pursuant to these Regulations, the University may exploit it, or any part of it, using reasonable endeavours to that end and granting to the student a reasonable share of any revenues received by the University as a result of such exploitation. If the University does not wish to exploit any part of the Student Intellectual Property vested in it, it will at the request of the student return such part to the student.
7. Where Student Intellectual Property is vested in the University pursuant to these Regulations, a student may not without the consent of the University (which will not be unreasonably withheld or delayed) publish any work which might prejudice the acquisition and protection of the Student Intellectual Property by the University or any third party to whom it, or any part of it, has been assigned.
8. Any breach of these Regulations may be dealt with under the Regulations as to the Discipline of Students.

Regulation XXIV:
Regulations on the Use of IT Facilities

1. In these Regulations **"Information Technology (IT) Facilities"** means any computing services, devices or systems:

   (a) controlled or operating on behalf of the University;
   (b) owned by the University or any University company;
   (c) situated on University premises or connecting to University IT systems.

   This includes hardware, software, physical spaces (e.g. open access computer rooms, data centres) and third-party services (e.g. online cloud services) provided by the University for the purposes of processing information.

   "Head of Department/School" means the Head or Chair of the Department/School which controls the facilities or the premises on which the facilities are situated.

2. No person may use IT Facilities without the authorisation of the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services, acting on behalf of the University, or of the Head of Department/School or of the person or body to whom the facilities belong.

3. Every authorisation for the use of IT Facilities will be subject to the conditions that the facilities are to be used only by the person(s) to whom the authorisation is given and only for the purpose or purposes for which it was granted and will be subject to these Regulations, relevant legislation and University policies and procedures.

4. The IT facilities are provided for use in furthering the mission of the University of Sheffield. University IT accounts shall not be used for personal activities.

5. Where the use of IT Facilities is for the purposes of externally funded research or for purposes private to an individual user or external to the university, authorisation may be subject to the payment of charges prescribed from time to time by the UEB IT Sub-Group or by the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services, acting in accordance with any directions of that Sub-Group.

6. No IT Facilities may be used:

   (a) to secure unauthorised access to any program or data held in any computer, wherever located;
   (b) to cause any unauthorised modification of the contents of any computer, wherever located;
   (c) in any way which jeopardises the work of others, or the integrity of the equipment or of any programs or data;
   (d) in breach of the Computer Misuse Act 1990 or other applicable legislation, or of any local rules made by the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services or the Head of Department/School.

7. No student or member of the University staff may use any means:

   (a) to secure unauthorised access to any program or data held in any IT Facilities;
   (b) to cause any unauthorised modification of any such material.

8. Any breach of these Regulations may be dealt with, in the case of students under the Discipline Regulations and in the case of members of the staff of the University in accordance with disciplinary procedures approved (subject to the Statutes) by the Council. Any person

suspected of a breach of these Regulations may be debarred from access to IT Facilities by the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services or the Head of Department/School until the appropriate disciplinary procedures have been completed; any use or attempted use of facilities by a person so debarred from access or by another acting on that person's behalf will constitute a breach of these Regulations.

Note: These Regulations should be read in conjunction with the **IT Code of Practice** – https://www.sheffield.ac.uk/it-services/codeofpractice.

Regulation XXV:
Regulations relating to the Library

1. For the purposes of these Regulations, the **"University Library"** comprises the collections, services and facilities provided on the premises of the University Library on the University's Sheffield campus and elsewhere; and the services and resources provided at any location, directly or indirectly, by the University Library across the campus network or the Internet.
2. Admission to and licence to remain on University Library premises, and use of University Library facilities, are conditional upon observance of these Regulations.
3. The following will be eligible to use the University Library and to borrow materials from it:
   (a) any registered student of the University or member of the University staff in possession of a currently valid UCard;
   (b) any other member of the University as defined in Regulation V, except that a graduate who is not currently a registered student may not normally access the Library's licensed digital content;
   (c) any other person meeting criteria approved by the University Librarian.
4. Other persons may be afforded such access to the collections, services and facilities provided on the premises of the University Library during staffed service hours as the University Librarian considers appropriate. In offering such access, the Librarian may impose a charge.
5. Persons who are eligible for and hold more than one UCard must declare this entitlement to the University Library and designate one UCard as valid for borrowing. No person may use more than one UCard for borrowing.
6. Users other than registered students and members of University staff must register separately with the University Library. Such users will be issued with a University Library card and must inform the Library of any change of address.
7. Every user must present a valid UCard or Library card when borrowing, and must produce this, or another form of identification, when asked to do so by a member of Library staff on Library premises. UCards and Library cards are not transferable.
8. Users must comply with the rules as to loan entitlements and loan periods, return dates, recall periods and renewal conditions published on the University Library's premises and on its printed guides and web pages.
9. No material may be removed from the Library without its loan being recorded. Users leaving University Library premises with books and papers may be required to show them at the control point.
10. The borrower of an item as shown in the current loan record is responsible for the safe return of that item, and liable for any loss or damage to it.
11. Materials must be returned at short notice, if required, and users must bear the cost of returning such items by post, including from overseas, and must ensure adequate insurance for loss or damage in transit.
12. Users must comply with all such additional conditions as may be published in respect of certain services such as interlibrary loans, and access to digital materials.
13. Users must comply with all relevant legal and contractual requirements, including those relating to digital resources licensing, copyright, data protection and computer misuse.

14. Users must not borrow materials using another person's UCard or Library card, unless they have written permission to do so. All borrowing must be made in accordance with rules published on the University Library's premises and on its printed guides and web pages.
15. Users may be required by the University Librarian to pay compensation for the replacement of lost or damaged library materials, the non-collection of items obtained on interlibrary loan and certain other acts or omissions. Users' borrowing rights may in addition be suspended in the case of late return of borrowed or recalled items.
16. Any person behaving inconsiderately or inappropriately on University Library premises may be required to leave immediately by the University Librarian or another member of Library staff acting on behalf of the University Librarian.
17. Any breach of these Regulations and any other misconduct relating to the University Library may be dealt with, in the case of students, under the Discipline Regulations, and in the case of members of the staff of the University in accordance with the disciplinary procedures prescribed in the Statutes or approved by the Council. A student or a member of staff may be suspended from access to the premises of the University Library in accordance with those Regulations and procedures. Access to University Library premises and services may be withdrawn by the University Librarian from any other person in breach of these Regulations.
18. Complaints against the imposition of any penalty under these regulations may be dealt with, in the case of students, in accordance with the Student Complaints Procedure.
19. In the case of any other person, complaints against the imposition of any penalty under these Regulations may be dealt with through written appeal to the University Librarian, submitted not more than 15 working days after the notice period of the penalty is issued. Acknowledgement of the appeal will be made within 5 working days and a full written response will be made within 30 working days.
20. These Regulations should be read in conjunction with information about the use of the University Library, and information about the University Library and its services published on the University's web pages.

Regulation XXVI:
Regulations relating to Academic Dress

1. There shall be an Academic Dress for all graduands who have satisfied the entrance requirements of the University. Graduands are required to wear Academic Dress at such University ceremonies as the Marshal shall determine.
2. Bachelors wear a black gown to the pattern of the Oxford Bachelor of Arts. The hood is in green and half-lined with white artificial fur and edged with silk of the colour distinctive of the degree and Faculty.
3. Postgraduate Diplomates and PGCE candidates wear a black gown to the pattern of the Oxford Bachelor of Arts. The hood is green silk, edged in silk of the colour of the Faculty. The neckband of the hood is of the colour of the Faculty.
4. Masters wear a black gown to the pattern of the Oxford Master of Arts. The hood is green silk and lined throughout with the colour distinctive of the degree and of the Faculty. The Master of Philosophy hood is lined in green.
5. Doctors of Philosophy and equivalent level awardees wear a gown in fine scarlet cloth, faced with green silk with bell shaped sleeves. The hood is of the Cambridge shape, made of red ottoman silk and lined throughout in green.
6. Higher Doctorates wear a gown in fine scarlet cloth, faced in green silk. The bell sleeves are lined in scarlet silk and looped with a green button and cord. The hood is of the Cambridge shape, made of red ottoman silk and lined throughout with silk of the colour of the Faculty.
7. Foundation Degree candidates wear a black gown to the pattern of the Oxford Bachelor of Arts, no hood is worn.
8. The colours of the silks distinctive of the various qualifications (except PhD and MPhil) shall be as follows:

   Faculty of Arts and Humanities
   Crushed strawberry - all qualifications except BMus, MMus and DMus
   Cream brocade - BMus, MMus, and DMus

   Faculty of Engineering
   Purple - all qualifications

   Faculty of Health
   Red - Medicine and Surgery
   Pale rose pink - Dental Surgery
   Cerise - all other qualifications

   Faculty of Science
   Apricot - all qualifications

   Faculty of Social Sciences
   Lemon yellow - all qualifications
9. The colour of the silk distinctive of the degrees of Doctor of Philosophy and of the degree of Master of Philosophy shall be dark green.
10. Caps:

(a) Graduands being awarded an Undergraduate Certificate, a Diplomate, or undergraduate or Masters award shall wear a black cloth mortarboard.
(b) Doctorates shall wear a black velvet mortarboard.

11. A graduate, diplomate or associate in any Faculty may wear the Academic Dress prescribed in the Regulations in force at the time of the date of conferment of the Degree or award of the qualification.

12. A graduand and any other person who is to be presented at a Degree Congregation shall wear the appropriate Academic Dress over suitable clothes of subdued colour, or Naval, Military or Air Force uniform. The Marshal may exclude from presentation any candidate whose attire does not, in the Marshal's opinion, comply with this Regulation.

Code of Practice on Freedom of Speech and Academic Freedom

1. This Code of Practice sets out the University of Sheffield's approach to freedom of speech and academic freedom for the benefit of all students and staff of the University.
2. The Code applies to:
   (a) all members, staff and students of the University; *and*
   (b) visiting speakers and all other persons invited or otherwise lawfully on the premises including online events organised and hosted by the University.
3. This Code is divided into three parts as follows:

   Part 1: Statement of Principles;

   Part 2: Arrangements to secure Academic Freedom and Freedom of Speech;

   Part 3: Meetings and other activities on University premises; *and*

   Annex A: Visiting Speaker Approval Policy.

Part 1: Statement of Principles

1. The University of Sheffield is committed to securing, protecting and promoting freedom of speech and academic freedom within the law. It is freedom of speech and academic freedom – and the exchange of ideas which is part and parcel of these concepts – which enable our students and staff to test the truth of the ideas that shape society (including testing the truth of the ideas that they currently hold), to explain important social and natural phenomena, to challenge how the world around us is understood, and to deliver our charitable objects to advance education and research. The University is committed to ensuring that all of our policies, procedures and processes reflect our twin commitment to freedom of speech and academic freedom. Any permission, licence or contract for the use of University premises shall be subject to these Regulations.
2. The University has legal and regulatory duties to secure and promote the rights to freedom of speech within the law and (in relation to its academic staff) academic freedom within the law, and to have particular regard to, and place significant weight on, the importance of those rights, and tolerance for controversial views and opinions in an educational context or environment including in premises and situations where educational services, events and debates take place.
3. The rights to freedom of speech and academic freedom are subject to restrictions in criminal and civil legislation, and at common law, including through case law decisions and legal precedents. The exercise of the rights to freedom of speech and academic freedom within the law carries with it duties and responsibilities and may be subject to formalities, conditions, restrictions or penalties under this Code, staff or student contracts or the University's regulations, policies and procedures, but only to the extent that these are consistent with Article 10(2) of the European Convention of Human Rights, including the requirement that they are proportionate. In the event that any University policies or procedures, of staff or student contracts, contain wording which appears to contradict this Code of Practice and Annex, the provisions of the University's Charter, Statutes and Regulations and this Code of Practice will take precedence, with a presumption in favour of free speech and academic freedom within the law.

4. Definitions: for the avoidance of doubt, references in this Code, and in any relevant institutional policies and procedures, to words which have a specific statutory definition under relevant legislation shall be interpreted consistently with that legislation and applicable legal tests. For example, references to “harassment” shall be interpreted consistently with the definition of that term under the Equality Act 2010 or the Protection from Harassment Act 1997, including the applicable objective tests in those statutory provisions for determining whether harassment has occurred.

Freedom of Speech

5. The University is committed to creating an environment that secures promotes free speech within the law and the open exchange of a multitude of ideas and their critical evaluation. Freedom of speech means everyone has the right to hold opinions and to receive and impart information and ideas freely, without unwarranted interference. Freedom of speech is a vital part of the University’s mission. It shapes how we conduct our teaching, research and innovation. Every day our students and staff challenge each other to think differently, and in new and creative ways, about all sorts of contested questions and topics. Our commitment to freedom of speech upholds these rights by encouraging the free exchange of ideas, including those with the capacity to cause discomfort. It also includes taking steps to ensure that diverse voices are heard in all debates, particularly voices from under-represented and marginalised groups.
6. Our commitment to proactively encouraging the free exchange of ideas, especially on contentious issues, recognises that free speech is not undermined but strengthened by the robust exchange of rival views through civil, respectful and peaceful debate. All students and staff should feel confident to study, explore and debate contentious questions in the knowledge that they will be treated respectfully.
7. Creating an environment conducive to free exchange of lawful speech does not mean that the University endorses the speech voiced pursuant to it. But it does mean that we will do all that we can to foster an environment where students and staff are encouraged to debate with each other with mutual respect, including and indeed especially on controversial questions.
8. As part of our commitment to proactively taking steps to secure and promote freedom of speech within the law, we recognise that lawful speech includes the right for our students and staff to hold opinions, to impart information and ideas, and receive information and ideas without unjustified interference from the University. We further recognise that freedom of speech consistent with the law extends to ideas and information that can shock and disturb or might be unpopular.
9. Our values – including our commitment to equality, diversity and inclusion; our belief in collaborative working inside our University; and our responsibility for our people and the wider world – shape how we believe freedom of speech is best exercised, namely respectfully, reflectively, and with a generous spirit defined by curiosity and the courage to learn. Nothing in our commitment to freedom of speech is an excuse for abuse, bullying, discrimination, harassment, victimisation, hatred, intimidation, violence or any act prohibited by law. As one of our key values, our commitment to freedom of speech includes creating the space for students and staff to critique and debate the University’s values and the decisions taken in pursuit of them.

   In line with those values and principles, the University will apply, in relevant policies and procedures, a rebuttable presumption that students being exposed to any of the following is unlikely to amount to harassment:

(a) The content of higher education course materials, including but not limited to books, videos, sound recordings, and pictures.

(b) Statements made and views expressed by a person as part of teaching, research or discussions about any subject matter which is connected with the content of a higher education course.

Academic Freedom

10. The University is equally committed to academic freedom within the law, which is critical to our mission. This is related to but different from freedom of speech. Academic freedom means protecting the intellectual independence of academics to question and test received views and wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in danger of losing their jobs or privileges or reducing the likelihood of them securing promotion or different roles at the University. Therefore, our academic staff have the freedom, within the law, to test received understanding and expound controversial and unpopular ideas without jeopardising their jobs or other privileges at the University and without reducing their likelihood of securing promotion or other positions at the University. Academic freedom may also extend to students registered with the University who produce and/or disseminate original research.
11. Our commitment to academic freedom goes hand-in-hand with our commitments to academic rigour and integrity, which recognise that not all ideas are equally valuable, not all ideas are based on fact and evidence, and not all ideas are worthy of equal attention. We recognise in particular that some ideas that constitute lawful speech or the exercise of academic freedom do not withstand significant academic scrutiny. We differentiate between ideas which are and are not worthy of significant academic scrutiny through our academic staff exercising due rigour in their teaching and research, supported by peer review and by the University's wider work to maintain and enhance academic standards.

Part 2: Arrangements to secure Academic Freedom and Freedom of Speech

The University's commitment to academic freedom and freedom of speech is reflected in the following ways in its day-to-day operations.

University Programmes, Policies and Procedures

1. The University will ensure that its teaching, curriculum, policies and procedures reflect its duties to ensure, so far as is reasonably practicable, freedom of speech and academic freedom within the law.

   In particular:

   (a) its processes for programme development and approval, quality assurance and academic assessment will respect the rights of freedom of speech and academic freedom;
   (b) its processes for facilitating research will respect the rights of freedom of speech and academic freedom; *and*
   (c) its disciplinary and other such processes will respect freedom of speech and academic freedom.

Funding

2. The University is aware that the terms of certain funding, including funding from endowments, gifts, donations, research grants and contracts, and educational or commercial partnerships may present a risk to freedom of speech and academic freedom. Therefore, the University has processes in place to identify and appropriately manage such risks, including processes to meet its legal duties, and the requirements of the OfS, with respect to overseas funding.

Steps Taken to Ensure Freedom of Speech and Academic Freedom

3. The University will:
   (a) ensure that this Code of Practice is brought to the attention of new students at registration and new staff during induction;
   (b) draw the attention of students to the code annually;
   (c) ensure that all staff are supported to understand and exercise their responsibilities towards freedom of speech and academic freedom, recognising that some such roles may require additional training and support;
   (d) utilise the National Student Survey and staff survey to secure student and staff views on whether freedom of speech and academic freedom at the institution are being adequately protected and take the findings into account;
   (e) ensure that there are adequate measures in place to raise concerns about freedom of speech and academic freedom;
   (f) ensure that when new policies and procedures are introduced consideration is given to their impact on freedom of speech and academic freedom;
   (g) monitor any concerns that have been raised about freedom of speech and academic freedom to ensure that they are addressed so far as is reasonably practicable and that any lessons learned are incorporated into a review of relevant policies, practices and procedures. Its processes for programme development and approval, quality

assurance and academic assessment will respect the rights of freedom of speech and academic freedom.

Measures in Place to Consider Complaints about Academic Freedom and Freedom of Speech

4. Any formalities, conditions, restrictions or penalties on free speech or academic freedom that the University deems it necessary to apply shall reflect applicable rules in legislation or at common law and the University's regulatory obligations or shall be consistent with Article 10(2) of the European Convention of Human Rights, including the requirement that they are proportionate. Where the University receives a complaint about the exercise of academic freedom or freedom of speech or where it has received a complaint about a possible infringement or departure(s) from the procedures set out in this Code, there will be an initial investigation in accordance with our student and staff procedures. Subject to the outcome of the initial investigation, such allegation may lead to further investigation in accordance with the University's disciplinary procedures, which could be under the Disciplinary Policy and Procedure for staff or the Student Disciplinary Procedure, or the University's grievance or complaints procedures. If any action involves infringements of the criminal law which are being pursued by the police or other civil authorities, University procedures will normally be suspended pending the outcome of such procedures and the University will assist the prosecuting authorities to implement the process of the law. Any complaints about visiting speakers should be directed to the University Secretary. The University Secretary will report to the University Council on the circumstances of any significant infringements of, and departures from, the provisions of the Code.

Governance, Review and Monitoring

5. The University Council promotes the importance of freedom of speech and academic freedom.
6. The operation of this Code of Practice will be periodically reviewed and monitored by the University Secretary, who will (where necessary) update the Code.
7. Any concerns regarding the implementation of this Code of Practice or the actions of the University in respect of it should be raised in the first instance with the University Secretary.

Non-Disclosure Agreements

8. The University does not enter into non-disclosure agreements related to complaints about sexual abuse, sexual misconduct, bullying or harassment. A 'non-disclosure agreement' (sometimes also known as a confidentiality clause) refers to any agreement which prevents complainants from publishing or sharing information about or talking about their complaint and/or how the University had dealt with it.

Part 3: Meetings and Other Activities on University Premises

1. **In line with its commitment to freedom of speech and academic freedom and its legal duties, the University has a general expectation that all visiting speakers will be facilitated to speak on campus to share their views, ideas and opinions.**
2. This includes ensuring that, so far as is reasonably practicable, and having regard to the particular importance of freedom of speech, no premises of the University shall be denied to any individual or body on any grounds connected with:
    (a) the ideas or opinions of that individual;

(b) the policy or objectives of that body or the ideas or opinions of any its members

This shall be without prejudice to the other legal obligations of the University which may require it to have regard to what is said on its premises.

3. The University recognises that, having particular regard to the importance of freedom of speech, there may be some exceptional circumstances where further measures are required to ensure that certain visiting speaker do not break the law or breach the lawful rights of others.

4. It shall be reasonable to refuse consent where the University reasonably believes (from the nature of the speakers or from similar activities in the past whether held at the University or otherwise) that:

   (a) the views likely to be expressed by any speaker are contrary to the law;
   (b) the intention of any speaker is likely to be to breach the law, incite breaches of the law or to intend breaches of the peace to occur;
   (c) the event will include or is likely to include the denial of the right to hold or to express an opposing opinion;
   (d) the speaker and/or the organisation they represent advocates or engages in violence or non-violent extremism in the furtherance of their political, religious, philosophical or other beliefs;
   (e) the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations;
   (f) it is in the interest of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the University, that the meeting does not take place.

5. Where the University is reasonably satisfied that the otherwise lawful expression of views at a meeting on University premises is likely to give rise to disorder or threats to the safety of participants or the wider University community, the University shall consider what steps it is necessary to take to ensure the safety of all persons and the security of the premises controlled by the University. These may include but are not limited to: requirements as to the provision of security/ stewards, the speaker being part of a panel or ensuring that a member of staff is in attendance. The University may impose such conditions and requirements upon the organisers as are reasonably necessary in all the circumstances, while ensuring that the conditions and requirements go no further than is necessary to address the risks it has identified.

6. Where the University reasonably concludes that imposing conditions would not be sufficient to prevent serious disorder within premises subject to their control, a serious threat to health and safety or other breaches of the law or legal obligations, it may decline to permit the meeting to proceed.

7. Where any person or body to whom this Code applies is seeking to hold an event involving a visiting speaker, the University Visiting Speaker Approval Policy set out in Annex A shall be followed.

8. Everyone who organises, speaks at or attends an event at the University, or an externally held event organised by the University is required to observe good order. Good order includes, but is not limited to, refraining from the following: preventing participants from accessing events; preventing speakers from being heard clearly; chanting or using foul or abusive language, including racial abuse; refusing reasonable requests from an event chair, or other University staff involved in managing an event; using intimidating, abusive or threatening language via

communications, placards, banners, posters, or other means; acting in any other way which is threatening or abusive, or which denies to others their right to legal free speech.

9. Other than in exceptional circumstances, the costs of security (whether in whole or part) relating to use of University premises by or in connection with a visiting speaker who has been invited by the University (or some part of it) to speak at an event in order to provide or disseminate their views, ideas or opinions shall not be passed to the person or organisation arranging the event. Whether the circumstances are exceptional in this context shall be determined by the Chief Operating Officer or University Secretary acting reasonably and taking into account the factors in paragraph 11 below. The Students' Union will cover the costs of their events.

10. In assessing the costs of security and whether exceptional circumstances exist, the following will not be taken into account so far as is consistent with the law:

    (a) in relation to an individual speaker, their lawful views, ideas or opinions;

    (b) in relation to an external organisation, their policies or objectives or the lawful views, ideas or opinions of its members;

    (c) in relation to an event itself, the lawful ideas, opinions or information likely to be expressed.

11. In considering whether exceptional circumstances exist, regard will be had to the following:

    (a) that the costs of security will exceed £100,000, being a level which the University has reasonable grounds to believe will rarely, if ever, be exceeded;

    (b) the need to engage additional security staff to ensure the proper conduct of an event, including but not limited to ensuring the health and safety and wellbeing of participants and attendees and the prevention of crime and disorder;

    (c) the need for the University to take additional measures to ensure that its teaching and research activities are not disrupted notwithstanding that the event is taking place.

12. Where exceptional circumstances are found to exist, the University will bear the costs of security up to the value of £100,000 and pass on the residual costs to the event organisers. Where it is reasonably practicable to do so the calculation of security costs will be provided to the event organisers who shall have the right to appeal the calculation to the Chief Financial Officer or Financial Controller.

Annex A: Visiting Speaker Approval Policy

1. Introduction and Scope

1.1 This Visiting Speaker Policy should be read and applied in light of the Statement of Principles in Part 1 of the Code of Practice. This means that, **in line with its legal duties, the University has a general expectation that all visiting speakers will be facilitated to speak on campus to share their views, ideas and opinions**. The University recognises that academic freedom and freedom of speech within the law are essential to its own staff and students. This policy is specifically written to ensure that appropriate processes are in place for hosting speakers visiting to the University, including in University hosted online events. The University recognises that, having particular regard to the importance of freedom of speech, there may be some exceptional circumstances where further measures are required to ensure that certain visiting speakers do not break the law or breach the lawful rights of others. The University must have regard to its other legal responsibilities

including, but not limited to, preventing discrimination, harassment and victimisation and ensuring the health and safety of students, staff, visitors and visiting speakers.

1.2 The University may take action to facilitate the inclusion of diverse voices in a debate, particularly voices from underrepresented and marginalised groups.

1.3 This policy applies to:

- visiting speakers invited by Schools/Departments, Faculties or Research Offices to the University under the remit of the normal academic curriculum (teaching and research);
- any other event, including a Students' Union society event, that involves a visiting speaker and which will be hosted on University premises or hosted by the University on other premises or associated with the University of Sheffield on other premises. The Students' Union is a separate legal entity to the University. Students' Union events hosted on University premises are overseen by University security and the decision making regarding those events lies with the University. The Visiting Speakers' Approval Policy also applies to Students' Union events held on premises leased by the Students' Union from the University or on non-University premises but the decision making (which is reflected in this policy) resides with the Director of the Students' Union as designated by the Chief Executive;
- events, commercial or otherwise, involving visiting speakers to be held on premises of the University where space is managed by Accommodation and Commercial Services (ACS), I.T. Services, the Libraries and to external clients hosting an event on University premises, booked with the Universities Room booking or Conferences and Events team; *and*
- unless otherwise specified, events held or hosted by the University online.

1.4 All such events involving visiting speakers, whether arranged for internal groups or for external clients, must comply with the University's statutory obligations, as set out in the Code of Practice and this policy.

1.5 Events might include, but are not limited to, public lectures, student society events, meetings, debates, protests (see guidance for students[1]), vigils, careers fairs and conferences including those held online.

1.6 Where required under this policy, formal approval by the University in accordance with the Visiting Speakers' Policy must be obtained, in advance, for any event to be held on University premises or hosted by the University.

1.7 University policies, in addition to the Code of Practice, should be considered and complied with when organising an event on University premises involving a visiting speaker, including:

- Fire Risk assessments;
- Health & Safety Procedures.

2. Visiting Speakers Invited as Part of the Academic Curriculum

2.1 Where a visiting speaker is invited to be involved in a University event under the remit of the normal academic curriculum, either for teaching or research purposes, the Event Organiser shall conduct an initial risk assessment to determine whether there is a risk:

[1] https://students.sheffield.ac.uk/university-regulations/protest-guidance

- to the safety of visiting speakers, attendees and/or members of the public or the University community and they may be at risk of physical harm or threats, harassment and/or intimidation;
- there could be a real risk of damage to university buildings or property and/or disorder or crime; *and/or*
- that the views likely to be expressed by any speaker are contrary to the law:
    - the intention of any speaker is likely to be to breach the law, incite breaches of the law or to intend breaches of the peace to occur;
    - the event will include or is likely to include the denial of the right to hold or to express an opposing opinion;
    - the speaker and/or the organisation they represent advocates or engages in violence or non-violent extremism in the furtherance of their political, religious, philosophical or other beliefs;
    - the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations;
    - it is in the interest of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the University, that the meeting does not take place.

2.2 Where it is expected, or reasonably foreseeable, that one of the events set out in paragraph 2.1 could occur, then the Event Organiser must inform their Head of School and seek approval for the visiting speaker in advance of the event in accordance with the Visiting Speakers' Approval Policy set out below. Otherwise, the Event Organiser must inform their Head of School about the event and may proceed.

2.3 If the Event Organiser is in any doubt as to whether a proposed visiting speaker might require approval under the Visiting Speakers' Approval Policy, the Event Organiser shall consult the Head of Security within the Security Management Team at the earliest opportunity for their view.

2.4 If there are any changes which affect the risk assessment carried out by the Event Organiser prior to the Event, they should contact the Security Management Team immediately.

2.5 Schools and Faculty Research Offices must keep a local record of all Visiting Speakers that are invited to be involved in an event under the remit of the normal academic curriculum.

3. Visiting Speakers' Approval Policy: Key Roles and Responsibilities

3.1 **Visiting Speaker:** a speaker invited to attend an event in order to share or otherwise disseminate their views, ideas or opinions and who is not a University of Sheffield (UoS) staff member or part of the UoS student body.

3.2 **Event Organiser:** the person responsible for the event involving the Visiting Speaker. The Event Organiser is responsible for applying for approval under this Visiting Speakers' Approval Policy and should consider at the outset of organising the event and before any invitation is issued whether any of the criteria set out below are likely to apply:

(a) the views likely to be expressed by any speaker are contrary to the law;
(b) the intention of any speaker is likely to be to breach the law, incite breaches of the law or to intend breaches of the peace to occur;
(c) the event will include or is likely to include the denial of the right to hold or to express an opposing opinion;

(d) the speaker and/or the organisation they represent advocates or engages in violence or non-violent extremism in the furtherance of their political, religious, philosophical or other beliefs;
(e) the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations;
(f) it is in the interest of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the University, that the meeting does not take place.

The Event Organiser must consult their Head of School about the event and shall ensure that they apply for approval with enough notice to allow this procedure to be completed. The Event Organiser is responsible for entering details into the School visiting speaker's register including recording and communicating speaker approval decisions.

The Event Organiser must be a current member of University staff, Students' Union Staff or a current student. Current students should receive advice from their Head of School in relation to University events or the Students' Union in relation to Student Union events.

Where the Event is being sponsored by, hosted by or organised by a campus trade union, the Event Organiser will be the relevant Branch Secretary (or if they are on leave/absent via a named alternate member of the Branch Executive) and relevant forms submitted directly to Security Services for approval. It is noted that some of the administrative activities supporting any application may be undertaken by a Branch Administrator who is employed directly by the relevant trade union, rather than as a University staff member.

The Event Organiser is responsible for leading engagements with the Visiting Speaker before and during an event, including ensuring that the Visiting Speaker is aware of any conditions attached to the approval, their own obligations under the law, and what will happen if there is a breach during the event. The Event Organiser shall, so far as it is reasonably practicable, ensure that both the audience and any Visiting Speaker act in accordance with the law during the event and that the Code of Practice is observed. In the case of unlawful conduct or any failure to observe the Code of Practice or any conditions attached to the event, the Event Organiser is required to give appropriate warnings and, in the case of a continuing lack of order, either to require the person to leave or seek support from the University's Security Services or the police or to bring the event to a close. The Event Organiser and/or chair should have the ability to remove speakers and attendees from the online meeting environment or to end the session.

The Event Organiser should report any breaches of the Code of Practice to the Security Management Team and include them in the School register of visiting speakers.

3.3 **Security Management Team:** the University team responsible for carrying out a risk assessment and mitigating the risks associated with events hosted on University premises or hosted by the University on other premises or associated with the University of Sheffield on other premises.

3.4 **Chief Operating Officer (COO) or University Secretary:** makes the final decision about whether a University hosted event can proceed if it is deemed by the Security Management Team to be high risk.

3.5 A **Director of the Students' Union** as designated by the Chief Executive of the Students' Union makes the final decision about whether a student union event can proceed on premises leased by the Students' Union from the University or on non-University premises. The Students' Union will carry out their own risk assessment and the Chief Executive may

request additional advice from the University's Head of Security for events considered high risk. The Director of the Students' Union must keep a local record of all visiting speakers that are invited to be involved in an event.

3.6 **Head of School:** must keep a local record of all Visiting Speakers that are invited to be involved in an event in their School. They are responsible for ensuring that this procedure is being followed in their School.

3.7 **President & Vice-Chancellor:** acts as the point of appeal for the Visiting Speaker should the COO or University Secretary decide that the event should not take place on University premises.

4. Stage 1: Submissions of Request

4.1 A submission of request applies to i) visiting speakers invited as part of the curriculum where there is deemed to be a medium or high risk of one of the events occurring as listed in Part 3, paragraph 4 of the Code of Practice and ii) any other event as outlined in paragraph 1.3 of this Policy.

4.2 To seek formal approval for a Visiting Speaker, the Event Organiser must complete the Application Form. For events in rooms managed locally by Schools the form is here[2]. Please also use this form for virtual events being held by the School. For events in rooms from the central pool of bookable spaces the form is here[3]. Please also use this form for virtual events that take place outside the School and for any in-person events being held at a venue off campus.

4.3 Following completion of the Application Form, it should be submitted for the approval procedure. The Event Organiser should submit the Application Form with as much notice as possible so that the relevant decision makers have sufficient time to consider and put in place appropriate conditions, if necessary.

4.4 Situations may change rapidly and if any of the information submitted on the Application Form changes or any additional information becomes apparent that increases risk prior to the event then the Central room booking office and the Security Management Team must be notified immediately by phone or email to reassess the event.

5. Stage 2: Initial Risk Assessment

5.1 On receipt of the Application Form for University Events or Students' Union events hosted on University premises, the Security Management Team shall review the information and conduct an initial risk assessment to determine whether the proposed event would be either: low risk, medium risk or high risk. **This risk assessment will be conducted solely for the purpose of determining the likelihood that a visiting speaker may break the law or breach the lawful rights of others, as set out in Part 3, paragraph 4 of the Code of Practice**, and in order to ensure that the University has due regard for its other legal responsibilities including, but not limited to preventing discrimination, harassment and victimisation and ensuring the health and safety of students, staff, visitors and visiting speakers.

5.2 The initial risk assessment conducted by the Security Management Team may include (without limitation):

[2] https://shef.topdesk.net/tas/public/ssp/content/serviceflow?unid=2c7c9fcaa58d47628c13f59458a3d20c&
[3] https://shef.topdesk.net/tas/public/ssp/content/serviceflow?unid=4757a3fd9e46408487621762a4483927&

- a check as to whether the speaker is associated with an organisation on Home Office's list of proscribed groups and organisations;
- an internet search on the Visiting Speaker and the subject matter of the proposed event;
- a search on social media on the Visiting Speaker;
- consultation with appropriate academic staff or staff within professional services; *and/or*
- consultation with external parties, for example: the police, the Regional Prevent Lead, officers at other universities.

5.3 If the Security Management Team determines that the event proposal is low risk, the event involving the Visiting Speaker should be approved and the decision communicated to the Event Organiser, via the room booking team as quickly as circumstances allow. The decision and the information used to inform the decision (including links to relevant websites/social media) are recorded by the designated officer within the Security Management Team on the Central External Speakers Database.

5.4 If the Security Management Team determines that the event involving the Visiting Speaker is medium/high risk, then further information and intelligence will be obtained.

5.5 The Security Management Team will gather further intelligence on the Visiting Speaker and subject matter of the event. In addition to the initial investigations undertaken in 5.2, this will include:

- a review of the proposed content of the speech if this is known and a detailed discussion with the Event Organiser and other colleagues as required; *and*
- if necessary, consulting any relevant external parties (for example: the police, the Regional Prevent Lead, officers at other universities).

5.6 The Security Management Team shall review the gathered intelligence and make a decision to approve or approve with conditions medium risk events and the decision will be communicated to the Event Organiser, via the room booking team as quickly as circumstances allow. The decision and the information used to inform the decision (including links to relevant websites/social media) are recorded by the Security Management Team's designated officer on the Central External Speakers Database.

5.7 In the case of high-risk University events, the Security Management Team will make a recommendation to either the COO or the University Secretary for University Events or Students' Union events hosted on University premises. The COO or University Secretary for University events will decide whether the Visiting Speaker is either:

- Approved.
- Approved with Conditions.
- Refused. There is an appeals procedure.

5.8 On receipt of an Application Form for Students' Union events on premises leased by the Students' Union from the University or on non-University premises, the Director of the Students' Union as designated by the Chief Executive will decide whether a Visiting Speaker is:

- Approved.
- Approved with Conditions.
- Refused. There is an appeals procedure.

5.9 Reasonable grounds for refusal are listed in Part 3, paragraph 4 of the Code of Practice.

5.10 Where a Visiting Speaker is approved by the COO, University Secretary or Director of the Students' Union with conditions imposed, such conditions will go no further than is necessary to address any risks identified. Examples of such conditions include, but are not limited to, the following examples:

- Event Organiser to obtain details of the areas which the speaker's talk will cover in advance or a copy of the speaker's notes or other material to be used by the speaker at the event;
- require coordination with representatives from communities likely to raise concerns about the speaker to put in place mitigation measures;
- appointment of an experienced Chair for the event, who has the authority to terminate the event should there be a breach of this Procedure or the Code of Practice;
- appointment of a member of University staff to be a note-taker at the event;
- inviting a speaker with opposing views to ensure that discussion is balanced, where necessary in accordance with Prevent guidance;
- providing additional security staff, conducting bag searches or checking invited or pre-authorised guests;
- implementing specific conditions for the arrival, departure and itinerary of the Visiting Speaker;
- delaying/postponing the event to facilitate further planning;
- changing the event location to ensure public safety; *and/or*
- imposing restrictions, such as numbers able to attend, pre-booking (ticket only entry) and/or identity verification.

5.11 The Security Management Team shall provide written confirmation of the decision to the I.T.S Room Bookings team where applicable, as quickly as circumstances allow. Where the application is "Approved with Conditions" or "Refused", the reasons for the decision will also be communicated to the Event Organiser along with information about how to appeal the decision. The Security Management Team will also inform Communications and External Relations .

5.12 The COO, University Secretary or Director of the Students' Union's decision and the information used to inform the decision (including links to relevant websites/social media) will be recorded on the Central External Speakers Database.

6. Objections to Visiting Speakers Raised by Stakeholders

6.1 Should an internal or external stakeholder submit a complaint or raise an objection about a Visiting Speaker that has been approved via this process, in advance of an event taking place, then the Security Management Team shall re-investigate and thereafter make a recommendation for a decision to either the University Secretary (where the COO made the initial approval) or the COO (where the University Secretary made the initial decision). Any complaints or objections should be made to the Chief Executive of the Students' Union where it involves a Students' Union event on premises leased by the Students' Union from the University or on non-University premises.

6.2 Irrespective of the outcome of the re-investigation, the University shall use reasonable endeavours to reach a satisfactory solution with relevant internal and external stakeholders to minimise the potential damage to good relations on campus and to facilitate free speech for the widest group, with particular regard to those from underrepresented and/or marginalised groups. This could include arranging alternative spaces on campus where opposing views can be expressed and/or exploring other ways

for different groups of students and staff to work together to promote good relations. Any formalities, conditions, restrictions or penalties restrictions on free speech or academic freedom that the University deems it necessary to apply shall reflect applicable rules in legislation or at common law and the University's regulatory obligations or shall be consistent with Article 10(2) of the European Convention of Human Rights, including the requirement that they are proportionate.

6.3 Where the decision has been made to approve the Visiting Speaker notwithstanding the concerns received at 6.1, the University will consider the potential harm to individuals and relations between groups and will explore appropriate mitigations. This could include signposting internal stakeholders to relevant support services, such as the Student Welfare team.

7. Appeal

7.1 If the application is "Approved with Conditions" or "Refused", the Event Organiser shall be entitled to submit an appeal against the decision.

7.2 An appeal must be submitted in writing to the University Secretary, stating the reasons for the appeal and accompanied by the original Application Form. The appeal decision will be taken by the President & Vice-Chancellor or designate. The designate cannot be either the COO or the University Secretary if they have been involved in an earlier decision about the event. In the case of Students' Union events then appeals will be decided by the Chief Executive of the Students' Union.

7.3 The decision of the President & Vice-Chancellor having reviewed the information shall be final and there shall be no further mechanism for appeal within the University. The President & Vice-Chancellor shall report to Council any decision to withhold permission for an event. The decision of the Chief Executive of the Students' Union is final for Student Union events on premises leased by the Students' Union from the University or on non-University premises and there will be no further mechanism for appeal.

8. University Statements on Compliance and Enforcement at Events

8.1 The University reserves the right to monitor any event on its premises, particularly in terms of compliance with the specified conditions attached to the approval of the Visiting Speaker, and for compliance with this procedure and other relevant University policies and procedures.

8.2 In cases where it is reasonable for the University to assume that disruption may occur at an event, whether at the approval request stage or at any time thereafter in the run-up to the event, the University may consult with the relevant external parties (for example: the police, the Regional Prevent Lead, security advisors) as to the measures necessary to prevent or minimise any such disruption. These measures could, in certain circumstances, include postponement, enhanced security arrangements and/ or police presence throughout.

8.3 While an event is in progress, the University shall have the right to require the Event Organiser to terminate the event if the conduct of the event gives rise to concerns for the University that the safety of persons attending cannot be reasonably assured or that a breach of the law or a breach of any of the conditions imposed on the event is likely to occur. In such instances whereby the University may close an event, all persons or external visitors may be asked to leave University premises.

8.4 All events must comply with the Code of Practice and the booking contract.

8.5 In refusing a Visiting Speaker request in accordance with this procedure, the University shall have no liability for any costs or other obligations incurred by the Event Organiser in connection with the proposed event involving the Visiting Speaker.

8.6 Any members of the University who fail to ensure that this procedure or the provisions of the Code of Practice are adhered to may be liable to disciplinary action in accordance with University Regulations, Policies and Procedures, in addition to any possible prosecution and/or claim for breach of criminal and/or civil law.

Code of Practice relating to the Students' Union

Part II of the Education Act 1994 places a range of responsibilities on the governing bodies of university institutions in regard to the organisation of Students' Unions. In particular, the governing body shall prepare and issue, and when necessary, revise, a code of practice as to the manner in which certain requirements of The Act are carried into effect.

1. This code of practice, issued by the University Council with the agreement of the Students' Union, sets out how the University will carry out its responsibilities under the Act. The specific responsibilities to be included in the code are highlighted in italics below.
2. The Students' Union qualifies as a Students' Union within section 20 of the Act; no other organisation of students in the University falls within the definition.

Constitution

The Students' Union should have a written constitution (Articles of Association) and the provisions of that constitution should be subject to the approval of the governing body at intervals of not more than five years.

3. The Students' Union is governed by a constitution approved by the University Council.
4. The constitution is available on the Students' Union web pages.
5. The constitution is to be reviewed by the University Council at intervals of not more than five years. This need not mean a special quinquennial review of the constitution. The Council may take the opportunity to review the terms of the constitution should the Students' Union at any time bring forward proposed amendments.

Membership

Students should have the right not to be members of the Students' Union. Students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.

6. All persons who are registered students of the University as full-time or part-time candidates for degrees, diplomas or certificates shall, subject to this Constitution, be Full Members of the Students' Union. Any student who wishes not to be a member, or who decides to withdraw from membership of the Students' Union, should inform the President of the Students' Union or the University Secretary in writing.
7. Any student not in membership of the Students' Union is not entitled:
    (a) To participate in the student voice mechanisms of the Students' Union and, in particular, to propose or vote in referenda, attend democratic meetings, stand or vote in the election of Students' Union Officers, Students' Union Council and Working and Representative Committees, or play any part in any other comparable bodies that may be established.
    (b) To hold office in any Students' Union Working or Representative Committee or Society.

(c) To benefit from any concessionary rates for membership of Clubs and Societies, or for attendance at entertainments events, that may be offered to Students' Union members.

8. Any such student shall cease to be a member immediately and may not be re-admitted to membership until the following academic session.
9. Students who are eligible for full membership but have exercised the right not to be a member, shall have access to all services and activities provided by the Students' Union other than those outlined in paragraph 7, and shall be subject to the same disciplinary procedures in relation to their use of these services and participation in these activities.
10. The University has made no special arrangements for the provision of services or facilities for non-members of the Students' Union, since it is satisfied that the provision made by the University and the Students' Union for all students, whether they are members of the Students' Union or not, is sufficient to ensure that those who have exercised the right of non-membership under the Act are not unfairly disadvantaged. There will be no financial compensation to students who have exercised their right of non-membership.

Elections

Appointment to major Students' Union offices should be by election in a secret ballot in which all members are entitled to vote. The governing body is required to satisfy itself that the Students' Union elections are fairly and properly conducted.

11. For the purposes of the Education Act 1994, the Sabbatical Officers are Major Union Office Holders.
12. All elections in the Students' Union shall be conducted in accordance with regulations laid down in a bye-law to the constitution. These regulations ensure that appointment to major Students' Union offices is by election in a secret ballot in which all Student Members are entitled to vote.
13. The Students' Union Trustee Board shall appoint a Returning Officer to oversee that elections to major elected offices are by secret ballot in which all full members are entitled to vote.
14. The Returning Officer shall receive, and decide upon, complaints arising during the course of such an election.
15. The University Secretary (or their nominee) may observe any part of the election process and a Returning Officers' report will be made to the University Secretary on the conduct and outcome of the elections to the major Students' Union offices.

A person should not hold paid elected Students' Union office for more than two years in total.

16. No person should hold elected major students' union office or paid elected union office for more than two academic years.

Finance, Affiliations and Donations

The financial affairs of the Students' Union should be properly conducted and appropriate arrangements should exist for the approval of the Students' Union's budget and the monitoring of its expenditure by the governing body.

The Students' Union is to publish a financial report annually or more frequently. The report is to be made available to the governing body and to all students and should contain, in particular, a list of external organisations to which the Students' Union has made donations during the period to which the report refers and details of those donations.

If the Students' Union decides to affiliate to an external organisation it must publish notice of its decision, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation and such notice is to be made available to the governing body and to all students.

17. An annual budget for all activities of the Students' Union and its companies shall be approved by the Students' Union Trustee Board. The budget shall be submitted to the University Council in accordance with the Education Act 1994, and to Students for information.
18. Annual audited accounts of the Students' Union and its companies, including details of all affiliations to external bodies, shall be presented to the Trustee Board for approval, and subsequently shall be presented to the University Council.
19. The accounts shall contain details of any donations made to external organisations during the financial year.
20. Any such affiliations or donations made subsequent to the publication of the annual accounts shall be published to students and notified to the University Secretary who shall make such notice available to the governing body.

When a Students' Union is affiliated to any external organisation there are to be procedures for the review of affiliations under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5 per cent) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.

21. Any affiliation made by the Students' Union may be rescinded by a decision of students made in accordance with the procedures for referenda outlined in the regulations contained in the Constitution of the Students' Union.

The procedure for allocating resources to student groups should be fair and should be set down in writing and be freely accessible to all students.

22. Procedures for the allocation of resources to societies recognised to the Students' Union shall be included in a bye-law to the Students' Union Constitution.

Complaints Procedure

There should be a complaints procedure available to all students or groups of students who are dissatisfied in their dealings with the Students' Union or claim to have been unfairly disadvantaged by reason of having exercised the right to not be a member. This procedure should include the provision for an independent person appointed by the governing body to investigate and report on complaints.

23. Any student or students who are dissatisfied in their dealings with the Students' Union, or claim to be disadvantaged by reason of their having exercised the right to withdraw from membership, shall be entitled to have their complaint considered in accordance with the

Students' Union Bye-Law which constitutes the Students' Union's complaints procedure and is available to all students. This procedure must include the right of appeal to the University.

Charity Law

24. The activities of the Students' Union are restricted by the law relating to charities. Consequently, the Students' Union must not seek to advance the interest of a political party, but it may seek to influence opinion on issues relating directly to its own stated charitable purposes and powers. The ways in which charities may or may not legitimately engage in political activities is the subject of advice and legislation from time to time by the Charities Commissioners, courts of law, Parliament and government departments.

Freedom of Speech

25. The University is responsible under section 43 of the Education (No.2) Act 1986 and the Higher Education (Freedom of Speech) Act 2024 for the provision of safeguards to ensure freedom of speech within the law.
26. The provisions for freedom of speech are made in the University Calendar under the Code of Practice on Freedom of Speech and Academic Freedom and under the Students' Union's Code of Practice on Freedom of Speech.

Code of Practice

27. This code of practice is brought to the attention of students annually by publication on the University web pages as part of the University Calendar. It is also published on the Students' Union web pages.

Information for Prospective Students

28. The right of a student to not be a member of the Students' Union, and the arrangements for students to still access those services provided by the Students' Union for all students whether members or not, should be made available to prospective students via the University and Students' Union web pages.

The University Officers

As at 1 August 2026

The Chancellor

Professor A G Haldane, CBE, FRS, FAcSS

The Pro-Chancellors

M J Temple, CBE, BSc
C Brownlie, BSc, MA
A J Stone, BSc, ACA

The President & Vice-Chancellor

Professor K Lamberts, PhD

The Vice-Presidents

Professor R J Blakeley, BA, MSc, MSc, PhD, FAcSS
Professor J Derrick, BSc, DPhil
Professor G D S Gee, LLB, LLM, MSt (Interim) (until 31 August 2026)
Professor G D S Gee, LLB, LLM, Mst (from 1 September 2026)
Professor S E Hartley, OBE, BA, DPhil
Professor T Moore, BSc, MSc, DMedSci, RN (Interim)
Professor C Ó Brádaigh, FREng, FRSE, FIMechE, FIMMM
Professor M T Vincent, MA, DPhil (Oxon), FRHistS (until 31 August 2026)

The Treasurer

R W Memmott, BSc, FCA

The University Secretary

R Power, BBus, LLB, PGDip, LLM (from 17 August 2026)

The University Council

As at 1 August 2026

The Pro-Chancellors

M J Temple CBE, BSc
C Brownlie, BSc, MA
A J Stone, BSc, ACA

The Treasurer

R W Memmott, BSc, FCA

The President & Vice-Chancellor

Professor K Lamberts, PhD

Not fewer than two and not more than three Senior Academic Officers

Professor G D S Gee, LLB, LLM, Mst (from 1 September 2026)
Professor S E Hartley, OBE, BA, DPhil
R I Sykes, BA

Not fewer than seven and not more than eight Persons who shall be neither staff nor students

Dr J V Hogan, BA, MA, DPhil
V Kabra, BEng, MBA
F J Morris-Jones, MA
A C Peck-Down, BSc
Professor P P Rodrigo, DL, BEng, MBA, CEng, CITP, FL K I
Dr P J Tenney, BEng, DPhil, FIET
Vacancy

Three Members of the Senate

Dr S D North, BSc, PhD
Professor M Strong, BSc, MBChB, MPH, MSc, PhD, MRCPCH, FFPH, FHEA, Cstat
Vacancy

One member of the Professional Staff

R Freeman, BA

The President of the Students' Union

S N Omondi, BA

Secretary to the Council

R Power, BBus, LLB, PGDip, LLM (from 17 August 2026)

The University Senate

As at 1 September 2026

The President & Vice-Chancellor	Professor Koen Lamberts

The Vice-Presidents

Education	Professor Mary Vincent (until 31 August 2026) Professor Graham Gee (from 1 September 2026)
Research & Innovation	Professor Sue Hartley OBE

Vice-Presidents & Heads of the

Faculty of Arts & Humanities	Professor Graham Gee (Interim until 31 August 2026)
Faculty of Engineering	Professor Conchúr Ó Brádaigh
Faculty of Health	Professor Tracey Moore (Interim)
Faculty of Science	Professor John Derrick
Faculty of Social Sciences	Professor Ruth Blakeley

Faculty Directors of Education

Faculty of Arts & Humanities	Professor Caoimhe Nic Dháibhéid
Faculty of Engineering	Professor Rob Howell
Faculty of Health	Dr Vanessa Halliday
Faculty of Science	Professor Andrew Beckerman
Faculty of Social Sciences	Professor Stephen Hincks

Faculty Directors of Research & Innovation

Faculty of Arts & Humanities	Professor Cathy Shrank
Faculty of Engineering	Professor Lizzy Cross
Faculty of Health	Professor Daniel Lambert
Faculty of Science	Professor Andrew Fleming
Faculty of Social Sciences	Professor Kate Dommett

Chairs of Senate Committees who are not otherwise members

Chair of the Senate University Research Ethics Committee:
Dr Jennifer Burr (School of Medicine & Population Health)

Heads of School

Faculty of Arts & Humanities

English	Professor Jane Hodson (until 31 August 2026) Professor Emma Moore (from 1 September 2026)
History, Philosophy & Digital Humanities	Professor Adrian Bingham
Languages, Arts & Societies	Professor Tom Baldwin
Law	Professor Craig Watkins (Interim)

Faculty of Engineering

Chemical, Materials & Biological Engineering	Professor Joan Cordiner
Computer Science	Professor Heidi Christensen
Electrical & Electronic Engineering	Professor George Panoutsos
Mechanical, Aerospace & Civil Engineering	Professor Martin Mayfield

Faculty of Health

Allied Health Professions, Pharmacy, Nursing & Midwifery	Professor Judy Clegg
Clinical Dentistry	Professor Syed Ali Khurram
Medicine & Population Health	Professor Mark Strong

Faculty of Science

Biosciences	Professor Robert Freckleton
Mathematical & Physical Sciences	Professor Alexander Fletcher
Psychology	Dr Chris Martin

Faculty of Social Sciences

Architecture & Landscape	Professor Helen Woolley
Economics	Professor Sarah Brown
Education	Professor Rebecca Lawthom
Geography & Planning	Professor Stephen Livingstone
Information, Journalism & Communication	Professor Briony Birdi
Management	Professor Eleanor Davies (Interim)
Sociological Studies, Politics & International Relations	Professor Felicity Matthews

Director of the Centre for Engineering Education and Skills TBC

Chief Executive of the Advanced Manufacturing Research Centre

Professor Ben Morgan

Chief Operating Officer Rob Sykes

University Librarian Anna Clements

Elected representatives of staff in Grade 7 & above

Elected for the period until 2029

Professor Rowland Atkinson	Faculty of Social Sciences
Dr Jonathan Davidson	Faculty of Engineering
Professor Paul Hatton	Faculty of Health
Dr Daniela Sawyer	Advanced Manufacturing Research Centre
Dr Carolyn Staton	Faculty of Health
Dr Nicky Stubbs	Faculty of Social Sciences
Dr Keith Tarnowkski	Faculty of Engineering
Dr James Weinberg	Faculty of Social Sciences

Elected for the period until 2028

Dr Janet Chamberlain	Faculty of Health
Professor John Flint	Faculty of Social Sciences
Professor Simon Goodwin	Faculty of Science

Dr Neil Harris	Professional Staff
Amy Jeffries	Professional Staff
Johanna Marriott	Professional Staff
Dr Sam Marsh	Faculty of Science
Dr Siobhán North	Faculty of Engineering
Dr Abigail Parrish	Faculty of Social Sciences
Professor Ashutosh Tiwari	Faculty of Engineering
Professor Pirashanthie Vivekananda-Schmidt	Faculty of Health
Dr Karine Zbinden	Faculty of Arts & Humanities

Elected for the period until 2027

Dr Asha Akram	Faculty of Science
Dr SJ Cooper-Knock	Faculty of Arts & Humanities
Dr Francesca Henshaw	Faculty of Science
Professor Janine Kirby	Faculty of Health
Dr Robyn Orfitelli	Faculty of Arts & Humanities

Six Student Officers

Students' Union President	Sam Omondi (2026-27)
Students' Union Education Officer	Lola-Mae Till (2026-27)
Students' Union representative	Hannah Faure (2026-27)
Students' Union representative	Laura Alwan (2026-27)
Students' Union representative	Aliza Bano (2026-27)
Students' Union representative	Eli Thompson (2026-27)

The Secretary to the Senate

Riley Power (The University Secretary) from 17 August 2026

The Students' Union

As at 1 August 2026

FULL-TIME STUDENT OFFICERS

President	S N Omondi, BA
Education Officer	L Till
International & Welfare Officer	S Memon
Liberation & Activities Officer	A E S Stone
Sustainability & Development Officer	A C James
Wellbeing & Sports Officer	A Desouza

SENIOR STAFF

Chief Executive	D Ormerod, LLB, CMgr, FCMI
Director of Data, Digital & Marketing	R Copley, BSc, MSc
Director of Finance	S Twitchin, MMUS, PGDip, FCCA
Director of People, Equity & Organisational Development	B Rodgers, MA, MSc, SFHEA, MCIPD
Director of Social Enterprises	C D Aucott
Director of Student Community Development	L Simpson-Smillie, BA
Director of Student Influence	M Ayinla, BA

Honorary Graduates

Date of Degree

1966 Her Majesty Queen Elizabeth The Queen Mother, DMus
2008 His Highness Sheikh Dr Sultan Bin Mohammed Al-Qasimi, LittD
1909 His Royal Highness The Prince of Wales (King George V), LittD
1930 His Royal Highness Prince George (Duke of Kent), LLD
1926 Her Royal Highness The Princess Mary, Viscountess Lascelles (Princess Royal, Countess of Harewood), LLD
2007 Her Royal Highness Crown Princess Katherine of Serbia, LittD
2016 Aileen Kirkpatrick Adams, MD
2016 George Robert Adams, LittD
1948 The Right Honourable Viscount Addison of Stallingborough, LLD
1955 The Right Honourable The Lord Adrian, DSc
1992 Datuk Haji Sharom Ahmat, LittD
1992 Yang Berbahagia Dato' Hisham Albakri, LittD
1947 The Right Honourable Albert Victor Alexander (Viscount Alexander of Hillsborough), LLD
1991 The Right Honourable The Lord Alexander of Weedon, LLD
2008 The Reverend Canon Adrian Alker, MA
2008 John Allan, LittD
1993 Sir Geoffrey Allen, DSc
1926 Sir Hugh Percy Allen, LittD
1994 John Robert Lawrence Allen, LLD
1966 Norman Percy Allen, DMet
1909 William Edgar Allen, LittD
1994 David Allford, LittD
1969 Thomas Edward Allibone, DEng
1960 The Right Reverend Sherard Falkner Allison, LLD
2016 Amal Abdulla Al Qubaisi, LittD
2006 Lassi Alvesalo, DSc
1947 The Right Honourable Sir John Anderson (Viscount Waverley), LLD
1996 Philip Warren Anderson, DSc
1979 Stuart Price Anderson, MSc
1994 Emmanuel Yap Angeles, LLD
2007 Theo Angelopoulos, LittD
1955 Sir Edward Victor Appleton, DSc
1975 The Right Honourable The Lord Armstrong of Sanderstead, LLD
1953 Albert Leslie Armstrong, MA
1991 Walter Harry Green Armytage, LLD
1980 Denis Midgley Arnold, DMus
1992 Arnold Aspinall, DSc
1985 Robert Frederick Atkins, MA
2023 Helen Valerie Atkinson, DEng
1970 Wystan Hugh Auden, LittD
1998 George Edward Bacon, DSc
1990 Emmanuel Augustus Badoe, MD
1939 Stanley Bertram Bagley, LLD
1972 Eric Bagnall, MA
1947 Sir Donald Coleman Bailey, DEng
1966 George Leo Bailey, DMet
1981 Sir George Grenfell Baines, LittD
1960 Alhaji Sir Abubakar Tafawa Balewa, LLD
1912 The Right Honourable Arthur James Balfour (Earl of Balfour and Whittinghame), LLD
1959 Albert Ballard, LLD
1992 Joseph Cyril Bamford, Deng
2023 Richard Matthew Bannister, LittD
1978 Sir Roger Gilbert Bannister, DSc
2025 Peter Barber, LittD
1960 Ronald Hurst Barber, MA
1957 Sir John Barbirolli, DMus
1953 Herbert Bardgett, MA
2003 Karna Dev Bardhan, MD
2026 Dame Katharine Barker, LittD
1988 Christopher Shelley Barker, LLD
1972 Ernest Anthony Barker, LLD
1986 Edwin Barker, MA
2014 Graeme Barker, LittD
1973 Harold Everard Monteagle Barlow, DEng
2000 Janet Barnes, LittD
1998 Michael Barratt Brown, LittD
1982 Edwin Barron, MSc
2011 Dame Josephine Clare Barstow, DMus

1981 Stephen Martin de Bartolomé, LLD
1979 Sir Derek Harold Richard Barton, DSc
2009 Gillian Patricia Bates, DSc
1910 William Bateson, DSc
1973 Joseph William Batey, MSc
1986 Alan Rushton Battersby, DSc
2023 Deborah Elizabeth Bax, MD
2023 Nigel Derrick Spencer Bax, MD
1970 Hugh Lancelot Beales, LittD
2007 Shaun Mark (Sean) Bean, LittD
1978 Thomas Bean, MA
1924 The Right Honourable Baron Bearsted (Viscount Bearsted), LLD
1920 The Right Honourable The 1st Earl Beatty, LLD
2011 Micheline Beaulieu, LittD
2025 Scott Beaumont, LittD
1975 John Bebbington, MA
1930 Sir Hugh Francis Bell, Baronet, LLD
2017 Kay Benbow, LittD
1912 His Honour Judge William Denman Benson, LLD
2025 Wanda Elaine Thomas Bernard, LittD
1997 Keith Howard Best, DEng
2003 Lord Richard Best, LittD
2000 Hugh Keith Bevan, LLD
2024 Bikramjit Singh Bhangu, DEng
2015 Pallab Kumar Bhattacharya, DEng
2020 Inderjit Singh Bhogal, LittD
1985 Roger Graham Bigley, MMus
1953 John Henry Bingham, LLD
2001 Ronald Matthew Birks, DMus (1985 MMus)
1988 Lindsay Michael Birt, DSc
2006 Dame Carol Mary Black, DSc
1984 Sir Douglas Andrew Kilgour Black, MD
1983 Edward Kenyon Blackburn, MD
2013 Andrew Blake, Deng
2026 Paul Blomfield, LittD
2010 Peter Blood, DSc
1998 Leslie Harold Blumgart, DSc
1994 Thomas Leon Blundell, DSc
2016 The Right Honourable The Lord Blunkett, LittD
1962 William Henry Bolton, MScTech
2002 Sir John Bond, LittD
2015 Sir Roger Bridgland Bone, DEng
1910 The Reverend Thomas George Bonney, DSc
1976 Christian John Storey Bonnington, DSc
1979 Daniel Joseph Boorstin, LittD
2010 Sir Leszek Krzysztof Borysiewicz, MD
2011 David Bott, DSc
2025 The Reverend Canon Kate Bottley, MD
2009 Anthony Edward Bottoms, LLD
1908 Charles Jacques Bouchard, DSc
2009 Robert Francis Boucher, Deng
2018 Yiannis Boutaris, LittD
2005 Hasan Ferit Boysan, Deng
2014 Donal Donat Conor Bradley, DSc
1913 Henry Bradley, LittD
2003 David Charles Arthur Bradshaw, LittD
1969 Stephen Lawrence Bragg, DEng
1931 Sir William Henry Bragg, DSc
1927 Edward Bramley, LLD
1994 Sir Paul Bramley, MD
1979 Donald Bramwell, PhD
1992 Per-Ingvar Brånemark, DSc
1991 David Russell Brayshaw, LittD
2004 Goran Bregovic, DMus
2010 Alfred Brendel, DMus
2009 Gordon Wilson Bridge, LittD
2009 Freda Briggs, LittD
2024 Millie Bright, LittD
2004 Lynne Janie Brindley, LittD
1964 Arnold Brittain, LLM
2002 Hugh Brody, LittD
2007 Lord Alec Nigel Broers, DEng
1977 Arthur John Brown, LittD
2007 Peter Wilfred Henry Brown, LittD
1988 Frederick Fyvie Bruce, LittD
1970 Jerome Seymour Bruner, DSc
2024 Gavin Bryars, DMus
2013 Julia Buckingham, DSc
2019 Sir George W Buckley, DEng
1959 Harry Bull, DMet
1999 Roger Francis Taylor Bullivant, DMus
2019 Lisa Jane Burger, LittD
2024 Christine Claire Bush, LittD
2005 Alberto Bustani, DEng
1991 John Henry Burgoyne, DEng
1985 H A Burl, PhD
2022 The Right Honourable Ian Duncan Burnett (Lord Burnett of Maldon), LLD
2022 Sir Keith Burnett, DSc
1999 Lord Terence Burns, LittD

1926 The Right Reverend Leonard Hedley Burrows, Lord Bishop of Sheffield, LittD
1953 Herbert Henry Burton, DMet
2005 Alberto Bustani, DEng
1955 The Right Honourable Richard Austen Butler (Baron Butler of Saffron Walden), LLD
1962 Sir Herbert Butterfield, LittD
2000 Dame Antonia Byatt, LittD
1942 John Bycroft, MA
2018 Dorothy Byrne, LittD
2013 The Right Honourable Richard Caborn, LittD
2019 Ann Cairns, LittD
1977 Robert William Caizley, MA
1994 Carmen Thérèse Callil, LittD
1918 His Excellency Paul Pierre Cambon, LLD
1991 Kenneth Cameron, LittD
2001 The Right Honourable The Lord Camoys, LittD
1966 The Right Honourable Hugh Mackintosh Foot, Baron Caradon, LLD
1988 Sir John Michael Carlisle, LLD
1936 Sir Henry Cort Harold Carpenter, DMet
2003 The Very Reverend Arthur Wesley Carr, LittD
1990 Lynda Carr, LittD
1993 José Carreras, DMus
1959 Annie Bindon Carter, MA
2002 Martin Carthy, Dmus
2015 Richard John Carwardine, LittD
1986 Sir Hugh Maxwell Casson, LittD
2015 Andrew Cave, LittD
2002 Cham Tao Soon, DEng
1926 The Right Honourable Sir Joseph Austen Chamberlain, LLD
2002 Anson Chan, LLD
1964 Arthur William Chapman, LLD
2015 Hilary Anne Chapman, MD
2022 Samuel John Chapman, DEng
1969 Sydney Chapman, DSc
1993 Christopher Charlton, LittD
1989 Francis William Cheetham, MA
1932 The Right Honourable The 2nd Viscount Chelmsford, LLD
1975 John Hugh Chesters, DSc
2014 John Chew Hiang Chea, LittD
2006 William Chia, DSc
1908 John Chiene, DSc
2009 Lee Child, LittD
2016 David Robert Childs, LittD
1918 His Excellency The Viscount Sutemi Chinda, LLD
1976 Nils Christie, LLD
1985 Sir Sze-yuen Chung, LLD
1970 Arthur Roy Clapham, LittD
1966 Alec Wilson Clark, DScTech
1951 Sir George Norman Clark, LittD
1960 Hannah Mary Clark, MA
1970 John Grahame Douglas Clark, LittD
1970 Kenneth MacKenzie Clark (Lord Clark), LittD
1996 Ronald George Clark, MD
1968 Joseph Ryle Clarke, MA
1956 The Right Reverend Norman Harry Clarke, Lord Bishop of Plymouth, LLD
1992 The Right Honourable The Lord Cledwyn of Penrhos, LLD
1912 Sir William Edwin Clegg, LLD
1911 Isabel Cleghorn, MA
1934 Sir Charles Clifford, LLD
1978 John Flavell Coales, DEng
1960 Sir John Cockcroft, DEng
1990 The Right Honourable Francis Arthur Cockfield (Baron Cockfield of Dover in the County of Kent), LLD
1991 Sebastian Newbold Coe, LLD
1968 Harry Cofield, MA
2023 Stewart Thomas Cole, MD
2008 Paul Collier, LittD
1995 Patrick Collinson, LittD
1973 Arthur Holmes Connell, LLD
2017 Sebastian Orby Conran, DEng
1984 Harry Francis Constantine, LittD
2019 Ian Douglas Cooke, MD
1987 Michael Cooke, MA
2023 Andrew Jackson Coombe, LittD
2011 Cary Lynn Cooper, DSc
1972 Thomas Wellsted Copeland, LittD
1988 Bernard Edward Cotton, LLD
1970 Charles Alfred Coulson, LittD
1927 Sir Cecil Allen Coward, LLD
1920 Sir Henry Coward, MA
1933 Sir Henry Coward, DMus
1929 Charles Whitworth Cowen, MA
2024 Victoria Louise Cox, DSc

2025 Shauna Coxsey, LittD
1991 Donald James Cram, DSc
1990 Bernard Rowland Crick, LittD
2013 Anthony Derek Howell Crook, LittD
1910 Sir William Crookes, DSc
2001 Peter John Cropper, DMus (1985 MMus)
1985 Alexander Lamb Cullen, DEng
1975 Gordon Cullen, LittD
2001 Edward Horder Cullinan, LittD
1948 Admiral of the Fleet The Viscount Cunningham of Hyndhope, LLD
1991 Alexander Monteith Currie, LLD
2005 Lord Dahrendorf of Clare Market, LittD
1979 Sir Frederick Sydney Dainton, (The Right Honourable The Lord Dainton of Hallam Moors), LLD
1992 Lady Barbara Hazlitt Dainton, DSc
2001 Stephen David Daldry, LittD
1928 Sir Henry Hallett Dale, DSc
1931 The Right Reverend John Russell Darbyshire, Lord Bishop of Glasgow and Galloway (Archbishop of Capetown), LittD
2022 Andrew David Darwin, LLD
1910 Sir Francis Darwin, DSc
1910 Thomas William Rhys Davids, DSc
1995 Sir Graeme John Davies, DMet
2013 Lindsey Margaret Davies, MD
2008 Sally Davies, DSc
1908 Sir Henry Davy, DSc
2007 Sir Alan Dawtry, LLD
1908 Antoine Depage, DSc
1926 The Right Honourable The Earl of Derby, LLD
1996 Henri Maximilien Arthur DesFeuilles, MA
1998 Her Grace The Duchess of Devonshire, LittD
2014 His Grace The 12th Duke of Devonshire, LittD
1963 His Grace The 11th Duke of Devonshire, LLD
2013 Edmund Arthur Lowndes de Waal, LittD
1977 Sir Christopher John Dewhurst, DSc
1978 Arthur Geoffrey Dickens, LittD
1965 Frederick Richard Dimbleby, LLD
1934 Frederick Burrington Dingle, MA
1992 Reginald Christopher Walter Dinsdale, MD
1926 Sir Robert Bland Dixon, DEng
1998 Richard Edwin Dolby, DMet
2013 Dame Athene Donald, DSc
1984 The Right Honourable Sir John Francis Donaldson, LLD
2004 Sir Liam Joseph Donaldson, DSc
1976 Margaret Drabble, LittD
1939 Bernard Phineas Dudding, PhD
2017 Gordon William Duff, MD
1999 Lee Yung Dug, LittD
2025 Gary Dunn, DEng
1951 Percy Dunsheath, DEng
1990 Sir Herbert Livingston Duthie, LLD
1999 David Clive Eade, LittD
1997 James Edward Eardley, LLD
2019 Ciara Eastell, LittD
1983 William Eastwood, DEng
1929 Ernest Arthur Ebblewhite, LLD
1983 Jose Echeverria, MMet
1988 Paul Clark-Eddington, MA
1997 Jeffrey William Edington, DMet
1960 The Right Honourable James Chuter Ede, LLD
1948 The Right Honourable Sir Anthony Eden (Earl of Avon), LLD
2017 Brian Edwards, MD
1989 Sir Samuel Frederick Edwards, DSc
1998 Jacob Delworth Elder, LittD
2006 Mark Elder, DMus
1964 Charles Edwin Eley, MA
1926 The Right Honourable Sir Charles Norton Edgcumbe Eliot, LittD
1959 Thomas Stearns Eliot, LittD
1992 Peter Elliott, LLD
2005 Frank Ellis, DSc
1918 Sir William Henry Ellis, DEng
1985 Sidney Reuben Elsden, DSc
1999 John Lewis Emery, MD
1974 Sir William Empson, LittD
2007 Sir John Enderby, DSc
2022 Pamela Mary Enderby, DSc
2003 Gerald Edward Ennis, DEng
2010 Jessica Ennis, LittD
2020 George John Ergatoudis, DMus
2024 Daniel Gwyn Evans, LittD
1934 John Evans, MSc
2002 Sir Richard Evans, DEng
1980 Sinclair Morris Evans, MD

1961 Ulick Richardson Evans, DMet
2023 Bernardine Anne Mobolaji Evaristo, LittD
1933 Sir James Alfred Ewing, DSc
1997 Charles Fairhurst, Deng
2013 Martha Fajardo, LittD
1990 Julian Thomas Farrand, LLD
2010 Thomas Vincent Fean, LittD
2008 W James Feast, DSc
1936 William Carter Fenton, MA
2005 Sir Ranulph Twisleton-Wykeham-Fiennes, DSc
1999 David Christopher Fildes, LittD
1953 Sir Ernest Frederick Finch, DSc
1979 Sir Moses Finley, LittD
1979 Sir Harold Montague Finniston, DMet
1908 Sir Charles Harding Firth, LittD
2006 Mark Firth, LittD
2014 Paul Nicholas Firth, LittD
1950 Ezra Fisher, MA
1918 The Right Honourable Herbert Albert Laurens Fisher, LittD
1991 John Raymond Fisher, MEd
1993 Frank Fitzgerald, DEng
1910 The Right Honourable The 7th Earl Fitzwilliam, LLD
2010 David Edward Fletcher, LittD
1947 Sir Howard Walter Florey (Baron Florey), DSc
2016 Roderick John Flower, DSc
2023 Nike Folayan, DEng
1984 Sir Hugh Ford, DEng
2003 John Forester, LittD
2005 William Wilson Forrester, DEng
1957 Henry Foster, MA
1908 Sir James Kingston Fowler, DSc
1918 His Excellency The Marquis Imperiali dei Principi di Francavilla, LLD
1926 Percy Faraday Frankland, DSc
1908 Sir George Franklin, LittD
2013 Michael Frayn, LittD
1966 Anna Freud, LLD
2019 Frances Froes, DEng
2012 Martin Fry, DMus
1908 Ernst Fuchs, DSc
1999 Carlos Fuentes, LittD
1994 John Kenneth Galbraith, LittD
1996 Edward Patrick Gallagher, DEng
2017 Angela Mary Cecilia Gallop, DSc
1930 John Galsworthy, LittD
1989 Joseph Mark Gani, DSc
1951 The Most Reverend and Right Honourable Cyril Forster Garbett, Archbishop of York, LLD
1980 Alice Garnett, DSc
2026 Geoffrey Peter Garnett, MD
1997 Lesley Garrett, DMus
2019 Wayne Fernley Garvie, LittD
1933 Edmund Johnston Garwood, DSc
1920 The Right Honourable Sir Eric Campbell Geddes, LLD
1910 Sir Archibald Geikie, DSc
2000 Pierre-Gilles de Gennes, DSc
1960 Frederick Arthur Gent, MA
2012 Gillian Anne Gehring, DSc
1919 The Right Honourable David Lloyd George (Earl Lloyd-George of Dwyfor), LLD
1999 The Right Honourable Eddie George, LittD
1979 Stanley Gerr, LittD
2004 Nicci Gerrard, LittD
2023 Kristopher Bryant Gibbon-Walsh, LittD
1942 William Michael Gibbons, LLD
1920 Edward Mitchel Gibbs, MA
2013 Bill Gibson, DEng
1956 Sir Ernest Basil Gibson, LLD
2010 Quentin Howieson Gibson, DSc
2010 Vernon Charles Gibson, DSc
2022 Benjamin David Giles, LittD
2018 Brian Gilvary, DSc
1991 Harry Glass, LLD
1991 Maisie Glass, LittD
1982 Ruth Glass, LittD
1970 Peter Glossop, DMus
1955 The Right Honourable The Lord Goddard of Aldbourne, LLD
1991 Sir Arthur Abraham Gold, LLD
1979 Winifred Mary Golding, LLD
2009 Stephen Gomersall, LittD
1984 Michael Andrew Goode, MPhil
1956 Sir Charles Frederick Goodeve, DSc
1959 Sir Stuart Coldwell Goodwin, LLD
2007 Albert Arnold Gore, Jnr, LittD
1996 Norman Karol Gottwald, LittD
2012 James Goulding, DEng
2000 Sir James Gowans, MD
1948 Ernest Storm Graham, LLD
2004 Michael Grandage, LittD

2012 Jeremy Grantham, DSc
1978 Norman Gratton, MSc
1934 John George Graves, LLD
2017 John Malcolm Gray, DEng
1966 Sir John Green, LLD
2019 Stuart Antony Green, DEng
1960 Dorothy Greene (Mrs Blundell), MA
1946 The Right Honourable The Lord Greene of Holmbury St Mary, LLD
2008 Deborah Greenspan, DDSc
1970 Roy Orval Greep, DSc
2001 Bernard Gregor-Smith, DMus (1985 MMus)
2008 Bryan Thomas Grenfell, DSc
1950 Arthur Benjamin Griffiths, MA
2022 Robert C Griggs, MD
1963 Robert Edward Gross, DSc
1954 John Lewis Anderton Grout, MD
2018 Agnes Grunwald-Spier, LittD
2022 Poppy Gustafsson, DSc
1968 William Keith Chambers Guthrie, LittD
1911 Sir Robert Abbott Hadfield, Baronet, DMet
2004 Stelios Achilleos Hadjistyllis, LittD
1930 Sir William Henry Hadow, LittD
1987 Sir Douglas Hague, LittD
1920 The Right Honourable The 1st Earl Haig, LLD
1955 The Right Honourable The Lord Hailey of Shahpur and Newport Pagnall, LLD
1913 The Right Honourable The Viscount Haldane of Cloan, LLD
2018 Andrew George Haldane, LittD
1928 Sir Arthur John Hall, DSc
1995 Peter Geoffrey Hall, LittD
1954 Samuel Hall, PhD
1922 Thomas Walter Hall, MA
1936 Joseph Henry Hallam, PhD
1964 Bertrand Leslie Hallward, LLD
1994 Herbert Halpert, LittD
1966 Wilfred Marsh Hampton, DScTech
2014 Peter William Hannon, LittD
2007 Anthony Hanwell, DEng
1928 The Right Honourable The 6th Earl of Harewood, LLD
1961 Robert Hargreaves, MA
2018 Sarah Helen Harkness, LittD
1989 John Laker Harley, DSc
1999 Peter Joseph Harper, LittD
2004 Joanne Michele Sylvie Harris, LittD
1988 George Michael Antony Harrison, LLD
1997 Pauline May Harrison, DSc
1927 Sir William Edward Hart, LLD
2001 Adam John Hart-Davis, DSc
1936 Sir Harold Brewer Hartley, DSc
2014 Nicholas Dixon Hastie, MD
1983 Enid Anne Hattersley, LittD
1998 Roy Sydney George Hattersley (Lord Hattersley of Sparkbrook), LittD
1955 Sir Geoffrey de Havilland, DEng
1974 Robert Downs Haworth, DSc
1987 Nigel Barnard Hawthorne, MA
1976 Sir William Hawthorne, Deng
2016 Mary Hayes, LLD
1951 Ethel Mary Bassett Haythornthwaite, MA
1963 Gerald Graham Haythornthwaite, MA
2009 Janet Hemingway, DSc
1978 Lydia Manley Henry, DSc
2015 Philip Michael Hensher, LittD
1975 Hildegard Herzog, MA
2001 David Ian Heslop, LittD
1947 Sir Hector James Wright Hetherington, LLD
1927 The Right Honourable Gordon Hewart, Baron (Viscount) Hewart of Bury, LLD
2015 David Hey, LittD
1927 James Harvey Hichens, LLD
2003 Dame Julia Higgins, DSc
2022 Alexzandra Mary Varley Hildred, LittD
1964 Sir William Percival Hildred, LLD
2011 Anthony Edward Hill, DSc
1967 John Edward Christopher Hill, LittD
2018 Peter Hill, DMus
1990 Robert Hill, DSc
1992 Cyril Hilsum, DEng
2005 Dame Deidre Hine, DSc
2010 Barry Hines, LittD
1954 Sir Cyril Norman Hinshelwood, DSc
2018 Victoria Hislop, LittD
1996 William James Hitchens, LittD
2003 Philip Hobsbaum, LittD
1920 Sir Albert John Hobson, LLD
1910 Ernest William Hobson, DSc
1977 Sir Harold Hobson, LittD
1993 Alun Hoddinott, DMus
1960 Sir William Hodge, DSc

1963 Alan Lloyd Hodgkin, DSc
1970 Dorothy Crowfoot Hodgkin, DSc
2014 Sheila Clare Hollins, MD
2013 Sir Bernard Hogan-Howe, LLD
1999 Richard Hoggart, LittD
1989 Brenda Marjorie Hoggett, LLD
1994 Sir Geoffrey Holland, LLD
1987 Frederick George Thomas Holliday, DSc
1993 Michael Holroyd, LittD
1959 Sir Ronald Holroyd, DSc
1976 John William Holter, DSc
1983 Robert William Kerr Honeycombe, DMet
1976 Harry Thurston Hookway, LLD
2023 Alison Mary Hope, LittD
1928 Sir Frederick Gowland Hopkins, DSc
2026 Sue Horne, DSc
1990 Peter Horton, LittD
2005 Hugh Howe, LittD
2015 Dr Wei Huang, DSc
1993 George Hudson, LLD
1990 Edward Hughes, LittD
1912 Herbert Hughes, LLD
1994 Penelope Lesley Hughes, LLD
2016 Clive Robert Humby, DEng
1966 William Hume-Rothery, DMet
2018 Jane Humphries, LittD
1999 Anthony James Hunt, LittD
1989 Henry Cecil John Hunt (Lord Hunt of Llanfair Waterdine), DSc
2005 His Excellency Julian Robert Hunte, LittD
2020 Ann Jacqueline Hunter, DSc
1953 The Right Reverend Leslie Stannard Hunter, Lord Bishop of Sheffield, LLD
2017 Peter J Hunter, DEng
1939 James Edgar Hurst, DMet
1967 Henry Charles Husband, DEng
1955 Joseph Husband, DEng
1964 Sir Andrew Fielding Huxley, DSc
1981 William Gregory Ibberson, DEng
1962 Sir Charles Frederick William Illingworth, DSc
1976 Ronald Stanley Illingworth, MD
1924 The Very Reverend William Ralph Inge, LittD
1994 Brendan Ingle, MA
1954 Sir Christopher Kelk Ingold, DSc
2003 Susan Elizabeth Ion, DEng
1987 Knut Ipsen, LLD
1993 Jamshed Jiji Irani, DMet
2001 Robin Dale Ireland, DMus
1934 Thomas Wilson Ireland, MA
2006 Eddie Izzard, LittD
1998 Brenda Powell Jackson, LittD
1936 The Right Honourable Sir Francis Stanley Jackson, LLD
1955 Sir Harold Warters Jackson, LLD
1908 Henry Jackson, LittD
1926 Sir Percy Richard Jackson, LLD
2005 General Sir Mike Jackson, LLD
1959 Sir Willis Jackson (Baron Jackson), DEng
1980 John Richings James, LLD
1987 Antony Rupert Jay, MA
1992 John Bryan Jefferson, LittD
1985 Lady Susan Jellicoe, LittD
1989 John Jerwood, LLD
2002 Eva Magdalena Jiricna, LittD
2004 Alan Godfrey Johnson, DSc
2017 Alan Taylor Johnson, MD
1969 Harry Gordon Johnson, LittD
2000 Henry Stuart Johnson, LLD
1986 William Johnson, DEng
2018 Bernard Johnston, DEng
2002 Ronald John Johnston, LittD
1910 Joseph Jonas, DEng
2005 David Jones, DSc
1994 Kathleen Mary Jones, LLD
2014 Philip Jones, LittD
1932 Sir Walter Benton Jones, Baronet, LLD
2012 H Peter Jost, DEng
1982 The Very Reverend Alfred Jowett, LittD
2012 Jean-Claude Juncker, LittD
2002 Sir Stanley Kalms, LittD
1975 Sir Andrew Watt Kay, DSc
1981 Harry Kay, DSc
2003 The Honourable Mr Justice Maurice Kay, LLD
1995 William James Gregory Keegan, LittD
1966 George Williams Keeton, LLD
2007 Alan Kelly, DMus
2022 Tim Kendall, MD
2005 Baroness Helena Kennedy, QC, LLD
2000 The Right Honourable Sir Paul Joseph Morrow Kennedy, LLD

1995 Sir Anthony John Patrick Kenny, LittD
1980 John Philipps Kenyon, LittD
2009 Bruce Keogh, MD
2009 Ian Kershaw, LittD
2005 Sir Robert Kerslake, LittD
1951 Sir Geoffrey Langdon Keynes, LittD
2002 Khoo Soo Peng, LittD
2025 Urooj Mumtaz Khan, LittD
1990 Robert John Kiln, LittD
1995 Sir Robert Kilpatrick, LLD
2008 Sir David Anthony King, DSc
2000 Emma Kirkby, DMus
1966 George Wilson Knight, LittD
1978 Lionel Charles Knights, LittD
2010 John Frederick Knott, DEng
2008 Angela Knowles, LittD
2011 Sir Nigel Knowles, LLD
2005 Susan Kohler, LittD
1979 Sir Hans Leo Kornberg, DSc
1997 Herbert Kraft, LittD
1982 Armin Krauz, MPhil
1959 Sir Hans Adolf Krebs, DSc
1993 John Richard Krebs, DSc
1995 Harold Walter Kroto, DSc
2022 Huen Poh Lai, DEng
1924 Sir Horace Lamb, DSc
1949 Joseph Percy Lamb, MA
1912 The Most Reverend and Right Honourable Cosmo Gordon Lang, Lord Archbishop of Canterbury (Baron Lang of Lambeth), LittD
2002 Paul Langford, LittD
2007 Brian Charles Lara, LittD
1978 Sir Denys Louis Lasdun, LittD
1999 John David Michael Henry Laver, LittD
1932 John Henry Wales Laverick, DEng
2001 Vanessa Vivienne Lawrence, DSc
2005 Andrew Lawrence-King, DMus
2015 Colin James Lawson, DMus
2016 Richard Leafe, LittD
2016 William John Leatherbarrow, DSc
1933 John Beresford Leathes, DSc
2000 Anthony Ledwith, DSc
2005 Peter Wilton Lee, DEng
2002 Lee Hong-Koo, LittD
1971 Lee Kuan Yew, LLD
2024 Jenny Lay-Flurrie, DEng
1991 Jean-Marie Pierre Lehn, DSc
1922 Frank John Leslie, MA
1968 Isidore Lewis, LLD
2018 Lowell Lyttleton Lewis, MD
2026 Martin Steven Lewis, LittD
2009 Michael Hugh Arthur Lewis, LittD
2011 Tomas Robert Lindahl, DSc
1992 The Right Honourable The Lord Lewis of Newnham, DSc
1928 Sir Thomas Lewis, DSc
2003 Sir John Lilleyman, MD
1996 Lim Neo Chian, Deng
2014 Xu Lin, LittD
2016 Norman Ling, LittD
1999 Maureen Diane Lipman, LittD
2009 Nicholas Joseph Orville Liverpool, LLD
2001 Douglas Brian Liversidge, DEng
2005 Pamela Liversidge, DEng
1929 Frederick Lloyd, MEng
1955 The Right Honourable Selwyn Lloyd, LLD
2007 David Locker, DSc
1910 Sir Joseph Norman Lockyer, DSc
1910 Sir Oliver Joseph Lodge, DSc
1985 Sir Thomas Lodge, MD
1995 Hugh Christopher Longuet-Higgins, DMus
1983 James Loughran, DMus
2003 Calliopa Pearlette Louisy, LLD
2022 Sir Simon Lovestone, MD
1994 Loy Hean Heong, LLD
2000 Colin Renshaw Lucas, LittD
1908 Just Marie Marcellin Lucas-Championniere, DSc
1997 The Right Reverend David Ramsey Lunn, LLD
2013 David Edward Luscombe, LittD
1987 Jonathan Adam Lynn, MA
1996 Fiona Caroline MacCarthy, LittD
2002 Iain MacIntyre, MD
2015 Julia Macur, LLD
1959 Joseph Madin, LLM
2019 Juergen Maier, DEng
2015 Emily Maitlis, LittD
2003 Marion Maitlis, MA
2017 Lee Elliot Major, DSc
1960 Sir Roger Mellor Makins (Lord Sherfield), LLD
1978 George John Malcolm, DMus
1957 Thomas Goddard Mander, MA

2005 Hilary Mantel, LittD
1997 Robert John Margetts, DEng
1936 Violet Rose Markham, LittD
2002 David Ian Marquand, LittD
1926 Harry Parker Marsh, LLD
1972 Sir Oshley Roy Marshall, LLD
1908 Sir Charles James Martin, DSc
1992 Thomas John Martin, MD
1946 John Masefield, LittD
2014 Paul Mason, LittD
1953 Sir James Irvine Orme Masson, LLD
1964 Christina Mary Mather, MA
1992 Ahmad Mohamed Mattar, LittD
2016 Nicholas Matthew,LittD
1963 Sir Robert Hogg Matthew, LLD
1933 Ellen Maud Maxfield, MA
2005 Lord May of Oxford, DSc
1999 Michael John May, DMet
2023 Richard Jeffrey Mayson, LittD
2010 Kevin Charles McCabe, LittD
2012 John David McClean, LittD
1974 John Gibb McCrie, MD
1995 Sir Meredith Alister McIntyre, LLD
2001 Neil Stuart McKay, LLD
1954 Thomas Aloysius McKenna, LLD
1998 Dermot Henry McLain, DSc
1965 Sir John McMichael, DSc
2025 Ian McMillan, LittD
1924 The Reverend George Henry McNeal, MA
2000 James McQuaid, DEng
2008 Maureen McTeer, LLD
1968 Thomas William Melhuish, MA
1933 Lady Mellanby, DSc
1934 Sir Edward Mellanby, DSc
1983 Kenneth Mellanby, DSc
1986 David Mellor, LittD
1997 David Melville, DSc
1967 Sir Eric Mensforth, DEng
1984 Sir Peter Edward Middleton, LittD
1910 Sir Henry Alexander Miers, DSc
1975 Anthony Miles, MA
1972 Edward Miller, LittD
1980 Harold Miller, DSc
2005 Keith John Miller, DEng
2000 Roy Millington, LittD
2024 Helen Milner, LittD
1943 Samuel Roslington Milner, DSc
2013 Antonio Minichiello, LittD
2007 George John Mitchell, LLD
2009 Barton W Moenster, DEng
2001 Sir Brian Moffat, LittD
2018 Paul Raymond Monaghan, LittD
2005 William Mong Man-Wai, DEng
1988 David Alec George Monk, LLD
2012 Vice-Admiral Sir Charles Admiral Ross Montgomery, DEng
2017 David Barker Moody, LittD
1966 Henry Moore, LLD
2013 Simon James Moran, DMus
2003 Grahame Morris, LittD
1991 The Right Honourable The Lord Morris of Castle Morris, LittD
1982 Robert Steel Morton, MD
2005 Andrew Motion, LittD
1961 Sir Nevill Francis Mott, DSc
1996 The Right Reverend Gerald Moverley, Roman Catholic Bishop of Hallam, LLD
2015 Hamid Ghafoor Mughal, DEng
2008 Tridibesh Mukherjee, DMet
1946 Sir Alfred James Munnings, LLD
1997 Donald Sinclair Munro, LLD
1981 Dame Jean Iris Murdoch, LittD
2012 Frances Murphy, LLD
1908 John Benjamin Murphy, DSc
2004 Jennifer Susan Murray, LittD
2010 Sir Kenneth Murray, DSc
2010 Noreen Elizabeth Murray, DSc
1977 Dame Rosemary Murray, LLD
1978 William John Murrison, MA
1976 Sir Roger Mynors, LittD
1995 Michio Nagai, LittD
2000 Yang Berhormat Dato' Sri Najib, LittD
2002 Michael Napier, LLD
1982 William Maurice Naylor, MBA
1996 Frank Edward Neal, MD
2000 Roger Michael Needham, DSc
1982 James Hugh Neill, LLD
2003 Andrew William Nelson, DEng
2001 The Honourable Rex Milton Nettleford, LittD
1924 Sir Henry John Newbolt, LittD
1997 David Edward Newland, DEng
1934 Herbert Samuel Newton, MA
2002 Ian Newton, DSc
1990 Ronald Gordon Newton, DScTech
2009 Jack Nicholls, LittD
1984 Sir Robin Buchanan Nicholson, DMet
2018 Lucy Elen Nickson, MD

1993 Nadal Batle Nicolau, LLD
2022 Alison Nimmo, LittD
2004 Denis Noble, DSc
2008 Zamani bin Md Noor, LittD
1908 His Grace The 15th Duke of Norfolk, LittD
1965 Ronald George Weyford Norrish, DSc
2003 Michael James Norton, DEng
2005 Sir Paul Nurse, DSc
2005 Christiane Nüsslein-Volhard, DSc
1974 Albert Boswell Nutt, LLD
1987 Patrick John Nuttgens, LittD
1959 Cecil Bernard Oldman, LittD
1908 Sir Thomas Oliver, DSc
1966 William Herbert Olivier, LLD
2011 Tolu Olukayode Odugbemi, DSc
2024 James Paul O'Hara, LittD
2014 Jim O'Neill, LittD
1977 Ernst Öpik, DSc
1962 Horace James Oram, MA
1998 Francis John Orton, LLD
1936 Sir Samuel Osborn, LLD
1959 Geoffrey Marshall Ost, MA
2003 Hiroji Ota, LittD
2018 Petrus Hendricus Oudolf, LittD
1908 Edmund Owen, DSc
2023 Bryony Kate Frances Page, LittD
1994 Raymond Ian Page, LittD
1918 His Excellency The Honourable Walter Hines Page, LLD
1987 Cecil George Paine, MD
1992 Michael Edward Palin, LittD
2001 Vassilios Papageorgopoulos, LittD
1992 Vasso Papandreou, LittD
2005 Jaime Parada, DEng
1988 Tae Joon Park, DMet
1976 Annie Mary Parker, MA
2010 Richard Jonathan Parker, DEng
1922 The Honourable Sir Charles Parsons, DEng
1997 Geoffrey Edwin Pattie, LLD
2011 Julietta Patnick, MD
1995 Tan Gee Paw, DEng
1991 David Brian Peace, DScTech
1964 Lawrence du Garde Peach, LittD
2007 Stuart William Peach, LittD
2023 Hollie Pearne-Webb, LittD
1923 Valentine Ward Pearson, MA
2023 Anthony Paul Pedder, DEng
1966 Alan James Peech, LLD
2010 George Henry Neville Peel, LittD
1926 Dame Emily Penrose, LLD
1951 Dame Lillian Margery Penson, LittD
1982 Donald Hill Perkins, DSc
1956 James Alexander Petch, LLD
2015 Stephen Peters, MD
1954 Ernest William Pettifer, MA
1959 Sidney Augustus Peyton, LittD
1998 David Chilton Phillips (Lord Phillips of Ellesmere), DSc
1939 Miles Harris Phillips, DSc
1939 Sir Arthur Wallace Pickard-Cambridge, LittD
1978 William Roy Piggott, DSc
1996 Vivien Dorothy Pike, MMus
1956 Lawrence Herbert Austin Pilkington, LLD
1974 Reginald Pilkington, LLD
1977 Herbert Harkness Pilling, LLM
1988 Jens Jørgen Pindborg, MD
2005 Trevor Pinnock, Dmus
2026 John Andrew Pitts, LittD
1959 Sir Robert Platt, Baronet (Baron Platt of Grindleford), LLD
2001 Baroness Platt of Writtle, DSc
1930 The Right Honourable Herbert Charles Onslow Plumer, Viscount Plumer of Messines and Bilton, Yorkshire, LLD
2005 Dame Julia Polak, DSc
1992 Sidney Pollard, LittD
1968 The Right Honourable The Lord Porter of Luddenham, DSc
2012 Dirkje Sjoukje Postma, MD
1999 David Edwin Potter, DSc
2002 Paul John Potts, LittD
2004 Keith Povey, LLD
1997 Ghillean Tolmie Prance, DSc
2025 Lucy Prebble, LittD
1956 Sir Raymond Edward Priestley, LLD
1980 Jacqueline du Pré, DMus
2016 Irina Prokhorova, LittD
2013 Dame Gillian Mary Pugh, LittD
1966 William David Pugh, DMet
1993 Sir William Purves, LLD
1980 Arthur George Quarrell, DMet
1992 John Rodney Quayle, DSc
1914 The Right Reverend John Nathaniel Quirk, Lord Bishop of Jarrow, LittD
1989 Sir Randolph Quirk, LittD

1981 Stanley Race, DScTech
2017 Neil Rackham, DSc
1999 George Karoly Radda, DSc
2005 Dame Anne Judith Rafferty, LLD
1922 William Emsley Raley, MA
1997 Tan Sri Ramli Ngah Talib, LLD
1998 Mamphela Aletta Ramphele, MD
1910 Sir William Ramsay, DSc
1996 Bernard Rands, DMus
1999 Peter Hamilton Raven, DSc
2012 Sir Michael David Rawlins, MD
2015 John Anthony Rawsthorne, LittD
2022 Christopher John Rea, DEng
2013 Sir David John Read, DSc
2001 Peter William Redgrove, LittD
2005 Laurence Rees, LittD
1987 Andrew Colin Renfrew, LittD
1968 Sir John Renwick, LLD
1982 Henning Graf von Reventlow, LittD
2006 Fiona Clare Reynolds, LittD
2023 David James Richards, LittD
2005 President George Maxwell Richards, LittD
1994 John Richmond, MD
2014 Kathryn Elizabeth Riddle, LittD
1981 Derrick Newton Riley, PhD
1984 Sir Ralph Riley, LLD
1995 John David Rimington, DSc
1934 The Right Honourable The 1st Baron Riverdale of Sheffield, LLD
1967 Lionel Charles Robbins, Baron Robbins of Clare Market, LLD
2002 Sir Gareth Roberts, DSc
2006 John Maxwell Roberts DEng
1994 Richard John Roberts, DSc
2022 Kathleen Roberts, DEng
2007 Timothy Wace Roberts, LLD
1936 Sir Charles Grant Robertson, LittD
1961 Sir Dennis Holme Robertson, LittD
2001 Sir Ralph Robins, DEng
1946 Sir Robert Robinson, DSc
1975 Sir Hugh Norwood Robson, LLD
2000 Peter Neville Robson, Deng
2009 Daniel Frederick Gordon Rohlehr, LittD
1998 Jack Morris Rosenthal, LittD
1996 Ian Craig Ross, MEng
2010 Sheila Rowbotham, LittD
2002 David Rowe, DMus
2023 Graham Royle, DEng
1999 Philip Charles Ruffles, DEng
2003 Robert Graham Goodwin Russell, MD
1988 Charles Ryan, MA
2025 Frances Ryan, LittD
1913 Sir Michael Ernest Sadler, LittD
2022 Ayesha Saeed Husaini, LittD
1996 Jane Elizabeth Salvage, LLD
1991 Steven Browning Sample, LLD
2006 Gillian Mary Ryder Samuels, DSc
1962 Frank Henry Saniter, DScTech
2018 Ann Sansom, LittD
2018 Peter Sansom, LittD
1995 Stuart John Saunders, LLD
1989 Wilfred Leonard Saunders, LittD
2009 John Stewart Savill, MD
1979 John Arthur Saxton, Deng
2008 Joe Scarborough, LittD
1918 The Right Honourable The 10th Earl of Scarbrough, LLD
1951 The Right Honourable The 11th Earl of Scarbrough, LLD
2001 The Right Honourable The 12th Earl of Scarbrough, LLD
2002 Geoffrey Christopher Schild, DSc
1987 Sir Robert Scholey, DEng
1983 James Alexander Scott, LLD
2022 Jonathan William Seaton, DSc
2022 Susan Elizabeth Seaton, DSc
2004 Pavel Seifter, LittD
2007 The Most Reverend and Right Honourable John Mugabi Tucker Sentamu (Lord Archbishop of York), LittD
1997 Paul William Seton, LLD
2002 Dame Margaret Seward, DSc
1994 Lord Shackleton of Burley, DEng
2017 Helen Patricia Sharman, DSc
1931 Sir Percival Sharp, LLD
1991 Mary Edith Sharrock, MA
1994 Joseph Henry Hinggiam Sheares, MD
2005 Xie Shengwu, DSc
1910 Sir Charles Scott Sherrington, DSc
1989 Douglas Shortridge, DSc
1939 The Right Honourable The Viscount Simon of Stackpole, LLD
2017 David Simons, MD
2005 Joe Simpson, LittD
2016 Charles Robert Sims, DEng
1991 Geoffrey Donald Sims, LLD
1955 Dame Edith Sitwell, LittD

1951 Sir Osbert Sitwell, Baronet, LittD
2004 Sir Reresby Sitwell, LittD
1979 Sir Sacheverell Sitwell, LittD
2001 Kenneth Herbert Sleaford, MMus
1988 Gerald Patrick Smedley, DEng
1996 John Michael Smethurst, LittD
1963 Albert Hugh Smith, LittD
2004 Colin John Smith, DSc
1936 Sir Frank Edward Smith, DSc
1926 The Very Reverend Sir George Adam Smith, LittD
1927 George Charles Moore Smith, LittD
1984 John Cyril Smith, LLD
2015 Roderick Arthur Smith, DEng
1949 William Mackenzie Smith, LLD
1931 Field Marshal The Right Honourable Jan Christiaan Smuts, LLD
1980 Ian Bruce Sneddon, MD
1908 Simeon Snell, DSc
1922 Mary Jane Sorby, MA
1959 Herbert Southern, MScTech
1955 Sir Richard Vynne Southwell, DEng
1991 Stanley Lester Speight, LLD
1981 Alfred Spinks, DSc
2002 Lewis Spitz, MD
2025 Diana Springall, LittD
2018 Sarah Marcella Springman, DEng
2013 Adrian Martyn Christopher (Kim) Staniforth, LittD
1924 Ernest Henry Starling, DSc
1910 John Edward Stead, DMet
1988 Stuart Stearns, DSc
1970 Erwin Stengel, MD
1948 Sir Frank Merry Stenton, LLD
1955 Sir Henry Francis Blake Stephenson, Baronet, LLD
1918 Sir Henry Kenyon Stephenson, Baronet, LLD
1963 William Raymond Shirecliffe Stephenson, MA
1968 James Wilfred Sterland, LLD
1995 Michael John Howard Sterling, Deng
2008 Nicholas Herbert Stern (Baron Stern of Brentford), LittD
1991 William Duncan Paterson Stewart, DSc
2007 Charles James Matthew Stirling, DSc
2008 Sir James Fraser Stoddart, DSc
1998 John Maurice Stoddart, LLD
2010 David Radcliffe Stone, LittD
2013 Helen Storey, DSc
2026 Dame Sarah Storey, LittD
1986 Robert Street, DSc
1976 Sir Charles Herbert Stuart-Harris, DSc
1912 The Right Honourable Charles Beilby Stuart Wortley (Lord Stuart of Wortley), LLD
1924 Robert Styring, LLD
2008 Lakshminarayana Subramaniam, DMus
1972 Willie Sucksmith, DSc
2016 Richard Summers, DSc
1934 Walter Coventry Summers, LittD
2025 Chiu Lai Kuen Susanna, LittD
2023 John Trevor Sutcliffe, LittD
1992 Harold Thomas Swan, LittD
1908 Sir Henry Rosborough Swanzy, DSc
2003 Jim Swithenbank, DEng
1955 Sir Charles Sykes, DMet
1996 Hugh Ridley Sykes, LLD
1999 Sir Richard Brook Sykes, DSc
1998 Toshiyuki Takamiya, LittD
1998 Tony Tan Keng Yam, LLD
1970 Kenzo Tange, LittD
2016 Tilli Tansey, MD
1996 Savak Sohrab Tarapore, LLD
2017 Simon Tavaré, DSc
1953 Richard Henry Tawney, LittD
2023 Rebecca Lucy Taylor, DMus
1977 Robert Donald Teare, LLD
1965 Dame Grace Tebbutt, LLD
1946 Marshal of the Royal Air Force, Lord Tedder of Glenguin, LLD
1931 The Most Reverend and Right Honourable William Temple, Lord Archbishop of York (Lord Archbishop of Canterbury), LittD
1977 Frederick Charles Thomas, LLD
1992 Sir Keith Thomas, LittD
1982 Neville Thomas, MA
1997 Terence Ash Thomas, LLD
1954 Francis William Thompson, LittD
1956 Sir George Paget Thomson, DSc
1910 Sir Joseph John Thomson, DSc
1985 Anthony Hugh Thornton, MA
1985 Frederick Alfred Thorpe, LittD
1908 Hermann Tillmans, DSc
1976 Sir Michael Tippett, DMus
1953 Edward Charles Titchmarsh, DSc

1948 Sir Henry Thomas Tizard, LLD
1961 Sir Alexander Robertus Todd (Baron Todd of Trumpington), DSc
1984 The Reverend Canon George Tolley, DSc
2012 Stephen Tomlinson, DSc
2016 Sir John Edward Tooke, MD
1961 Donald Thomas Alfred Townend, DScTech
1990 Donald Gilchrist Trelford, LittD
1947 George Macaulay Trevelyan, LittD
2011 Athanasios Sotiris Tsaftaris, DSc
1954 William Ernest Stephen Turner, DScTech
1979 David Arthur John Tyrrell, DSc
2012 Robert Ian William Upton, LittD
1974 Donald John Urquhart, DSc
1992 Alan Usher, DSc
2015 Rosie Valerio, LittD
1955 Dame Ninette de Valois, DMus
1997 Marianna Vardinoyannis, LLD
1994 Geza Vermes, LittD
1923 Douglas Vickers, DEng
1908 Thomas Edward Vickers, DMet
1934 William James Nathaniel Vincent, MA
1965 Herbert Willan Wadge, MA
2004 Jeffrey Wadsworth, DEng
1977 Ralph Louis Wain, DSc
2007 Derek Alton Walcott, LittD
2006 David Alan Walker, LittD
1933 The Reverend Edward Mewburn Walker, LittD
1918 George Blake Walker, MEng
2007 Lorna Stuart Walker, DEng
2006 Mark Jeremy Walport, DSc
1987 Sir John Nicholas Walton, MD
1955 Sir Ashley Skelton Ward, LLD
1957 George Herbert Bridges Ward, MA
2001 John Dale Ward, MD
1939 Joseph Ward, LLD
2013 James Wardrope, MD
2019 Daniel Meirion Walker, LittD
2022 Martyn Ware, DMus
2011 David Alexander Warren, LittD
2019 Christopher Richard Watson, DMus
2013 Elizabeth Watts, DMus
1967 Sir Edward Johnson Wayne, DSc
1989 Sir David Weatherall, MD
1964 Noel Edwin Webster, DEng
1960 Cicely Veronica Wedgwood, LittD
1951 Sir Ronald Morce Weeks, (1st Baron Weeks of Ryton, Co Durham), DScTech
2019 Anthony Peter Weetman, MD
2015 Simon Charles Wessely, MD
2018 Dominic G F E West, LittD
1993 John Harald Westergaard, LittD
2006 Eric Wharton, DSc
2025 Chris Whitaker, LittD
2023 Helena Whitbread, LittD
1987 James White, DScTech
2022 Paul Ellis White, LittD
1910 Sir William Henry White, DEng
1965 Iona Whittaker, LLD
1966 John Macnaghten Whittaker, LLD
1997 Malcolm Hewitt Wiener, LittD
1934 James Ragg Wigfull, MA
1997 Rahula Oliver Barnes Wijesekera, DSc
2012 Paul Wiles, LLD
1989 Michael Wilford, LittD
1986 Eric Wilkes, MD
1949 Emily Willey, MA
1908 Sir Dawson Williams, DSc
1981 Sir Edgar Williams, LittD
2009 Gregor Ernest Williams, LittD
1999 Sir Peter Michael Williams, DSc
1980 The Right Honourable Shirley Teresa Brittain Williams, LLD
1989 Alexander Wilson, LittD
1999 Sir Colin Alexander St John Wilson, LittD
1947 Field Marshal Lord Wilson of Libya and of Stowlangtoft, LLD
2011 Roger Leslie Wilson, MD
2010 John Charteris Wingfield, DSc
1992 Douglass Wise, LittD
2005 Lord Wolfson of Marylebone, DSc
1966 John Lewis Womersley, LLD
2015 Anne Wood, LittD
1931 The Right Honourable Edward Frederick Lindley Wood, Baron Irwin of Kirby Underdale (1st Earl of Halifax), LLD
1995 Sir John Crossley Wood, LLD
1962 Richard Frederick Wood, LLD
2007 Hubert Frank Woods, MD
1966 Robert Burns Woodward, DSc
1973 John Stenton Worrall, LLD
1986 Colonel Leslie William Wright, MA
2003 Phillip Montague Wright, DEng

1997 Edward Anthony Wrigley, LittD
2004 Kurt Wüthrich, DSc
1962 Herbert William Wynn, MA
1934 William Palmer Wynne, DSc
2015 Xu Lin, LittD
2014 Alev Yaraman, DEng
2004 Kenneth Yeang, LittD
2005 David Ernest Young, LittD
1968 Diana Graham Young, MA
2020 Douglas Chi-Chiu Young, LittD
1962 Gerard Francis Young, LLD
1993 Hugo John Smelter Young, LittD
1966 Michael Young, LittD
2004 Michael Zink, LittD
1991 Zou Deci, LittD

Ex-Officio Graduates

Date of Degree

1920 Percival Ellison Barker, ChM
1942 Gerald Altham de Belin, MMet
1920 Woutrina Agatha Bone, BA
1908 Frederick Boulden, BEng
1920 Frederick Boulden, MEng
1985 Roy Dudley Bradey, BSc
1989 Arnold Bradley, MSc
1984 Cyril Bramall, MMet
1931 Walter Desfriges Burnet, BEng
2002 Una Mary Chattaway, MA
1920 Arthur Mayers Connell, ChM
1997 Roy Cousin, MEng
1908 Ellis Herbert Crapper, BEng
1920 Ellis Herbert Crapper, MEng
1988 Jack Davis, MSc
1908 Alfred Denny, MSc
1993 Terence Elwiss Durrant, MMedSci
1984 Louis Faine, MSc
1908 Richard Favell, ChM
1992 Mavis Elizabeth Fisher, MA
2000 Haydn Flower, MEng
1911 Julius Freund, MA
1930 George Henry Froggatt, MDS
1908 William Michael Gibbons, MA
1990 Donald Gow, MSc
1908 John Alfred Green, MA
1932 Cecil Harry Hainsworth, MEng
1908 William George Hibbins, BEng
1997 Patricia Christine Holland, MA
1997 Barrie Darwin Holmes, MEng
1908 Joseph Husband, BEng
1920 Joseph Husband, MEng
1909 Fred Ibbotson, BMet
2003 David Reginald Jarvis, MMedSci
1943 John Mark Mansell Jenkinson, MA
1922 John David Jones, MA
1985 Margaret Beryl Jordan, MMedSci
1908 Joseph Wood Kershaw, BEng
1908 Fred Kitson Knowles, BMet
1920 Fred Kitson Knowles, MMet
1931 Henry Birkett Leighton, MA
1984 Peter Allwood Linacre, MA
1928 George Edward Linfoot, MA
1941 Archibald James MacDougall, MMet
1908 Andrew McWilliam, MMet
2007 Linda Barbara Morewood, MA
1988 Hugh Patrick Neal, MEd
1960 John Needham, MA
1908 Lucius Trant O'Shea, MSc
1933 Reginald Townsend Percival, BMet
1989 Thomas Leslie Platts, MMedSci
1914 William Sydney Purchon, MA
1908 Rutherfoord John Pye-Smith, ChM
1932 Walter James Rees, MScTech
1989 Peter Geoffrey Ridsdale, MEng
1920 William Rothenstein, MA
1986 Maurice Rudland, MMedSci
1997 John Derek Skelton, MMedSci
1930 John Henry Skerritt, MDS
1930 William Skerritt, MDS
1987 Anne Patricia Bowler Smith, MA
1922 Ira Cyril Frank Statham, BEng
1932 Ira Cyril Frank Statham, MEng
1930 Percy Southwell Stokes, MDS
1930 Clifford Toulson Watson, MDS
1999 Maureen Patricia Webster, MA
1930 Reginald Cecil Webster, MDS
2004 John Derrick White, MSc
1959 Robert Arthur White, MEng
1908 John Henry Wreaks, BMet
1935 Ewald Zettl, MA