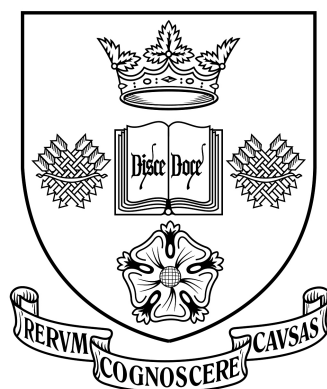


The University of Sheffield



Calendar 2018-19

NOTE

The Regulations are reviewed and revised by Council and Senate, as relevant, to ensure they are up-to-date. While every effort has been made to ensure the accuracy of the information given in this publication, changes may need to be made between the date of publication and the time the student embarks on a programme of study. This publication is correct as at the time of print.

ENQUIRIES

All enquiries should be addressed to
University Secretary's Office
University of Sheffield
Sheffield
S10 2TN

Telephone 0114 222 2000

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DATES OF SEMESTERS

Session 2018-2019

Autumn Semester 24 September 2018 to 15 December 2018
 14 January 2019 to 2 February 2019

Spring Semester 4 February 2019 to 6 April 2019
 29 April 2019 to 8 June 2019

Session 2019-2020

Autumn Semester 30 September 2019 to 21 December 2019
 20 January 2020 to 8 February 2020

Spring Semester 10 February 2020 to 4 April 2020
 27 April 2020 to 13 June 2020

Session 2020-2021

Autumn Semester 28 September 2020 to 19 December 2020
 18 January 2021 to 6 February 2021

Spring Semester 08 February 2021 to 27 March 2021
 19 April 2021 to 12 June 2021

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 Main 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 Union of Students 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 (then incorporating Blackwell's University Bookshop) and St George's Flats and Lecture Theatre were opened, together with extensions to Stephenson, Halifax, and Tipton Halls of Residence, and three new blocks of student flats.

The Regent Court building, which houses the Department of Computer Science and the Information School and the Sheffield Centre for Health and Related Research, were also completed. The Union of Students underwent a £5 million 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's ambitious estates strategy has continued into the new millennium. Campus additions include the £80 million refurbishment programme for laboratories in the medical, biological and physical sciences.

Other developments include:

- Custom-built University Health Centre.
- The Sheffield Bioincubator.
- Multidisciplinary Informatics Collaboratory for the Social Sciences.
- The inauguration of the £20 million North Campus (housing the Kroto Research Institute and the Nanoscience and Technology Centre).
- A £20 million refurbishment of the Students' Union and former University House.
- Construction of The Diamond, an £81 million new building at the heart of the campus, which contributes £20.6 million to Sheffield's economy each year.
- A £21 million development of the seven storey Pam Liversidge building, housing the Faculty of Engineering Graduate School.
- A £3 million refurbishment of the Department of Journalism Studies on Mappin Street.
- The refurbishment of the Crookesmoor Building, previously the location of the University's School of Law, to house the Management School (which moved from Mappin Street).
- The construction of Information Commons, a £23 million library and study space building with 24 hour access.
- A £160 million building programme with projects to redevelop residential accommodation on the Endcliffe and Ranmoor sites, completed in 2008 and 2009 respectively.
- The award-winning Factory of the Future which forms the heart of the Advanced Manufacturing Research Centre (AMRC).
- Three buildings for the Faculty of Arts and Humanities: The Jessop Building, The Soundhouse and Jessop West.
- The refurbishment of the Grade II listed Arts Tower.
- A new 561 space multi-storey car park and retail facility on the site of the existing Durham Road car park.
- Transformation, in a joint project with Sheffield City Council, of the public space around Leavygreave Road, and Western Bank, creating a greener, safer space for pedestrians and cyclists
- Redevelopment of the Concourse area, with new seating, plants and trees. This area also includes a new cycle hub with safe cycle storage and showers.
- 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 mile-long 'campus' now stretches almost unbroken from St George's Square into Crookesmoor, with student residences concentrated in suburbs to the west of the University. For the first fifty years of its existence the University's full-time student population did not rise above 2,000. By 1980, however, it had reached 8,000 and in 2006 the number of full-time students had risen to 21,000. The total student population now tops 27,000 and includes students from all over the world.

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 our own distinctive Stephenson font, on a white background. Introduced in 2005, the University's centenary year, 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 (7.2), the Council also delegates the power to Senate to make further Regulations in addition to those set out below in relation to academic matters.

<i>Regulation Number</i>	<i>Regulation Title/Description</i>	<i>Final Responsibility for Amendment</i>
II	The Council	Council
III	Scheme of Council Delegation	Council
IV	The Auditor	Council
V	The Members of the University	Council
VI	The Officers of the University	Council
VII	The Dismissal and Removal from Office of the President & Vice-Chancellor	Council
VIII	Staff Definitions	Council
IX	The Senate	Council
X	The Faculties	Council
XI	The Extra-Faculty Learning and Teaching Committee	Council
XII	The Conferment and Withdrawal of Degrees	Council
XIII	The Execution of Contracts and Deeds	Council
XIV	General University Regulations	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 Intellectual Property	Senate
XXIV	Regulations on the Use of Computing Facilities	Senate
XXV	Regulations relating to the Library	Senate
XXVI	Regulations relating to Academic Costume	Senate

REGULATION II:

The Council

1. Composition of Council

1.1 As provided for within Section 3 of the Statutes of the University, the Members of the Council shall be as follows:

- Class (1): the Pro-Chancellors, the President & Vice-Chancellor, and the Treasurer.
- Class (2): not fewer than two and not more than three Senior Academic Officers. For the purpose of this and subsequent Regulations, Senior Academic Officer means the Provost & Deputy Vice-Chancellor and Vice-Presidents.
- 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 the Professional Staff.
- Class (6): the President of the Students' Union.

2. Appointment or Election of Members of Council

2.1 Subject to the Statutes:

- 2.1.1 the Senior Academic Officers in Class (2) shall be appointed by the Council on the recommendation of the President & Vice-Chancellor;
- 2.1.2 the Members in Class (3) shall be appointed by the Council on the recommendation of its Nominations Committee, which shall ensure that at least one of those holding appointment in Class (3) is a graduate of the University;
- 2.1.3 the Members in Class (4) shall be elected by and from the Senate; *and*
- 2.1.4 the Member in Class (5) shall be elected by and from the Professional Staff in Grades 1 to 7.

2.2 Any vacancies existing at the final Council meeting of the University Year, or to arise at the end of the University Year, in the office of Chair of the Council, Pro-Chancellor or Treasurer or among the Class (3) Members of the Council shall be filled. The Council's Nominations Committee will bring forward recommendations for Class (3) appointments to the Council. Any vacancies in the Class (4) or Class (5) membership shall be filled by election.

3. Tenure of Members of Council

3.1 Members of Council shall, in respect of their respective class of appointment, have the following periods of tenure as Members of Council:

- 3.1.1 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 more than five consecutive periods of office;
- 3.1.2 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-appointment shall after an interval of one University Year again become eligible for appointment in that Class;
- 3.1.3 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;
- 3.1.4 a non-professional Member of Class (4) shall vacate office on appointment as a Professor if that appointment increases the number of Professors who are Class 4 Members beyond two;
- 3.1.5 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 or re-appointment shall after an interval of three University Years again become eligible for election or appointment in that Class; *and*
- 3.1.6 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. Members

elected or appointed to casual vacancies shall retire at the time when the person whom they respectively succeed should have retired.

- 3.2 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.

4. Removal and Resignation of Members of Council

- 4.1 Members of Council may resign by letter addressed to the University Secretary.
- 4.2 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.
- 4.3 A person who is proposed to be removed from office as a Member of Council in accordance with paragraph 4.2 shall be given a reasonable opportunity of being heard by the Council prior to the decision to remove being taken.
- 4.4 A Member of Council's term of office as such automatically terminates if they:
- 4.4.1 are disqualified under the Charities Act from acting as a charity trustee;
 - 4.4.2 are incapable, whether mentally or physically, of managing his/her own affairs; *or*
 - 4.4.3 are absent without prior notification to the Chair from three consecutive meetings of Council.

5. Attendance at Meetings of Council

- 5.1 Persons accompanying Members of Council will not be permitted to attend meetings of Council other than:
- 5.1.1 the Member of Class (6) may be accompanied at meetings of the Council by another Officer of the Students' Union appointed by the President of the Union;
 - 5.1.2 Members of Class (6) are Members of Council in respect of all business of the Council except matters concerning the admission, progress and academic assessment of individual Students and the powers of the Senate as listed under Regulation IX paragraphs (1.1.1) and (1.1.2); *and*
 - 5.1.3 persons who are not Members of the Council may be permitted to attend meetings of the Council subject to the prior agreement of the Chair of the Council.

6. Quorum for Meetings of Council

- 6.1 To form the quorum for meetings of Council, seven Members of the Council of whom not more than three may be Members of the Staff of the University must be present.

7. 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:

- 7.1 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;
- 7.2 make Regulations governing all matters except those relating to the powers of Senate as set out in Regulation IX and the duties of powers of Faculties;
- 7.3 appoint and remove the Chancellor and Pro-Chancellors;
- 7.4 appoint and remove the Chair of Council and the Treasurer;
- 7.5 appoint and remove the President & Vice-Chancellor, Provost & Deputy Vice-Chancellor, Vice-Presidents, University Secretary, Heads of Departments and other 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 Officers and employees of the University;
- 7.6 consider, adjudicate upon and if thought fit redress any grievances of the Officers, Staff or Students of the University;
- 7.7 review the learning, teaching and academic standards of the University;
- 7.8 promote and make provision for research within the University and to require reports from time to time on such research;

- 7.9 review, refer back, control, amend or disallow any act of the Senate and give directions to the Senate;
- 7.10 provide for the welfare of the Students;
- 7.11 review at intervals of not less than five years the constitution of the Students' Union;
- 7.12 govern, manage and regulate all of the University's financial activities which includes:
 - 7.12.1 investing any monies belonging to the University;
 - 7.12.2 selling, buying, exchanging, leasing and accepting leases of real and personal property on behalf of the University;
 - 7.12.3 providing the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University;
 - 7.12.4 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;
 - 7.12.5 refinancing, replacing or reorganising any capital, finance or credit previously raised or obtained by the University;
 - 7.12.6 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;
 - 7.12.7 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;
 - 7.12.8 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;
 - 7.12.9 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;
 - 7.12.10 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 £260,000,000.
- 7.13 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;
- 7.14 acquire any part of another institution or body or to merge the University with any other higher education institution;
- 7.15 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;
- 7.16 select a Seal, Arms and Mace for the University and have the sole custody of the Seal;
- 7.17 approve the dissolution of the University and apply to surrender the Royal Charter; *and*
- 7.18 undertake any act incidental to the operation of the above powers or to achieving the charitable objects of the University.

8. Functions of Council

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

- 8.1 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;
- 8.2 delegate authority 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;
- 8.3 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;
- 8.4 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;
- 8.5 establish processes to monitor and evaluate the performance and effectiveness of the Council itself;
- 8.6 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;
- 8.7 safeguard the reputation and values of the University;
- 8.8 take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured within the University;
- 8.9 promote equality and diversity throughout the University, including in relation to its own operation;
- 8.10 appoint the President & Vice-Chancellor as chief executive, and to put in place suitable arrangements for monitoring his/her performance;
- 8.11 appoint the University Secretary, who shall by virtue of holding that office be the secretary to the Council and Senate;
- 8.12 be the employing authority for all Staff in the University and to be responsible for establishing a human resources strategy;
- 8.13 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;
- 8.14 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;
- 8.15 make such provision as it thinks fit for the general welfare of Students, in consultation with the Senate;
- 8.16 act as trustee for any property, legacy, endowment, bequest or gift in support of the charitable objectives of the University; *and*
- 8.17 ensure that the University's Charter and Statutes are followed at all times and that appropriate advice is available to enable this to happen.

9. Matters Reserved for Decision by Council

- 9.1 The following matters are reserved to Council for decision, subject to advice, as appropriate, from Senate, the President & Vice-Chancellor or other Members of his/her executive board, or other committees and may not be delegated.
- 9.2 Constitutional matters:
 - 9.2.1 amendments to the Charter and Statutes subject to the approval of the Privy Council;
 - 9.2.2 establishment or abolition of Faculties and Departments, and approval of their titles;
 - 9.2.3 other major changes in the University's organisational and committee structure; *and*

- 9.2.4 establishment of and amendments to a Scheme of Delegation in respect of the powers of the Council.
- 9.3 Mission and strategy:
 - 9.3.1 approval and amendment of the University’s mission, vision and identity; *and*
 - 9.3.2 approval of the University’s strategic plan and any other key strategies related to the plan.
- 9.4 Financial matters:
 - 9.4.1 approval of the University’s financial forecasts and annual budget;
 - 9.4.2 approval of the University’s annual audited accounts;
 - 9.4.3 appointment of the University’s auditors;
 - 9.4.4 approval of other financial matters as defined in the Scheme of Delegation.
- 9.5 Statutory compliance:
 - 9.5.1 approval of statements and policies complying with statutory requirements, for example, the Equality Duty and the University’s Health and Safety Policy.
- 9.6 Appointment/removal of Officers and Members of Council: the Chancellor; Pro-Chancellors; Treasurer; President & Vice-Chancellor; Provost & Deputy Vice-Chancellor; Vice-Presidents; University Secretary; and Class (3) Members of the Council.
- 9.7 Audit and monitoring:
 - 9.7.1 monitoring and evaluating the performance of the University against approved plans and key performance indicators;
 - 9.7.2 considering an annual report from the Audit Committee;
 - 9.7.3 approving the University’s internal control and risk management procedures and Corporate Risk Register; *and*
 - 9.7.4 monitoring the effectiveness of Council.
- 9.8 Other institutions:
 - 9.8.1 granting the designation “affiliated to the University of Sheffield” to other institutions on the recommendation of Senate; and
 - 9.8.2 approval of mergers with other institutions.

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 consult with the Senate by means of the membership of a Joint Committee of the Council and the Senate;
 - 10.1.2 when appointing a University Secretary, the Council shall consult with the Senate by means of the membership of the relevant appointment panel;
 - 10.1.3 when delegating the powers of the Senate, the Council shall do so only on the advice of the Senate;
 - 10.1.4 when delegating the powers of any Faculty, the Council shall do so only on the advice of the Senate after consultation by the Senate with the Faculty concerned; *and*
 - 10.1.5 when amending the Charter and making or amending Statutes the Council shall, in respect of matters relevant to the powers of the Senate, do so only after report from the Senate, and in respect of this and all other matters shall communicate to the Senate the principle of every such proposal in advance of the meeting of the Council at which the business is to be considered.

11. Delegation of Powers

- 11.1 Subject to paragraph 9 above and the Scheme of Delegation set out in Regulation III, the Council may delegate its powers in accordance with Section 4 of the Statutes.
- 11.2 In accordance with HEFCE requirements and Committee of University Chairs guidance, the Council shall have the following sub-committees:
 - 11.2.1 The Audit Committee
 - The Audit Committee shall comprise:

four lay Members of the Council, appointed by the Council; *and*
up to four co-opted Members, appointed by the Council.

The duties of the Audit Committee shall be:

- (a) To advise the governing body on the appointment of the external auditors, the audit fee, the provision of any non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.
- (b) To discuss if necessary with the external auditors, before the audit begins, the nature and scope of the audit.
- (c) To discuss with the external auditors problems and reservations arising from the interim and final audits, including a review of the management letter incorporating management responses, and any other internal matters the external auditors may wish to discuss (in the absence of management where necessary).
- (d) To consider and advise the governing body on the appointment and terms of engagement of the internal audit service (and the head of internal audit, if applicable), the audit fee, the provision of any non-audit services by the internal auditors and any questions of dismissal or resignation of the internal auditors.
- (e) To review the internal auditors' audit risk assessment and strategy; to consider major findings of internal audit investigations and management's response; and to promote co-ordination between the internal and external auditors. The Committee will ensure that the resources made available for internal audit are sufficient to meet the institution's needs (or make a recommendation to the governing body as appropriate).
- (f) To keep under review the effectiveness of the risk management, control and governance arrangements, and in particular to review the external auditors' management letter, the internal auditors' annual report, and management responses.
- (g) To monitor the implementation of agreed audit-based recommendations, from whatever source.
- (h) To ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the HEFCE accounting officer, have been informed.
- (i) To oversee the institution's policy on fraud and irregularity, including being notified of any action taken under that policy.
- (j) To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness and for the management and quality assurance of data submitted to HESA, HEFCE, the Student Loans Company and other funding bodies.
- (k) To satisfy itself that an effective framework is in place to manage the quality of learning and teaching and to maintain academic standards.
- (l) To receive any relevant reports from the National Audit Office (and its equivalent in Scotland, Wales and Northern Ireland), the funding councils and other organisations.
- (m) To monitor annually the performance and effectiveness of external and internal auditors, including any matters affecting their objectivity, and to make recommendations to the governing body concerning their reappointment, where appropriate.
- (n) To consider elements of the annual financial statements in the presence of the external auditors, including the auditors' formal opinion, the statement of members' responsibilities and the statement of internal control, in accordance with HEFCE's Accounts Directions.
- (o) In the event of the merger or dissolution of the institution, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed.

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

11.2.2 The Council Nominations Committee

The Council Nominations Committee shall comprise:

- the Chair of the Council;
- one other Pro-Chancellor nominated for this purpose by the Chair of the Council;
- the President & Vice-Chancellor;
- one Senior Academic Officer nominated for this purpose by the President & Vice-Chancellor; *and*
- two Members, who shall normally be Members of the Council, appointed annually by the Council.

The duties of the Council Nominations Committee shall be:

- (a) To bring forward recommendations to the Council of persons for appointment to Class (3) of the Council in accordance with Section 3 of the Statutes and Regulation II, and in so doing, ensuring appropriate alumni representation on Council, with at least one Class (3) Member being a graduate of the University.
- (b) To bring forward recommendations to the Council of persons for appointment as Officers in accordance with Regulation VI: (2-4).
- (c) To bring forward recommendations to the Council for the appointment of persons to represent the Council on Committees of the Council, the Senate and their sub-committees.
- (d) To approve recommendations for the appointment of directors to serve on the boards of University subsidiaries.
- (e) To promote equality and diversity in respect of the appointments falling within its remit.

Quorum: four Members of the Committee, of whom not more than one may be a Member of Staff of the University.

11.2.3 The Senior Remuneration Committee

The Senior Remuneration Committee shall comprise:

- the Chair of the Council;
- the Pro-Chancellors;
- the Treasurer;
- the Chair of the Human Resources Committee; *and*
- one Member of the Council, appointed by the Council.

The duties of the Senior Remuneration Committee shall be:

- (a) To determine on appointment and review from time to time, in their absence, the remuneration and benefits of the President & Vice-Chancellor.
- (b) To determine on appointment and review from time to time annually in their absence, after receiving advice from the President & Vice-Chancellor, the remuneration and benefits of the Members of the University Executive Board.
- (c) To periodically receive information on the remuneration and composition of Professorial and Professorial equivalent Staff as determined by the Committee.
- (d) To determine and review from time to time the overall parameters for settlement and early retirement arrangements for all Staff.
- (e) To regularly review the numbers and costs of financial settlements and early retirement costs for all Staff.
- (f) To delegate to any two of the following, as appropriate, the approval of financial settlements and early retirement charges, within the overall agreed parameters: the President & Vice-Chancellor, Chief Operating Officer,

Director of HR, Provost & Deputy Vice-Chancellor and one of the Vice-Presidents. Any exceptions to be agreed by at least two Members of the Senior Remuneration Committee, being fully cognisant of the facts of the situation.

- (g) In its consideration of all forms of payment, reward and severance to Staff within its remit, to consider the interests of the institution and to have regard for the public interest and the safeguarding of public funds.

Quorum: three Members of the Committee.

11.3 For the time being, the Council shall additionally have the following sub-committees:

- 11.3.1 The Equality, Diversity and Inclusion Committee;
- 11.3.2 The Estates Committee
- 11.3.3 The Finance Committee;
- 11.3.4 The Health and Safety Committee;
- 11.3.5 The Honorary Degrees Committee (a joint committee of the Senate and the Council);
- 11.3.6 The Human Resources Committee.

12. Committees' Delegation of Powers

- 12.1 The Council and Senate may 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.
- 12.2 Subject to the following provisions of this paragraph the Council may by Regulation revocably delegate to any Officer, Member of the Staff or Committee any power exercisable under these Statutes by the Council, the Senate and the Faculties and may provide that the actions taken in the discharge of the delegated powers shall not require confirmation by the body whose powers are delegated.
 - 12.2.1 The Council may delegate the powers of the Senate only on the advice of the Senate and may delegate the powers of any Faculty only on the advice of the Senate after consultation by the Senate with the Faculty concerned.
 - 12.2.2 This paragraph shall not apply in respect of any of the powers of the Council under Section 4 sub-section 4 of the Statutes.
 - 12.2.3 This paragraph shall not apply in respect of any of the powers of the Senate under Regulation IX paragraph (1.1.7).
 - 12.2.4 Where there is delegation to a Committee of the following powers, there shall not be any Student Member of the Committee:
 - (a) any of the powers of the Senate and the Faculties regarding the award of Degrees, Fellowships, Prizes and other distinctions and examination results;
and
 - (b) 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.
 - 12.2.5 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.
- 12.3 The Council may make Regulations for the proceedings of all Committees but subject to such Regulations every Committee may regulate its own procedure, times and places of Meeting.

REGULATION III: Scheme of Council Delegation

<i>Powers of Council (Regulation II (7))</i>	<i>Activity</i>	<i>Delegated authority</i>	<i>Further delegation?</i>	<i>Delegation limits and context</i>	
Subject to the Charter and Statutes, the Council shall in addition to all other powers vested in it have, without limitation, the power to:					
7.1	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;	Amendments to the Charter and Statutes	None	n/a	
7.2	make Regulations governing all matters except those relating to the powers of Senate and the duties and powers of Faculties as set out in Regulation I;	Making Regulations other than those within the control of Senate	None, other than Financial Regulations, for which authority is delegated to Finance Committee (see 7.12)	n/a	Context: see Regulation I (Responsibility for Creation and Amendment of Regulations)
7.3	appoint and remove the Chancellor and Pro-Chancellors;	Appointment/ removal of the Chancellor and Pro-Chancellors	None	n/a	Context: see Regulation VI (The Officers of the University)
7.4	appoint and remove the Chair of Council and the Treasurer;	Appointment/ removal of the Chair of Council and the Treasurer	None	n/a	Context: see Regulation VI (The Officers of the University)
7.5	appoint and remove the President & Vice-Chancellor, University Secretary, Provost & Deputy Vice-Chancellor, Vice-Presidents, Heads of Departments and other 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 pensions of the Officers and employees of the University;	Appointment/ removal of the President & Vice-Chancellor	None	n/a	Context: see Regulations VI (The Officers of the University) and VII (The Dismissal and Removal from Office of the President & Vice-Chancellor)
		Appointment/ removal of the University Secretary	None	n/a	Context: see Regulation VI (The Officers of the University)
		Appointment/ removal of the Provost & Deputy-Vice-Chancellor and Vice-Presidents	None	n/a	Context: See Regulation VI (The Officers of the University)
		Authorisation and reporting to Council of any severance payments for Senior Staff post holders (as defined in the OfS Accounts Direction)	Senior Remuneration Committee	No	Context: See CUC Senior Staff Remuneration Code

		Appointment of Heads of Academic Departments	President & Vice-Chancellor	No	
		Appointment of Professors and equivalent level staff	President & Vice-Chancellor	No	
		Appointment of all other employees of the University and issue of contracts of employment	Director of HR	No	
		Approval of conferment of the title of Reader and promotions to Personal Chair	University Reward and Recognition Panel	No	
		Approval of recommendations for the regrading/ promotion of all other employees	Director of HR	Vice-President & Head of Faculty or, in respect of AMRC staff, the Executive Dean of the AMRC	
		Termination of employment contracts and dismissal of employees	Director of HR	No	
		Authorisation of any payments associated with ill-health and early retirements	Director of HR	No	Senior Staff fall within the remit of the Senior Remuneration Committee
		Reaching settlements, including statutory, contractual and non-contractual payments, in line with employment legislation and approved internal procedures	Director of HR	No	Senior Staff fall within the remit of the Senior Remuneration Committee
		Issuing of agreements for services with contractors/workers	Director of HR	No	
		Requesting criminal activity reports from the Disclosure and Barring Service for relevant post holders in line with approved procedures	Director of HR	No	

		Negotiation and agreement of collective terms and conditions of employment	Director of HR and Human Resources Committee	No	
		Negotiation and agreement of individual contracts of employment	Director of HR	No	
		Conferment of appointments for staff following successful probationary period	Director of HR following approved recommendation of Vice-President & Head of Faculty	No	
		Conferment of visiting, honorary, emeritus and other academic titles on non-employees in line with agreed procedures	Director of HR following approved recommendation of Vice-President & Head of Faculty	No	
7.6	consider, adjudicate upon and if thought fit redress any grievances of the Officers, staff or students of the University;	Hearing of concerns raised by aggrieved staff in accordance with the University of Sheffield Grievance Policy and Procedure	Director of HR	No	Context: see Grievance Policy and Procedure
		Consideration of protected disclosures made in the public interest: investigation and hearing of related matters	Director of HR	No	Context: see Public Interest Disclosure Policy
		Consider matters of research misconduct: investigation and determining of matters of research misconduct	Director of HR	No	Context: see Policy and Procedures for investigating and responding to allegations of research misconduct
		Grievances submitted by students or graduates of the University: (a) decision as to whether or not a substantive case exists (b) review of grievance, if held to be substantive	a) a Vice-President other than that of the student's or graduate's Faculty (b) Case Review Panel	No	Context: see Student Complaints Procedure

7.7	review the learning, teaching and academic standards of the University;	Overall responsibility, subject to the Charter and Statutes and to Regulation III 7.9 below, for learning, teaching and academic standards	Senate	Yes	Further delegation to Learning and Teaching Committee and its sub-committees
7.8	promote and make provision for research within the University and to require reports from time to time on such research;	Overall responsibility, subject to the Charter and Statutes and to Regulation III 7.9 below, for research	Senate	Yes	Further delegation to Research and Innovation Committee and its sub-committee and to Research Ethics Committee
7.9	review, refer back, control, amend or disallow any act of the Senate and give directions to the Senate;	Exercise of Council's ultimate authority as the University's governing body	None	n/a	
7.10	provide for the welfare of the students;	Provision of services to support the welfare of students	The President & Vice-Chancellor	Yes	Further delegation to the Director of Academic Services
7.11	review at intervals of not less than five years the constitution of the Students' Union;	Review of Students' Union constitution	None	n/a	n/a
7.12	govern manage and regulate all of the University's financial activities;	Approval of University's financial statements, financial forecasts and annual budget	None	n/a	Audit Committee and Finance Committee advise Council on various aspects
		Novel and/or contentious issues	None – potential strategic policy matter for Council decision	n/a	Advised by Finance Committee where appropriate
		Creation and amendment to the University's financial strategy	None – strategic policy matter for Council decision	n/a	Advised by Finance Committee
		Appointment of Bankers	None – strategic policy matter for Council decision	n/a	Advised by Finance Committee
		Banking activities such as bank signatories	Finance Committee	Yes	Activities and authority levels detailed within the Financial Regulations
		Creation and amendment to the Financial Regulations. Amendments to the Supplementary	Finance Committee	No	Council receives retrospective reporting on changes from Finance Committee

		Information Appendices or Financial Advice Notes (where specifically indicated)			Changes to supplementary information and financial advice notes detailed within the Financial Regulations
		Other amendments to the Supplementary Information Appendices of Financial Advice Notes which support the Financial Regulations	Finance Committee	Yes	Detailed within the Financial Regulations
		Commercialisation of Intellectual Property	Finance Committee	Yes	Detailed within the Financial Regulations
		Agreement of tuition fees where the University has discretion to determine the fee levels	The President & Vice-Chancellor, advised by UEB	Yes (UEB Sub-Group for Student Numbers and Fees)	Detailed within the Financial Regulations (SIA 9)
		Agreement of student accommodation fees	Finance Committee	Yes	Detailed within the Financial Regulations
7.12.1	invest any monies belonging to the University;	Investment of funds and the management of endowments	Finance Committee	Yes	Detailed within the Financial Regulations Council receives retrospective reporting on activities through Finance Committee
7.12.2	sell buy exchange lease and accept leases of real and personal property on behalf of the University;	Leases of land and property			Details to be confirmed. However, approval will mirror tiered approach adopted for Capital Project approval (see 7.12.3)
		Leases of equipment	Follows capital project approvals route where significant equipment lease Finance Committee for other items	Yes	Details to be confirmed. However, approval will mirror tiered approach adopted for Capital Project approval (see 7.12.3)
7.12.3	provide the buildings premises furniture and apparatus and other means needed for carrying on the work of the University;	Purchase, refurbishment, development of land, property and equipment	>£5m: no delegation £1m to £5m: Finance Committee (Council on request and for information)	n/a No	Council is advised by Finance Committee Council receives retrospective reporting from Finance Committee

			£250k to £1m: Finance Committee	Yes	The President & Vice-Chancellor, advised by UEB and Estates and Capital Sub-Group
			£50k to £250k: Finance Committee	Yes	Two signatories: Chief Financial Officer or an Authorised Financial Officer and one of the Provost & Deputy Vice-Chancellor or Director of Estates & Facilities Management
		Purchase, refurbishment, development of land and property Offline approval route in exceptional circumstances	Council and Finance Committee Chair approval	No	Initial approval through Estates Capital Sub-Group and University Executive Board. Business cases provided to the next meetings for formal notification of approval route taken
		Acquisition of management information systems	Follows capital projects approvals route		
		Sale of land and property	Finance Committee	Yes	Detailed within the Financial Regulations Council receives retrospective reporting from Finance Committee
		Disposal of Furniture and Equipment (other than for recycling or scrap)	Finance Committee	Yes	Detailed within the Financial Regulations
7.12.4	borrow or raise 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;	Ability to borrow money and give security: (a) Amendments to the internal borrowing limit (b) Authority to borrow up to the internal borrowing limit	(a) Council (b) Finance Committee	(a) No (b) Yes	(b) Council receives retrospective reporting from Finance Committee
7.12.5	refinance, replace or reorganise any capital, finance or credit previously raised or obtained by the University;	See borrowing ability above	See borrowing ability at 7.12.4 above		See borrowing ability above
7.12.6	guarantee, support or secure (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, by any person or undertaking (whether incorporated or unincorporated) in relation	As indicated in the Regulation	Finance Committee	No	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

	to any transaction whatsoever;				
7.12.7	create or grant a mortgage, charge, pledge, lien or encumbrance of any kind over, or enter into any type of transaction (including accepting options) in relation to, all or any of the undertaking, property or assets of the University (present and future);	As indicated in the Regulation	Finance Committee	No	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
7.12.8	provide 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;	As indicated in the Regulation	Finance Committee	No	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
7.12.9	enter 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;	As indicated in the Regulation	Finance Committee	No	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
7.12.10	enter 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 an 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; or (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 £260,000,000;	As indicated in the Regulation	Finance Committee	Yes	Detailed within the Financial Regulations Council receives retrospective reporting from Finance Committee concerning treasury management
7.13	carry on any of the University's activities by or through any body corporate or unincorporated, 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	University companies: creation, investment, alteration, disposal of rights held by the University	Finance Committee	Yes	Council receives retrospective reporting from Finance Committee Council approval may be sought for creation of a major subsidiary Covered within Policy document for the Creation, Disposal and Governance of

	with such body corporate or unincorporated;				University Companies – Appendix E to Financial Regulations. Policy approved by Finance Committee
7.14	acquire any part of another institution or body or to merge the University with any other higher education institution;	Approval of mergers and acquisitions	None	n/a	
7.15	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;	Contracts for the supply of goods and services to third parties	Finance Committee	Yes	Detailed within the Financial Regulations Where a contract is material in terms of financial value, term or the nature of the activity, approval may be sought from Finance Committee and/or Council
		Contracts for the purchase of goods and services from third parties (non-capital)	Finance Committee	Yes	Detailed within the Financial Regulations Where a contract is material in terms of financial value, term or the nature of the activity, approval may be sought from Finance Committee and/or Council
		Executing documents by deed	Any member of Council and one of: The President & Vice-Chancellor; the Provost & Deputy Vice-Chancellor, a Vice-President; an Authorised Financial Officer	No	Context: see Regulation XIII for the procedure for executing deeds Council receives retrospective reporting on its application
		Major funding applications and acceptance of research grants	The President & Vice-Chancellor	Yes	Detailed within the Financial Regulations (Regulation 10.3 and SIA 10)
		Decisions relating to non-financial commitments (eg confidentiality agreements, material transfer agreements, not-for-money research contracts)	The President & Vice-Chancellor	Yes	Further delegation to the Vice-President for Research & Innovation, in accordance with principles and process detailed in the Financial Regulations
		Entering into major strategic alliances at institutional level	None	n/a	
		Memoranda of Agreement	The President & Vice-Chancellor	Yes	Further delegation to the Director, Sheffield International and (if

					financial implications) the Authorised Financial Officer
		Memoranda of Understanding	The President & Vice-Chancellor	Yes	Further delegation to the Director, Global Engagement
7.16	select a Seal, Arms and Mace for the University and have the sole custody of the Seal;	Selection of Seal, Arms and Mace Custody of Seal	None Chief Financial Officer	n/a No	
7.17	approve the dissolution of the University and apply to surrender the Royal Charter.	Dissolution of the University	None	n/a	n/a

REGULATION IV:

The Auditor

1. The Auditor shall hold office for up to five years and shall receive such remuneration as may be determined by the Council.

REGULATION V:
The Members of the University

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

1. The Chancellor

- 1.1. The Chancellor shall be appointed by the Council and shall be installed at a Congregation of the whole University.
- 1.2. The Chancellor shall hold office for a period of five years from the date of installation but the Council may extend the Chancellor's tenure of office for one further period of not more than five years.
- 1.3. The Chancellor may resign by letter addressed to the University Secretary and may be removed for good cause by the Visitor at the instance of the Council.

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. 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.
- 2.3. 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.
- 2.4. The Chair of Council may be removed by the Council.

3. The Pro-Chancellors

- 3.1. Pro-Chancellors other than the Chair of the Council shall be appointed by the Council.
- 3.2. 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.
- 3.3. A Pro-Chancellor may be removed by the Council.

4. The Treasurer

- 4.1. The Treasurer shall be appointed by the Council.
- 4.2. 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.
- 4.3. 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.
- 4.4. The Treasurer may be removed by the Council.

5. The President & Vice-Chancellor

- 5.1. The President & Vice-Chancellor shall be appointed by the Council after recommendation by a Joint Committee of the Council and the Senate.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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 Council 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.
- 6.3. The duties of the Provost & Deputy Vice-Chancellor shall be:
 - (a) 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;
 - (b) to assist the President & Vice-Chancellor in such matters as may be specified by the President & Vice-Chancellor;

- (c) 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 Council.

7. The Vice-Presidents

7.1 Vice-Presidents shall be appointed by the Council 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.

7.3 The duties of a Vice-President shall be:

- (a) 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;
- (b) to assist the President & Vice-Chancellor in such matters as may be specified by the President & Vice-Chancellor;
- (c) 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 Council.

8. The University Secretary

8.1 The University Secretary shall be appointed by the Council 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.

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.

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 him/herself 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 his/her 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 him/herself 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 him/her 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:

Staff Definitions

1. As provided for in the Statutes:
 - 1.1 **“Staff”** means all persons employed by the University.
 - 1.2 **“Academic Staff”** means:
 - 1.2.1 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;
 - 1.2.2 such other senior Members of Staff as may be determined by Council from time to time.
 - 1.3 **“Research Staff”** means any employee employed by the University to engage directly in, or carry out research.
 - 1.4 **“Teaching Staff”** means any employee employed by the University to engage directly in, or carry out teaching and learning.
2. **“Professional Staff”** means any employee 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.

REGULATION IX:

The Senate

1. Powers of the Senate

- 1.1 The Senate shall have the following powers:
 - 1.1.1 To award Degrees, Fellowships, Scholarships, Prizes and other Distinctions and to confirm examination results.
 - 1.1.2 To review, confirm, amend or disallow any decision of a Faculty concerning the progress and fitness to practise of a student.
 - 1.1.3 To regulate subject to the Charter and Statutes the admission of persons to courses of the University.
 - 1.1.4 To make after report from the Faculties concerned all Regulations for giving effect to the Statutes relating to courses of study.
 - 1.1.5 To make Regulations for the discipline of the students of the University and to suspend or expel any student when thought necessary.
 - 1.1.6 To make Regulations as to the review by the Faculties of the progress and fitness to practise of students.
 - 1.1.7 To report to the Council on Statutes or proposed changes to the Charter and Statutes.
 - 1.1.8 To formulate and modify or revise schemes for the organisation of Faculties of the University and for determining the province of each Faculty and also to report to the Council as to the expediency of the establishment at any time of other Faculties or as to the expediency of the abolition combination or sub-division of any Faculties.
 - 1.1.9 To fix (subject to any conditions made by the Founders which are accepted by the Council) the times and mode and conditions of competitions for Fellowships, Scholarships, Prizes and other Distinctions.
 - 1.1.10 To report on any other matter referred to or delegated to it by the Council.
 - 1.1.11 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 and the Vice-Presidents.
 - 2.1.3 The Principal of City College (International Faculty).
 - 2.1.4 The Deputy Vice-Presidents for Education and Research and Innovation.
 - 2.1.5 The following Faculty Officers:
 - the Directors of Learning and Teaching;
 - the Directors of Research and Innovation.
 - 2.1.6 The following cross-cutting Directors:
 - the Directors of Learning and Teaching;
 - the Directors of Research and Innovation.
 - 2.1.7 The Heads or acting Heads of the following Departments:
 - Animal and Plant Sciences, Archaeology, Architecture, Automatic Control and Systems Engineering, Biomedical Science, Business Administration and Economics (International Faculty), Chemistry, Chemical and Biological Engineering, Civil and Structural Engineering, Clinical Dentistry, Computer Science, Computer Science (International Faculty), East Asian Studies, Economics, Education, Electronic and Electrical Engineering, English, English Studies (International Faculty), Executive Education Centre (International Faculty), Geography, Health and Related Research, History, Human Communication Sciences, Infection, Immunity and Cardiovascular Disease, Information School, Journalism Studies, Landscape Architecture, Languages and Cultures, Law, Lifelong Learning, Management, Materials Science and Engineering, Mathematics and Statistics, Mechanical Engineering, Medical

School, Molecular Biology and Biotechnology, Music, Neuroscience, Nursing and Midwifery, Oncology and Metabolism, Philosophy, Physics and Astronomy, Politics, Psychology, Psychology (International Faculty), Sheffield Methods Institute, Sociological Studies and Urban Studies and Planning.

- 2.1.8 The Vice-Principals of the International Faculty.
- 2.1.9 The Director of Library Services and University Librarian.
- 2.1.10 Representatives elected by and from the Academic, Teaching, Research and Professional Staff of the University in Grades 8 and above. The number of such representatives shall be equal to the number of members under paragraphs 2.1.1 to 2.1.7 above. Such representatives shall hold office for three years.
- 2.1.11 Not more than fifteen student members comprising the President, the Education Officer, the International Students' Officer, the Welfare Officer and the Women's Officer of the Students' Union, and two postgraduate students, one mature student and one student from each Faculty nominated by the Students' Union.
- 2.1.12 Not more than six Chairs of Committees who are not otherwise members of the Senate, such Chairs to be co-opted by the Senate. Members under this category shall serve for one University year and shall be eligible to serve for further such periods.
- 2.2 The Senate shall, in addition to the members in 2.1 above, co-opt such members as may be necessary to ensure that the senior members of the academic staff shall constitute the majority of the Senate. The senior members of the academic staff are defined for this purpose as being the President & Vice-Chancellor, the Provost & Deputy Vice-Chancellor, the Vice-Presidents, the Principal of City College, the Vice-Principals of the International Faculty, Faculty and cross-cutting Directors of Learning and Teaching, Faculty and cross-cutting Directors of Research and Innovation, Professors and Heads of Department. Such co-opted members shall serve for a period not exceeding one University year and be eligible to serve for further such periods.
- 2.3 Members appointed under paragraph 2.1.11 shall be members only in respect of the powers of the Senate under paragraphs 1.1.4 to 1.1.11.
- 2.4 A member appointed under paragraph 2.1.7, 2.1.9, or an Officer of the Students' Union appointed under 2.1.11 who is unable to attend a meeting of the Senate may, subject to the following conditions, appoint a deputy for that meeting:
 - 2.4.1 a Head or acting Head of Department may only appoint a member of the academic staff of the Department concerned;
 - 2.4.2 the Director of Library Services and University Librarian may only appoint the Associate Director of the Library;
 - 2.4.3 an Officer of the Students' Union who is a member under paragraph 2.1.11 may only appoint a member of the Students' Union Council nominated for this purpose by the President of the Students' Union.
- 2.5 Twenty members of the Senate, including not fewer than eleven members of the senior academic staff as defined in paragraph 2.2 above, shall form a quorum.
- 2.6 In these Regulations "Head of Department" means the Head or Chair of the relevant Department, and "Department" includes, where appropriate, Centre, Division, School or Unit.

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: (12), powers of the Senate shall be delegated as follows:

	<i>Power delegated</i>	<i>Body whose power is delegated</i>	<i>Officer or committee to whom the power shall be delegated</i>
4.1.1	The power to co-opt such members as may be necessary to ensure that the senior members of the academic staff, as defined by Regulation, shall constitute the majority of the Senate.	Senate	The President & Vice-Chancellor
4.1.2	The power to approve recommendations of the Faculties concerning the reports of examiners and the award of Degrees, diplomas and certificates and of the Faculties, Committees or assessors concerning the award of Fellowships, Prizes, medals and other awards.	Senate	The President & Vice-Chancellor
4.1.3	The power to impose fines and other penalties as set out in the Library Regulations.	Council and Senate	The Librarian
4.1.4	The power to review, amend or disallow any decision of a Faculty Student Review Committee concerning the progress of a student.	Senate	Appeals Committee of Senate
4.1.5	The power in accordance with the Discipline Regulations to suspend or expel any student when thought necessary or take such other action as the Discipline Regulations shall provide.	Senate	Discipline Committee or Disciplinary Appeals Committee of the Senate
4.1.6	The power to make all Regulations for giving effect to the Statutes of the University relating to programmes of study, Fellowships, Scholarships, Prizes and other Distinctions.	Senate	The President & Vice-Chancellor or a Vice-President other than one responsible for a Faculty
4.1.7	The power to withdraw any Degree (other than an Honorary or Ex-Officio Degree) Diploma Certificate Associateship or Distinction which has been awarded or conferred upon any person.	Senate	The President & Vice-Chancellor

REGULATION X:

The Faculties

1. Faculties of the University

- 1.1 The Faculties of the University shall be those of Arts and Humanities; Science; Medicine, Dentistry and Health; Engineering; Social Sciences; and City College, Thessaloniki.
- 1.2 City College, Thessaloniki, is an International Faculty of the University.
- 1.3 The University may designate another institution as an International Faculty.

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; *and*
 - 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.
- 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: (12), powers of the Faculties shall be delegated as follows:

	<i>Power delegated</i>	<i>Body whose power is delegated</i>	<i>Officer or committee to whom the power shall be delegated</i>
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 Learning and Teaching 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 Learning and Teaching, 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 Learning and Teaching, 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
3.1.5	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 International Faculty	The Principal, any Vice-Principal or designate authorised by City College
3.1.6	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 International Faculty	The Principal, any Vice-Principal or designate authorised by City College
3.1.7	The power to recommend to the Senate upon Regulations relating to programmes of study, 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 International Faculty	The Principal, any Vice-Principal or designate authorised by City College

3.1.8	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 International Faculty	The Student Review Committee of City College
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REGULATION XI:

Extra-Faculty Learning and Teaching Committee¹

1. There shall be an Extra-Faculty Learning and Teaching Committee, which shall for the purposes of Regulation X: 2 be deemed to be a Faculty.
2. The Extra-Faculty Learning and Teaching Committee shall, subject to review by the Senate and to the Statutes and Regulations of the University, exercise, in relation to Degrees, Diplomas, Certificates and Prizes falling within its province and to students pursuing programmes of study or research leading to the award of such Degrees, Diplomas and Certificates, such powers as may be conferred by Regulation.
3. Such matters as shall be committed to the Extra-Faculty Learning and Teaching Committee by the Senate shall be transacted by that Committee.
4. Subject to Regulation II: (12), powers of the Extra-Faculty Learning and Teaching Committee shall be delegated as follows:

	<i>Power delegated</i>	<i>Officer to whom the power shall be delegated</i>
4.1	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 province of the Committee, without the need to report on action taken or seek the confirmation of the Committee.	The Chair of the Committee or designate authorised by the Committee
4.2	The power to recommend to the Senate upon the award of higher Degrees, Diplomas, Certificates and Prizes within the province of the Committee, without the need to report on action taken or seek the confirmation of the Committee.	The Chair of the Committee or designate authorised by the Committee
4.3	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 province of the Committee, without the need to report on action taken or seek the confirmation of the Committee.	The Chair of the Committee or designate authorised by the Committee
4.4	The power, in accordance with Regulations made by the Senate, to review the progress of students registered for programmes within the remit of the Committee and to suspend or exclude any such student from further attendance at lectures, classes and examinations within the province of the Committee 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 Committee.	The Chair of the Committee or designate authorised by the Committee

¹ Formerly 'The Board of Extra-Faculty Provision'.

REGULATION XII:

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 his absence by the President & Vice-Chancellor or in the absence of both by 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 XIII:

The Execution of Contracts and Deeds

Preamble

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 3 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 6 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, Deputy Director of Finance, Assistant Directors of Finance, 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.

REGULATION XIV:

General University Regulations

APPLICATION AND INTERPRETATION

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

- 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 Computing 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;

“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.

“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 (including the Extra-Faculty Learning and Teaching Committee and any International 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 Department” means the Head or Chair of the relevant Department (and, where two or more Departments are concerned, the Heads of those Departments) or a person nominated by the Head of Department 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 Medicine, Dentistry and 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;

“Level” is to be interpreted in accordance with Regulation 3 below;

“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;

“Vice-President” means the Vice-President of the Faculty, the Chairman of the Extra-Faculty Learning and Teaching Committee or the Principal of City College or a designate nominated by that person;

“Recognised graduate” means holder of a degree awarded by a University, institute or body recognised for the purpose by the Senate;

“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 any International Faculty, and who:

- (a) holds an appointment which is either full-time or part-time; *and*
- (b) holds an appointment for the duration of the minimum period of registration (usually two years for the Degree of PhD, two years during the research element of the degrees of DMedSci and EdD, one year for the Degrees of MPhil and LLM, and nine months for the Degree of MMus); *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 and any International Faculty or the member of staff concerned;

“Unrestricted unit” means a unit offered in any programme of study;

“Weighted mean grade” means:

- (a) the mean of the grades awarded to a candidate (expressed to one decimal place, 0.05 and higher values being rounded up and values below 0.05 being rounded down), the grades being weighted in proportion to the number of credits assigned to the work to which it relates; and
- (b) in respect of a programme of study:

- (i) (in the case of a student commencing Level 2 of a programme of study prior to September 2006) where the Faculty has so decided, a grade awarded at Level 3 or Level 4 has twice or, as the case may be, three times the weight of a grade at Level 2; *or*
- (ii) (in the case of a student commencing Level 2 of a programme of study in or after September 2006) a grade awarded at Level 3 or Level 4 has twice the weight of a grade awarded at Level 2;

“Year” means a period of twelve months.

3. In these Regulations and all other Regulations relating to programmes of study and degrees, “Level” means a phase of a programme of study corresponding to a session of full-time study, provided that:
- (a) sessions spent in study at Level 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 Level corresponding to the session of full-time undergraduate study which immediately follows.

Subject to the above provisions:

“Level 0” means a phase of a programme of study comprising foundation studies to be undertaken before Level 1;

“Level 1” means that phase of a programme of study corresponding to the first session of full-time undergraduate study;

“Level 2” means that phase of a programme of study corresponding to the second session of full-time undergraduate study;

“Level 3” means that phase of a programme of study corresponding to the third session of full-time undergraduate study;

“Level 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 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).

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, or the Extra-Faculty Learning and Teaching Committee, 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 he or she is 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 Costume may make provision as to the Academic Costume 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 ADMISSION¹

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 Department 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 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.

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 Department has been obtained. Any registration may be revoked in the case of an unacceptable disclosure.

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 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:

¹ Additional Regulations apply for admission to programmes of study in the International Faculty (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

- (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 students in the Faculty of Medicine, Dentistry and Health) conditions specified by the relevant Occupational Health Service.
- 28. A student in the Faculty of Medicine, Dentistry and 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.

REGISTRATION²

- 29. No student will be permitted to attend lectures, classes or examinations, or to receive materials issued by the University under distance-learning arrangements 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.
- 31. 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.
- 32. 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.
- 33. 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.
- 34. A student will keep the President & Vice-Chancellor informed of his or her current correspondence address, and he or she will ensure that any changes thereto are reflected on his or her student record without delay.
- 35. 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 immigration sponsorship from any student who does not comply with these requirements.

² See also the 'Notes for Students on Registration' at the end of this section.

DATA PROTECTION

36. It will be a condition of 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.

FEES³

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

37. Fees are determined from time to time by the Council, which reserves the right to alter fees at any time.
38. 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 (Fees and Awards) Regulations 2007.
39. 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.
40. 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.
41. Before admission a student must provide satisfactory evidence of ability to pay all academic fees, cover maintenance expenditure and pay other dues. A student who does not provide such evidence may be granted temporary registration by the President & Vice-Chancellor. A temporary registration will lapse if the evidence is not provided within the given deadline.
42. Except where permission has been obtained under the terms of the Personal Payments Scheme, neither provisional (for fee paying purposes) nor full registration will be granted for any session to a student who has not paid all composition fees due to the University from any previous session.
43. Subject to the preceding Regulation, a student who has completed registration procedures and has paid the composition fee which then falls due or has made arrangements acceptable to the President & Vice-Chancellor for the planned payment of that fee will be fully registered.
44. 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. The student will be given a statement of the payments required as a condition of the provisional registration (for fee paying purposes).
45. A student who is provisionally registered (for fee paying purposes) will become fully registered on making the last of the payments required as a condition of the provisional registration (for fee paying purposes). A student who is fully registered may be made provisionally registered (for fee paying purposes) if agreed payments are not made.
46. A provisional registration (for fee paying purposes) will lapse if the payments required are not made, unless it is extended or renewed by the President & Vice-Chancellor, under the terms of the Personal Payments Scheme on conditions agreed with the student.
47. 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.
48. A student who is temporarily or provisionally registered will not be eligible to receive the emoluments of any fellowship, studentship, scholarship or prize awarded by the University.
49. 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.

³ Regulations 37-53 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

50. 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.
51. 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.
52. Students considering withdrawing from their programmes of study or research should consult the Head of Department and seek appropriate advice before leaving the University.
53. 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.

ATTENDANCE⁴

54. 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.
55. 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. However, an Affiliated Institutions Staff candidate may pursue a programme of research in the Affiliated Institution, a Hospital Staff candidate in the relevant hospital or centre, and a designated college candidate in the designated college.
56. 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.

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 except that a full-time or part-time student candidate may register for the programme of study leading to the Certificate in Higher Education.

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, the Chair of the Extra-Faculty Learning and Teaching Committee 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, the Chairman of the Extra-Faculty Learning and Teaching Committee 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 or the Extra-Faculty Learning and Teaching Committee.
61. All matters respecting the Degrees and distinctions to be conferred by the University will be provided for by Regulations.

⁴ Regulations 54-56 apply to students in the Sheffield-based Faculties. Additional Regulations apply to students in the International Faculty (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

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.

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 his or her 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 Administration Service or the Student Services 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 who have been on a Medical Leave of Absence must obtain a certificate from the University Health Service to confirm that they are fit to resume their studies. Registration cannot be completed until this confirmation has been received.
 - 1.4.3 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.
 - 1.4.4 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) He/she may be required to register as a continuing student on the MBChB programme as in previous years after which a Leave of Absence 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:

- (c) Students may be required to register at the University of Sheffield as a continuing student on to the next year of the MBChB programme, after which a Leave of Absence will be applied to their record
- (d) 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 Tier 4 of the UK Points-Based 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 evidence to show that they will be able to do so, 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 immigration sponsorship from any student who does not comply with these requirements, or is unable to complete their registration within the required time period, and this may result in the termination of a registration.
- (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 Erasmus and Study Abroad students:

- (a) Students attending the University under the Erasmus or Study Abroad 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 SSiD in writing. It is not sufficient for the student to inform their department of their address, as this may not be recorded in the University's central records.

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 any of these Registration Statuses 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 paid their tuition fees or agreed a payment plan with the University;
 - 2.3.3 have the required number of modules for their programme on their Registration Record;
 - 2.3.4 completed all mandatory sections of the Registration Process;
 - 2.3.5 provided evidence of their pre-entry qualifications (if required);
 - 2.3.6 met immigration requirements and provided evidence of their right to study in the UK (where required);
 - 2.3.7 read and signed the Registration Declaration.
- 2.4 In the event that a student is unable to pay their tuition fees or agree a payment plan with the University at the point of registration, Temporary Registration may be granted. He/she will become Fully Registered once he/she has either make all required payments or agreed a payment plan. Failure to comply with financial requirements within a given timeframe, as determined by the University, may lead to the termination of his/her registration.
- 2.5 Where a student is required to provide evidence of their right to remain in the UK, but is unable to do so at the point of registration, they may be granted a Registration Status of Provisionally Registered. This will be changed to Fully Registered once the required evidence has been provided. Failure to comply with immigration requirements within a given timeframe, as determined by the University, may lead to the termination of their registration.
- 2.6 Students required, but unable, to provide evidence of their pre-entry qualifications at the time of registration may be granted a Registration Status of Provisionally Registered. This will be changed to Fully Registered once the required evidence has been provided. Failure to comply with this requirement within a given timeframe, as determined by the University, may lead to the termination of their registration.
- 2.7 Where a student is unable to meet more than one of the requirements referred to in points 2.4, 2.5 and 2.6 above, non-presentation of immigration and/or qualifications evidence will take precedence and a Registration of Status of Provisionally Registered will be applied. On presentation of the necessary evidence, should tuition fees or an agreed payment plan remain outstanding the student's Registration Status will be changed to Temporarily Registered and point 2.4 above will apply.

3. Registration for Programmes and Modules

- 3.1 Registration can only be completed once a student has the required number of modules added to their Registration Record. Information about modules can be found in the Programme Regulations which are associated with each programme of study. These regulations contain information about the modules a student must register for (enrol on) and their individual credit value.
- 3.2 Some Programme Regulations allow students to choose modules from a range of options. This information is also provided within the Programme Regulations.
- 3.3 Students wishing to register for more than 120 credits in any session will need to seek the approval of their Faculty.
- 3.4 Students may not enrol for the same module more than once during the course of any programme of study.
- 3.5 At the start of each semester, there is a three-week period during which students may make changes to the modules for which they have registered. This is called the Add/Drop period.

Any changes requested after Add/Drop (after the end of the third week of the semester) will require the permission of the Faculty.

- 3.6 Academic departments may provide additional Add/Drop guidance and instructions and students should consult their departments and check the relevant Programme Regulations for more information before making their choices.
- 3.7 It is expected that Erasmus and Study Abroad students will register for modules or units at the level they are studying at in their home institutions (i.e. Bachelor level students should not be applying for Masters level modules).

4. UCards and Access to IT Services

- 4.1 Once a student has been given a Registration of Fully, Provisionally or Temporarily Registered, he/she 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 a Registration

- 5.1 If a student fails to complete the registration process within the required timescale, he/she 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 respond to repeated reminders relating to outstanding tuition fee payments, or to requests for evidence related to immigration of qualifications, the University may suspend their registration temporarily pending completion of the required action by the student. In these circumstances, international students should particularly refer to section 1.5.2 of these notes.
- 5.4 Students will be given advance notice by the University of any termination or suspension of their registration.

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) Regulations 2007. 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) Regulations 2007 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: Undergraduates from the Channel Islands and the Isle of Man meeting the criteria for classification as Home students will be charged the same fee as mainland UK students. Postgraduate students from the Channel Islands and the Isle of Man will be subject to a Fee Status Assessment to determine the level of fee.
- 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 take 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.
- 1.8 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 defer their entry to the University. Detailed advice can be obtained from the University's Admissions Service.

2. Tuition Fees

- 2.1 The University's Home and Overseas tuition fees are listed online via the Student Services Information Desk webpages.
- 2.2 Tuition fees may increase in line with inflation.

- 2.3 Tuition fees for Overseas Students are fixed at the start of the programme, and remain unchanged in subsequent years, with the exception of fees for Medical and Dental programmes which incur a clinical fee in the final years of the course and for 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 England may be affected. Students should contact the Medical School for advice;
 - 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: resit fees are payable subject to the number of credits being re-examined;
 - 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 registration status;
 - (c) the availability of unrestricted choice on their main programme of study;
 - 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 at registration.
- 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/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 Taught students will be asked to confirm if they have previously studied at the University.

4. Payment of Tuition Fees

- 4.1 It is a requirement of the University's registration process that, in order to gain Full Registration, students have a fee payment arrangement in place, or provide evidence of sponsorship, in advance, or at the time, of registering. Up to date information on payment

arrangements can be found on the University's tuition fee pages (www.sheffield.ac.uk/registration/tuitionfees).

- 4.2 The University provides students with a range of payment options. A payment discount is available to students who opt to pay their fees in full before the start of their course. However, the University reserves the right to request that payment is made in full at the start of each year of study.
- 4.3 Self-funded students must make arrangements to pay their tuition fees either in full or by instalments by an approved payment method. Such students should note that The University does not issue invoices to self-funded students.
- 4.4 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: www.sheffield.ac.uk/registration/tuitionfees/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; the cardholder will receive an email confirming payment.
- 4.5 Students may be entitled to a University Scholarship, as follows:
 - 4.5.1 Home Postgraduate students who have previously graduated from The University of Sheffield are eligible for a 10% Alumni Reward; the application/eligibility process is part of the registration process;
 - 4.5.2 self-funded overseas students may be eligible to apply for a Faculty/Country Scholarship;
 - 4.5.3 students with a sibling or spouse (including civil partner) who is studying at the University may be eligible to apply for the Sibling & Spouse Scholarship. Students should note that in the event of a scholarship being withdrawn on grounds of ineligibility, they will become liable for any resulting unpaid tuition fees.
- 4.6 Students should make every effort to honour the agreement to pay tuition fees by ensuring that they have sufficient funds in their bank account 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 Team in the Student Administration Service **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.
- 4.7 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 Team.
- 4.8 Students are not permitted to graduate until all outstanding academic-related debts have been paid.
- 4.9 The University operates a Tuition Fee Refund Policy. A student may be eligible for a refund if he/she:
 - 4.9.1 takes 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 transfers or downgrades 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 submits their thesis early (having paid all fees due to cover the minimum fee paying period);
 - 4.9.4 starts or leaves their English Language Teaching Centre programme earlier than expected.

5. Temporary Registration

If a student cannot pay or provide a sponsor letter by the time they are required to register, they may be given Temporary Registration. Students on a Temporary Registration should keep the Student Fees Team informed of their financial circumstances at all times. Failure to do so may result in: loss of access to University services and facilities; exclusion from classes; withdrawal.

6. Provisional Registration (for fee paying purposes)

A Provisional Registration Status may be granted to students who encounter unexpected financial difficulty whilst on their course. If a student cannot pay their tuition fee either in full or in instalments under one of the University's standard instalment payment plans, a student should contact the Student Fees Team. Students who are provisionally registered (i.e. given a Provisional Registration Status for fee purposes) are entitled to the same services and support as fully registered students.

REGULATION XV:

General Regulations for First Degrees

SCOPE OF THESE REGULATIONS¹

1. These Regulations apply, subject to any different provision in the Regulations for a particular programme of study, to all Certificates, Diplomas and Bachelor's Degrees and Integrated Master's Degrees and to Foundation Years and Foundations Degrees, but where any 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 at each Level, 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 Department.
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 Department 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 Department, the Heads of those Departments 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 Department offering the unit.

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 Department 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 the Erasmus exchange programme will register for 60 credits in each semester attended. Such a student will normally register for units at the appropriate Level of a programme of study offered by the relevant department.

STUDY ABROAD

8. A student may be permitted by the Faculty, on the recommendation of the Head of Department, to spend a period of not more than two consecutive semesters at an overseas University under a scheme approved by the Faculty; such a student will pursue courses and take examinations under arrangements approved by the Head of Department.

DEGREES WITH EMPLOYMENT EXPERIENCE

9. A student may be permitted to spend one session undertaking an approved placement in employment, the arrangements being subject to the approval of the Head of Department, and for which no grades will be awarded. Subject to successful completion of the requirements for the programme of study for which

¹ Additional Regulations apply to students in the International Faculty (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

the student is registered, the Examiners may recommend that a student who successfully completes such a placement be awarded the named Degree 'with Employment Experience'.

TRANSFER BETWEEN PROGRAMMES OF STUDY AND FACULTIES

10. 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

11. 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.

RECOGNITION OF CREDITS AND EXAMINATIONS

12. The Faculty may recognise credits obtained or examinations passed in other institutions as equivalent to credits awarded at Level 1, Level 2 or Level 3 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 or apprenticeship-related programmes², and that (except in the case of non-modular programmes or apprenticeship-related programmes) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan 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 Level 1, Level 2 or Level 3 under the Regulations of this University, at least 100 of which were at Level 3. "Credits awarded under the Regulations of this University" includes credits obtained 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.

AEGROTAT CASES

13. 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.

² The following apprenticeship-related programmes are specified for the purposes of regulations 12, 45, 47, 48 and 49.

FACULTY OF ENGINEERING:

AMRU06 and AMRU07 MAINTENANCE ENGINEERING (FdEng)
AMRU05 and AMRU21 MANUFACTURING TECHNOLOGY (FdEng)
AMRU03 and AMRU20 MECHANICAL MANUFACTURE (FdEng)
AMRU20 MECHANICAL MANUFACTURE (FdEng)
AMRU08 and AMRU09 MECHANICAL MANUFACTURE (BEng)
AMRU10 and AMRU11 MANUFACTURING TECHNOLOGY (BEng)
AMRU12 and AMRU13 MAINTENANCE ENGINEERING (BEng)
AMRU14 and AMRU15 MECHANICAL MANUFACTURE (BEng)
AMRU16 and AMRU17 MANUFACTURING TECHNOLOGY (BEng)
AMRU18 and AMRU19 MAINTENANCE ENGINEERING (BEng)

FACULTY OF MEDICINE, DENTISTRY AND HEALTH:

NURU152 NURSING (Fd Nursing Associate)

FACULTY OF SOCIAL SCIENCES:

SCSU13 SOCIAL WORK (BA (Hons))

14. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing a substantial part of the Final 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 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

15. 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 at a particular Level, 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.
16. A student will register for units to the value of not fewer than 120 credits at each of Level 2 and Level 3, of which not fewer than 90 credits will be at FHEQ Level 6 or above. A student at Level 4 will register for units to the value of not fewer than 120 credits. Not fewer than 120 credits of those taken at Levels 3 and 4 will be at FHEQ Level 7.
17. Except where the Regulations for a programme of study expressly so provide or special permission is given under arrangements approved by the Vice-President of the Faculty, a unit which is available at Level 1 of any programme of study may not be taken by any student at a subsequent Level.
18. A student may amend the registration in respect of any semester with the consent of the Head of Department 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

19. 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.
20. At Level 1, 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.
21. At Level 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.
22. 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

23. Subject to the requirements of these Regulations as to attendance, a student who satisfies the Examiners in the examination for a unit will be awarded the credits assigned to that unit.
24. A student who has been awarded credits in respect of any unit may not repeat the Examination for that unit.

FOUNDATION YEAR

25. A student will complete units at Level 0 to a total value of not less than 120 credits. For the purposes of this Regulation 'completed units' are those for which a student has obtained:
- (a) a pass grade or pass outcome;
 - (b) a fail grade; *or*
 - (c) where formal exemption as a result of previous study has been approved.
26. A student who is awarded 120 credits will thereby pass the Foundation Year.
27. A student who fails to satisfy the Examiners in respect of any unit at Level 0 may enter for a subsequent examination in respect of the unit on no more than two occasions. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

FIRST UNIVERSITY EXAMINATION

28. Within each programme of study there will be an Examination, referred to in these Regulations as the First University Examination.

Level 1

29. A student will complete units at Level 1 to a total value of not less than 120 credits. For the purposes of this Regulation 'completed units' are those for which a student has obtained:
- (a) a pass grade or pass outcome;
 - (b) a fail grade; *or*
 - (c) where formal exemption as a result of previous study has been approved.
30. A student who is awarded 120 credits will thereby pass the First University Examination. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits and who obtains a grade or grades of not less than 30 in the unit(s) in respect of which credits are not awarded be deemed to have passed the First University Examination. Such a recommendation will take into account the performance of the student in the units in respect of which credits are not awarded and the extent to which the student's performance in other units provides compensation for failure in those units, and will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

31. **For students commencing Level 1 of a modular programme of study in or after September 2012**

- (a) In the case of a student commencing Level 1 of a modular programme of study in or after September 2012, the Examiners will adopt the following Regulation.
- A student who fails to satisfy the Examiners in respect of any unit at Level 1 may (subject to the General Regulations relating to the Progress of Students) enter for a subsequent examination in respect of the unit on no more than two occasions. A student may re-sit under this Regulation despite having been deemed to have passed the First University Examination at the end of the Spring semester. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

For students commencing Level 1 of a programme of study before September 2012 and students on a non-modular programme of study

- (b) In the case of a student commencing Level 1 of a programme of study before September 2012 or a candidate on a non-modular programme of study, the Examiners will adopt the following Regulation.
- A student who fails to satisfy the Examiners in respect of any unit at Level 1 may enter for a subsequent examination in respect of the unit on one or (subject to the General Regulations relating to the Progress of Students) more occasions. A student may re-sit under this Regulation despite having been deemed to have passed the First University Examination at the end of the Spring semester. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.
32. The Faculty may permit a student who has, at the end of any session, failed to pass the First University Examination to re-commence the programme of study at the following (or a later) session. In such a case, the fact that the student has previously taken any unit 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.

FINAL EXAMINATION

33. Within each programme of study there will be an Examination, referred to in these Regulations as the Final Examination.
34. For Foundation Degrees, a student will complete units to a total value of not less than 120 credits at each of Levels 1 and 2. For other undergraduate degrees, a student will complete units to a total value of not less than 120 credits at each of Levels 2, 3 and (where applicable) 4. For the purpose of this Regulation 'completed units' are those for which a student has obtained:
- (a) a pass grade or pass outcome;
 - (b) a fail grade; *or*
 - (c) where formal exemption as a result of previous study has been approved.

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 phase bearing a value in terms of credits prescribed in the relevant programme Regulations.

A student at Level 2, 3 or 4 (other than a candidate on a programme of study offered by the Department for Lifelong Learning) may not take as an unrestricted unit:

- (a) an ACE unit, without the permission of the Head of Department;
- (b) a unit available at Level 1 in any programme of study, unless the programme Regulations expressly so provide or with special permission given under arrangements approved by the Vice-President.

Level 2

35. A student must have passed the First University Examination before proceeding to Level 2.

36. **For students who commenced Level 1 of a programme of study in or after September 2012**

- (a) A student who fails to satisfy the Examiners in respect of any unit at Level 2, or Level 1 in the case of Foundation Degrees, may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the unit on one occasion. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

For students who commenced Level 1 of a programme of study before September 2012 and students on a non-modular programme of study

- (b) A student who fails to satisfy the Examiners in respect of any unit at Level 2 may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the unit on one or more occasions. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

Level 3

37. A student for a Degree other than an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits at Level 2 be permitted to proceed to Level 3. Such a recommendation will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

38. A student for a Foundation Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 2 and who has not been recommended for the award of a Foundation Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination on one occasion in respect of any failed unit(s) taken at Level 1 where a subsequent examination has not already been attempted, or in respect of any failed unit(s) taken at Level 2. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit and will not be recommended for the mark of distinction or merit. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

39. A student for an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 or who has obtained a weighted mean grade less than 54.5 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits at Level 2 and who obtains a weighted mean grade of not lower than 49.5 be permitted to proceed to Level 3. Such a recommendation will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

40. A student for a Degree other than an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination on one occasion in respect of any failed unit(s) taken at Level 2 where a subsequent examination has not already been attempted, or in respect of any failed unit(s) taken at Level 3. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit and will not be recommended for the award of Honours. In the event that the grade achieved following a

subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

41. A student for an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit(s) on one occasion. A student satisfying the Examiners in a subsequent examination 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.

Level 4

42. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits at Level 3 and who obtains a weighted mean grade at Level 3 of not lower than 49.5 be permitted to proceed to Level 4. Such a recommendation will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.
43. A student who fails to satisfy the Examiners in respect of any unit at Level 4 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit on one occasion. A student satisfying the Examiners in a subsequent examination 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.

GRADES FOR UNITS

44. **In respect of units at Level 0 or FHEQ Levels 4, 5 and 6 and in respect units at FHEQ Level 7 taken by students commencing Level 3 or Level 4 in September 2013**

- (a) The Examiners will award in respect of each unit a grade 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

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

- In respect of units at FHEQ Level 7 taken by students commencing Level 3 or Level 4 in or after September 2014**

- (b) The Examiners will award in respect of each unit a grade 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

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

- (c) **In respect of students who commenced prior to September 2000**, reference should be made to Regulation 36 of the Regulations for First Degrees in the Calendar for 2005-06.

CLASSIFICATION OF STUDENTS

General: for all students

45. 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 Level 2,

- Level 3 and, where applicable, Level 4 except in the case of apprenticeship-related programmes, where the recommendations will normally take into account the performance of the student at Level 3 only.
46. 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.
47. A student who is awarded the required number of credits at Levels 2 and 3 or Level 3 for apprenticeship-related programmes, but to whom the Examiners do not recommend the award of Honours will be recommended for the award of a Pass degree.
48. The Examiners may recommend:
- (a) that a student for a Degree other than an Integrated Master's Degree who is awarded not fewer than 200 credits at Levels 2 and 3 (or not fewer than 230 credits at Levels 2 and 3 in the case of language programmes in the School of Languages and Cultures; or 100 credits at Level 3 for apprenticeship-related programmes), of which not fewer than 90 credits are at FHEQ Level 6 or above, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the student has obtained a weighted mean grade of not less than 39.5 in the Examination as a whole. The Examiners may, having regard to the following Regulations, recommend the award of Honours to such a student. A student who is awarded not fewer than 200 credits at Levels 2 and 3 (or not fewer than 230 credits in the case of language programmes in the School of Languages and Cultures; or 100 credits at Level 3 for apprenticeship-related programmes), but who fails to satisfy the Examiners in respect of the other criteria above, may be recommended for the award of a Pass Degree.
 - (b) that a student for an Integrated Master's Degree who is awarded not fewer than 320 credits at Levels 2 and 3 and 4, of which not fewer than 90 credits at Levels 3 and 4 are at FHEQ Level 7, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the student has obtained a weighted mean grade of not less than 49.5 in the Examination as a whole. A student who is awarded not fewer than 320 credits at Levels 2, 3 and 4 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Bachelor's Degree, with or without Honours.
49. The Examiners may in their discretion, but only with the specific concurrence of the External Examiner, recommend that a student who is awarded not fewer than 180 credits at Levels 2 and 3 (or 280 credits at Levels 2, 3 and 4; or 210 credits at Levels 2 and 3 in the case of language programmes in the School of Languages and Cultures; or 100 credits at Level 3 for apprenticeship-related programmes), and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination, but will not recommend the award of Honours to such a student.

For students commencing Level 2 of a programme of study in or after September 2006

50. In the case of a student commencing Level 2 of a programme of study in or after September 2006, a grade awarded at Level 3 or Level 4 has twice the weight of a grade awarded at Level 2.
51. In the case of a student commencing Level 2 of a programme of study in or after September 2006, the Examiners for each programme of study will adopt the method set out in the following Regulations.

Calculations

52. The Examiners will have regard to the outcome of the following Calculations, which will in each case be either a class or a borderline to a higher class.
53. **Calculation 1** (the weighted mean grade) is made in accordance with the following principles:
- (a) where a student's weighted mean grade is of a value indicated in the first column, the outcome of Calculation 1 will be the corresponding class indicated in the second column:

69.5 or higher	Class I
59.5 or higher	Class II - Division 1
49.5 or higher	Class II - Division 2
44.5 or higher	Class III
39.5 or higher	Pass
 - (b) (For students commencing Level 3 or Level 4 of a programme of study in September 2010) where a student's weighted mean grade falls within the band indicated in the first column, the

outcome of Calculation 1 will be the borderline to the corresponding class indicated in the second column:

67.0-69.4	Class I
57.0-59.4	Class II - Division 1
47.0-49.4	Class II - Division 2
43.5-44.4	Class III
37.0-39.4	Pass

- (c) (For students commencing Level 1 or Level 2 of a programme of study in or after September 2010) where a student's weighted mean grade falls within the band indicated in the first column, the outcome of Calculation 1 will be the borderline to the corresponding class indicated in the second column:

68.0-69.4	Class I
58.0-59.4	Class II - Division 1
48.0-49.4	Class II - Division 2
43.5-44.4	Class III
38.0-39.4	Pass

54. **Calculation 2** (the distribution of grades) is made in accordance with the following principles:

- (a) where the best half of a student's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 will be the corresponding class indicated in the second column:

69.5 or higher	Class I
59.5 or higher	Class II - Division 1
49.5 or higher	Class II - Division 2
44.5 or higher	Class III
39.5 or higher	Pass

- (b) where the best five twelfths of a student's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 will be the borderline to the corresponding class indicated in the second column above.

Classifications

55. In recommending the class of Degree to be awarded to each student, the Examiners will take into account the outcomes of Calculations 1 and 2 in accordance with the following principles:

- (a) where one Calculation places the student in one class and the other Calculation places the student in either the same class or the borderline to the same class, the student will normally be recommended for the award of a Degree of that class;
- (b) where one Calculation places the student in one class, and the other Calculation places the student in the borderline to the class immediately above, the student will normally be recommended for the award of a Degree of the lower class;
- (c) where one Calculation places the student in one class, and the other Calculation places the student in the class immediately below, the student will be considered as being in the borderline to the higher class, and the class of the Degree to be recommended by the Examiners will normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;
- (d) where both Calculations place the student in the same borderline, the class of the Degree to be recommended by the Examiners will normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;
- (e) where one Calculation places the student in one class, or borderline to a class, and the other Calculation places the student in another class, or borderline to a class, neither immediately above nor below, the Examiners will recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the student.

56. In the case of a student for the Degree of MBiolSci, MBiomedSci, MChem, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan or MPhys who is being considered for the award of a Bachelor's Degree, the recommendation of the Examiners as to the class of Degree to be awarded will take into account the performance of the student at Level 2 and Level 3.
57. Students commencing Level 2 of a programme of study in or after September 2000 but before September 2006 should refer to Regulations 53, 43 and 55 of the General Regulations for First Degrees in the Calendar for 2015-16.

MERITS AND DISTINCTIONS FOR FOUNDATION DEGREES

58. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Foundation Degree. Details of the requirements for achieving a merit or distinction will be specified in the relevant Programme Regulations.

SUBSTITUTION OF UNITS

59. A student entitled under the above Regulations to enter for a subsequent examination at any Level 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.
60. Except for Level 1 students commencing Level 1 before September 2012, a student satisfying the Examiners in the examination for the substituted unit or other part will be awarded a bare pass grade in that examination.

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 FacultiesAnd to the coursework element of:
 - the Degree of EdD
 - the Degree of DBA
 - the Degree of DClintDent
 - the Degree of DClintPsy
 - the Degree of DDSc
 - the Degree of DEdCPsy
 - the Degree of DEdPsy
 - the Degree of DMedSci
 - the Degree of EngD
 - PhD with Integrated Studies
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 Level 3 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 Department.
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 Department 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 Department, the Heads of those Departments 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 Department offering the unit.
8. A student may amend the registration in respect of any semester with the consent of the Head of Department 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 obtained 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 obtained 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, DBA, 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 Examiners will award in respect of each unit or other part of the programme of study a grade expressed as a whole number on the numerical scale set out in Regulation 44(b) of the General Regulations for First Degrees.

AWARD OF CREDITS

15. A student who satisfies the Examiners in the examination for a unit or other part of a programme of study will be awarded the credits assigned to that unit or other part.
16. A student who has been awarded credits in respect of any unit or other part of the programme of study may not repeat the examination for that unit or other part.

CREDITS REQUIRED FOR A MASTER'S DEGREE OR POSTGRADUATE DIPLOMA OR CERTIFICATE

17. A student who is awarded 180 credits will thereby pass the Examination 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 the Postgraduate Diploma, and a student who is awarded 60 credits will be eligible for the award of the Postgraduate Certificate.
28. The Examiners may in their discretion recommend that a student who is awarded not fewer than 165 credits be deemed to have passed the Examination for a Master's Degree, providing that the student has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded, this calculation to include all units.
19. The Examiners may in their discretion recommend that a student who is awarded not fewer than 105 credits be deemed to have passed the Examination for a Postgraduate Diploma, providing that the student has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded. In the case of a student for a Master's degree who is being considered for the award of a Postgraduate Diploma or Postgraduate Certificate, calculation of the average grade will exclude the dissertation grade.

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 obtains 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 obtains 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 obtains 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 obtains 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 Department.
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

26. 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.
27. 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.
28. Regulations for the Degrees of DCLinPsy, DBA, 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

29. 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.

30. Time limits for the Degrees of DCLinPsy, DBA, DDSc, and EngD are included in the Regulations relating to specific Higher Degrees by research.

General Regulations for Higher Degrees by Research

SCOPE OF THESE REGULATIONS

1. These regulations apply to:
- the Degree of PhD in all Faculties
 - the Degree of PhD with Integrated Studies (in respect of the programme of research and thesis)
 - the Degree of PhD with Integrated Masters in Data Analytics and Society (CDT)**
 - the Degree of PhD undertaken in an EPSRC Doctoral Training Centre
 - the Degree of EdD (in respect of the programme of research and thesis)
 - the Degree of DBA
 - the Degree of DCLinPsy
 - the Degree of DDSc

the Degree of DEdCPsy (in respect of the programme of research and thesis)
the Degree of DEdPsy (in respect of the programme of research and thesis)
the Degree of DMedSci (in respect of the programme of research and thesis)
the Degree of DSpecMed (Dermatology)
the Degree of EngD
the Degree of MD
the Degree of MPhil in all Faculties
the Degree of MSc(Res) (in respect of the research project)
the Degree of LLM by research
the Degree of MMus by research

2. These Regulations are subject to Programme Regulations relating to a specific Higher Degree, and/or to the General Regulations for Higher Degrees by Coursework 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 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.
5. A full-time or part-time student candidate may apply for admission as a University staff candidate at any time within one year after the commencement of the programme of research, on the proviso that any checks that may be required on their employment, application or immigration status can be completed and cleared within this period.

SPECIAL CANDIDATES

6. Where a student ceases to fall within the category that was applicable at the time of admission but desires to complete the programme of study or research, the student may be permitted to do so as a special candidate under conditions approved in each case by the Senate, other than those admitted under a remote location scheme approved by the Senate.

SUPERVISORS

7. One or more Supervisors will be appointed by the Senate on the recommendation of the Faculty for each student. At least one Supervisor will be a member of the Academic Staff of the University.
8. In the case of a Joint Award arrangement, at least one additional Supervisor will be appointed by the partner institution.
9. The supervision of any candidate (other than one admitted under a remote location scheme approved by the Senate) will be personal and not by correspondence only. The candidate will meet the Supervisor at such frequent and regular intervals as the Faculty may direct. A report on the progress of the research will be submitted annually by the Supervisor through the Faculty to the Senate.

RESEARCH AWAY FROM 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 remote location scheme approved by the Senate, 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 or European Union (EU) 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).

RECOGNITION OF ATTENDANCE AT OTHER INSTITUTIONS

11. The Senate 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 remaining period of research is normally at least the minimum period of study.

PERIOD OF STUDY, REGISTRATION, TIME-LIMITS AND TUITION FEE PAYMENT

12. Periods of study and time-limits for each programme of research are set out in the *Code of Practice for Research Degree Programmes*.
13. Time-limits for the presentation of theses will be calculated from the date of the student's initial registration at the commencement of the programme of research unless an extended time-limit is approved by Faculty on the basis of significant additional programme content (such as compulsory advanced training, placements, internships, enterprise activities or similar and/or on the recommendation of the funder).
14. The normal period of registration and tuition fee payment, as specified in the *Code of Practice for Research Degree Programmes*, applies unless an extended time-limit is approved by Faculty on the basis of significant additional programme content (such as compulsory advanced training, placements, internships, enterprise activities or similar and/or on the recommendation of the funder).

EXTENSIONS

15. Time-limits may, for good reason, be extended for one year by the Faculty and by a second year (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.

DOCTORAL DEVELOPMENT PROGRAMME

16. 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 appropriate Faculty's Needs Analysis Framework.
17. 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 subject to the approval of the Head of Department and the Faculty.
18. 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.
19. A student will not be awarded the degree unless the Faculty has confirmed the student's satisfactory completion of the Doctoral Development Programme.
20. 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

21. 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.
22. 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.
 23. Where the programme of research leads to the production of material additional to the thesis, such as creative work or supporting material submitted on electronic 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, bound with the thesis.
 24. A thesis may not be presented 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*.
 25. 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
 26. A student will include in 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.
 27. If, on the recommendation of the Examiners, a student is required to submit a revised thesis, such a submission will be within one year of the date of notification of the first result.
 28. For first submission and re-submission, a student is required to submit the thesis to Turnitin, according to the procedure operating in the relevant department (Turnitin is a text matching tool that is licensed for use in the University of Sheffield as an aid in the prevention of unfair means). The version of the thesis submitted to Turnitin must be an exact copy of the version submitted for examination.
 29. For first submissions and resubmissions, two hard copies of the thesis must be submitted to the University. An identical third copy must also be provided in electronic format, preferably on CD, and will be retained by the University as a Master copy, pending the outcome of the examination. The hard copies will be properly bound using the University Print Service's binding service or equivalent.
 30. When a thesis has been approved following examination, an electronic version only of the thesis is required to be submitted to the institutional repository (White Rose eTheses Online). Where the eThesis is incomplete or has been edited to remove sensitive material or material that has not been copyright cleared, a hard copy will also be required to be submitted to the University Library.
 31. The award of any qualification will be withheld until an electronic copy and/or a hard copy (as directed by the University) of the final version of the thesis following examination is submitted to the University.

EXAMINERS

32. 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 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 in all Faculties

1. A person may be admitted as a student in one of the following categories:
 - (a) full-time student candidate;
 - (b) part-time student candidate;

- (c) University Staff candidate;
 - (d) Hospital Staff candidate;
 - (e) Research Fellowship or Independent Research Worker candidate.
2. (a) For students who commenced the programme of study and research before 1 August 2012: the Senate may permit a student for a Master's Degree by research in any Faculty to become instead a student for the Degree of PhD and may recognise as part of the period of research for the Degree of PhD some or all of the time spent as a student for the Master's Degree.
- (b) For students commencing the programme of study and research on or after 1 August 2012: a student's registration for the Degree of PhD will be considered probationary until such time as the candidate successfully passes the departmental Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The final decision regarding whether a student may be permitted to pass the Confirmation Review must be taken within 18 months of 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.
3. (a) For students who commenced the programme of study and research before September 2010: a full-time student candidate may not be awarded the Degree of PhD unless the candidate has been awarded a total of *forty-five* credits or *forty-five* less exemptions in respect of units prescribed in the Regulations for the Research Training Programme. A person may not be admitted as a full-time student candidate (or be permitted to transfer to that status from candidacy for a Master's Degree) unless:
- (i) the candidate has taken units from those prescribed in the Regulations for the Research Training Programme and has been awarded at least *twenty* credits in respect of such units or *twenty* less exemptions; *or*
 - (ii) in exceptional circumstances, the candidate who has not yet satisfied that requirement is admitted (or permitted to transfer) subject to such condition as to satisfaction of that requirement by a specified date as the Senate may impose. The candidate may be exempted by the Senate from the whole or part of the requirements of this Regulation on account of credits awarded in another institution or of the candidate's previous study and/or experience, or in other exceptional circumstances.
- (b) For students commencing the programme of study and research in or after September 2010: students will be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

RECOGNITION OF ATTENDANCE AT OTHER INSTITUTIONS

4. The Senate may recognise as part of the period of research for the Degree of PhD other 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 remaining period of research is at least two years.

PERIOD OF STUDY, REGISTRATION AND TUITION FEE PAYMENT

5. The programme of research will be pursued for not less than the following periods unless an extended minimum period of study is approved by the Faculty on the basis of significant additional programme content (such as compulsory advanced training, placements, internships, enterprise activities or similar) and/or on the recommendation of the funder:
- (a) full-time student candidates, two years in the case of the holder of a Bachelor's Degree with Honours or an equivalent qualification, or a Master's Degree, or (with the permission of the Senate) the Degrees of MB, ChB, and three years in all other cases, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period;
 - (b) part-time student candidates, four years (provided that the Faculty may require a particular candidate to spend some part of this period in full-time work in the University on the research topic);

- (c) University Staff candidates, a period not less than two years determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so the total time devoted to the research will not be less than that required of a full-time student candidate (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 5(a) applies);
 - (d) Hospital staff candidates, a period of not less than two years determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research and so the total time devoted to the research will not be less than that required for a full time candidate;
 - (e) Research Fellowship or Independent Research Worker candidates, two years in the case of the holder of a Bachelor's Degree with Honours or an equivalent Degree, or a Master's Degree, or (with the permission of the Senate) the Degrees of MB, ChB, and three years in all other cases, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period.
6. The normal period of registration and tuition fee payment will be as follows unless an extended period of registration and tuition fee payment is approved by the Faculty on the basis of significant additional programme content (such as compulsory advanced training, placements, internships, enterprise activities or similar) and/or on the recommendation of the funder:
- (a) full-time student candidates, three years;
 - (b) part-time student candidates, six years;
 - (c) University Staff candidates, two years (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 6(a) applies);
 - (d) Hospital Staff candidates, six years;
 - (e) Research Fellowship or Independent Research Worker candidates, three years.
7. A candidate shall be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

TIME LIMITS

8. The time-limit for the presentation of the thesis will be as follows unless an extended time-limit is approved by the Faculty on the basis of significant additional programme content (such as compulsory advanced training, placements, internships, enterprise activities or similar) and/or on the recommendation of the funder:
- (a) full-time student candidates, four years;
 - (b) part-time student candidates, eight years;
 - (c) University Staff candidates, eight years; (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 7(a) applies);
 - (d) Hospital Staff candidates, eight years;
 - (e) Research Fellowship or Independent Research Worker candidates, four years.

SUPERVISION

9. In the case of a part-time student candidate (other than one admitted under a remote location scheme approved by the Senate), the supervision of the candidate will be personal and not by correspondence only. The candidate will meet the Supervisor at such frequent and regular intervals as the Faculty may direct. A report on the progress of the research will be submitted annually by the Supervisor through the Faculty to the Senate.

THESES

10. 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

11. 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 in the Faculty of Arts and Humanities

THESES

1. A student in Music for the Degree of PhD or MPhil in the Faculty of Arts may:
 - (a) supplement a thesis in the area of music performance practice with a public instrumental or vocal recital illustrating aspects of the thesis; *or*
 - (b) in place of a thesis, offer a portfolio of original compositions with accompanying commentary not exceeding 10,000 words in length, and satisfy the Faculty that the compositions show coherence, invention and originality in a variety of extended structures; *or*
 - (c) in the case of a student for the Degree of PhD, submit a portfolio of creative music technology research and accompanying thesis of 30,000 – 40,000 words contextualising the research within a critical artistic and/or technological perspective.

In the case of a student electing to proceed under this Regulation, any reference to a thesis includes a thesis as supplemented by a recital or a portfolio of original compositions.

2. A student in Practical Drama for the Degree of PhD or MPhil in the Faculty of Arts may:
 - (a) in the case of a student for the Degree of MPhil, submit a practical component as part of the thesis, accompanied by a written commentary of 8,000 words, which contextualises the project and includes a retrospective critical analysis of the process and outcomes;
 - (b) in the case of a student for the Degree of PhD, submit a practical component as part of the thesis, accompanied by a written commentary of 30 – 40,000 words. The practical component must demonstrate a high level of performance skill and involve a research inquiry. The written component will contextualise the project, offering a retrospective analysis of the process and outcomes, and reflecting on the chosen research methodologies and production processes and the relation between them. The thesis will be supplemented by a permanent record of the research process, which may include electronic media, drawings and photographs.

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 four 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 department¹ 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 (in the case of a student commencing the programme of study and research before September 2010 or on or after 1 August 2012) or a student for the Degree of MPhil with Integrated Studies (in the case of a student commencing the programme of study and research in or after September 2010 but before 1 August 2012). Such a student will:
 - (a) pursue a programme of research for not less than three years, and present a thesis for examination in accordance with the Regulations for Higher Degrees by Research;
 - (b) (i) **(For students commencing the programme of study and research before September 2010)**

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.

- successfully complete the departmental upgrading process before progressing to the third year of study.
- (ii) **(For students commencing the programme of study and research in or after September 2010 but before 1 August 2012)**
successfully complete the departmental upgrading process before becoming a candidate for the Degree of PhD.
- (iii) **(For students commencing the programme of study and research on or after 1 August 2012)**
successfully pass the departmental Confirmation Review (prior to this the student's registration for the Degree of PhD with Integrated Studies will be considered probationary). A student may be permitted a maximum of two attempts to pass the Confirmation Review. The final decision regarding whether a student may be permitted to pass the Confirmation Review must be taken within 18 months of the students' initial registration for the Degree of PhD with Integrated Studies. A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil with Integrated Studies.
- (c) successfully complete the departmental upgrading process before progressing to the third year of study (in the case of a student commencing the programme of study and research before September 2010) and additionally (in the case of a student commencing the programme of study and research in or after September 2010) before becoming a student for the Degree of PhD;
- (d) obtain a total of not less than *forty-five* credits (or *forty-five* less exemptions) in respect of Research Training units prescribed by the Head of Department (in the case of a student who commenced the programme of study and research before September 2010), or undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme (in the case of a student commencing the programme of study and research in or after September 2010); *and*
- (e) complete satisfactorily such of the additional non-credit-bearing requirements of the Regulations for the relevant programme as are specified to be met in the relevant year.
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.
9. The following programmes of study and research are specified for the purposes of Regulation 3 above.
- AAPT90 ARCHAEOLOGICAL MATERIALS (MSc) (FACULTY OF ARTS AND HUMANITIES)
(For initial registration of a student for the Degree of PhD with Integrated Studies in Archaeological Materials only)
- ACST90 ADVANCED CONTROL AND SYSTEMS ENGINEERING (MSc) (FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Control and Systems Engineering only)
- ARCT190 SUSTAINABLE ARCHITECTURAL STUDIES (MArchStudies) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Sustainable Architectural Studies only)

ARCT134 SUSTAINABLE ARCHITECTURE AND COMPUTER AIDED ENVIRONMENTAL DESIGN (MSc) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Sustainable Architecture and Computer Aided Environmental Design only)

ARCT135 URBAN DESIGN (MA) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Urban Design only)

ARCT136 ARCHITECTURAL DESIGN (MA) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Architectural Design only)

ARCT137 CONSERVATION AND REGENERATION (MA) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Conservation and Regeneration only)

ARCT138 DESIGNING LEARNING ENVIRONMENTS (MA) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Designing Learning Environments only)

BMST02 STEM CELL AND REGENERATIVE MEDICINE (MSc) (FACULTY OF SCIENCE)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Biomedical Science only)

BMST11 INTEGRATED STUDIES IN SENSORY NEUROSCIENCE (MSc) (FACULTY OF SCIENCE)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Sensory Neuroscience)

BMST27 INTEGRATED STUDIES IN GENOMIC APPROACHES TO DRUG DISCOVERY (MSc) (FACULTY OF SCIENCE)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Genomic Approaches to Drug Discovery)

BMST31 INTEGRATED STUDIES IN BIOMEDICAL SCIENCE (MSc) (FACULTY OF SCIENCE)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Biomedical Science)

BMST30 INTEGRATED STUDIES IN MOLECULAR, CELLULAR AND DEVELOPMENTAL BIOLOGY (MSc) (FACULTY OF SCIENCE)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Molecular, Cellular and Developmental Biology)

CHMT16 MOLECULAR SCALE ENGINEERING (MSc) (FACULTY OF SCIENCE)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Molecular Scale Engineering only)

CIVT90 ENVIRONMENTAL MANAGEMENT OF URBAN LAND AND WATER (MSc(Eng) (FACULTY OF ENGINEERING)

(For initial registration of a student for the Degree of PhD with Integrated Studies only)

CIVT91 EARTHQUAKE AND CIVIL ENGINEERING DYNAMICS (MSc) (FACULTY OF ENGINEERING)

(For initial registration of a student for the Degree of PhD with Integrated Studies only)

CIVT95 CONCRETE ENGINEERING (MSc) (FACULTY OF ENGINEERING)

(For initial registration of a student for the Degree of PhD with Integrated Studies only)

CIVT96 STEEL CONSTRUCTION (MSc) (FACULTY OF ENGINEERING)

(For initial registration of a student for the Degree of PhD with Integrated Studies only)

CIVT97 STRUCTURAL ENGINEERING (MSc) (FACULTY OF ENGINEERING)

(For initial registration of a student for the Degree of PhD with Integrated Studies only)

COMT90 ADVANCED COMPUTER SCIENCE (MSc) (FACULTY OF ENGINEERING)
 (For initial registration of a student of the Degree of PhD with Integrated Studies in Computer Science only)

CPET90 ENVIRONMENTAL AND ENERGY ENGINEERING (MSc(Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies only)

EDUT118 EDUCATION POLICY AND PRACTICE (MA) (FACULTY OF SOCIAL SCIENCES)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Education Policy and Practice only)

GEMT93 MOLECULAR AND GENETIC MEDICINE (MSc) (FACULTY OF MEDICINE, DENTISTRY AND HEALTH)
 (For initial registration of a student for the Degree of PhD with Integrated Studies only)

HART90 PUBLIC HEALTH (MPH) (FACULTY OF MEDICINE, DENTISTRY AND HEALTH)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Public Health or the Degree of PhD with Integrated Studies in Health Sciences Research only)

MATT91 ADVANCED METALLURGY (MMet) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies only)

MATT92 AEROSPACE MATERIALS (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Advanced Materials Science only)

MATT93 CERAMIC SCIENCE AND ENGINEERING (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies only)

MATT94 POLYMER AND POLYMER COMPOSITE SCIENCE AND ENGINEERING (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies only)

MATT95 WASTE IMMOBILISATION (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Waste Immobilisation only)

MATT144 ADVANCED MATERIALS MANUFACTURING (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Advanced Materials Manufacturing only)

MATT145 MATERIALS SCIENCE AND ENGINEERING (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Materials Science and Engineering only)

MATT146 BIOMATERIALS AND REGENERATIVE MEDICINE (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Biomaterials and Regenerative Medicine only)

MATT147 NANOMATERIALS AND MATERIALS SCIENCE (MSc (Eng)) (FACULTY OF ENGINEERING)
 (For initial registration of a student for the Degree of PhD with Integrated Studies in Nanomaterials and Materials Science only)

PAST90 STATISTICS (MSc) (FACULTY OF SCIENCE)
 (For initial registration of a student of the Degree of PhD with Integrated Studies in Probability and Statistics only)

PHYT90 NANOSCALE SCIENCE AND TECHNOLOGY (MSc) (FACULTY OF SCIENCE)
 (Joint programme with the University of Leeds). (For initial registration of a student for the degree of PhD with Integrated Studies in Nanoscale Science and Technology only)

PHYT91 STUDIES AT THE LIFE SCIENCE/PHYSICAL SCIENCES INTERFACE (MSc) (FACULTY OF SCIENCE)

(For initial registration of a student for the Degree of PhD with Integrated Studies only)
POLT90 RESEARCH METHODS IN POLITICS AND INTERNATIONAL RELATIONS (MA)
(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in Politics only)

Regulations for the Degree of PhD with Integrated Masters in Data Analytics and Society (CDT)

1. A person may be admitted as a candidate in the following category:
 - (a) full-time student candidate.
2. A student will be required to undertake a programme of taught study as defined in the Regulations for SMIT03.
3. In order to progress to the second year of study, a student must successfully complete the requirements of the first year of registration, to include:
 - (a) obtaining a total of not less than 90 of the integrated Master's Degree element;
 - (b) full engagement in other aspects of the programme (e.g. regular attendance at journal clubs and away days, internship module etc.).
4. A student who is awarded 60 credits (as per the regulations for SMIT05) but who does not wish to proceed to the second year of study, or who does not successfully complete the requirements of the first year of study, may be awarded an approved Postgraduate Certificate in Data Analytics and Society.
5. In order to progress to the third year of study, a student must successfully complete the requirements of the second year of registration, to include:
 - (a) obtaining a total of not less than 180 credits of the integrated Master's Degree element;
 - (b) submission of a research project that has been approved by the programme directors;
 - (c) full engagement in other aspects of the programme (e.g. regular attendance at journal clubs and away days, etc.).
6. A student who is awarded 120 credits (as per the regulations for SMIT04) and/or has produced sufficient research evidence but who does not wish to proceed to the third year of study, or who does not successfully complete the requirements of the second year of study, may be awarded an approved Postgraduate Diploma in Data Analytics and Society and / or an MPhil. Should both awards be appropriate, they will be made in an integrated form.
7. A student who fails to satisfy the Examiners in respect of a credit-bearing unit may enter for a subsequent examination in respect of the unit on one occasion only.
8. A student's registration for the Degree of PhD will be considered probationary until such time as the candidate successfully passes the departmental Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The final decision regarding whether a student may be permitted to pass the Confirmation Review must be taken within two years of the student's initial registration. A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.
9. In all other aspects of the programme, the Regulations for the Degree of PhD in all Faculties will apply.

Regulations for the Degree of PhD undertaken in an EPSRC Centre for Doctoral Training and the Degree of EngD undertaken in an EPSRC Centre for Doctoral Training

1. A person may be admitted as a full-time student candidate.
2. The programme of study and research will be pursued for not less than three years except in the case of PhDs undertaken in:
 - the EPSRC Centre for Doctoral Training in Energy Storage and its Applications;
 - the EPSRC Centre for Doctoral Training in Advanced Metallic Systems (PhD);
 - the EPSRC Centre for Doctoral Training in Advanced Metallic Systems (EngD);
 - the EPSRC Centre for Doctoral Training in Nuclear Fission – Next Generation Nuclear;
 - the EPSRC Centre for Doctoral Training in Polymers, Soft Matter and Colloids;
 - the EPSRC Centre for Doctoral Training in Engineering for the Water Sector (STREAM IDC) (EngD);
 - the EPSRC Centre for Doctoral Training in Integrated Tribology;when it will be not less than four years.
3. A candidate will be admitted initially as a student for the Degree of MPhil leading to PhD/EngD (in the case of a student commencing the programme of study and research before 1 August 2012), or as a

- student for the Degree of PhD/EngD (in the case of a commencing the programme of study and research on or after 1 August 2012) or as a student for a Postgraduate Diploma.
4. A student admitted initially for a Postgraduate Diploma approved for this purpose and who has obtained not less than *one hundred and twenty* credits may be permitted to become instead:
 - (a) a student for the Degree of MPhil leading to PhD/EngD (in the case of a student commencing the programme of study and research before 1 August 2012), or as a student for the Degree of PhD/EngD (in the case of a student commencing the programme of study and research on or after 1 August 2012); *and where applicable also*
 - (b) a student for an appropriate Postgraduate Diploma in professional skills, as specified in the Regulations for the relevant EPSRC Centre for Doctoral Training.
 5. A student for the Degree of MPhil leading to PhD/EngD or the Degree of PhD/EngD and, where applicable also for the appropriate Postgraduate Diploma in professional skills will:
 - (a) pursue the programme of research for not less than three years on a full-time basis; *and*
 - (b) pursue the appropriate Postgraduate Diploma in professional skills on a part-time basis; *and*
 - (c)
 - (i) **(For students commencing the programme of study and research before 1 August 2012)** successfully complete the relevant departmental upgrading procedure before progressing to the third year of study and becoming a candidate for the Degree of PhD/EngD; *or*
 - (ii) **(For candidates commencing the programme of study and research on or after 1 August 2012)** successfully pass the departmental Confirmation Review before progressing to the third year of study (prior to this the student's registration for the Degree of PhD/EngD will be considered probationary. A student may be permitted a maximum of two attempts to pass the Confirmation Review. A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil); *and*
 - (d) present a thesis for examination in accordance with the General Regulations for Higher Degrees by Research.
 6. A student shall, on completion of the programme of research, present a summary of the portfolio of training and skills development they have compiled as part of the Doctoral Development Programme to demonstrate their engagement with the Doctoral Development Programme throughout the programme of research. The summary should not exceed 500 words in length. A student who fails to demonstrate sufficient engagement with the Doctoral Development Programme will not be eligible for the award of the higher degree for which they are registered.
 7. 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.
 8. A student who successfully completes the requirements of the programme of study and research for the Degree of PhD/EngD may be awarded that Degree, and a student who successfully completes the requirements of the programme of study for the appropriate Postgraduate Diploma in professional skills may be awarded that Diploma.
 9. 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.
 10.
 - (a) For students who commenced the programme of study and research before September 2010: a student for the Degree of PhD/EngD undertaken in an EPSRC Centre for Doctoral Training will complete either an appropriate Postgraduate Diploma in professional skills or *forty-five* credits of the Research Training Programme, as appropriate to the individual EPSRC Centre for Doctoral Training.
 - (b) For students commencing the programme of study and research on or after September 2010:

a student for the Degree of PhD/EngD undertaken in an EPSRC Centre for Doctoral Training will undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

11. The time-limit for the presentation of the thesis for the Degree of PhD/EngD will be five years from the date of initial registration as a student, this period may include some or all of the time spent as a student for the Degree of MPhil.

12. In the following programmes, a training placement may be required as an integral part of the programme:

Energy Storage and its Applications: An industrial placement of up to one month, and a one-week placement at the University of Southampton, Malaysia Campus.

The opportunity (not compulsory) to undertake placements in the sponsoring company or in an overseas research institution for 2-3 months:

Advanced Metallic Systems (EngD): All students will be expected to spend up to 75% of their time in their sponsoring company.

Nuclear Fission – Next Generation Nuclear: Optional secondments, typically between 3-6 months in length.

Polymers, Soft Matter and Colloids: All students will be expected to spend 6 months at the sponsor's site in year 3 or 4.

Regulations for the Degree of PhD by Publication in all Faculties

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.
3. A candidate may, with the permission of the Senate, transfer registration from the Degree of PhD to registration for the Degree of PhD by Publication; the power to grant this permission may be devolved to Faculties where the Senate deems this to be appropriate.
4. The normal period of registration will be no longer than 12 months.
5. The time-limit for the presentation of the published work will be 12 months.
6. An academic advisor will be appointed to provide guidance to the candidate on the presentation of the published work. The academic advisor 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 shall be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.
8. 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.
9. 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.

10. Published work submitted for the degree must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
11. 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 co-ordinator. Prior to appointment, an Examiner will declare any conflict of interest with respect to the candidate or their research project.
12. No person other than the candidate and the Examiners may be present at the oral examination except with the agreement of those persons.
13. 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 amendments, or be permitted to take a further oral examination, or both.
14. 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 two years of the first candidature.
15. A candidate will submit appropriate copies of the published works as prescribed in Regulations 46-49 of the Regulations for Higher Degrees by Research.

Regulations for the Degree of MD by Publication in all Faculties

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.
3. A candidate may, with the permission of the Senate, transfer registration from the Degree of MD to registration for the Degree of MD by Publication; the power to grant this permission may be devolved to Faculties where the Senate deem this to be appropriate.
4. The normal period of registration shall be no longer than 12 months.
5. The time-limit for the presentation of the published work shall be 12 months.
6. An academic advisor shall be appointed to provide guidance to the candidate on the presentation of the published work. The academic advisor 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 which 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 co-ordinator. Prior to appointment, an Examiner shall 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 amendments, or be permitted to take a further oral examination, or both.
13. 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 two years of the first candidature.
14. A candidate shall submit appropriate copies of the published works as prescribed in Regulations 45-47 of the Regulations for Higher Degrees by Research.

Regulations for the Degree of MPhil in all Faculties

1. A person may be admitted as a candidate in one of the following categories:
 - (a) full-time student candidate;
 - (b) part-time student candidate;
 - (c) candidate without attendance;
 - (d) University Staff candidate;
 - (e) Hospital Staff candidate;
 - (f) Research Fellowship or Independent Research Worker candidate.
2. A candidate for the degree of MPhil commencing the programme of study and research in or after September 2010 will be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

MINIMUM PERIOD OF STUDY

3. The programme of research will be for not less than the following periods:
 - (a) full-time student candidates (except in the Faculty of Medicine), one year;
 - (b) full-time student candidates in the Faculty of Medicine, one year in the case of the holder of the Degrees of MB, ChB or BDS, or BMedSci with Honours or BSc with Honours of the University or an equivalent award of another institution or body recognised by the Senate, and two years in all other cases;
 - (c) part-time student candidates, two years (provided that the Faculty may require a particular candidate to spend some part of this period in full-time work in the University on a research topic);
 - (d) candidates without attendance, one year;
 - (e) University Staff candidates, a period not less than one year determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so that the total time devoted to the research will not be less than that required of a full-time student candidate;
 - (f) Hospital Staff candidates, a period not less than one year determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so that the total time devoted to the research will not be less than that required of a full-time student candidate;
 - (g) Research Fellowship or Independent Research Worker candidates, one year, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period.
4. In the case of part-time student candidates, the supervision of the candidate will be personal and not by correspondence only. The candidate will meet the Supervisor at such frequent and regular intervals as the Faculty may direct. A report on the progress of the research will be submitted annually by the Supervisor through the Faculty to the Senate.

TIME-LIMITS

5. The time-limit for the presentation of the thesis will be as follows:
 - (a) full-time student candidates, three years;
 - (b) part-time student candidates, six years;

- (c) candidates without attendance, four years;
- (d) University Staff candidates, six years;
- (e) Hospital Staff candidates, six years;
- (f) Research Fellowship or Independent Research Worker candidates, four years.

Note: The attention of candidates seeking to transfer to candidacy for the Degree of PhD is drawn to Regulation 3 for that Degree.

Regulations for the Degree of MPhil in the Faculty of Arts and Humanities

THESES

1. A student in Music for the Degree of PhD or MPhil in the Faculty of Arts may:
 - (a) supplement a thesis in the area of music performance practice with a public instrumental or vocal recital illustrating aspects of the thesis; *or*
 - (b) in place of a thesis, offer a portfolio of original compositions with accompanying commentary not exceeding 10,000 words in length, and satisfy the Faculty that the compositions show coherence, invention and originality in a variety of extended structures; *or*
 - (c) in the case of a student for the Degree of PhD, submit a portfolio of creative music technology research and accompanying thesis of 30,000 – 40,000 words contextualising the research within a critical artistic and/or technological perspective.

In the case of a student electing to proceed under this Regulation, any reference to a thesis includes a thesis as supplemented by a recital or a portfolio of original compositions.

2. A student in Practical Drama for the Degree of PhD or MPhil in the Faculty of Arts may:
 - (a) in the case of a student for the Degree of MPhil, submit a practical component as part of the thesis, accompanied by a written commentary of 8,000 words, which contextualises the project and includes a retrospective critical analysis of the process and outcomes;
 - (b) in the case of a student for the Degree of PhD, submit a practical component as part of the thesis, accompanied by a written commentary of 30 – 40,000 words. The practical component must demonstrate a high level of performance skill and involve a research inquiry. The written component will contextualise the project, offering a retrospective analysis of the process and outcomes, and reflecting on the chosen research methodologies and production processes and the relation between them. The thesis will be supplemented by a permanent record of the research process, which may include electronic media, drawings and photographs.

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 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 DBA

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 DDSc

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 DEdPsy

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.

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.

Regulations for the Degree of DEng

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 MD

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 DSpecMed (Dermatology)

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

- (a) has a degree in Medicine from a reputable institution, followed by at least two years' experience in hospital or general medical practice, or a year of dermatology experience; *and*
 - (b) has an MSc in Dermatology from King's College, University of London, Cardiff University or University of Hertfordshire, or another reputable institution as judged by the Faculty; *and*
 - (c) has two satisfactory references from previous teaching or learning institutions and one reference from the student's funder or international sponsor.
2. A student's registration for the Degree of DSpecMed (Dermatology) will be considered probationary until such time as:
 - (a) the student successfully passes the departmental Confirmation Review; *and*
 - (b) the student successfully passes the assessment at the end of year two.
3. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The final decision regarding whether a student may be permitted to pass the Confirmation Review must be taken within 18 months of the students' initial registration. A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.
4. Assessment at the end of year two shall include:
 - (a) Submission of a thesis to the standard expected for the Degree of MD, in accordance with the Regulations for Higher Degrees by Research; *and*
 - (b) Successful completion of an oral examination in matters relevant to the subject of the thesis; *and*
 - (c) Successful completion of an interview with a panel of experts appointed by the Faculty.
5. Students who fail to meet the requirements of assessment at the end of year two shall:
 - (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.
6. Students who do not wish to continue to pursue the Degree of DSpecMed (Dermatology), or who do not progress satisfactorily in years 3-5 (as determined by the department), but who successfully complete the requirements of Regulation 3 (a) and (b), may be awarded an MD in Clinical Dermatology.
7. Students who, after completing the minimum period of study (as defined in the *Code of Practice for Research Degree Programmes*), satisfactorily complete the requirements of the course as determined by the department, may be awarded the Degree of DSpecMed (Dermatology).

Regulations for the Degree of MSc(Res)

1. Material submitted in part satisfaction of the requirements for the Degree may additionally be used to form part of the thesis for a related Higher Degree by Research.
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 LLM by research

1. 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 MMus by research

1. 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 PhD in Public Health, Economics and Decision Science (DTC)

1. A person may be admitted as a candidate in the following category:
 - (a) full-time student candidate.
2. In order to progress to the second year of study, a student must successfully complete the requirements of the first year of registration, to include:
 - (a) obtaining a total of not less than *sixty* credits of relevant Bachelor's and/or Master's Degrees;

- (b) completion of three research attachments, including submission of a reflexive account of the knowledge and skills acquired in each, to be assessed by the attachment lead supervisor;
 - (c) identification of supervisors and development of a research proposal that has been approved by the programme directors;
 - (d) regular participation in other learning activities that form part of the programme, including research away days and seminar programme.
3. A student who fails to satisfy the examiners in respect of a credit-bearing unit may enter for a subsequent examination in respect of the unit on one occasion only.
 4. A student's registration for the Degree of PhD will be considered probationary until such time as the candidate successfully passes the departmental Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The final decision regarding whether a student may be permitted to pass the Confirmation Review must be taken within 2 years of the students' initial registration. A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.
 5. In all other aspects of the programme, the Regulations for the Degree of PhD in all Faculties will apply.

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 Board, 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 distinguished contribution to learning.
3. Work submitted for the Degree must be accompanied by a statement showing clearly what part of the work has previously been presented for a Degree or has been written in collaboration with others.

REGULATIONS FOR THE DEGREE OF DOCTOR OF MUSIC (DMUS)

1. The Degree of Doctor of Music (DMus) 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.

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 is required to submit a body of published musicological research or a folio of published original compositions, or both.

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 must submit to the Vice-President three sets of the published work intended for assessment.

A candidate must also submit three sets of 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 Board concerning the contribution of the candidate in cases of collaboration.
5. At least two External Examiners shall independently report to the Board concerning the submission for the Degree.
 6. If the Senate decides on the recommendation of the Board 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 Board.

Faculty of Medicine, Dentistry and 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 Vice-President three sets of the published work intended for assessment.
4. A candidate shall also submit three sets of 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. If the Senate decides on the recommendation of the Board 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 Board.

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 Vice-President three sets of the published work intended for assessment.

A candidate must also submit three sets of 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 Board concerning the contribution of the candidate in cases of collaboration.

5. At least two External Examiners shall independently report to the Board concerning the submission for the Degree.
6. If the Senate decides on the recommendation of the Board 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 Board.

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 Vice-President three sets of the published work intended for assessment.
4. A candidate shall also submit three sets of 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 Board on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Board, 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 Board.

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 Vice-President three sets of the published work intended for assessment.
 4. A candidate shall also submit three sets of 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 Board on the submission for the Degree.
 6. If the Senate decides, on the recommendation of the Board, 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 Board.

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 Vice-President three sets of the published work intended for assessment.
4. A candidate shall also submit three sets of 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 Board on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Board, 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 Board.

REGULATION XVIII:

General Regulations relating to Examinations¹

INVIGILATED EXAMINATIONS

1. A student will not use or attempt to use any unfair means (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.
2. 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 21 in *Notes for Students on Invigilated Examinations*.
3. All unauthorised material (such as revision notes, books and data tables) and electronic devices (such as electronic dictionaries, mobile or Smartphones, radios and personal audio equipment) will be left outside the examination hall or surrendered to an Invigilator before entering the hall. Any material required for any particular examination will be provided in the hall. (If students are permitted to introduce books, notes or other material into an examination hall, they will be informed by the Department concerned, and the nature and extent of the authorised material will be stated on the question paper.)
4. 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.
5. A student whose first language is not English may use a dictionary during examinations, provided that:
 - (a) the student has obtained the written permission of the Vice-President of the relevant Faculty or the Faculty's representative;
 - (b) the student presents the dictionary (which should bear their name and registration number) together with the written authority 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.
6. 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) each calculator to be used in an examination will be approved in advance by the Vice-President of the relevant Faculty or by the Vice-President's representative, and such approval will be symbolised by the attachment of a distinctive marker to the calculator;
 - (c) the calculator will be presented for inspection by an Invigilator on request at the beginning of each examination in which the calculators are to be used;
 - (d) the calculator will be self-contained, battery-operated and noiseless;
 - (e) 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);
 - (f) any time signals on the calculator will be switched off before entry into the examination hall;
 - (g) 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 unfair means.
7. A student should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

NON-INVIGILATED EXAMINATIONS

8. A student will not use or attempt to use any unfair means (e.g. plagiarism).
9. A student will comply with any conditions prescribed by the relevant Department in respect of the submission of material for the purpose of assessment. Such conditions may include the date and place

¹ Regulations 1-12 apply to students in all Faculties, including the International Faculty. The Notes for Students on Invigilated Examinations apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (<http://www.citycollege.sheffield.edu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

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.

10. 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.
11. A student should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

BREACH OF REGULATIONS

12. Any breach of the preceding Regulations will constitute the use of unfair means.

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 6 and request approval for the particular calculator no later than week 10 of the relevant Semester. Approval for a calculator to be used in University examinations is granted on an individual basis and each calculator to be used must be presented by the student for the attachment of a distinctive marker.

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 <http://www.shef.ac.uk/ssid/exams/calculator2>.
- (b) If your calculator is shown on the list of approved models, take it to SSiD where a marker will be attached.
- (c) 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 unfair means" and disciplinary action may be taken against you.
- (d) If your calculator is on neither list, take it to SSiD as soon as possible and preferably no later than mid-December in any year, and complete the application for it to be approved. You will be able to keep your calculator. A decision will be available before the Christmas vacation. Further applications can be considered after the Easter vacation but no later than the beginning of May in any year. Calculators which do not have external means of programming and have numeric function only will almost certainly be permitted. Among the calculators which are prohibited are:
 - (i) those having an alphabetic display of stored data (including text) or equations or alphabetic formulae; models which produce alphabetic output only in the form of messages in the normal course of operation are permissible;
 - (ii) those capable of external programmability, whether by detachable modules or the insertion of cards, tape, bar codes or cassettes, or by any other means (other programmable calculators are normally acceptable).

Approval given to calculators in previous years remains valid. Any calculators which are already marked as approved do not need to be re-submitted for approval.

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 sitting. A re-examination fee must be paid when a student has failed at the first sitting or been absent on that occasion without good cause.
4. **Timetables:** For invigilated examinations draft timetables will be displayed in departments in week 9 or 10 of each Semester. Students are asked to check that all their papers appear on the draft. If there are any clashes or missing papers, students should contact the Student Administration Office, Level 6, Students' Union immediately. The final examination timetables will be displayed in academic departments and on the University's web-site in week 11 and 12 of each Semester. The numbers of the question papers will be indicated on the timetables and printed in bold type in the top right-hand corner of the papers. The examination halls in which papers are being held will be included on the final timetable. As desks are allocated by paper numbers, students should note the number of the paper to be taken and not just the title.

5. **UCards:** Students will write their Registration Numbers on all answer books. Students must bring their UCard (which bears the Registration Number) to every examination. Any student who does not possess such a card must consult the Student Administration Office, Level 6, Students' Union at least 15 working days before the first examination.
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 beliefs:** Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), is asked to notify the Student Administration Service at the beginning of each session for which he/she registers.. **Students may request that draft examination timetables take account of religious observance requirements and should follow the procedure for notifying Religious Observance ensuring that they adhere to the deadlines given. Requests received after the relevant deadline will not be considered.** Once final examination timetables have been set, **alterations will not be made.**
8. **Individual examination arrangements:** The Student Administration Service will put in place separate examination arrangements for disabled students and those with temporary impairments, if alternative arrangements 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. **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 Services Information Desk (SSiD).
10. **Illness before an examination:** A student who is taken 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 bag) and preferably no items of value. Outdoor coats, large bags, brief cases etc., must be left outside the hall, in cloakrooms, if available, or in a designated area of the hall itself. (Small bags may be left on the floor by the student's desk). The University of Sheffield accepts no responsibility for any loss or damage to personal belongings. You will be unable to claim from the University if they are lost or damaged.
12. **Mobile phones and other electronic devices** (and other devices which can store text and images) must not be taken to examinations. A mobile phone is potentially a method of storing unauthorised material. See Regulation 3 for Invigilated Examinations. If taken to an examination unintentionally, they must be surrendered to an Invigilator before entering the hall. No additional time will be allowed in compensation for time taken in recording the custody of such items by the Invigilators. The return of such items to their owners after an examination may be delayed if the Invigilators are otherwise occupied by examination duties.
13. **Unauthorised material (such as revision notes):** See Regulation 3 for Invigilated Examinations.
14. **Smoking (including the use of electronic, vapour and other similar devices) and the consumption of alcoholic drinks** is not allowed in the examination halls.
15. **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.
16. **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.
17. **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.
18. **Seating arrangements in examination halls:** Students should read carefully the seating arrangements which will be set out on the noticeboard 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.

19. **On the examination desk** the student will find the question paper, answer books, an attendance slip and any ancillary materials provided for the particular examination.
20. **During the few minutes before the examination begins**, students must:
- listen carefully to any announcements the Chief Invigilator may have to make;
 - 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;
 - complete the attendance slip on the desk (this will be collected by an Invigilator soon after the start of the examination);
 - complete as far as possible the cover sheet of one answer book on the desk, including details of the questions attempted;
 - read the notes on the cover of the answer book.
21. **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 2 for Invigilated Examinations.
22. **Temporary withdrawal:** A student who wishes to make a temporary withdrawal from an examination for personal reasons must put up a hand and ask to be accompanied by an Invigilator or other authorised person.
23. **Illness during an examination:**
- 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 he/she should attend the University Health Service without delay or ask one of the Medical Officers to call on him/her; otherwise the University Health Service may not be able to advise the academic authorities on the student's condition at the time of the examination.
 - 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.
24. **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

25. **Publication of results:** Examination results will be made available through academic departments or posted to the student's permanent or correspondence address, if not available during a Semester.

USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (non-invigilated exams): ADVICE TO STUDENTS²

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate³). Many of these relate to good academic practice:

- a critical, analytical and creative thinker;
- an independent learner and researcher;
- information literate and IT literate;
- a flexible team worker;
- an accomplished communicator
- competent in applying their knowledge and skills;
- professional and adaptable.

² The Advice to Students on the Use of Unfair Means in the Assessment Process applies to students in the Sheffield-based Faculties. Additional Advice applies to students in the International Faculty (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>)

³ <http://www.shef.ac.uk/sheffieldgraduate/>

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 unfair means in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

What constitutes unfair means?

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 unfair means** 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 unfair means?

To avoid using unfair means, 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 department setting the assignment.

You are required to **declare that all work submitted is entirely your own work**. Many departments will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your department 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 unfair means:

The **Library** provides online information literacy skills tutorials:

<http://www.shef.ac.uk/library/services/infoskills.html>

The **Library** also has information on reference management software:

<http://www.shef.ac.uk/library/refmant/refmant.html>

The **English Language Teaching Centre** operates a **Writing Advisory Service** through which students can make individual appointments to discuss a piece of writing. This is available for all students, both native and non-native speakers of English.

<http://www.sheffield.ac.uk/eltc/languagesupport/writingadvisory>

What happens if I use unfair means?

Any form of unfair means 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 unfair means 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 Unfair Means

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

<http://www.sheffield.ac.uk/library/skills>

<http://www.sheffield.ac.uk/eltc/languagesupport/writingadvisory>

<http://www.shef.ac.uk/ssid/procedures/grid#discipline>

REGULATION XIX:

General Regulations relating to the Progress of Students¹

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 Department 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 Services Department 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 Director of Academic Services, 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 Appeals Committee of the Senate 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 Committee upon one or more of the following grounds:

¹ Regulations 1-6 apply to students in all Faculties. Regulations 7-10 apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

- (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 Appeals Committee of the Senate. The Appeals Committee 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 Appeals Committee will have no power to vary any decision made by Examiners.
10. The student will be informed of the decision of the Appeals Committee.

EXTERNAL REVIEW

11. If the student is dissatisfied with the decision of the Appeals Committee, the student may be able to apply for a review of their case by the Office of the Independent Adjudicator for Higher Education (OIA), providing that their case is eligible under its Rules. This is an independent review scheme and forms no part of the University's review or appeal procedures. The OIA will normally only review issues that have been dealt with through the University's internal procedures.

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;
 - (b) 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 Department 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, however, be made in cases where the Examiners have recommended, in response to a student using unfair means 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 Department, even though the results are still subject to confirmation by the Faculty and the Senate.

4. After consulting the Head of Department, 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) refer a case to the Discipline Committee for action under the Regulations as to the Discipline of Students where representations have been made by a student using unfair means (or alleged to have used unfair means) in an examination; *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 Department 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 Department, 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 <http://www.shef.ac.uk/ssid/procedures/complaints>, stating their grounds for the request.

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 Department.
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 Department 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 Department 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 Department 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 Department 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 Department 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 Services Department 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 Director of Academic Services 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 Director of Academic Services within 15 working days of the date of the letter of notification to the student of the decision. The Director of Academic Services will refer the appeal to the Appeals Committee of the Senate.
16. The Appeals Committee 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 Director of Academic Services will notify the student of the decision of the Appeals Committee.
18. Reference in these Regulations to the Director of Academic Services includes any person authorised to act on their behalf.

EXTERNAL REVIEW

19. If the student is dissatisfied with the decision of the Appeals Committee, the student may be able to apply for a review of their case by the Office of the Independent Adjudicator for Higher Education (OIA), providing that their case is eligible under its Rules. This is an independent review scheme and forms no part of the University's review or appeal procedures. The OIA will normally only review issues that have been dealt with through the University's internal procedures.

REGULATION XXII:

Regulations relating to the Discipline of Students¹

MISCONDUCT DEFINED

1. Misconduct for the purposes of these Regulations is 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 University.
2. Subject to the general definition in the preceding Regulation, 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 University premises 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 offensive 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) 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;
 - (e) 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;
 - (f) 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;
 - (g) sexual, racial or any other form of personal harassment or abuse of any student, member of staff or other employee of the University or any authorised visitor to the University;
 - (h) breach of the University's Code of Practice relating to Meetings and Other Activities on University Premises 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;
 - (i) the use of any unfair means in the assessment process of the University;
 - (j) 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;
 - (k) misuse or unauthorised use of premises or items of property in premises owned, managed or leased by the University, including computer misuse;
 - (l) conduct which constitutes a criminal offence where that conduct:
 - (i) took place on premises owned, managed or leased by the University;
 - (ii) affected or concerned other members of the University community, or members of the public;
 - (iii) damages the good name of the University;
 - (iv) itself constitutes misconduct within the terms of these Regulations;
 - (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;
 - (m) behaviour which brings or is likely to bring the University into disrepute, for example misconduct in a community or other public setting;
 - (n) 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;
 - (o) failure to comply with a previously-imposed penalty, requirement or undertaking under these Regulations;
 - (p) breach of any residence contract in relation to accommodation owned, managed or leased by the University.

¹ Regulations 1-2 apply to students in all Faculties. Regulations 3-33 apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

DISCIPLINE PANEL AND DISCIPLINE COMMITTEE

Reference in these Regulations to the Director of Academic Services includes any person authorised to act on their behalf.

3. There will be a Discipline Panel which will consist of:
 - (a) at least three members of the staff of the School of Law appointed by the Senate to be Chairs of the Discipline Panel;
 - (b) at least seven members of the academic staff appointed by the Senate;
 - (c) persons nominated by the Director of Academic Services.

If for any reason no Chair of the Discipline Panel is able to act, the Director of Academic Services may appoint another person with legal training to act as a Temporary Chair, and that person may be a member of the academic staff of another University.

4. The Discipline Committee of the Senate acting in respect of any matter will be convened by the Director of Academic Services and will comprise:
 - (a) a Chair of the Discipline Panel;
 - (b) two other members of the Discipline Panel (in the case of alleged misconduct by a student in appropriate professionally accredited programmes of study, to normally include one member of the Discipline Panel who is a member of the staff of that Faculty registered with the relevant professional regulatory body);
 - (c) two student members 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 Committee will be appointed by the Director of Academic Services.

REPORTING OF ALLEGED MISCONDUCT

5. Any member of the University who becomes aware of conduct by a student which might become the subject of proceedings under these Regulations will report the matter to the Director of Academic Services.

INITIAL INVESTIGATION

6. The Director of Academic Services will make enquiries and determine:
 - (a) that no further action be taken under these Regulations;
 - (b) that the matter be referred for consideration under the administrative procedure established under these Regulations;
 - (c) that the matter be referred to a Chair of the Discipline Panel with a view to the consideration of the matter under the summary procedure established under these Regulations;
 - (d) that the matter be referred to the Directors of Accommodation and Commercial Services, to Corporate Information and Computing Services, to the Library or to the President of the Students' Union with a view to the matter being dealt with under the disciplinary procedures of the Director of Accommodation and Commercial Services or the Students' Union or the Regulations on the Use of Computing Facilities or the Regulations Relating to the Library or under General Regulation 24 concerning Ethics Approval;
 - (e) that the matter be referred to the Discipline Committee.
7. When the matter appears to disclose the commission of a serious criminal offence, no further action (except in respect of the suspension of the student) will be taken under these Regulations unless the matter has been reported to the police and either a decision not to prosecute has been taken or the trial has been completed. 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 under these Regulations and the sentence will be taken into consideration in determining the penalty under these Regulations.

SUSPENSION OF STUDENTS

Reference in these Regulations to the President & Vice-Chancellor includes the Provost & Deputy-Vice-Chancellor.

8. A student who is the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of police investigation may be suspended by the President & Vice-Chancellor pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation. 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 President & Vice-Chancellor may take action under this Regulation only to protect 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 and will limit the scope of any suspension to that which is, in his/her opinion, necessary to achieve that object. The President & Vice-Chancellor will notify the student in writing of the terms of the suspension and will also keep a record in writing of the terms of any suspension and any subsequent action taken by him/her in respect of the suspension.

9. Before exercising his/her powers under the preceding Regulation, the President & Vice-Chancellor will give the student concerned an opportunity to make representations in writing. In cases of great urgency, the President & Vice-Chancellor 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 writing.
10. The President & Vice-Chancellor will review any suspension every four weeks in the light of any developments and any written representations made by or on behalf of the student. Where the terms of the suspension prevent the student from continuing a programme of study or research, the student may require the suspension to be reviewed on written representations after the initial period of four weeks by a Chair and two other members of the Discipline Panel (none of whom will be members of the Discipline Committee dealing with the matter) who may set aside or vary the terms of the suspension.

PROCEDURE WHEN MATTER REFERRED TO A DISCIPLINE COMMITTEE

11. Where the Director of Academic Services determines that the matter be referred to the Discipline Committee, the Director of Academic Services will appoint an officer to take charge of the proceedings ("the officer") who will formulate specific charges identifying the acts of misconduct alleged, and notify the student of the charges and supply to the student copies of any documents or written statements on which it is proposed to rely in support of the charges. The student will be given at least 15 working days' notice of the date upon which the Discipline Committee will meet, and will be asked to indicate in writing not less than three days before the hearing whether the charge is admitted or denied and of any wish to question at the hearing the maker of any written statement. A Chair of the Discipline Panel (who may, but need not be, the person appointed to take the chair of the Discipline Committee 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), being directions designed to ensure a fair and speedy resolution.
12. The hearing will be in private. The student may be accompanied at the hearing by a friend or representative, whether legally qualified or not. The officer may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. If the student has not already admitted the charge under the preceding Regulation, 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.
13. If the charge is denied, the officer 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 officer and the student may each ask questions and comment upon the material presented by the other party. The Discipline Committee 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 Discipline Committee will then (in the absence of all other persons) decide whether, on the balance of probabilities, it is satisfied on the material before it that the charge is made out.
14. If the charge is admitted, or the Discipline Committee finds the charge made out, the officer and the student may make statements and present material relevant to the question of the penalty to be imposed. The Discipline Committee will then (in the absence of all other persons) determine the penalty to be imposed.
15. If the student fails to attend the hearing, the Committee may proceed if it is satisfied that due notice of the meeting has been given, or may adjourn to a later date. If the Committee 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.

PENALTIES

16. The Discipline Committee 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 gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe, breach of the undertaking to constitute misconduct;
 - (c) in the case of the use of unfair means 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 unfair means in the assessment process of the University in relation to:
 - (i) the confirmation review of a Higher Degree by Research (or upgrade procedure for a Higher Degree by Research, for students whose initial registration was prior to August 2012), 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 in the case of an upgrade, remain 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, PhD with Integrated Studies, PhD in an EPSRC Doctoral Training Centre, DEdCPsy, DMedSci, EdD, DBA, DSc, EngD or MD 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 from membership of the University;
 - (i) expulsion from membership of the University.
17. 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.

SUMMARY PROCEDURE

18. When the matter is referred to be dealt with under the summary procedure, the Director of Academic Services will nominate a member of the Discipline Panel to act as Chair and will:
- (a) notify the student of the acts of misconduct alleged and that the matter has been referred to a Chair of the Discipline Panel to be dealt with under the summary procedure;
 - (b) supply to the student and the Chair of the Discipline Panel a statement of the facts alleged and copies of any other written material relevant to the circumstances;
 - (c) require the student to attend at 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 that the charge is admitted and to indicate any wish to question at the summary hearing the maker of any written statement on any matter relevant to the penalty to be imposed.
19. The summary hearing will be in private. 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. A representative of the Director of Academic Services will also attend.
20. Where the student has given notice of an intention to do so, the student may question the maker of any written statement and may make representations relevant to the question of the penalty to be imposed. The Chair of the Discipline Panel will then determine the penalty to be imposed.
21. The Chair of the 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 gives an undertaking as to future conduct in such terms and containing such conditions as the Chair of the Discipline Panel may prescribe, breach of the undertaking to constitute misconduct;
 - (c) in the case of the use of unfair means 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.
22. If the student fails to confirm that the charge is admitted, or fails to attend the summary hearing, or the Chair of the Discipline Panel considers that the available penalties are insufficient, the Chair of the Discipline Panel may refer the matter to the Discipline Committee (of which he or she 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 Committee.

ADMINISTRATIVE PROCEDURE

23. The Director of Academic Services will appoint an investigating officer who will:
- (a) notify the student of the act or acts of misconduct alleged;
 - (b) require the student to attend a meeting of which the student will be given at least three working days' notice.
24. The meeting will be in private. The student may be accompanied at the meeting by a friend or representative, whether legally qualified or not.
25. Where the student admits the act or acts of misconduct alleged, the investigating officer may impose one or more of the following penalties:
- (a) with the consent of the student, a requirement that the student gives an undertaking as to future conduct in such terms and containing such conditions as may be prescribed, breach of the undertaking to constitute misconduct;
 - (b) a fine of not more than £200;
 - (c) the payment of compensation in a sum not to exceed £500 for loss or damage to property caused by the student.
26. If the student fails to confirm that the act or acts of misconduct alleged are admitted, or fails to attend the meeting, or the investigating officer considers that the available penalties are insufficient, the investigating officer may refer the matter to the Director of Academic Services for reconsideration in line with Regulation 6.

DISCIPLINARY POWERS OF THE DIRECTOR OF ACCOMMODATION AND COMMERCIAL SERVICES IN RELATION TO THE OCCUPATION OF ACCOMMODATION OWNED, MANAGED OR LEASED BY THE UNIVERSITY

27. The Director of Accommodation and Commercial Services will have the power in the interests of the student residents, as well as that of the University to respond to misconduct in accommodation owned, managed or leased by the University. Misconduct is defined in Regulations 1 and 2 of these Regulations. Reference to the Director of Accommodation and Commercial Services in this and the following Regulations includes any person authorised to act on their behalf.
28. Where a report of alleged misconduct in accommodation owned, managed or leased by the University against any student is received, the Director of Accommodation and Commercial Services will investigate the matter and:
- (a) notify the student of the act or acts of misconduct alleged;
 - (b) supply to the student a statement of the facts alleged and copies of any other written material relevant to the circumstances;
 - (c) require the student to attend a meeting of which the student will be given at least three working days' notice.
29. The meeting will be in private. The student may be accompanied by a friend or representative, whether legally qualified or not, who may speak or act on behalf of the student.
30. The student may question any statement made and may make representations relevant either to the facts alleged or the question of the penalty imposed.

31. If the Director of Accommodation and Commercial Services is satisfied that a student is guilty of misconduct in accommodation owned, managed or leased by the University, then one or more of the following penalties may be imposed:
- (a) with the consent of the student, a requirement that the student gives an undertaking as to future conduct in such terms and containing such conditions as may be prescribed, such as writing letters of apology or undertaking a period of voluntary service, breach of the undertaking to constitute misconduct;
 - (b) a fine of not more than £200;
 - (c) the payment of compensation for loss or damage to property in a sum not to exceed £500;
 - (d) 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.
32. Where the matter is considered to be of a serious nature or is not admitted, the matter may be referred to the Director of Academic Services, with a view to it being dealt with under Regulations 11-15 or 18-22.

CONTRACTUAL POWERS OF THE DIRECTOR OF ACCOMMODATION AND COMMERCIAL SERVICES

33. These Regulations will be without prejudice to the rights of the Director of Accommodation and Commercial Services 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.

APPEALS

34. There will be a Disciplinary Appeals Committee of the Senate which will be convened by the Director of Academic Services and will comprise:
- (a) a Chair of the Discipline Panel (other than a member of the Discipline Committee for the particular matter);
 - (b) a senior member of the academic staff appointed by the Director of Academic Services;
 - (c) an officer of the Students' Union (other than a member of the Discipline Committee 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).

If for any reason no Chair of the Discipline Panel is able to act, the Director of Academic Services may appoint another person with judicial experience or legal training. 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 with experience of disciplinary matters.

35. The student may appeal from a decision of the Discipline Committee or of a Chair of the Discipline Panel or of the investigating officer or of the Director of Accommodation and Commercial Services to the Disciplinary Appeals Committee of the Senate 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.
36. Notice of appeal, specifying which of the grounds listed in the preceding Regulation is relied upon, will be given, within 15 working days of the notification to the student of the decision of the Discipline Committee or of the decision of the Chair of the Discipline Panel or of the decision of the investigating officer or the Director of Accommodation and Commercial Services, to the Director of Academic Services who will refer the appeal to the Disciplinary Appeals Committee. The student will be given at least 15 working days' notice of the date upon which the Disciplinary Appeals Committee will meet.
37. The Director of Academic Services may refer a case to the Disciplinary Appeals Committee 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.

38. At the hearing of the appeal, the student may be accompanied at the hearing by a friend or representative, whether legally qualified or not. The officer will act as respondent to the appeal and may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. The student and the officer may each address the Disciplinary Appeals Committee as to the grounds of the appeal, and the student may reply to the arguments adduced by the officer. If the Disciplinary Appeals Committee upholds the appeal in whole or in part, it 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 Discipline Committee or by a different disciplinary procedure established under these Regulations.

PROVISIONS AS TO EXAMINATIONS

39. Where a penalty imposed under these Regulations 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.

DISCIPLINARY POWERS OF THE STUDENTS' UNION

40. 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.

NOTICE TO THE STUDENT

41. The dispatch of a letter to a student's address last notified to Student Services will fulfil any requirement of giving notice or information to the student under these Regulations.

EXTERNAL REVIEW

42. If the student is dissatisfied with the decision of the Disciplinary Appeals Committee, the student may be able to apply for a review of their case by the Office of the Independent Adjudicator for Higher Education (OIA), providing that their case is eligible under its Rules. This is an independent review scheme and forms no part of the University's review or appeal procedures. The OIA will normally only review issues that have been dealt with through the University's internal procedures.

REGULATION XXIII:

Regulations relating to Intellectual Property

For the purposes of these Regulations:

- a) **"Intellectual Property"** means patents, trademarks, service marks, logos, internet domain names, rights in designs, copyright (including rights in software), database rights, rights in confidential information, trade secrets, inventions and know-how 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 sponsored project or placement;
 - c) 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);
 - d) units which have as a primary or substantial purpose, the creation of Intellectual Property;
 - e) other exceptional circumstances.
 3. The University will maintain a list of units of study to which the exceptions set out in 2(d) above will apply and make it available as an appendix (see below) to these Regulations.
 4. The University retains the right to use student works for the purposes of education and/or quality assurance. 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 will be a condition of registration for Higher Degrees by research that the student will agree to assign the Student Intellectual Property to the University.
 6. Where the whole or part of a student's programme of study or research is sponsored by, or involves the use of, facilities provided by another institution or organisation, under an agreement made with the University, the following provisions will apply:
 - (a) the student assign or license to the third party the Intellectual Property, or any part of it, on such terms as it may think fit;
 - (b) all rights to the Intellectual Property in any work (including any report, essay, dissertation or thesis) produced by the student during or as a result of such programme will be assigned to the University;
 - (c) the student will, in accordance with any relevant terms of the agreement between the University and the third party, keep confidential all information relating to the work or business of the third party, acquired by the student during that programme, and neither use for the student's own benefit nor, save with the consent of the third party, disclose to any other person any such information.
 7. 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.
 8. 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.

9. Any breach of these Regulations may be dealt with under the Regulations as to the Discipline of Students.

APPENDIX

FACULTY OF ARTS AND HUMANITIES

Archaeology

AAP234	Archaeology Matters
AAP648	Reconstructing Ancient Technologies: Ancient Vitreous Materials
AAP3000	Dissertation in Archaeology
AAP6118	Dissertation (Cultural Heritage Management)
AAP6142	Landscape Survey Project
AAP6149	Advanced Archaeobotany

History

HST681	Work Placement
HST6042	Presenting the Past: Making History Public

Interdisciplinary Programmes Office

IPA625	Public Engagement in Practice
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Languages and Culture

MDL6052	Professional Problem-Based Learning
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Music

MUS636	Strategic Planning for Music Business Clients
MUS3008	Music Placements

FACULTY OF ENGINEERING

Advanced Manufacturing Research Centre

AMR341	Industrial Project
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Aerospace Engineering

AER385	Aerospace Group Design Project
AER390	Aerospace Engineering Year in Industry

Automatic Control and Systems Engineering

ACS322	Individual Project
ACS330	Group Project
ACS389	Aerospace Individual Investigative Project
ACS395	Year in Industry
ACS402	Industrial Training Programme (ITP) in Avionics
ACS421	Socrates/Erasmus Project (I)
ACS421	Socrates/Erasmus Project (II)
ACS422	Socrates/Erasmus Project
ACS488	Aerospace Individual Investigative Project
ACS495	Year in Industry
ACS4000	Biomedical Engineering Research Project
ACS6107	Control Research Project

ACS6130	Industrial Placement
ACS6200	Control Systems Project and Dissertation
ACS6300	Robotics Project and Dissertation
ACS6324	Advanced Individual Research Project (AMRC Industrial)
ACS6325	Certificate Research Project (AMRC Industrial)
ACS6402	Industrial Training Programme (ITP) in Advanced Manufacturing
ACS6420	Advanced Project

Bioengineering

BIE372	Group Project in Bioengineering
BIE390	Bioengineering Year in Industry

Computer Science

COM389	Aerospace Individual Investigative Project
COM488	Aerospace Individual Investigative Project
COM3000	Biomedical Engineering Project
COM3300	Experiencing Genesys
COM3301	Experiencing Genesys
COM3420	Software Hut
COM3500	Individual Research Project
COM3505	The Internet of Things
COM3600	Research Project
COM3610	Dissertation Project
COM4000	Biomedical Engineering Research Project
COM4520	Darwin Project
COM4525	Genesys
COM6011	Maxi Project
COM6013	Cybersecurity and AI Dissertation Project
COM6322	Computational Intelligence Individual Project
COM6520	Darwin Project
COM6534	Introduction to Genesys 2
COM6535	Genesys 2
COM6905	Research Methods and Professional Issues
COM6906	Dissertation Project
COM6910	Dissertation Project
COM6911	Industrial Team Project
COM6912	Individual Data Analytics Dissertation
COM6915	Dissertation Project

Chemical and Biological Engineering

CPE130	Principles of Chemical Engineering 1
CPE140	Principles of Chemical Engineering 2
CPE321	Process Design Project
CPE401	Research Project
CPE490	Research Project (Erasmus)
CPE491	Research Project (Erasmus)
CPE3000	Biomedical Engineering Project
CPE4000	Biomedical Engineering Research Project
CPE6010	Research Project
CPE6011	Research Project
CPE6311	Applied Energy Engineering
CPE6390	Research Project

Civil and Structural Engineering

CIV3202	Individual Research Project for BEng students
CIV4000	Individual Research Project for MEng students
CIV4004	European-Based Individual Research Study for MEng students
CIV4008	Individual Research Project for Architectural Engineering
CIV4009	Independent Research Project for Structural Engineering and Architecture
CIV6000	Advanced Engineering Research Study
CIV6003	European Investigative Project
CIV6005	European Investigative Project (ERASMUS)

Electronic and Electrical Engineering

EEE221	Industrial Project
EEE380	Individual Design Project
EEE381	Individual Investigative Project
EEE389	Aerospace Individual Investigative Project
EEE394	Year in Industry
EEE480	Individual Investigative Project
EEE481	Group Project
EEE488	Aerospace Individual Investigative Project
EEE3000	Bioengineering Research Project
EEE4000	Biomedical Engineering Research Project
EEE6600	Industrial Research Project
EEE6602	MSc Investigative Research Project
EEE6604	MSc(Res) Research Project
EEE6606	MSc Interdisciplinary Research Project

Materials Science and Engineering

AER4447	Industrial Training Programme (ITP): Project 3 Aerospace Materials
MAT356	Literature Survey and Project
MAT357	Project for Exchange Students
MAT358	Extended Literature Survey and Project
MAT360	Mini Guided Project
MAT389	Aerospace Individual Investigative Project
MAT404	Bioengineering Research Project
MAT488	Aerospace Individual Investigative Project
MAT3000	Bioengineering Research Project
MAT3330	Industrial placement: Part 1
MAT3331	Industrial Training Programme: Nuclear Materials
MAT3335	Industrial Training Programme: Inorganic Materials
MAT4000	Biomedical Engineering Research Project
MAT4356	Research Project and Literature Review
MAT4404	Bioengineering Research Project
MAT4440:	Industrial Placement: Part 2
MAT4445	Materials Outreach
MAT4449	Industrial Training Programme: Metals Processing
MAT4581	Extended Research Project
MAT6040	Project
MAT6047	Project (DL)
MAT6308	Research Project
MAT6399	Research Project
MAT6800	Extended Research Project

Mechanical Engineering

GEE101	Interdisciplinary Design I
GEE201	Interdisciplinary Design II
GEE301	Interdisciplinary Group Design Project
MEC307	Group Design Project
MEC389	Aerospace Individual Investigative Project
MEC397	Year in Industry
MEC488	Aerospace Individual Investigative Project
MEC3000	Bioengineering Research Project
MEC4000	Biomedical Engineering Research Project

FACULTY OF MEDICINE DENTISTRY AND HEALTH

Clinical Dentistry

CDH611	Orthodontic Thesis
CDH616	Paediatric Dentistry Dissertation
CDH6003	Dissertation in Dental Public Health
DEN606	Research Project, Dental Technology and Dental Materials Science
DEN615	Orthodontic Thesis
ORP6021	Dissertation in Diagnostic Oral Pathology
RSD625	Research Project DClinDent Endodontics, Periodontics, Prosthodontics
RSD629	Research Project DClinDent Endodontics, Periodontics, Prosthodontics

Human Communication Sciences

HCS316	Practical Project in Human Communication Sciences
HCS337	Research Methods 4
HCS405	Research Methods 4
HCS6007	Research Project
HCS6095	Evaluating Clinical Practice
HCS6100	Dissertation
HCS6205	Research Methods 4 (Dissertation)

Infection, Immunity and Cardiovascular Disease

CDL601	Literature Review
CDL603	Research Project

Medical Physics

MPY3000	Bioengineering Research Project
MPY4000	Biomedical Engineering Research Project

Oncology and Metabolism

MED6116	Research Project
OCP606	Literature Review
OCP607	Research Project
OCP608	Library Project

Ophthalmology and Orthoptics

ORT307	Research Project
ORT6005	Research Project

The Medical School

MED617	Mini Review
MED618	Library Based Project

MED619	Research Project
MED6023	Practical Presentation (Experimental Medicine)
MED6024	Laboratory Project (Experimental Medicine)
MED6043	Practical Presentation (Cancer)
MED6044	Laboratory Project (Cancer)
MED6053	Project Presentation (Cardiovascular Pathway)
MED6054	Research Project (Cardiovascular Pathway)
MED6063	Project Presentation (Microbial Pathogenicity)
MED6064	Laboratory Project (Microbial Pathogenicity)
MED6073	Practical Presentation (Genetics Mechanisms)
MED6074	Laboratory Project (Genetics Mechanisms)
MED6090	Research Literature Review
MED6116	Research Project (Reproduction)
MED6510	Assessment, Biology and Maintenance of Skeletal Health
MED6511	The Research Project in Sheffield
MED6512	Principles of Human Nutrition: Relevance to Ageing

Neuroscience

MED621	Literature Review & Critical Analysis of Science
MED625	Research Project
MED633	Clinical Neurology Experiential Learning Module(CNELM)
MED637	Research Project
MED677	Research Project
MED678	Literature Review
MED680	Workplace based Module
NEU677	Research Project
NEU679	Counselling Skills

Nursing and Midwifery

SNM3242	Work Experience Placement
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FACULTY OF SCIENCE

Animal and Plant Sciences

APS330	Project
APS331	Dissertation
APS340	Biology Undergraduate Ambassadors Scheme
APS402	Research Dissertation
APS406	Research Project
APS6610	Literature Review
APS6611	Research Project
NUL301	Industrial Experience

Biomedical Science

BMS109	Introduction to Biomedical Science
BMS226	Communicating Bioscience
BMS227	Career Development Skills
BMS242	Advanced Concepts in Molecular Physiology
BMS243	Advanced Concepts in Cell & Developmental Biology
BMS246	Introduction to Human Anatomy
BMS339	Patients as Educators
BMS349	Extended Library Project
BMS352	Forensic Anatomy

BMS369	Laboratory Project
BMS401	Retrieval and Evaluation of Research Information
BMS402	Laboratory Research Project
BMS6015	Action Research: Scholarship in Learning and Teaching
BMS6016	Anatomy of the Head, Neck and Brain
BMS6017	Anatomy of the Trunk and Limbs
BMS6051	Retrieval and Evaluation of Research Information
BMS6052	Laboratory Research Project

Chemistry

CHM3402	Advanced Chemistry Laboratory Projects
CHM3403	Biological Chemistry Projects
CHM3404	Chemistry Projects
CHM4401	Chemistry Research Project
CHM6301	Polymer Research Project
CHM6403	Chemistry Projects
CHM6404	Chemistry Research Project
CHM6405	Chemistry Research Project

Molecular Biology and Biotechnology

MBB361	Literature Review
MBB380	Project
MBB402	Advanced Literature Review
MBB403	Extended Laboratory Project
MBB404	Project in Industry
MBB6402	Literature Review
MBB6403	Research Project
MBB6502	Literature Review

Psychology

PSY331	Extended Essay in Psychology
PSY6110	Research Project in Psychology
PSY6231	Professional Skills for Psychologists
PSY6232	Systematically Reviewing Psychological Research
PSY6233	Research Project in Psychology with Advanced Statistics
PSY6318	Research Project
PSY6321	Research Project in Cognitive and Computational Neuroscience
PSY6325	Individual Project in Computational Intelligence
PSY6431	Research Project in Cognitive Neuroscience

Mathematics and Statistics

MAS115	Mathematical Investigation Skills
MAS212	Scientific Computation and Simulation
MAS281	Probability and Statistics in Society
MAS301	Group Project
MAS302	Undergraduate Ambassadors Scheme in Mathematics
MAS360	Practical and Applied Statistics
MAS406	Mathematics and Statistics Project II
MAS407	Mathematics and Statistics Project III
MAS6041	MSc Dissertation
MAS6042	Dissertation (MSc Statistics with Medical Applications)
MAS6600	MSc Dissertation

FACULTY OF SOCIAL SCIENCES

Architecture

ARC125	Architectural Design
ARC126	Architectural Design
ARC136	Architectural Design (Landscape) 2
ARC165	Architectural Design 1
ARC225	Architectural Design 3
ARC226	Architectural Design 4
ARC237	Architectural Design (Landscape) 3
ARC238	Architectural Design (Landscape) 4
ARC322	Special Study
ARC325	Architectural Design 5
ARC326	Architectural Design 6
ARC337	Architectural Design (Landscape) 5
ARC356	Architectural Design 6 (Dual Architecture and Engineering
ARC550	Design 1
ARC551	Design 2
ARC552	Live Project 1
ARC560	Design 3
ARC561	Design 4
ARC562	Live Project 2
ARC6814	Critical Applications of BIM
ARC6815	Digital Design Studio Project
ARC6816	MSc DDIBE Dissertation Project (A)
ARC6817	MSc DDIBE Dissertation Project (B)
ARC6978	Urban Design Project 1
ARC6981	Urban Design Project 2
ARC6982	Urban Design Project 3: Thesis Project
ARC6983	Participation in Architecture and Urban Design
ARC6984	History and Theory of Urban Design
ARC6985	Reflections on Urban Design Practice

Geography

GEO6660	Polar and Alpine Change Research Project
GEO6805	Dissertation with Placement

Journalism Studies

JNL316	Magazine Journalism
JNL6022	Magazine Journalism

Landscape

LSC230	Landscape Ecology 1 - Ecological Processes, Design and Management
LSC231	Material of Landscape - Planting Design
LSC232	Sustainable Communities
LSC332	Integrated Design Studio

Management School

MGT681	Management Project
MGT689	Project Dissertation
MGT6118	Project Workshops
MGT6131	Management Inquiry Project
MGT6132	Management Inquiry Project (Group Variant)

MGT6216	EMBA Extended Project
MGT6217	EMBA Project A
MGT6218	EMBA Project B
MGT6903	MBA Extended Project
MGT6904	MBA Project A
MGT6905	MBA Project B
MGT6906	Project Dissertation (Group Variant)

Urban Studies and Planning

TRP235	The Development Process
TRP450	Critical Perspectives on Planning Practices
TRP613	Urban Design in the Global South
TRP622	Professional Group Project
TRP633	International Urban Development Consultancy Project
TRP6405	Integrated Project
TRP6425	Integrated Project

REGULATION XXIV:

Regulations on the Use of Computing Facilities¹

1. In these Regulations “**computing facilities**” means any computing facilities:
 - (a) controlled by Corporate Information and Computing Services;
 - (b) owned by the University or any University company;
 - (c) situated on University premises.

“**Head of Department**” means the Head or Chair of the Department which controls the facilities or the premises on which the facilities are situated.
 2. No person may use computing facilities without the authorisation of the Director of Corporate Information and Computing Services acting on behalf of the Information Services Committee, or of the Head of Department or of the person or body to whom the facilities belong.
 3. Every authorisation for the use of computing facilities will be subject to the conditions that the facilities are to be used only by the person 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.
 4. Where the use of computing 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 Information Services Committee or by the Director of Corporate Information and Computing Services acting in accordance with any directions of that Committee.
 5. No computing 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 Director of Corporate Information and Computing Services or the Head of Department.
 6. 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 computer facilities;
 - (b) to cause any unauthorised modification of any such material.
 7. 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 computing facilities by the Director of Corporate Information and Computing Services or the Head of Department 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 *Code of Practice for the Use of University Computing Facilities*.

¹ Additional Regulations apply for students using the International Faculty’s Computing facilities (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

REGULATION XXV:

Regulations relating to the Library¹

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 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.

¹ These Regulations apply to students in the Sheffield-based Faculties and to students of the International Faculty visiting the Sheffield campus. Separate Regulations apply to students of the International Faculty, or visiting the City campus, for use of its libraries (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

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. Appeal 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 and in the case of any other person through written appeal to the University Librarian.
19. 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 Costume

1. There shall be an Academic Costume for undergraduates who have satisfied the entrance requirements of the University. An undergraduate is required to wear academic dress at such University ceremonies as the Marshal shall determine.
2. The gown of the holder of an Undergraduate Certificate shall be made of black stuff to the pattern of the gown of the Oxford Bachelor of Arts; no hood shall be worn.
3. The gown of an Undergraduate Diplomate shall be made of black stuff to the pattern of the gown of the Oxford Bachelor of Arts; no hood shall be worn. The yoke and facing shall be edged in broad corded ribbon of the colour distinctive of the Faculty.
4. The gown of a Bachelor shall be made of black stuff to the pattern of the gown for the Oxford Bachelor of Arts.
5. The gown of a Postgraduate Diplomate and Postgraduate Certificate shall be made of black stuff to the pattern of the gown of the Oxford Bachelor of Arts.
6. The gown of a Master shall be made either of black stuff or black silk to the pattern of the gown for the Oxford Master of Arts.
7. The undress gown of a Doctor shall be made of black silk to a pattern similar to the undress gown for the Oxford Doctor of Civil Law.
8. (a) The full dress gown of a Doctor holding the Degree of LittD, DSc, LLD, DEng, DMet, DSc(Tech) and DMus shall be made of fine scarlet cloth to a pattern similar to the festal gowns worn by Cambridge Doctors. It shall be faced with green silk of the shade approved by the University and shall have sleeves lined with scarlet silk and looped with a green button and cord.
(b) The full dress gown of a PhD, MD, DBA, DCLinPsy, EdD, DSc, DMedSci, DEdPsy, DEdCPsy and DMin shall be made of fine scarlet cloth and shall have bell-shaped sleeves. It shall be faced with green silk of the shade approved by the University.
9. The hood of a Bachelor shall be of the Cambridge shape, made of fine green cloth, of the shade approved by the University. It shall be half-lined with white fur (artificial), and edged round the tippet with a border of silk, of the colour distinctive of the degree and of the Faculty or the Extra-Faculty Learning and Teaching Committee.
10. The hood of a Postgraduate Diplomate and Postgraduate Certificate shall be of the Cambridge shape, made of green silk, of the shade approved by the University. It shall be edged in silk of the colour distinctive of the Faculty. The neckband shall be made of silk of the colour distinctive of the Faculty.
11. The hood of a Master shall be of the Cambridge shape, made of green silk, of the shade approved by the University. It shall be lined throughout with silk of the colour distinctive of the degree and of the Faculty.
12. The hood of a Doctor shall be of the Cambridge shape, made of red ottoman silk. It shall be lined throughout with silk of the colour prescribed in the following Regulations.
13. 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 Medicine, Dentistry and 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

International Faculty

Saxon blue - all qualifications

Extra-Faculty Learning and Teaching Committee

Pale blue – all qualifications

14. 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.
15. (a) The cap to be worn by the holder of an Undergraduate Certificate, a Diplomate, a graduate undergraduate shall be black, and of the ordinary academic shape.
(b) A Doctor's cap shall be covered with velvet, all other caps with fine cloth.
16. A graduate, diplomate or associate in any Faculty may wear the academic costume prescribed in the Regulations in force at the time of the date of conferment of the Degree or award of the qualification.
17. 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 RELATING TO MEETINGS AND OTHER ACTIVITIES ON UNIVERSITY PREMISES

1. These Regulations are made in accordance with section 43 of the Education (No.2) Act 1986 with a view to taking the steps which are reasonably practicable to ensure that freedom of speech within the law is secured for members of the University, for persons attending events arranged by outside bodies, and for visiting speakers.
2. So far as is reasonably practicable, no premises of the University shall be denied to any individual or body of persons on any grounds connected with:
 - (a) the beliefs or views of that individual or of any member of that body; *or*
 - (b) the policy or objectives of that body.

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, such as that speakers and audience engage with a range of views.

3. The following provisions of these Regulations shall apply to any event (which term includes any meeting or other activity) which is to be held on premises of the University, or premises hired by the University, if there is a real likelihood that a speaker may not be able to:
 - (a) enter or leave the building safely; *or*
 - (b) deliver his or her speech.

In these Regulations any reference to the premises of the University includes any premises occupied by the Students' Union.

4.
 - (a) Any permission, licence or contract for the use of University premises shall be subject to these Regulations.
 - (b) Infringements of, or departures from, these Regulations in whatever respect may render those responsible subject to legal action on the part of the University or to disciplinary proceedings in accordance with the University's Discipline Regulations and procedures.
 - (c) Additionally, if any such actions involve breaches of the criminal law the University authorities will be ready to assist the prosecuting authorities to implement the processes of law.
 - (d) The President & Vice-Chancellor shall act on behalf of the Council to ensure as far as is reasonably practicable that all members and staff of the University, outside bodies meeting on University premises and visiting speakers comply with the provisions of these Regulations.
5.
 - (a) The organisers of any event to which these Regulations apply shall ensure that a single person is appointed as principal organiser of the event.
 - (b) The principal organiser shall ensure that the University Room Bookings procedure is followed. The University shall conduct a risk assessment before granting or withholding permission for the event booking.
 - (c) Any such permission shall be subject to these Regulations and may be subject to conditions as reasonably necessary to secure fulfilment of the University's statutory responsibilities.
 - (d) The President & Vice-Chancellor shall report to Council any decision to withhold permission for an event.

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 student union should have a written constitution 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 student body and endorsed by the University Council. The Constitution makes provision for regulations to be published in bye-laws which shall be approved by the student body.
4. Copies of the Constitution and Bye-laws are 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, and except for students of the International Faculty, be Full Members of the Students' Union. The Bye laws may provide limitations on this entitlement for short term or lower level attendance. 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 and the University Secretary in writing.
7. Any student not in membership of the Students' Union is not entitled:
 - (a) To participate in the democratic government of the Students' Union and, in particular, to propose or vote in referenda, attend 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. Major Students' Union offices shall be defined as full time sabbatical Students' Union Officers.
12. All elections in the Students' Union shall be conducted in accordance with regulations laid down in a bye-law to the Constitution which shall be approved by the University Council. These regulations ensure that appointment to major Students' Union offices is by election in a secret ballot in which all full members are entitled to vote.
13. Any complaint regarding the conduct of elections shall be decided upon by Returning Officers appointed by the Students' Union Council, subject to appeal to the Elections Appeals Committee and subsequently to Students' Union Council. Any decision by Students' Union Council shall be subject to appeal to the University Secretary, whose decision shall be final.
14. The University Secretary (or his/her nominee) may observe any part of the election process and an annual 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.

15. Paid Students' Union offices shall be defined as full time sabbatical Students' Union Officers. No person shall hold such office for more than two academic years and this shall be provided for in the Constitution and bye-laws of the Students' Union.

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.

16. The Students' Union Student Executive Committee shall prepare an annual budget prior to the commencement of each financial year, which shall be submitted to the Students' Union Council for consideration and the Students' Union Trustee Board for approval. The annual budget shall be presented for ratification to the University Finance Committee, which will report to University Council.
17. 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 Students' Union Council and University Council.
18. The accounts shall contain details of any donations made to external organisations during the financial year.
19. Affiliations and donations made by decision of a Referendum, Students' Union Council, Working or Representative Committee or Students' Union Officers shall be published in the annual accounts of the Students' Union.
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. An annual referendum will be held to consider the affiliation of the Students' Union to the National Union of Students, and any other continuing affiliations previously agreed.

22. 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 a bye-law to 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.

23. Procedures for the allocation of resources to societies recognised to the Students' Union are 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.

24. 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-Laws which constitutes the Students' Union's complaints procedure and is available to all students. This procedure includes the right of appeal to the University.

The following are not required to be referenced in the code of practice, but it is an obligation for the governing body to bring these matters to the attention of students at least once a year. These will be published on the Students' Union website and also included alongside this code.

Charity Law

25. The activities of the Students' Union are restricted by the law relating to charities. Consequently, the Students' Union cannot have a political purpose and 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 purposes, provided such activity is within its 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

26. The University is responsible under section 43 of the Education (No.2) Act 1986 for the provision of safeguards to ensure freedom of speech within the law.
27. The provisions for freedom of speech are made in the University Calendar under the Code of Practice Relating to Meetings and Activities on University Premises.

Code of Practice

28. 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

29. 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 information available to prospective students via inclusion in the prospectus and on the Students' Union website.

OFFICERS OF THE UNIVERSITY

As at 1 November 2018

The Chancellor

The Rt Hon Lady Justice Rafferty, DBE, PC, QC, LBB, Hon LLD

The Pro-Chancellors

A M Hope, BSc, FCA (ICAEW)

R Mayson, BA

A P Pedder, OBE, DL, BSc, MSc

The President & Vice-Chancellor

Professor K Lamberts, PhD

The Provost & Deputy Vice-Chancellor

Professor G Valentine, BA, PhD, FBA, FAcSS, FRGS

The Vice-Presidents

Professor J Derrick, BSc, DPhil (Interim Appointment)

Professor S Fitzmaurice, BA, MPhil, PhD, FRSA (Interim Appointment)

Professor M J Hounslow, BE, PhD, FEng, FICHEM, CEng

Professor C W Morgan BA, PhD, FRSA

Professor D N Petley, BSc, PhD, FRGS

Professor Dame Pamela J Shaw, DBE, MBBS, MD, FRCP, FMedSci, FAAN, FANA, FAAAS

Professor C A Watkins, BA, PhD, FAcSS, FRSA (Interim Appointment)

The Treasurer

J T Sutcliffe, BA, ACA

The University Secretary

Dr T Strike, MSc, PhD, DMS, CertEd, FCIPD

THE UNIVERSITY COUNCIL

As at 1 November 2018

The Pro-Chancellors

A M Hope, BSc, FCA (ICAEW)

R Mayson, BA

A P Pedder, OBE, DL, BSc, MSc

The Treasurer

J T Sutcliffe, BA, ACA

The President & Vice-Chancellor

Professor K Lamberts, PhD

Not fewer than two and not more than three Senior Academic Officers appointed annually by the Chair of Council in consultation with the President & Vice-Chancellor

Professor C W Morgan BA, PhD, FRSA

Professor D N Petley, BSc, PhD, FRGS

Professor G Valentine, BA, PhD, FBA, FAcSS, FRGS

Not fewer than seven and not more than eight Persons appointed by the Council

D J Bagley, BA, FCA

A Belton, BSc, ACIB, DipFS

Professor K Layden, BSc, PhD, FRSC

Dr J W Nicholls, BA, PhD

S Sly, LLB

K E Whitton, BA

A P Wray, BSc

Three Members of the Senate elected by the Senate

Professor L Maltby, BSc, PhD

Professor M Siva-Jothy, BSc, DPhil

R Sykes, BA

The President of the Union of Students

L M Jones, BA

One person to be elected by and from the employees of the University who are not members of the Academic or Academic-related Staff

G Hague, BA

Secretary to the Council

Dr T Strike, MSc, PhD, DMS, CertEd, FCIPD

THE UNIVERSITY SENATE

As at 1 May 2019

The President & Vice-Chancellor

Professor Koen Lamberts

The Provost & Deputy Vice-Chancellor

Professor Gill Valentine

The Vice-Presidents

Education

Professor Wyn Morgan

Research & Innovation

Professor David Petley

Faculty of Arts & Humanities

Professor Susan Fitzmaurice (Interim)

Faculty of Engineering

Professor Michael Hounslow

Faculty of Medicine, Dentistry & Health

Professor Dame Pamela Shaw

Faculty of Science

Professor John Derrick (Interim)

Faculty of Social Sciences

Professor Craig Watkins (Interim)

The Deputy Vice-Presidents

Education

Professor Jackie Marsh

Education

Professor Brendan Stone

Research & Innovation

Professor John Derrick

Research & Innovation (Postgraduate Research)

Professor Lorraine Maltby

Faculty Directors of Learning & Teaching

Faculty of Arts & Humanities

Dr David Forrest

Faculty of Engineering

Professor Rachel Horn

Faculty of Medicine, Dentistry & Health

Dr Adrian Jowett

Faculty of Science

Dr Luke Wilson

Faculty of Social Sciences

Professor Jackie Marsh

Faculty Directors of Research & Innovation

Faculty of Arts & Humanities

Professor Nicola Dibben

Faculty of Engineering

Professor John Haycock

Faculty of Medicine, Dentistry & Health

Professor Wendy Baird

Faculty of Science

Professor Simon Foster

Faculty of Social Sciences

Professor John Flint

Cross-cutting Directors

Professor Marie Kinsey (Digital Learning)

Dr Bob McKay (Student Engagement)

Dr Christopher Stokes (Digital Learning)

Professor Brendan Stone (Outward-facing)

The Principal of City College

Mr Yiannis Ververidis

Chairs of Committees who are not otherwise members

Professor Richard Jackson

Heads or Acting Heads of Departments entitled to ex-officio membership of the Senate

<i>Animal & Plant Sciences</i>	Professor Rob Freckleton	Until 31 August 2022
<i>Archaeology</i>	Professor Caroline Jackson	Until 31 August 2021
<i>Architecture</i>	Professor Karim Hadjri	Until 31 August 2021
<i>Automatic Control & Systems Engineering</i>	Professor Daniel Coca	Until 31 August 2022
<i>Biomedical Science</i>	Professor Kathryn Ayscough	Until 31 August 2020
<i>Chemical & Biological Engineering</i>	Professor Jim Litster	Until 31 August 2020
<i>Chemistry</i>	Professor Graham Leggett	Until 31 July 2022
<i>Civil & Structural Engineering</i>	Professor Joby Boxall	Until 31 August 2021
<i>School of Clinical Dentistry</i>	Professor Chris Deery	Until 31 August 2019
<i>Computer Science</i>	Professor Guy Brown	Until 31 August 2019
<i>School of East Asian Studies</i>	Professor Hugo Dobson	Until 31 August 2019
<i>Economics</i>	Professor Peter Wright	Until 31 August 2019
<i>School of Education</i>	Professor Elizabeth Wood	Until 31 August 2020
<i>Electronic & Electrical Engineering</i>	Professor Chee Hing Tan	Until 31 August 2023
<i>School of English</i>	Professor Joe Bray	Until 31 August 2022
<i>Geography</i>	Professor David Robinson	Until 31 August 2021
<i>History</i>	Professor Adrian Bingham	Until 31 August 2022
<i>Human Communication Sciences</i>	Professor Patricia Cowell	Until 31 August 2019
<i>Infection, Immunity & Cardiovascular Disease</i>	Professor Tim Chico	Until 31 August 2022
<i>Information School</i>	Professor Peter Bath	Until 31 August 2019
<i>Journalism Studies</i>	Professor Jacqueline Harrison	Until 31 August 2021
<i>Landscape Architecture</i>	Professor Anna Jorgensen	Until 31 August 2022
<i>School of Languages & Cultures</i>	Professor Jan Windebank	Until 31 August 2022
<i>Law</i>	Professor Graham Gee	Until 31 August 2022
<i>Lifelong Learning</i>	Dr Willy Kitchen	From 12 October 2015
<i>Management School</i>	Professor David Oglethorpe	Dean from 1 April 2013
<i>Materials Science & Engineering</i>	Professor Neil Hyatt	Until 31 August 2019
<i>School of Mathematics & Statistics</i>	Professor Nick Monk	Until 31 December 2021
<i>Mechanical Engineering</i>	Professor Neil Sims	Until 31 August 2022
<i>Medical School</i>	Professor Deborah Murdoch-Eaton	Dean from 1 Sep 2013
<i>Molecular Biology & Biotechnology</i>	Professor Mike Williamson	Until 31 May 2021
<i>Music</i>	Dr Simon Keegan-Phipps	Until 31 August 2022
<i>Neuroscience</i>	Professor Christopher McDermott	Until 31 August 2022
<i>Nursing & Midwifery</i>	Professor Tracey Moore	Until 31 August 2019
<i>Oncology & Metabolism</i>	Professor Allan Pacey	Until 31 August 2021
<i>Philosophy</i>	Professor Rosanna Keefe	Until 31 August 2019
<i>Physics & Astronomy</i>	Professor Paul Crowther	Until 31 December 2021
<i>Politics</i>	Professor Andy Hindmoor	Until 31 August 2020
<i>Psychology</i>	Professor Glenn Waller	Until 31 August 2020
<i>School of Health & Related Research</i>	Professor John Brazier	Until 31 March 2021
<i>Sheffield Methods Institute</i>	Professor Andy Dickerson	Until 31 August 2020
<i>Sociological Studies</i>	Professor Nathan Hughes	Until 30 April 2022
<i>Urban Studies & Planning</i>	Professor Malcolm Tait	Until 31 August 2020

The Vice-Principals of City College

Dr Megaklis Petmezas

Professor Panayiotis Ketikidis

Professor Petros Kefalas

The Librarian

Mrs Anne Horn

Elected representatives of staff in Grade 8 and above

For the period until 2021

Mr Mick Ashman
Mr Chris Baker
Professor Stephen Beck
Dr Alex Best
Dr Nina Cardinal
Dr Hannah Fairbrother
Dr Jonathan Foster
Dr Jo Grady
Ms Nikki Jones
Dr Daniel Lee
Miss Kirsty Lindley

Mrs Alison Little
Dr Sam Marsh
Mrs Fran Mason
Mr John McAuley
Ms Michelle Nolan
Mrs Zoe Ollerenshaw
Dr Sarah Pollington
Dr Stefanie Pukallus
Mrs Lucy Thorp
Professor Mary Vincent
Dr Lorna Warren

For the period until 2020

Mr Chris Blackmore
Mr Gareth Bramley
Professor Terry Burke
Mrs Liz Carlile
Ms Joanna Coley
Ms Emma Cordell
Dr Julie Dickinson
Professor Alison Gartland
Professor Barry Gibson
Dr Paula Gould
Professor David Hornby
Ms Helen Johnstone
Dr Janine Kirby
Mrs Jo Marriott

Ms Catherine McKeown
Professor Roger K Moore
Dr Craig Murdoch
Miss Emma Packham
Dr Alison Patrick
Mr David Reid
Mr Richard Simpson
Professor Mike Siva-Jothy
Mrs Joan Upson
Professor Stephen Walters
Mr David Whittaker
Professor Nicholas Williams
Professor Mike Williamson

For the period until 2019

Mrs Emma Bingham
Dr Lindsay Blank
Professor Craig Brandist
Professor Caitlin Buck
Dr Claire Conway
Professor Susan Fitzmaurice
Professor Tamara Hervey
Dr Emma Hock
Mr Nick Hopwood

Dr Siobhán North
Dr Camilla Priede
Mr Martin Rapier
Mr Rob Sykes
Mrs Nicola Talbot
Professor Robert von Fay-Siebenburgen
Dr Sarah Want
Dr Seán Williams
Dr Luke Wilson

Five student officers

President
Education Officer
International Students' Officer
Welfare Officer
Women's Officer

Ms Lilian Jones
Ms Anna Crump Raiswell
Ms Roxanne Bechu
Ms Katharine Swindells
Ms Mayeda Tayyab

An elected student member from each Faculty

Arts & Humanities
Engineering
Medicine, Dentistry & Health
Science
Social Sciences

Mr Callum Sweet
Miss Aoife Campbell
Dr Aziz Mert Ipekci
Mr Josh Glicklich
Mr Chujie Wang

Two postgraduate student representatives

Postgraduate Research
Postgraduate Taught

Mr George Bowley
Miss Sirui Chen

One mature student

Mr Jamie Huddleston

Secretary to the Senate

Dr Tony Strike (University Secretary)

STUDENTS' UNION

As at 1 August 2018

STUDENT OFFICERS

President:

L M Jones, BA

Activities Officer:

C Hudson-Molinaro, BSc

Education Officer:

A Crump Raiswell, BA

SU Development Officer:

M Kee, BA

International Students' Officer:

R Bechu (completes degree in 2020)

Sports Officer:

S Morse, BA

Welfare Officer:

K Swindells, BA

Women's Officer:

M Tayyab, BA

SENIOR STAFF

Chief Executive:

J A Booth, BCom

Director of Membership Engagement:

L Scanlon, CIM

Director of Resources:

L Pritchard, BA, ACA

Director of Social Enterprise:

C D Aucott

Director of Digital Transformation:

R Copley, BSc, MSc

Deputy Director of Membership Engagement:

K Fraser, BA, CIS (Affiliated)

HONORARY GRADUATES

Date of Degree

1966	Her Majesty Queen Elizabeth The Queen Mother, DMus	1994	Emmanuel Yap Angeles, LLD
2008	His Highness Sheikh Dr Sultan Bin Mohammed Al-Qasimi, LittD	2007	Theo Angelopoulos, LittD
1909	His Royal Highness The Prince of Wales (King George V), LittD	1955	Sir Edward Victor Appleton, DSc
1930	His Royal Highness Prince George (Duke of Kent), LLD	1975	The Right Honourable the Lord Armstrong of Sanderstead, LLD
1926	Her Royal Highness The Princess Mary, Viscountess Lascelles (Princess Royal, Countess of Harewood), LLD	1953	Albert Leslie Armstrong, MA
2007	Her Royal Highness Crown Princess Katherine of Serbia, LittD	1991	Walter Harry Green Armytage, LLD
2016	Aileen Kirkpatrick Adams, MD	1980	Denis Midgley Arnold, DMus
2016	George Robert Adams, LittD	1992	Arnold Aspinall, DSc
1948	The Right Honourable Viscount Addison of Stallingborough, LLD	1985	Robert Frederick Atkins, MA
1955	The Right Honourable the Lord Adrian, DSc	1970	Wystan Hugh Auden, LittD
1992	Datuk Haji Sharom Ahmat, LittD	1998	George Edward Bacon, DSc
1992	Yang Berbahagia Dato' Hisham Albakri, LittD	1990	Emmanuel Augustus Badoe, MD
1947	The Right Honourable Albert Victor Alexander (Viscount Alexander of Hillsborough), LLD	1939	Stanley Bertram Bagley, LLD
1991	The Right Honourable the Lord Alexander of Weedon, LLD	1972	Eric Bagnall, MA
2008	Reverend Canon Adrian Alker, MA	1947	Sir Donald Coleman Bailey, DEng
2008	John Allan, LittD	1966	George Leo Bailey, DMet
1993	Sir Geoffrey Allen, DSc	1981	Sir George Grenfell Baines, LittD
1926	Sir Hugh Percy Allen, LittD	1960	Alhaji Sir Abubakar Tafawa Balewa, LLD
1994	John Robert Lawrence Allen, LLD	1912	The Right Honourable Arthur James Balfour (Earl of Balfour and Whittinghame), LLD
1966	Norman Percy Allen, DMet	1959	Albert Ballard, LLD
1909	William Edgar Allen, LittD	1992	Joseph Cyril Bamford, DEng
1994	David Allford, LittD	1978	Sir Roger Gilbert Bannister, DSc
1969	Thomas Edward Allibone, DEng	1960	Ronald Hurst Barber, MA
1960	The Right Reverend Sherard Falkner Allison, LLD	1957	Sir John Barbirolli, DMus
2016	Amal Abdulla Al Qubaisi, LittD	1953	Herbert Bardgett, MA
2006	Lassi Alvesalo, DSc	2003	Karna Dev Bardhan, MD
1947	The Right Honourable Sir John Anderson (Viscount Waverley), LLD	1988	Christopher Shelley Barker, LLD
1996	Philip Warren Anderson, DSc	1972	Ernest Anthony Barker, LLD
1979	Stuart Price Anderson, MSc	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
- 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
- 1975 John Bebbington, MA
- 1930 Sir Hugh Francis Bell, Baronet, LLD
- 2017 Kay Benbow, LittD
- 1912 His Honour Judge William Denman Benson,
LLD
- 1997 Keith Howard Best, DEng
- 2003 Lord Richard Best, LittD
- 2000 Hugh Keith Bevan, LLD
- 2015 Pallab Kumar Bhattacharya, DEng
- 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
- 2010 Peter Blood, DSc
- 1998 Leslie Harold Blumgart, DSc
- 1994 Thomas Leon Blundell, DSc
- 2016 The Rt Hon 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
- 2009 Anthony Edward Bottoms, LLD
- 1908 Charles Jacques Bouchard, DSc
- 2009 Robert Francis Boucher, DEng
- 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
- 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
- 2013 Julia Buckingham, DSc
- 1959 Harry Bull, DMet
- 1999 Roger Francis Taylor Bullivant, DMus
- 2005 Alberto Bustani, DEng
- 1991 John Henry Burgoyne, DEng
- 1985 H A Burl, PhD
- 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 Rt Hon Richard Caborn, LittD
- 1977 Robert William Caizley, MA
- 1994 Carmen Thérèse Callil, LittD
- 1918 His Excellency Paul Pierre Cambon, LLD

1991	Kenneth Cameron, LittD	1956	The Right Reverend Norman Harry Clarke, Lord Bishop of Plymouth, LLD
2001	The Right Honourable the Lord Camoys, LittD	1992	The Right Honourable the Lord Cledwyn of Penrhos, LLD
1966	The Right Honourable Hugh Mackintosh Foot, Baron Caradon, LLD	1912	Sir William Edwin Clegg, LLD
1988	Sir John Michael Carlisle, LLD	1911	Isabel Cleghorn, MA
1936	Sir Henry Cort Harold Carpenter, DMet	1934	Sir Charles Clifford, LLD
2003	The Very Reverend Arthur Wesley Carr, LittD	1978	John Flavell Coales, DEng
1990	Lynda Carr, LittD	1960	Sir John Cockcroft, DEng
1993	José Carreras, DMus	1990	The Right Honourable Francis Arthur Cockfield (Baron Cockfield of Dover in the County of Kent), LLD
1959	Annie Bindon Carter, MA	1991	Sebastian Newbold Coe, LLD
2002	Martin Carthy, Dmus	1968	Harry Cofield, MA
2015	Richard John Carwardine, LittD	2008	Paul Collier, LittD
1986	Sir Hugh Maxwell Casson, LittD	1995	Patrick Collinson, LittD
2015	Andrew Cave, LittD	1973	Arthur Holmes Connell, LLD
2002	Cham Tao Soon, DEng	2017	Sebastian Orby Conran, DEng
1926	The Right Honourable Sir Joseph Austen Chamberlain, LLD	1984	Harry Francis Constantine, LittD
2002	Anson Chan, LLD	1987	Michael Cooke, MA
1964	Arthur William Chapman, LLD	2011	Cary Lynn Cooper, DSc
2015	Hilary Anne Chapman, MD	1972	Thomas Wellsted Copeland, LittD
1969	Sydney Chapman, DSc	1988	Bernard Edward Cotton, LLD
1993	Christopher Charlton, LittD	1970	Charles Alfred Coulson, LittD
1989	Francis William Cheetham, MA	1927	Sir Cecil Allen Coward, LLD
1932	The Right Honourable the 2nd Viscount Chelmsford, LLD	1920	Sir Henry Coward, MA
1975	John Hugh Chesters, DSc	1933	Sir Henry Coward, DMus
2014	John Chew Hiang Chea, LittD	1929	Charles Whitworth Cowen, MA
2006	William Chia, DSc	1991	Donald James Cram, DSc
1908	John Chiene, DSc	1990	Bernard Rowland Crick, LittD
2009	Lee Child, LittD	2013	Anthony Derek Howell Crook, LittD
2016	David Robert Childs, LittD	1910	Sir William Crookes, DSc
1918	His Excellency the Viscount Sutemi Chinda, LLD	2001	Peter John Cropper, DMus (1985 MMus)
1976	Nils Christie, LLD	1985	Alexander Lamb Cullen, DEng
1985	Sir Sze-yuen Chung, LLD	1975	Gordon Cullen, LittD
1970	Arthur Roy Clapham, LittD	2001	Edward Horder Cullinan, LittD
1966	Alec Wilson Clark, DScTech	1948	Admiral of the Fleet the Viscount Cunningham of Hyndhope, LLD
1951	Sir George Norman Clark, LittD	1991	Alexander Monteith Currie, LLD
1960	Hannah Mary Clark, MA	2005	Lord Dahrendorf of Clare Market, LittD
1970	John Grahame Douglas Clark, LittD	1979	Sir Frederick Sydney Dainton, (The Right Hon The Lord Dainton of Hallam Moors), LLD
1970	Kenneth MacKenzie Clark (Lord Clark), LittD	1992	Lady Barbara Hazlitt Dainton, DSc
1996	Ronald George Clark, MD	2001	Stephen David Daldry, LittD
1968	Joseph Ryle Clarke MA		

1928	Sir Henry Hallett Dale, DSc	1960	The Right Honourable James Chuter Ede, LLD
1931	The Right Reverend John Russell Darbyshire, Lord Bishop of Glasgow and Galloway (Archbishop of Capetown), LittD	1948	The Right Honourable Sir Anthony Eden (Earl of Avon), LLD
1910	Sir Francis Darwin, DSc	2017	Brian Edwards, MD
1910	Thomas William Rhys Davids, DSc	1989	Sir Samuel Frederick Edwards, DSc
1995	Sir Graeme John Davies, DMet	1998	Jacob Delworth Elder, LittD
2013	Lindsey Margaret Davies, MD	2006	Mark Elder, DMus
2008	Sally Davies, DSc	1964	Charles Edwin Eley, MA
1908	Sir Henry Davy, DSc	1926	The Right Honourable Sir Charles Norton Edgcumbe Eliot, LittD
2007	Sir Alan Dawtry, LLD	1959	Thomas Stearns Eliot, LittD
1908	Antoine Depage, DSc	1992	Peter Elliott, LLD
		2005	Frank Ellis, DSc
1926	The Right Honourable the Earl of Derby, LLD	1918	Sir William Henry Ellis, DEng
1996	Henri Maximilien Arthur DesFeuilles, MA	1985	Sidney Reuben Elsdon, DSc
1998	Her Grace the Duchess of Devonshire, LittD	1999	John Lewis Emery, MD
2014	His Grace the 12th Duke of Devonshire, LittD	1974	Sir William Empson, LittD
1963	His Grace the 11th Duke of Devonshire, LLD	2007	Sir John Enderby, DSc
2013	Edmund Arthur Lowndes de Waal, LittD	2003	Gerald Edward Ennis, DEng
1977	Sir Christopher John Dewhurst, DSc	2010	Jessica Ennis, LittD
1978	Arthur Geoffrey Dickens, LittD	1934	John Evans, MSc
1965	Frederick Richard Dimbleby, LLD	2002	Sir Richard Evans, DEng
1934	Frederick Burrington Dingle, MA	1980	Sinclair Morris Evans, MD
1992	Reginald Christopher Walter Dinsdale, MD	1961	Ulick Richardson Evans, DMet
1926	Sir Robert Bland Dixon, DEng	1933	Sir James Alfred Ewing, DSc
1998	Richard Edwin Dolby, DMet	1997	Charles Fairhurst, DEng
2013	Dame Athene Donald, DSc	2013	Martha Fajardo, LittD
1984	The Right Honourable Sir John Francis Donaldson, LLD	1990	Julian Thomas Farrand, LLD
2004	Sir Liam Joseph Donaldson, DSc	2010	Thomas Vincent Fean, LittD
1976	Margaret Drabble, LittD	2008	W James Feast, DSc
1939	Bernard Phineas Dudding, PhD	1936	William Carter Fenton, MA
2017	Gordon William Duff, MD	2005	Sir Ranulph Twisleton-Wykeham-Fiennes, DSc
1999	Lee Yung Dug, LittD	1999	David Christopher Fildes, LittD
1951	Percy Dunsheath, DEng	1953	Sir Ernest Frederick Finch, DSc
1990	Sir Herbert Livingston Duthie, LLD	1979	Sir Moses Finley, LittD
1999	David Clive Eade, LittD	1979	Sir Harold Montague Finniston, DMet
1997	James Edward Eardley, LLD	1908	Sir Charles Harding Firth, LittD
1983	William Eastwood, DEng	2006	Mark Firth, LittD
1929	Ernest Arthur Ebbelwhite, LLD	2014	Paul Nicholas Firth, LittD
1983	Jose Echeverria, MMed	1950	Ezra Fisher, MA
1988	Paul Clark-Eddington, MA	1918	The Right Honourable Herbert Albert Laurens Fisher, LittD
1997	Jeffrey William Edington, DMet	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
- 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
- 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
- 1997 Lesley Garrett, DMus
- 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
- 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
- 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, Jr, 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
- 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
- 1963 Robert Edward Gross, DSc
- 1954 John Lewis Anderton Grout, MD
- 2018 Agnes Grunwald-Spier, LittD
- 1968 William Keith Chambers Guthrie, LittD
- 1911 Sir Robert Abbott Hadfield, Baronet, DMet

2004	Stelios Achilleos Hadjistyllis, LittD	2015	Philip Michael Hensher, LittD
1930	Sir William Henry Hadow, LittD	1975	Hildegard Herzog, MA
1987	Sir Douglas Hague, LittD	2001	David Ian Heslop, LittD
1920	The Right Honourable the 1st Earl Haig, LLD	1947	Sir Hector James Wright Hetherington, LLD
1955	The Right Honourable the Lord Hailey of Shahpur and Newport Pagnall, LLD	1927	The Right Honourable Gordon Hewart, Baron (Viscount) Hewart of Bury, LLD
1913	The Right Honourable the Viscount Haldane of Cloan, LLD	2015	David Hey, LittD
2018	Andrew George Haldane, LittD	1927	James Harvey Hichens, LLD
1928	Sir Arthur John Hall, DSc	2003	Dame Julia Higgins, DSc
1995	Peter Geoffrey Hall, LittD	1964	Sir William Percival Hildred, LLD
1954	Samuel Hall, PhD	2011	Anthony Edward Hill, DSc
1922	Thomas Walter Hall, MA	1967	John Edward Christopher Hill, LittD
1936	Joseph Henry Hallam, PhD	2018	Peter Hill, DMus
1964	Bertrand Leslie Hallward, LLD	1990	Robert Hill, DSc
1994	Herbert Halpert, LittD	1992	Cyril Hilsum, DEng
1966	Wilfred Marsh Hampton, DScTech	2005	Dame Deidre Hine, DSc
2014	Peter William Hannon, LittD	2010	Barry Hines, LittD
2007	Anthony Hanwell, DEng	1954	Sir Cyril Norman Hinshelwood, DSc
1928	The Right Honourable the 6th Earl of Harewood, LLD	1996	William James Hitchens, LittD
1961	Robert Hargreaves, MA	2003	Philip Hobsbaum, LittD
2018	Sarah Helen Harkness, LittD	1920	Sir Albert John Hobson, LLD
1989	John Laker Harley, DSc	1910	Ernest William Hobson, DSc
1999	Peter Joseph Harper, LittD	1977	Sir Harold Hobson, LittD
2004	Joanne Michele Sylvie Harris, LittD	1993	Alun Hoddinott, DMus
1988	George Michael Antony Harrison, LLD	1960	Sir William Hodge, DSc
1997	Pauline May Harrison, DSc	1963	Alan Lloyd Hodgkin, DSc
1927	Sir William Edward Hart, LLD	1970	Dorothy Crowfoot Hodgkin, DSc
2001	Adam John Hart-Davis, DSc	2014	Sheila Clare Hollins, MD
1936	Sir Harold Brewer Hartley, DSc	2013	Sir Bernard Hogan-Howe, LLD
2014	Nicholas Dixon Hastie, MD	1999	Richard Hoggart, LittD
1983	Enid Anne Hattersley, LittD	1989	Brenda Marjorie Hoggett, LLD
1998	Roy Sydney George Hattersley (Lord Hattersley of Sparkbrook), LittD	1994	Sir Geoffrey Holland, LLD
1955	Sir Geoffrey de Havilland, DEng	1987	Frederick George Thomas Holliday, DSc
1974	Robert Downs Haworth, DSc	1993	Michael Holroyd, LittD
1987	Nigel Barnard Hawthorne, MA	1959	Sir Ronald Holroyd, DSc
1976	Sir William Hawthorne, DEng	1976	John William Holter, DSc
2016	Mary Hayes, LLD	1983	Robert William Kerr Honeycombe, DMet
1951	Ethel Mary Bassett Haythornthwaite, MA	1976	Harry Thurston Hookway, LLD
1963	Gerald Graham Haythornthwaite, MA	1928	Sir Frederick Gowland Hopkins, DSc
2009	Janet Hemingway, DSc	1990	Peter Horton, LittD
1978	Lydia Manley Henry, DSc	2005	Hugh Howe, LittD
		2015	Dr Wei Huang, DSc
		1993	George Hudson, LLD

1990	Edward Hughes, LittD	2004	Alan Godfrey Johnson, DSc
1912	Herbert Hughes, LLD	2017	Alan Taylor Johnson, MD
1994	Penelope Lesley Hughes, LLD	1969	Harry Gordon Johnson, LittD
2016	Clive Robert Humby, DEng	2000	Henry Stuart Johnson, LLD
1966	William Hume-Rothery, DMet	1986	William Johnson, DEng
2018	Jane Humphries, LittD	2018	Bernard Johnston, DEng
1999	Anthony James Hunt, LittD	2002	Ronald John Johnston, LittD
1989	Henry Cecil John Hunt (Lord Hunt of Llanfair Waterdine), DSc	1910	Joseph Jonas, DEng
2005	His Excellency Julian Robert Hunte, LittD	2005	David Jones, DSc
1953	The Right Reverend Leslie Stannard Hunter, Lord Bishop of Sheffield, LLD	1994	Kathleen Mary Jones, LLD
2017	Peter J Hunter, DEng	2014	Philip Jones, LittD
1939	James Edgar Hurst, DMet	1932	Sir Walter Benton Jones, Baronet, LLD
1967	Henry Charles Husband, DEng	2012	H Peter Jost, DEng
1955	Joseph Husband, DEng	1982	The Very Reverend Alfred Jowett, LittD
1964	Sir Andrew Fielding Huxley, DSc	2012	Jean-Claude Juncker, LittD
1981	William Gregory Ibberson, DEng	2002	Sir Stanley Kalms, LittD
1962	Sir Charles Frederick William Illingworth, DSc	1975	Sir Andrew Watt Kay, DSc
1976	Ronald Stanley Illingworth, MD	1981	Harry Kay, DSc
1924	The Very Reverend William Ralph Inge, LittD	2003	The Honourable Mr Justice Maurice Kay, LLD
1994	Brendan Ingle, MA	1995	William James Gregory Keegan, LittD
1954	Sir Christopher Kelk Ingold, DSc	1966	George Williams Keeton, LLD
2003	Susan Elizabeth Ion, DEng	2007	Alan Kelly, DMus
1987	Knut Ipsen, LLD	2005	Baroness Helena Kennedy, QC, LLD
1993	Jamshed Jiji Irani, DMet	2000	The Right Honourable Sir Paul Joseph Morrow Kennedy, LLD
2001	Robin Dale Ireland, DMus	1995	Sir Anthony John Patrick Kenny, LittD
1934	Thomas Wilson Ireland, MA	1980	John Philipps Kenyon, LittD
2006	Eddie Izzard, LittD	2009	Bruce Keogh, MD
1998	Brenda Powell Jackson, LittD	2009	Ian Kershaw, LittD
1936	The Right Honourable Sir Francis Stanley Jackson, LLD	2005	Sir Robert Kerslake, LittD
1955	Sir Harold Warters Jackson, LLD	1951	Sir Geoffrey Langdon Keynes, LittD
1908	Henry Jackson, LittD	2002	Khoo Soo Peng, LittD
1926	Sir Percy Richard Jackson, LLD	1990	Robert John Kiln, LittD
2005	General Sir Mike Jackson, LLD	1995	Sir Robert Kilpatrick, LLD
1959	Sir Willis Jackson, (Baron Jackson), DEng	2008	Sir David Anthony King, DSc
1980	John Richings James, LLD	2000	Emma Kirkby, DMus
1987	Antony Rupert Jay, MA	1966	George Wilson Knight, LittD
1992	John Bryan Jefferson, LittD	1978	Lionel Charles Knights, LittD
1985	Lady Susan Jellicoe, LittD	2010	John Frederick Knott, DEng
1989	John Jerwood, LLD	2008	Angela Knowles, LittD
2002	Eva Magdalena Jiricna, 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
- 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 Quan Yew, LLD
- 1991 Jean-Marie Pierre Lehn, DSc
- 1922 Frank John Leslie, MA
- 1968 Isidore Lewis, LLD
- 2018 Lowell Lyttleton Lewis, MD
- 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
- 1994 Loy Hean Heong, LLD
- 2000 Colin Renshaw Lucas, LittD
- 1908 Just Marie Marcellin Lucas-Charnpionniere, 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 1923 Valentine Ward Pearson, MA
- 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
- 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
- 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 Ramphela, MD

1910	Sir William Ramsay, DSc	2006	Gillian Mary Ryder Samuels, DSc
1996	Bernard Rands, DMus	1962	Frank Henry Saniter, DScTech
1999	Peter Hamilton Raven, DSc	2018	Ann Sansom, LittD
2012	Sir Michael David Rawlins, MD	2018	Peter Sansom, LittD
2015	John Anthony Rawsthorne, LittD	1995	Stuart John Saunders, LLD
2013	Sir David John Read, DSc	1989	Wilfred Leonard Saunders, LittD
2001	Peter William Redgrove, LittD	2009	John Stewart Savill, MD
2005	Laurence Rees, LittD	1979	John Arthur Saxton, DEng
1987	Andrew Colin Renfrew, LittD	2008	Joe Scarborough, LittD
1968	Sir John Renwick, LLD	1918	The Right Honourable the 10th Earl of Scarborough, LLD
1982	Henning Graf von Reventlow, LittD	1951	The Right Honourable the 11th Earl of Scarborough, LLD
2006	Fiona Clare Reynolds, LittD	2001	The Right Honourable the 12th Earl of Scarborough, LLD
2005	President George Maxwell Richards, LittD	2002	Geoffrey Christopher Schild, DSc
1994	John Richmond, MD	1987	Sir Robert Scholey, DEng
2014	Kathryn Elizabeth Riddle, LittD	1983	James Alexander Scott, LLD
1981	Derrick Newton Riley, PhD	2004	Pavel Seifter, LittD
1984	Sir Ralph Riley, LLD	2007	The Most Revd and Rt Hon John Mugabi Tucker Sentamu (Lord Archbishop of York), LittD
1995	John David Rimington, DSc	1997	Paul William Seton, LLD
1934	The Right Honourable the 1st Baron Riverdale of Sheffield, LLD	2002	Dame Margaret Seward, DSc
1967	Lionel Charles Robbins, Baron Robbins of Clare Market, LLD	1994	Lord Shackleton of Burley, DEng
2002	Sir Gareth Roberts, DSc	2017	Helen Patricia Sharman, DSc
2006	John Maxwell Roberts DEng	1931	Sir Percival Sharp, LLD
1994	Richard John Roberts, DSc	1991	Mary Edith Sharrock, MA
2007	Timothy Wace Roberts, LLD	1994	Joseph Henry Hinggiam Sheares, MD
1936	Sir Charles Grant Robertson, LittD	2005	Xie Shengwu, DSc
1961	Sir Dennis Holme Robertson, LittD	1910	Sir Charles Scott Sherrington, DSc
2001	Sir Ralph Robins, DEng	1989	Douglas Shortridge, DSc
1946	Sir Robert Robinson, DSc	1939	The Right Honourable the Viscount Simon of Stackpole, LLD
1975	Sir Hugh Norwood Robson, LLD	2017	David Simons, MD
2000	Peter Neville Robson, DEng	2005	Joe Simpson, LittD
2009	Daniel Frederick Gordon Rohlehr, LittD	2016	Charles Robert Sims, DEng
1998	Jack Morris Rosenthal, LittD	1991	Geoffrey Donald Sims, LLD
1996	Ian Craig Ross, MEng	1955	Dame Edith Sitwell, LittD
2010	Sheila Rowbotham, LittD	1951	Sir Osbert Sitwell, Baronet, LittD
2002	David Rowe, DMus	2004	Sir Reresby Sitwell, LittD
1999	Philip Charles Ruffles, DEng	1979	Sir Sacheverell Sitwell, LittD
2003	Robert Graham Goodwin Russell, MD	2001	Kenneth Herbert Sleaford, MMus
1988	Charles Ryan, MA	1988	Gerald Patrick Smedley, DEng
1913	Sir Michael Ernest Sadler, LittD		
1996	Jane Elizabeth Salvage, LLD		
1991	Steven Browning Sample, LLD		

1996	John Michael Smethurst, LittD	1912	The Right Honourable Charles Beilby Stuart Wortley, (Lord Stuart of Wortley), LLD
1963	Albert Hugh Smith, LittD	1924	Robert Styring, LLD
2004	Colin John Smith, DSc	2008	Lakshminarayana Subramaniam, DMus
1936	Sir Frank Edward Smith, DSc	1972	Willie Sucksmith, DSc
1926	The Very Reverend Sir George Adam Smith, LittD	2016	Richard Summers, DSc
1927	George Charles Moore Smith, LittD	1934	Walter Coventry Summers, LittD
1984	John Cyril Smith, LLD	1992	Harold Thomas Swan, LittD
2015	Roderick Arthur Smith, DEng	1908	Sir Henry Rosborough Swanzy, DSc
1949	William Mackenzie Smith, LLD	2003	Jim Swithenbank, DEng
1931	Field Marshal the Right Honourable Jan Christiaan Smuts, LLD	1955	Sir Charles Sykes, DMet
1980	Ian Bruce Sneddon, MD	1996	Hugh Ridley Sykes, LLD
1908	Simeon Snell, DSc	1999	Sir Richard Brook Sykes, DSc
1922	Mary Jane Sorby, MA	1998	Toshiyuki Takamiya, LittD
1959	Herbert Southern, MScTech	1998	Tony Tan Keng Yam, LLD
1955	Sir Richard Vynne Southwell, DEng	1970	Kenzo Tange, LittD
1991	Stanley Lester Speight, LLD	2016	Tilli Tansey, MD
1981	Alfred Spinks, DSc	1996	Savak Sohrab Tarapore, LLD
2002	Lewis Spitz, MD	2017	Simon Tavaré, DSc
2018	Sarah Marcella Springman, DEng	1953	Richard Henry Tawney, LittD
2013	Adrian Martyn Christopher (Kim) Staniforth, LittD	1977	Robert Donald Teare, LLD
1924	Ernest Henry Starling, DSc	1965	Dame Grace Tebbutt, LLD
1910	John Edward Stead, DMet	1946	Marshal of the Royal Air Force, Lord Tedder of Glenguin, LLD
1988	Stuart Stearns, DSc	1931	The Most Reverend and Right Honourable William Temple, Lord Archbishop of York, (Lord Archbishop of Canterbury), LittD
1970	Erwin Stengel, MD	1977	Frederick Charles Thomas, LLD
1948	Sir Frank Merry Stenton, LLD	1992	Sir Keith Thomas, LittD
1955	Sir Henry Francis Blake Stephenson, Baronet, LLD	1982	Neville Thomas, MA
1918	Sir Henry Kenyon Stephenson, Baronet, LLD	1997	Terence Ash Thomas, LLD
1963	William Raymond Shirecliffe Stephenson, MA	1954	Francis William Thompson, LittD
1968	James Wilfred Sterland, LLD	1956	Sir George Paget Thomson, DSc
1995	Michael John Howard Sterling, DEng	1910	Sir Joseph John Thomson, DSc
2008	Nicholas Herbert Stern (Baron Stern of Brentford), LittD	1985	Anthony Hugh Thornton, MA
1991	William Duncan Paterson Stewart, DSc	1985	Frederick Alfred Thorpe, LittD
2007	Charles James Matthew Stirling, DSc	1908	Hermann Tillmans, DSc
2008	Sir James Fraser Stoddart, DSc	1976	Sir Michael Tippett, DMus
1998	John Maurice Stoddart, LLD	1953	Edward Charles Titchmarsh, DSc
2010	David Radcliffe Stone, LittD	1948	Sir Henry Thomas Tizard, LLD
2013	Helen Storey, DSc	1961	Sir Alexander Robertus Todd, (Baron Todd of Trumpington), DSc
1986	Robert Street, DSc	1984	Reverend Canon George Tolley, DSc
1976	Sir Charles Herbert Stuart-Harris, DSc	2012	Stephen Tomlinson, DSc

2016	Sir John Edward Tooke, MD	1993	John Harald Westergaard, LittD
1961	Donald Thomas Alfred Townend, DScTech	2006	Eric Wharton, DSc
1990	Donald Gilchrist Trelford, LittD	1987	James White, DScTech
1947	George Macaulay Trevelyan, LittD	1910	Sir William Henry White, DEng
2011	Athanasios Sotiris Tsaftaris, DSc	1965	Iona Whittaker, LLD
1954	William Ernest Stephen Turner, DScTech	1966	John Macnaghten Whittaker, LLD
1979	David Arthur John Tyrrell, DSc	1997	Malcolm Hewitt Wiener, LittD
2012	Robert Ian William Upton, LittD	1934	James Ragg Wigfull, MA
1974	Donald John Urquhart, DSc	1997	Rahula Oliver Barnes Wijesekera, DSc
1992	Alan Usher, DSc	2012	Paul Wiles, LLD
2015	Rosie Valerio, LittD	1989	Michael Wilford, LittD
1955	Dame Ninette de Valois, DMus	1986	Eric Wilkes, MD
1997	Marianna Vardinoyannis, LLD	1949	Emily Willey, MA
1994	Geza Vermes, LittD	1908	Sir Dawson Williams, DSc
1923	Douglas Vickers, DEng	1981	Sir Edgar Williams, LittD
1908	Thomas Edward Vickers, DMet	2009	Gregor Ernest Williams, LittD
1934	William James Nathaniel Vincent, MA	1999	Sir Peter Michael Williams, DSc
1965	Herbert Willan Wadge, MA	1980	The Right Honourable Shirley Teresa Brittain Williams, LLD
2004	Jeffrey Wadsworth, DEng	1989	Alexander Wilson, LittD
1977	Ralph Louis Wain, DSc	1999	Sir Colin Alexander St John Wilson, LittD
2007	Derek Alton Walcott, LittD	1947	Field Marshal Lord Wilson of Libya and of Stowlangtoft, LLD
2006	David Alan Walker, LittD	2011	Roger Leslie Wilson, MD
1933	The Reverend Edward Mewburn Walker, LittD	2010	John Charteris Wingfield, DSc
1918	George Blake Walker, MEng	1992	Douglass Wise, LittD
2007	Lorna Stuart Walker, DEng	2005	Lord Wolfson of Marylebone, DSc
2006	Mark Jeremy Walport, DSc	1966	John Lewis Womersley, LLD
1987	Sir John Nicholas Walton, MD	2015	Anne Wood, LittD
1955	Sir Ashley Skelton Ward, LLD	1931	The Right Honourable Edward Frederick Lindley Wood, Baron Irwin of Kirby Underdale, (1st Earl of Halifax), LLD
1957	George Herbert Bridges Ward, MA	1995	Sir John Crossley Wood, LLD
2001	John Dale Ward, MD	1962	Richard Frederick Wood, LLD
1939	Joseph Ward, LLD	2007	Hubert Frank Woods, MD
2013	James Wardrope, MD	1966	Robert Burns Woodward, DSc
2011	David Alexander Warren, LittD	1973	John Stenton Worrall, LLD
2013	Elizabeth Watts, DMus	1986	Colonel Leslie William Wright, MA
1967	Sir Edward Johnson Wayne, DSc	2003	Phillip Montague Wright, DEng
1989	Sir David Weatherall, MD	1997	Edward Anthony Wrigley, LittD
1964	Noel Edwin Webster, DEng	2004	Kurt Wüthrich, DSc
1960	Cicely Veronica Wedgwood, LittD	1962	Herbert William Wynn, MA
1951	Sir Ronald Morce Weeks, (1st Baron Weeks of Ryton, Co Durham), DScTech	1934	William Palmer Wynne, DSc
2015	Simon Charles Wessely, MD	2015	Xu Lin, LittD
2018	Dominic G F E West, LittD		

2014 Alev Yaraman, DEng
2004 Kenneth Yeang, LittD
2005 David Ernest Young, LittD
1968 Diana Graham Young, MA
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	1922 John David Jones, MA
1942 Gerald Altham de Belin, MMedSci	1985 Margaret Beryl Jordan, MMedSci
1920 Woutrina Agatha Bone, BA	1908 Joseph Wood Kershaw, BEng
1908 Frederick Boulden, BEng	1908 Fred Kitson Knowles, BMet
1920 Frederick Boulden, MEng	1920 Fred Kitson Knowles, MMedSci
1985 Roy Dudley Bradey, BSc	1931 Henry Birkett Leighton, MA
1989 Arnold Bradley, MSc	1984 Peter Allwood Linacre, MA
1984 Cyril Bramall, MMedSci	1928 George Edward Linfoot, MA
1931 Walter Desfriges Burnet, BEng	1941 Archibald James MacDougall, MMedSci
2002 Una Mary Chattaway, MA	1908 Andrew McWilliam, MMedSci
1920 Arthur Mayers Connell, ChM	2007 Linda Barbara Morewood, MA
1997 Roy Cousin, MEng	1988 Hugh Patrick Neal, MEd
1908 Ellis Herbert Crapper, BEng	1960 John Needham, MA
1920 Ellis Herbert Crapper, MEng	1908 Lucius Trant O'Shea, MSc
1988 Jack Davis, MSc	1933 Reginald Townsend Percival, BMet
1908 Alfred Denny, MSc	1989 Thomas Leslie Platts, MMedSci
1993 Terence Elwiss Durrant, MMedSci	1914 William Sydney Purchon, MA
1984 Louis Faine, MSc	1908 Rutherford John Pye-Smith, ChM
1908 Richard Favell, ChM	1932 Walter James Rees, MScTech
1992 Mavis Elizabeth Fisher, MA	1989 Peter Geoffrey Ridsdale, MEng
2000 Haydn Flower, MEng	1920 William Rothenstein, MA
1911 Julius Freund, MA	1986 Maurice Rudland, MMedSci
1930 George Henry Froggatt, MDS	1997 John Derek Skelton, MMedSci
1908 William Michael Gibbons, MA	1930 John Henry Skerritt, MDS
1990 Donald Gow, MSc	1930 William Skerritt, MDS
1908 John Alfred Green, MA	1987 Anne Patricia Bowler Smith, MA
1932 Cecil Harry Hainsworth, MEng	1922 Ira Cyril Frank Statham, BEng
1908 William George Hibbins, BEng	1932 Ira Cyril Frank Statham, MEng
1997 Patricia Christine Holland, MA	1930 Percy Southwell Stokes, MDS
1997 Barrie Darwin Holmes, MEng	1930 Clifford Toulson Watson, MDS
1908 Joseph Husband, BEng	1999 Maureen Patricia Webster, MA
1920 Joseph Husband, MEng	1930 Reginald Cecil Webster, MDS
1909 Fred Ibbotson, BMet	2004 John Derrick White, MSc
2003 David Reginald Jarvis, MMedSci	1959 Robert Arthur White, MEng
1943 John Mark Mansell Jenkinson, MA	1908 John Henry Wreaks, BMet
	1935 Ewald Zettl, MA