

The University of Sheffield



Calendar
2014-15

Charter and Statutes

NOTE

Every effort has been made to ensure the accuracy of the information given in this publication, but the University can accept no responsibility for any errors or omissions. University programmes of study are continually reviewed and revised and there may well be some changed between the date of publication and the time the student embarks on the programme of study. The University reserved the right to discontinue programmes of study and to amend ordinances and Regulations governing programmes of study whenever it sees fit. Students and others should enquire as to the up-to-date position when they need to know this. This information can be found at <http://www.sheffield.ac.uk/govern>

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DATES OF SEMESTERS

Session 2014-2015

Autumn Semester	29 September to 20 December 19 January to 7 February
Spring Semester	9 February to 21 March 13 April to 13 June

Session 2015-2016

Autumn Semester	28 September to 19 December 18 January to 6 February
Spring Semester	8 February to 19 March 11 April to 11 June

Session 2016-2017

Autumn Semester	26 September 2016 4 February 2017
Spring Semester	6 February 2017 10 June 2017

HISTORICAL NOTE

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 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

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

The Regent Court building, which houses the Departments 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:

- Custom-built University Health Centre.
- The Sheffield Biocubator.
- Multidisciplinary Informatics Collaboratory for the Social Sciences.

Other developments include:

- 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 Engineering Building on the Jessop East site, which is predicted to bring £44.5 million into the local economy during the construction phase and first year of operation, with an ongoing annual contribution to Sheffield's economy of £20.6 million.
- 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 527 space multi-storey car park and retail facility on the site of the existing Durham Road car park (currently in construction).
- Implementation of the Campus Masterplan to develop the University Estate over the 10-15 years from 2014.

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 26,000 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.

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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 or 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.

Charter of Incorporation

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 this 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.

"Pro-Vice-Chancellor" 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.

"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): Two Pro-Vice-Chancellors.

Class (3): Seven 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 Vice-Chancellor	Council
VIII	Staff Definitions	Council
IX	The Court	Council
X	The Senate	Council
XI	The Faculties	Council
XII	The Board of Extra-Faculty Provision	Council
XIII	Convocation	Council
XIV	The Conferment and Withdrawal of Degrees	Council
XV	The Execution of Contracts and Deeds	Council
XVI	General University Regulations	Senate
XVII	General Regulations for First Degrees	Senate
XVIII	General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates	Senate
XIX	Regulations for Higher Doctorates	Senate
XX	General Regulations as to Examinations	Senate
XXI	General Regulations relating to the Progress of Students	Senate
XXII	General Regulations relating to Academic Appeals	Senate
XXIII	General Regulations relating to Student Fitness to Practise	Senate
XXIV	Regulations as to the Discipline of Students	Senate
XXV	Regulations relating to Intellectual Property	Senate
XXVI	Regulations on the Use of Computing Facilities	Senate
XXVII	Regulations relating to the Library	Senate
XXVIII	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 Vice-Chancellor, and The Treasurer.

Class (2): Two Pro-Vice-Chancellors.

Class (3): Seven 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 two Pro-Vice Chancellors in Class (2), one of whom shall be a Faculty Pro-Vice-Chancellor, shall be appointed by the Council on the recommendation of the 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 for 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-professorial 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 persons 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 a Member of the Council.

4. Removal and Resignation of Members of Council

4.1 Members of Council may resign by letter addressed to the Registrar and 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 Substitutes and/or persons accompanying Members of Council will not be permitted to attend meetings of Council other than:

- 5.1.1 if unable to attend a meeting of the Council the Faculty Pro-Vice-Chancellor appointed in Class (2) may be represented by a deputy for that meeting, that deputy being appointed to serve as such from among the Faculty Pro-Vice-Chancellors by the Council on the recommendation of the Vice-Chancellor, the appointment being for one University Year with provision for re-appointment, subject to a maximum of five consecutive Years;
- 5.1.2 if unable to attend a meeting of the Council the Member of Class (5) may be represented by a deputy for that meeting, that deputy being elected to serve as such by and from the Professional Staff in Grades 1 to 7 for a period equivalent to that for which the Member of Class (5) is elected;
- 5.1.3 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, who may also serve as a deputy in the absence of the member of Class (6). This Officer shall have the right to vote only when serving as a deputy;
- 5.1.4 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 X paragraphs 1.1.1 and 1.1.2; and
- 5.1.5 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; and
- 7.2 make Regulations governing all matters except those relating to the powers of Senate as set out in Regulation X and the duties and 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 Vice-Chancellor, Registrar and Secretary, Pro-Vice-Chancellors, 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 moneys 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 grant 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; or

(c) any similar or comparable contract;

provided that any moneys borrowed, raised or guaranteed by the University or value of assets charged shall not at any time exceed in aggregate the sum of £200,000,000.

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 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 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 principles of public life drawn up by the Committee on Standards in Public Life;

8.7 safeguard the reputation and values of the University;

- 8.8 appoint the Vice-Chancellor as chief executive, and to put in place suitable arrangements for monitoring his/her performance;
- 8.9 appoint the Registrar and Secretary, who shall by virtue of holding that office be the secretary to the Council, Court and Senate;
- 8.10 be the employing authority for all staff in the University and to be responsible for establishing a human resources strategy;
- 8.11 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;
- 8.12 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;
- 8.13 make such provision as it thinks fit for the general welfare of students, in consultation with the Senate;
- 8.14 act as trustee for any property, legacy, endowment, bequest or gift in support of the charitable objectives of the University; and
- 8.15 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 Vice-Chancellor or other members of his/her executive board, or other committee 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 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; Vice-Chancellor; Pro-Vice-Chancellors; Registrar and Secretary; 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 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 Registrar and 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, 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 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 resignation or dismissal 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 members 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 Vice-Chancellor;

one Pro-Vice-Chancellor nominated for this purpose by the Vice-Chancellor; and

two members, who shall normally be a 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 2, and in so doing, ensuring appropriate alumni representation on Council, with a 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.

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 Vice-Chancellor; 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 Vice-Chancellor.

(b) To determine on appointment and review from time to time annually in their absence, after receiving advice from the Vice-Chancellor, the remuneration and benefits of the Registrar and Secretary.

(c) To determine on appointment and review from time to time after receiving advice from the Vice-Chancellor, the remuneration and benefits of the Pro-Vice-Chancellors.

(d) To establish guidelines for the remuneration on initial appointment of the professorial staff and of staff in professorial and equivalent grades.

(e) To review from time to time, after receiving advice from the Vice-Chancellor (who shall have consulted the Registrar and Secretary and Pro-Vice-Chancellors) the remuneration of staff in professorial and equivalent grades.

(f) To determine and review from time to time the overall parameters for settlement and early retirement arrangements for all staff.

(g) To regularly review the numbers and costs of financial settlements and early retirement costs for all staff.

(h) 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 Vice-Chancellor, Registrar and Secretary and Director of Human Resources, any exceptions to be agreed by at least two members of the Senior Remuneration Committee, being fully cognizant of the facts of the situation.

Quorum: Three members of the Committee, of whom not more than one may be a member of staff of the University.

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

11.3.1 The Board of the Advanced Manufacturing Institute;

11.3.2 The Equality and Diversity Board;

11.3.3 The Estates Committee;

11.3.4 The Finance Committee;

11.3.5 The Health and Safety Committee;

11.3.6 The Honorary Degrees Committee (a joint committee of the Senate and the Council);

11.3.7 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 X 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 the 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 Regulations 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 Regulations VI (The Officers of the University)
7.5	appoint and remove the Vice-Chancellor, Registrar and Secretary, Pro-Vice-Chancellors, 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 Vice-Chancellor	None	n/a	Context: see Regulations VI (The Officers of the University) and VII (The Dismissal and Removal from Office of the Vice-Chancellor)
		Appointment/removal of the Registrar and Secretary	None	n/a	Context: see Regulations VI (The Officers of the University)
		Appointment/removal of the Pro-Vice-Chancellors	None	n/a	Context: See Regulation VI (The Officers of the University)
		Appointment of Heads of Academic Departments	Vice-Chancellor	No	

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		Appointment of Professors and equivalent level staff	Vice-Chancellor	No	
		Appointment of all other employees of the University and issue of contracts of employment	Director of Human Resources	No	
		Approval of conferment of the title of Reader and promotions to Personal Chair	Readerships and Personal Chairs Committee	No	
		Approval of recommendations for the regarding/ promotion of all other employees	Director of Human Resources	FPVC	
		Termination of employment contracts and dismissal of employees	Director of Human Resources	No	
		Authorisation of any payments associated with ill-health and early retirements	Director of Human Resources	No	
		Issuing of agreements for services with contractors/workers	Director of Human Resources	No	
		Reaching settlements, including statutory, contractual and non-contractual payments, in line with employment legislation and approved internal procedures	Director of Human Resources	No	
		Requesting criminal activity reports from the Disclosure and Barring Service for relevant post holders in line with approved procedures	Director of Human Resources	No	
		Negotiation and agreement of collective terms and conditions of employment	Director of Human Resources and Human Resources Committee	No	

Scheme of Council Delegation

		Negotiation and agreement of individual contracts of employment	Director of Human Resources	No	
		Conferment of appointments for staff following successful probationary period	Director of Human Resources following approved recommendation of FPVC	No	
		Conferment of visiting, honorary, emeritus and other academic titles on non-employees in line with agreed procedures	Director of Human Resources following approved recommendation of FPVC	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 Human Resources	No	Context: see Grievance Policy and Procedure
		Consideration of protected disclosures made in the public interest: investigation and hearing of related matters	Director of Human Resources	No	Context: see Public Interest Disclosure policy
		Consider matters of research misconduct: investigation and determining of matters of research misconduct	Director of Human Resources	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 Pro-Vice-Chancellor 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 7.9 below, for learning, teaching	Senate	Yes	Further delegation to Learning and Teaching Committee and its sub-committees

Scheme of Council Delegation

		and academic standards			
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 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 Vice-Chancellor	Yes	Further delegation to the Registrar and Secretary and the Director of Student 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 mater 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.	Finance Committee	No	Council receives retrospective reporting on changes from Finance Committee

Scheme of Council Delegation

		Amendments to the Supplementary 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 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)

Scheme of Council Delegation

		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	n/a	Council is advised by Finance Committee
			£1m to £5m: Finance Committee (Council on request and for information)	No	Council receives retrospective reporting from Finance Committee
			£250k to £1m: Finance Committee	Yes	The Vice-Chancellor, advised by UEB and Estates and Capital Sub-Group
			£50k to £250k: Finance Committee	Yes	Two signatories: Chief Financial Officer or Director of Finance and one of the Registrar & Secretary 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		

Scheme of Council Delegation

		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 to any transaction whatsoever;	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
7.12.7	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	As indicated in the Regulation	Finance Committee	No	Council Powers articulated to cover a wide range of potential situations.

Scheme of Council Delegation

	securing the indemnity by a mortgage charge, pledge, lien or other encumbrance;				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 moneys borrowed, raised or guaranteed by the University or value of assets charged shall not at any time exceed in aggregate the sum of £150,000,000.	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 with such body corporate or unincorporated;	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 University Companies – Appendix E to

Scheme of Council Delegation

					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 Vice-Chancellor; a Pro Vice-Chancellor; the Registrar and Secretary; the Authorised Financial Officer	No	Context: see Regulation XV for the procedure for executing deeds Council receives retrospective reporting on its application
		Major funding applications and acceptance of research grants	The Vice-Chancellor	Yes	Detailed within the Financial Regulations (Regulation 10.3 and SIA 10)

Scheme of Council Delegation

		Decisions relating to non-financial commitments (eg confidentiality agreements, material transfer agreements, not-for-money research contracts)	The Vice-Chancellor	Yes	Further delegation to the Pro-Vice-Chancellor (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 Vice-Chancellor	Yes	Further delegation to the Director, Sheffield International and (if financial implications) the Authorised Financial Officer
		Memoranda of Understanding	The Vice-Chancellor	Yes	Further delegation to the Director, Sheffield International
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 Director of Finance	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 Vice-Chancellor

The Pro-Vice-Chancellors

The Treasurer

The Registrar & Secretary.

The Members of the Court

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 Registrar and Secretary and may be removed for good cause by the Visitor at the instance of the Council.

Special Regulation

The provisions of 1.2 above shall only apply to Sir Peter Middleton if he indicates in writing addressed to the Registrar and Secretary that he wishes those provisions to apply to him, and otherwise he shall hold the office of Chancellor for life.

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 Vice-Chancellor

- 5.1. The 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 Vice-Chancellor shall hold office for a period of seven years and shall be eligible for re-appointment for further periods.
- 5.3. A Vice-Chancellor who is also a Professor of the University may continue to hold the latter office on retirement from the office of Vice-Chancellor.
- 5.4. The Vice-Chancellor may be removed by the Council in accordance with Regulation VII.

6. The Pro-Vice-Chancellors

- 6.1. Pro-Vice-Chancellors shall be appointed by the Council on the recommendation of a Committee chaired by the Vice-Chancellor. Membership of the Committee shall include staff appointed by the Vice-Chancellor following calls for expressions of interest.
- 6.2. Subject to Section 6 of the Statutes, a Pro-Vice-Chancellor shall hold office for an initial period not exceeding five years, and shall be eligible for reappointment.
- 6.3. The duties of a Pro-Vice-Chancellor shall be:
 - (a) to act for the Vice-Chancellor during the absence of the Vice-Chancellor or during a vacancy in the office of Vice-Chancellor;
 - (b) to assist the Vice-Chancellor in such matters as may be specified by the Vice-Chancellor;

(c) to carry out such other duties as may be specified by the Vice-Chancellor and the Council.

6.4 A Pro-Vice-Chancellor may be removed by the Council.

7. The Registrar and Secretary

7.1 The Council shall, after consultation with the Senate by means of the membership of the relevant appointment panel and on recommendation from the Vice-Chancellor, appoint a Registrar and Secretary for such period and under such conditions as it may determine.

7.2 The Registrar and Secretary shall be the Secretary of the Court, the Council and the Senate.

7.3 The Registrar and Secretary may be removed by the Council.

REGULATION VII:

The Dismissal and Removal from Office of the Vice-Chancellor

1. This Regulation sets out the applicable procedure for the Council determining that the 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 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 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 Vice-Chancellor, the Chair of the Council shall notify the Vice-Chancellor of that fact.
4. The Chair of Council may suspend the Vice-Chancellor from his/her duties and may exclude the 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 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 Vice-Chancellor is to be considered, the Chair may request the 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 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 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 Vice-Chancellor shall be dismissed or removed from office.
7. The Council may decide by a simple majority of those present to dismiss the Vice-Chancellor and remove him/her from office and whether such dismissal shall be a summary dismissal (ie without notice or payment in lieu of notice) or a dismissal on notice or (where provided for in the 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 Court

1. Powers of the Court

- 1.1 Subject to the Charter and the Statutes, the Court shall have the following powers:
 - 1.1.1 To elect persons to be Life Members of the Court.
 - 1.1.2 To receive and consider the annual report and audited annual financial statements of the Council.
 - 1.1.3 To receive and consider an annual report on the activities of the Students' Union.
 - 1.1.4 To discuss and pronounce an opinion on any matter whatsoever relating to the University and to communicate the same to the Council.
 - 1.1.5 To require the Council to report to it on any such matter.

2. Composition of the Court

- 2.1 The Court shall consist of the following persons:

Category I: Life Members

Such persons not exceeding ten in number at any one time as have rendered distinguished service to the University and are elected by the Court on the nomination of the Council to be Members during their lives.

Category II: Ex Officio Members

The following persons shall be ex officio Members of the Court:

- (a) The Chancellor
- (b) The Pro-Chancellors
- (c) The Vice-Chancellor
- (d) The Pro-Vice-Chancellors
- (e) The Principal of City College
- (f) The Treasurer
- (g) The Registrar and Secretary
- (h) The Members of the Council in Class (3)
- (i) The Chairman and the Secretary and Clerk of Convocation
- (j) The Lord Lieutenant of the County of South Yorkshire
The High Sheriff of the County of South Yorkshire
The Lord Mayor of Sheffield
The Master of the Company of Cutlers in Hallamshire
The Chief Constable of South Yorkshire Police
The President of the Sheffield Chamber of Commerce and Industry
- (k) The Members of the Commons House of Parliament for the several divisions of the City of Sheffield
- (l) The Leader of Sheffield City Council
The Chief Executive of Sheffield City Council
The Executive Director of the Education Directorate of Sheffield City Council
- (m) The Bishop of Sheffield
The Bishop of Hallam
The Chairman of the Sheffield District of the Methodist Church
The Moderator of the Yorkshire Province of the United Reformed Church
The Chairman of the Sheffield and District Reform Jewish Congregation
- (n) The Vice-Chancellor of Sheffield Hallam University
The Chief Executive of Sheffield College

- (o) The Chairman of the Careers Advisory Board
- (p) The President of the Students' Union
The Welfare Officer of the Students' Union
The Women's Officer of the Students' Union

Category III: Representative Members

The following persons shall be representative Members of the Court:

- (a) Forty persons appointed by Convocation
- (b) Two persons appointed by the Town Trustees of Sheffield
- (c) One person appointed by the Master Wardens Searchers Assistants and Commonalty of the Company of Cutlers in Hallamshire
- (d) One person appointed by the Sheffield Church Burgesses
- (e) One person appointed by the Sheffield City Region Local Enterprise Partnership
- (f) One person appointed by the following professional and academic bodies:
 - Arts Council
 - British Academy
 - British Computer Society
 - Chartered Institute of Library and Information Professionals (Yorkshire and Humberside Branch)
 - Chartered Management Institute
 - Decorative and Fine Arts Society
 - Engineering and Technology Board
 - General Medical Council
 - Hunter Archaeological Society
 - Incorporated Society of Musicians
 - Institute of Chartered Accountants
 - Institute of Materials, Mining and Metallurgy
 - Institute of Physics
 - Institution of Chemical Engineers
 - Institution of Civil Engineers
 - Institution of Engineering and Technology
 - Institution of Mechanical Engineers
 - Institution of Structural Engineers
 - Royal Academy of Engineering
 - Royal Aeronautical Society
 - Royal Geographical Society
 - Royal Historical Society
 - Royal Institute of British Architects
 - Royal Society
 - Royal Society for the Encouragement of Arts, Manufacturing and Commerce (RSA)
 - Royal Society of Chemistry
 - Royal Town Planning Institute
 - Science Council

Sheffield and District Incorporated Law Society
 Sheffield Galleries and Museums Trust
 Sheffield Metallurgical and Engineering Association
 Sheffield Society of Architects
 Sheffield Theatres Trust
 Sheffield Theological Society
 Society of Biology
 Yorkshire Arts

- (g) One person appointed by the following industrial trade or commercial bodies:
 Confederation of British Industries
 Engineering Employers' Sheffield Association (South Yorkshire and North Midlands)
 Institute of Directors
 Sheffield Chamber of Trade
 Sheffield and District Trades Council
 Sheffield Junior Chamber of Commerce
 Trades Union Congress
- (h) One person appointed by the following bodies representative of community interests:
 British Federation of Women Graduates
 Racial Equality Council for Sheffield
 Voluntary Action Sheffield
- (i) One person appointed by the following educational bodies:
 Association of School and College Leaders
 National Institute of Adult Continuing Education
 Secondary Heads Association
 Worker's Educational Association
- (j) One person appointed by the Yorkshire and the Humber Local Education and Training Board
- (k) Representatives of the Staff of the University, to be appointed or elected as follows:
- (i) Fifty persons, not more than twenty-five of whom shall be Professors, appointed by and from the Academic, Research and Teaching Staff of each Faculty. The number of representatives from each Faculty shall be as follows:

	Professorial	Non-Professorial
Arts and Humanities	4	4
Science	5	5
Medicine, Dentistry and Health	4	4
Engineering	3	3
Social Sciences	9	9

- (ii) A member of the non-professorial staff who is appointed as a Professor during the period of office for which they were appointed shall continue in office but the appointment shall not be classed as increasing the number of professorial members for this purpose.
- (iii) Eight persons elected by and from the Professional Staff.

Category IV: Other Members

The Council may from time to time appoint additional members of the Court to serve for such period as the Council may determine in each case, provided that the number of members of the Court in this category shall at no time exceed twenty.

2.2 Persons may be appointed Members of the Court in Category III although not members of the bodies by which they are appointed.

2.3 Members appointed in Category III shall hold office for a term of three years commencing in 2002 and every third year thereafter and shall be eligible for re-election or re-appointment.

2.4 Casual vacancies in Category III arising during the term of office shall be filled for the remainder of the term by the persons who or the bodies which elected or appointed the Member whose place has become vacant.

2.5 Any member of the Court may resign by writing addressed to the Registrar and Secretary.

3. Meetings of the Court

3.1 An annual meeting of the Court shall be convened by the Council and held within the period of eight months next following the end of each University year.

3.2 A notice of a Meeting of the Court together with an agenda paper and a copy of any report or financial statement to be considered at the Meeting shall be circulated by the Secretary of the Court at least twenty-one days before the date of the Meeting.

3.3 Special Meetings of the Court may be convened by the Council at any time.

3.4 The notice of any Special Meeting of the Court shall state generally the nature of the business to be transacted and no such Meeting shall be competent to transact any other business than that mentioned in the notice or directly arising therefrom.

3.5 Twenty-five Members of the Court shall form a quorum.

3.6 The procedure at Meetings of the Court shall be as follows:

- (a) A notice of a meeting of the Court stating generally the nature of the business to be transacted, and in the case of the annual meeting, the annual report and audited annual financial statements of the Council, and the annual report of the Students' Union, together with an invitation to members to give notice of any other motion to be moved at the meeting shall be circulated by the Secretary of the Court not less than twenty-one days before the date of the meeting.
- (b) An agenda paper setting out all the business proposed to be transacted at the meeting, including all motions required to be moved under these Regulations and any other motions of which notice has been given by any member of the Court not less than fourteen days before the date fixed for the meeting and which are in order, together with any other report or paper, shall be circulated not less than seven days before the meeting.
- (c) No business shall be considered at the annual meeting of the Court other than that specified in the agenda paper or directly arising therefrom, and no business shall be considered at a Special Meeting of the Court other than that specified in the notice of the Special Meeting or directly arising therefrom.
- (d) A meeting of the Court shall be presided over by the Chancellor or in his absence the Chair of the Council, failing whom another Pro-Chancellor, failing whom a person elected by the meeting.
- (e) At the annual meeting of the Court, the following motions shall be moved, either from the chair or by a person designated by the Chair:
 - (i) That the Minutes of the last annual meeting be approved;
 - (ii) (if appropriate) That the Minutes of the Special Meeting of the Court held on [date] be approved;
 - (iii) That the annual report on the conduct of the affairs of the University and audited annual financial statements of the Council for the year ending 31 July last be received;
 - (iv) That the annual report of the Students' Union be received.
- (f) The annual report on the conduction of the affairs of the University shall be presented by the Vice-Chancellor or another Officer designated by the Vice-Chancellor; the annual financial statements of the Council by the Treasurer, another member of the Council designated by the Treasurer or the Chief Financial Officer or Director of Finance; and the annual report of the Students' Union by the President of the Students' Union or another Officer of the Union designated by the President.
- (g) Any other motion included in the agenda paper shall be moved by a member of the Court.
- (h) A motion shall not require a seconder.
- (i) It shall be in order for any member of the Court to speak to any motion. A member may move an amendment to any motion which has been duly moved and shall at the request of the Chair deliver a written text of any such amendment to the Secretary of the Court. The Chair shall determine the order in which members are to speak, and may

invite the mover of a motion or the person presenting a report or financial statements or another officer to respond as appropriate.

(j) A motion for the election of a Life Member of the Court shall moved in the form “That [name] be elected a Life Member of the Court”. No amendment to this motion shall be in order.

(k) Subject to these Regulations, the Chair shall regulate the proceedings at any meeting of the Court and shall determine finally all questions of order.

(l) Decisions taken at a meeting of the Court shall not be invalidated because of:

- (i) a procedural defect of which the Court is unaware at the time, provided that the defect, once identified, is at the earliest reasonable opportunity brought to the attention of the Court and the Court is asked to consider whether the decision should stand;
- (ii) a technical defect in the appointment of a Court Member of which the Court is unaware at the time;
- (iii) a technical defect in the giving of notice of which the Court is unaware at the time; or
- (iv) a vacancy in the membership of the Court.

REGULATION X:

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 including any matter reported or communicated to it by Convocation.

2. Composition of the Senate

2.1 The Senate shall consist of:

2.1.1 The Vice-Chancellor

2.1.2 The Pro-Vice-Chancellors

2.1.3 The Principal of City College

2.1.4 The following Faculty Officers;

The Directors of Learning and Teaching

The Directors of Research and Innovation

2.1.5 The cross-cutting Directors of Learning and Teaching and Directors of Research and Innovation

2.1.6 The Heads or acting Heads of the following Departments:

Aerospace Engineering, Animal and Plant Sciences, Archaeology, Architecture, Automatic Control and Systems Engineering, Biomedical Science, Business Administration and Economics (International Faculty), Cardiovascular Science, 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, Executive Education Centre (International Faculty), French, Geography, Germanic Studies, Health and Related Research, Hispanic Studies, History, Human Communication Sciences, Human Metabolism, Infection and Immunity, Information School, Journalism Studies, Landscape, Languages and Cultures, Law, Lifelong Learning, Management, Materials Science and Engineering, Mathematics and Statistics, Mechanical Engineering, Modern Languages, Molecular Biology and Biotechnology, Music, Neuroscience, Nursing and Midwifery, Oncology, Philosophy, Physics and Astronomy, Politics, Psychology, Psychology (International Faculty), Russian and Slavonic Studies, Sheffield Methods Institute, Sociological Studies and Town and Regional Planning.

2.1.7 The Vice-Principals of the International Faculty

2.1.8 The Director of Library Services and University Librarian

2.1.9 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.

2.1.10 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.

2.1.11 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 Vice-Chancellor, the Pro-Vice-Chancellors, 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 2.1.10 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 2.1.6, 2.1.8, or an Officer of the Students' Union appointed under 2.1.10 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 2.1.10 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; or

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 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 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

The Senate

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 and Ordinances of the University relating to programmes of study, fellowships, scholarships, prizes and other distinctions.	Senate	The Vice-Chancellor or a Pro-Vice-Chancellor 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 Vice-Chancellor

REGULATION XI:

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 Faculty Pro-Vice-Chancellor, 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 Faculty Pro-Vice-Chancellor, 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 Faculty Pro-Vice-Chancellor, Faculty Director of Learning and Teaching, Faculty Director of Research and Innovation or designate authorised by the Faculty

The Faculties

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 Faculties	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

REGULATION XII:

The Board of Extra-Faculty Provision

1. There shall be a Board of Extra-Faculty Provision which shall for the purposes of Regulation XI: 2 be deemed to be a Faculty.
2. The Board of Extra-Faculty Provision 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 Board of Extra-Faculty Provision by the Senate shall be transacted by that Board.
4. Subject to Regulation II: 12, powers of the Board of Extra-Faculty Provision 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 Board, without the need to report on action taken or seek the confirmation of the Board.	The Chairman of the Board or designate authorised by the Board
4.2	The power to recommend to the Senate upon the award of higher Degrees, Diplomas, Certificates and Prizes within the province of the Board, without the need to report on action taken or seek the confirmation of the Board.	The Chairman of the Board or designate authorised by the Board
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 Board, without the need to report on action taken or seek the confirmation of the Board.	The Chairman of the Board or designate authorised by the Board
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 Board and to suspend or exclude any such student from further attendance at lectures, classes and examinations within the province of the Board 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 Board.	The Chairman of the Board or designate authorised by the Board

REGULATION XIII:

Convocation

1. Membership of Convocation

1.1 Convocation shall consist of the following members:

1.1.1 The Officers of the University.

1.1.2 The Graduates of the University.

1.1.3 The Honorary Graduates of the University.

1.1.4 Such other persons who hold or formerly held office in the University as may be invited to membership by the Convocation.

1.2 A Register shall be kept containing the names of all persons who are Members of Convocation according to the provision made by the Regulations.

2. Powers of Convocation

2.1 Convocation shall have the following powers:

2.1.1 To elect representatives as Members of the Court.

2.1.2 To elect its own Chairman who shall in the absence of the Chancellor preside at its Meetings.

2.1.3 To discuss and pronounce an opinion on any matter whatsoever relating to the University including any matters referred to it by the Court or the Council.

2.1.4 To prescribe the mode of conducting the proceedings of Convocation and of registering the same and of reporting the same to the Court, Council and Senate or any of them.

2.1.5 To enter into communication directly with the Court, Council or Senate on any matter affecting the University.

3. Meetings of Convocation

3.1 The Chancellor if present shall preside at the meetings of Convocation.

3.2 A Meeting of Convocation shall be summoned at least once in every year and at such other times as Convocation may by its By-Laws determine.

3.3 A Meeting of Convocation may be called by the direction of the Chairman and shall also be called on the requisition in writing of at least fifty members.

3.4 Notice of all meetings of Convocation shall be given by a written notice sent by the Secretary and Clerk to Convocation to the registered address of each Member whose address appears on the Abridged Register of Members kept by the University on behalf of the Secretary and Clerk in accordance with the By-Laws except that in 1978 and in every third year thereafter notice of the Annual General Meeting shall be sent to the registered address of each Member. The written notice shall be sent not less than fourteen days before every Annual General or Extraordinary Meeting. In addition, not less than three days prior to an Extraordinary Meeting, a notice calling it shall be published in one national and one Sheffield newspaper as the Executive Committee of Convocation shall determine. Annual General and Extraordinary Meetings shall be defined and convened in accordance with the By-Laws.

3.5 No question shall be decided at a Meeting of Convocation unless at least thirty Members are present and then only by votes of those present and voting.

3.6 The minutes of the proceedings of the Court shall be communicated to Convocation.

4. Representatives of Convocation on other Bodies

4.1 Notwithstanding paragraph 4.2, the forty representatives of the Convocation on the Court who shall serve on the Court for the period 1 August 2005 to 31 July 2008 and for each three-year period thereafter shall be appointed by the Executive Committee of Convocation and any casual vacancies occurring amongst those so appointed shall be filled for the remainder of the period by the Executive Committee of Convocation.

4.2 A member of Convocation who has, in accordance with the By-Laws, registered to vote shall be entitled to vote in the election of representative members of the Court. The voting papers shall contain the names and academic status of all candidates, shall be signed by the voter, verified by the addition of the address and academic status of the voter and transmitted by post or by hand to reach the Secretary and Clerk to Convocation at least two clear days before the date fixed for the election.

REGULATION XIV:

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 Vice-Chancellor or in the absence of both by a Pro-Vice-Chancellor.

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 XV:

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:

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

2.2.2 leases of land for terms over 3 years;

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

2.2.4 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 Vice-Chancellor;

(b) a Pro-Vice Chancellor;

(c) the Registrar and Secretary; or

(d) an Authorised Financial Officer.

"Authorised Financial Officer" is defined as the Chief Financial Officer, Director of Finance or such interim designate authorised by them for such purpose.

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 XVI:

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 as to Examinations;

General Regulations as to the Progress of Students; General Regulations as to Academic Appeals; General Regulations relating to Student Fitness to Practise;

Regulations as 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 Registrar and Secretary 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;

and “examined” will be construed accordingly; “Faculty” means the Faculty (including the Board of Extra-Faculty Provision 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, 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;

"Pro-Vice-Chancellor" means the Pro-Vice-Chancellor of the Faculty, the Chairman of the Board of Extra-Faculty Provision 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; and

“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 (MB,ChB)
 - 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 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 Teaching and Learning (MTL)
 - Master of Technical Science (MScTech)
 - Doctor of Business Administration (DBA)
 - 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 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:

- (i) recognise attendance at some other University or place of learning as equivalent to attendance at this University; and
- (ii) 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 Board of Extra-Faculty Provision, 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; and

(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; and

(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; and

(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 Pro-Vice-Chancellor 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.

¹ Additional Regulations apply for admission to programmes of study in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

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 Pro-Vice-Chancellor means the Pro-Vice-Chancellor for the relevant Faculty and includes any person authorised to act on their behalf.

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

- (a) at the request of the applicant, grant a deferral of entry for a stated period, which period may be renewed from time to time;
- (b) at the request of the student, grant the student leave of absence for a stated period, which leave of absence may be renewed from time to time;
- (c) require the applicant to defer admission until the Pro-Vice-Chancellor 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 Pro-Vice-Chancellor is satisfied that the student may resume.

Before exercising the power under (c) or (d) above, the Pro-Vice-Chancellor 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 Pro-Vice-Chancellor 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.

REGISTRATION

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 fully, provisionally or temporarily 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.

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. A full-time undergraduate student is required to register each session at a time determined by the Registrar and Secretary.

33. A part-time undergraduate student is required to register in each session forming part of the programme of study at a time or times determined by the Registrar and Secretary.

34. A postgraduate student and any student pursuing a programme of study outside Sheffield under Distance Learning arrangements is required to register at the start of the programme of study and annually thereafter at the start of each year forming part of the programme of study at a time or times determined by the Registrar and Secretary.

35. A student following a programme of study validated under the Regulations for Validated Programmes of Study will comply with such registration procedures as are specified in the Regulations applying to the relevant programme of study.

36. A student will keep the Registrar and Secretary informed of his or her current address, and any alteration must be communicated to the Registrar and Secretary without delay.

37. A student in the UK subject to immigration regulations must comply with statutory immigration requirements and will keep the Registrar and Secretary informed of information relating to their immigration conditions, in

accordance with those requirements. The University has the right to withdraw immigration sponsorship from any student who does not comply with these requirements.

DATA PROTECTION

38. 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.

FEES²

39. Fees are determined from time to time by the Council, which reserves the right to alter fees at any time.

40. The composition fee falls due at the beginning of each session (or at other appropriate times for students entering later in the session) and payment will be sought from the student or from the institution or body (if any) sponsoring the student. In respect of particular programmes of study, Regulations may provide that the composition fee is payable at the start of the programme of study and in respect of the whole period of the programme of study.

41. 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 Registrar and Secretary. A temporary registration will lapse if the evidence is not provided within three weeks.

42. Except with the permission of the Registration Panel, neither provisional 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 Registrar and Secretary 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 acceptable to the Registrar and Secretary for the planned payment of that fee may only be granted provisional registration by the Registrar and Secretary or (on appeal from a decision of the Registrar and Secretary) the Registration Panel. The student will be given a statement of the payments required as a condition of the provisional registration.

45. A student who is provisionally registered will become fully registered on making the last of the payments required as a condition of the provisional registration. A student who is fully registered may be made provisionally registered if agreed payments are not made.

46. A provisional registration will lapse if the payments required are not made, unless it is extended or renewed by the Registrar and Secretary or the Registration Panel on conditions agreed with the student.

47. Should the Registrar and Secretary refuse to grant, extend or renew a registration, notice in writing will be given to the student and the Registration Panel. The student may appeal to the Panel by giving notice in writing to the Chair. The Panel will consider the case and may vary, reverse or uphold the earlier decision.

48. The Registration Panel will consist of a University or Faculty Pro-Vice-Chancellor (or ex Pro-Vice-Chancellor) as Chair, an Officer of the Union of Students and a member of the Academic, Administrative or Managerial and Professional Staff appointed annually by the Senate.

49. 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.

50. 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 Registrar and Secretary.

51. 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.

52. In the case of the withdrawal from the University of a student, it will be for the University to decide whether or not to grant any remission of the liability to pay fees.

53. Students considering withdrawing from programmes of study or research to which they have been admitted should consult the Head of Department and seek appropriate advice before leaving the University.

54. Except with the permission of the Registrar and Secretary, the award of any qualification will be withheld until after the student has paid all composition fees due to the University.

ATTENDANCE³

55. 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.

² Regulations 38-53 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

³ Regulations 54-56 apply to students in the Sheffield-based Faculties. Additional Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

56. 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 Pro-Vice-Chancellor. In case of enforced absence without such leave, a written explanation must be sent to the Pro-Vice-Chancellor 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.

57. 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

58. 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 and a full-time student candidate for the Degree of PhD in this University may register for the programme of study leading to the Postgraduate Certificate in Higher Education.

UNIVERSITY EXAMINATIONS, DEGREES AND DISTINCTIONS

59. The Examiners of the University will be appointed, subject to any directions of the Senate, by the Pro-Vice-Chancellor of the Faculty concerned, the Chair of the Board of Extra-Faculty Provision or the Pro-Vice-Chancellor for Learning and Teaching 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.

60. External Examiners will be appointed, subject to any directions of the Senate, by the Pro-Vice-Chancellor of the Faculty concerned, the Chairman of the Board of Extra-Faculty Provision or the Pro-Vice-Chancellor for Learning and Teaching from amongst persons who are not eligible to act as Examiners under the preceding paragraph.

61. Examiners of the University and External Examiners may be removed from office for negligence or misconduct by the Vice-Chancellor after report from the Faculty concerned or the Board of Extra-Faculty Provision.

62. All matters respecting the Degrees and distinctions to be conferred by the University will be provided for by Regulations.

TRANSCRIPTS

63. 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 Registrar and Secretary 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.

REGULATION XVII:

General Regulations for First Degrees

SCOPE OF THESE REGULATIONS⁴

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, 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 normally 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 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

⁴ Additional Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

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; and
 - (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 and that (except in the case of non-modular programmes) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, 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.

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 120 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 90 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 Pro-Vice-Chancellor 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 0 and 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.

FIRST UNIVERSITY EXAMINATION

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

Level 1

26. 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.

A student at Level 1 of a programme of study other than one offered by the Department for Lifelong Learning may not, without the permission of the Head of Department responsible for the student's programme of study, take as unrestricted units ACE units to the value of more than 20 credits.

27. 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.

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

- (i) 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

- (ii) 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.

29. 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

30. Within each programme of study there will be an Examination, referred to in these Regulations as the Final Examination.

31. 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 Pro-Vice- Chancellor.

Level 2

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

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

(i) 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 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

(ii) 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

34. 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.

35. 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.

36. 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.

37. 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

38. 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.

39. 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

40.

(i) In respect of units at FHEQ Levels 4, 5 and 6 and in respect units at FHEQ Level 7 taken by of students commencing Level 3 or Level 4 in September 2013:

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.

(ii) In respect of units at FHEQ Level 7 taken by students commencing Level 3 or Level 4 in or after September 2014:

The Examiners will award in respect of each unit a grade expressed as a whole number on 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.

(iii) 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

41. 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.

42. 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.

43. A student who is awarded the required number of credits at Levels 2 and 3, but to whom the Examiners do not recommend the award of Honours will be recommended for the award of a Pass degree.

44.

(i) The Examiners may recommend 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, 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 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Pass Degree.

(ii) The Examiners may recommend 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.

45. 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), 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

46. 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.

47. 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

48. 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.

49. **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

50. **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

51. 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.

52. In the case of a student for the Degree of MBiolSci, MBiomedSci, MChem, MEng, MEnvSci, MMath, MPlan or MPhys who is being considered for the award of a Bachelors 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.

For students commencing Level 2 of a programme of study in or after September 2000

53. In the case of a student commencing Level 2 of a programme of study in or after September 2000, the Examiners for each programme of study will, in carrying out their task, adopt one of Methods A and B set out in the following Regulations as the primary determinant of the appropriate classification. The Examiners may also take into account the effect of adopting the other Method. That effect must be taken into account where a significant proportion of the programme of study consists of units taught in Departments or Faculties where the other Method would be applied by the Examiners. The practice to be followed under this Regulation for a programme of study will be published to students following that programme.

Method A

54. The Examiners will take into account the weighted mean grade in accordance with the following principles:

(a) where the weighted mean grade is of a value indicated in the first column, the student will normally be placed in a class not lower than that 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 weighted mean grade falls within the band indicated in the first column, the Examiners will give consideration to placing the student in the 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
44.0-44.4	Class III
38.0-39.4	Pass

Method B

55. The Examiners will take into account the distribution of grades in accordance with the following principles:

(a) the grades received for a student will be converted so that a grade falling within the band indicated in the first column is represented by the number of points indicated in the second column:

70 or higher	5
60-69	4
50-59	3
45-49	2
40-44	1
0-39	0

(b) where the weighted mean of the points so obtained is of a value indicated in the first column, the student will normally be placed in a class not lower than that indicated in the second column:

4.5 or higher	Class I
3.5 or higher	Class II - Division 1
2.5 or higher	Class II - Division 2
1.5 or higher	Class III

(c) where the weighted mean of the points so obtained falls within the band indicated in the first column, the Examiners will give consideration to placing the student in the class indicated in the second column:

4.33-4.49	Class I
3.33-3.49	Class II - Division 1
2.33-2.49	Class II - Division 2
1.33-1.49	Class III

SUBSTITUTION OF UNITS

56. 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.

57. 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 XVII:

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

SCOPE OF THESE REGULATIONS

1. These Regulations apply to
 - the Degree of PhD in all Faculties
 - the Degree of PhD with Integrated Studies the Degree of EdD
 - the Degree of DBA
 - the Degree of DClinPsy the Degree of DDSc
 - the Degree of DEdCPsy the Degree of DEdPsy the Degree of DMedSci the Degree of EngD
 - the Degree of MD
 - Master's Degrees in all Faculties (except Integrated Master's Degrees)
 - Postgraduate Diplomas in all Faculties
 - Postgraduate Certificates in all Faculties.
2. These Regulations are subject to provisions relating to a specific Higher Degree, provided that where any programme of study is designated as a non-modular programme, Regulations 14 to 20 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 research; *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.

SPECIAL CANDIDATES

4. Where a student ceases to fall within the category 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.

Regulations for Higher Degrees by coursework (or coursework and dissertation)

5. The following Regulations apply to the Degree of EdD, the Degree of DEdPsy, the Degree of DEdCPsy, the Degree of PhD with Integrated Studies, the Degree of DMedSci, the Degree of EngD and to all Master's Degrees and Postgraduate Certificates and Postgraduate Diplomas except:
 - (a) those listed in Regulation 29;
 - (b) Integrated Master's Degrees; and
 - (c) those in the province of the Board of Extra-Faculty Provision.

PROGRAMMES OF STUDY

6. 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.
7. 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.

8. 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.

9. 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.

10. 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.

RECOGNITION OF CREDITS AND EXAMINATIONS

11. 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 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

12. 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.

13. 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

14. 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.

GRADES

15. 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 40(ii) of the General Regulations for First Degrees, provided that a grade of 50 will indicate work of a standard to pass.

AWARD OF CREDITS

16. 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

17. 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

18. 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.

19. 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.

20. 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

21. 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.

22. 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.

23. 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 21 and 22 above.

DISSERTATIONS

24. 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.

25. 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.

26. 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

27. 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. 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.

TIME-LIMITS AND EXTENSIONS

28. 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.

Regulations for Higher Degrees by Research

SCOPE OF THESE REGULATIONS

29. Regulations 29 to 54 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 undertaken in an EPSRC Doctoral Training Centre
- the Degree of EdD (in respect of the thesis)
- the Degree of DBA
- the Degree of DCLinPsy the Degree of DDSc
- the Degree of DEdPsy (in respect of the thesis) the Degree of DEdCPsy (in respect of the thesis)
- the Degree of DMedSci (in respect of thesis)
- 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 LL.M by research the Degree of MMus by research.

SUPERVISORS

30. One or more Supervisors will be appointed by the Senate on the recommendation of the Faculty for each student except a student without attendance, a Research Fellowship or an Independent Research Worker candidate. A Supervisor may be appointed for a Research Fellowship or Independent Research Worker candidate. At least one Supervisor will be a member of the Academic Staff of the University.

RESEARCH AWAY FROM THE UNIVERSITY

31. Subject to Regulation 35, a full-time or part-time student candidate may be permitted by the Senate on the recommendation of the Faculty to pursue the whole or part of the programme of research at a specified place away from the University where the topic of the proposed research is in accord with the research interests of the department concerned. In the case of a student to whom this Regulation applies, a report on the progress of the research will be submitted annually by the Supervisor to the Faculty and shall include a statement that the provisions of these Regulations continue to be met.

32. Subject to Regulation 35, a part-time or full-time student candidate for the Degree of MPhil or PhD may be permitted by the Senate on the recommendation of the Faculty to pursue the whole of the programme of research away from the University in accordance with the terms of a remote location scheme approved by the Senate, being a scheme under which the University provides research training and supervision for students drawn from the staff or membership of an organisation designated in the scheme.

33. Subject to Regulation 35, a Hospital Staff candidate may be permitted by the Senate on the recommendation of the Faculty to spend a limited period pursuing the programme of research at a specified place away from the University (or in the case of a Hospital Staff candidate, the hospital or centre).

34. Permission may only be granted under Regulations 31, 32 or 33 if:

- (a) the proposed place of research is appropriate; and
- (b) the research remains under the continual supervision of the University; and
- (c) the Supervisor has the authority and the facilities for visiting the place of research so that the supervision is positive and effective.

The Senate may appoint an additional Special Supervisor to cover the period away from the University.

THESES

35. 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.

36. The language of the thesis will be English. Exceptionally, and with the permission 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.

37. Where the programme of research for a Higher Degree 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 theoretical, historical, critical or design context and will be accompanied by a permanent record of the additional material, where practicable, bound with the thesis.

38. A student for the Degree of PhD, PhD with Integrated Studies, EdD, DBA, DClinPsy, DDSc, DEdPsy, DEdCPsy, DEng or MD will additionally 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.

39. 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.

40. A thesis may not be presented before the completion of the minimum period of the programme of research specified in the Regulations for the relevant Degree, unless otherwise stated in the Regulations for the relevant Degree.

41. 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.

42. A student for a Master's Degree in the Faculty of Engineering may present a design study accompanied by a critical discussion in place of the thesis.

43. 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. This will not apply so as to preclude the inclusion of material submitted in part satisfaction of the requirements for the Degree of MSc(Res) or as part of the Research Training Programme.

44. 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.

45. 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.

46. For first submissions and resubmissions, two hard copies of the thesis must be submitted to the Registrar and Secretary. 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.

47. 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.

Students who registered before the 2008-09 academic session are not required to provide an eThesis and may therefore choose to submit their final version in either print or electronic format, subject to the above requirement concerning edited or incomplete eTheses.

48. 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 Registrar and Secretary.

MINIMUM PERIOD OF STUDY

49. The programme of research for a Master's Degree by Research will be not less than one year for a full-time student and not less than two years for a part-time student.

TIME-LIMITS AND EXTENSIONS

50. 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.

51. A University Staff student may apply for admission as a student at any time within one year after the commencement of the programme of research.

52. If, on the recommendation of the Examiners, a student is required to submit a revised thesis, such submission will be within one year of the date of notification of the first result.

53. Applicable time-limits, including that set by the preceding Regulation, 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.

EXAMINERS

54. 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 or a Research Fellowship or Independent Research Worker 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 Pro-Vice-Chancellor, the grant-holder may be appointed as an additional Examiner.

FAILURE

55. A student for a Master's Degree or for the Degree of DClinPsy 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.

56. A student for the Degree of PhD, PhD with Integrated Studies, EdD, DBA, DSc, EngD or MD 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 ALL FACULTIES

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

Hospital Staff candidate;
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.

2(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. 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 (a) 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 (b) 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.

3(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.

Regulations for the Degree of PhD with Integrated Studies

1. A person may be admitted in the following category:
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)**
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

¹ It is normally expected that a candidate should be working at the level of a Merit in line with Regulation 21 of the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates.

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 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.

7. 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)

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)

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)

TRPT90 PLANNING RESEARCH AND THEORY (MA) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a student for the Degree of PhD with Integrated Studies in City, Society and Planning only)

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

8(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.

8(b) For students commencing the programme of study and research in 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.

9. 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.

Regulations for the Degree of PhD by Publication in all Faculties

1. A person may be admitted as a candidate in the following category:

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 44-46 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:
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 44-46 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:
- full-time student candidate;
 - part-time student candidate;
 - candidate without attendance;
 - University Staff candidate;
 - Hospital Staff candidate;
 - 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 Research Training Programme (for students who commenced the programme of study and research before September 2010)

1. These Regulations apply to candidates required under Regulation 3 of the Regulations for the Degree of PhD, Regulation 6 of the Regulations for the Degree of MD, and Regulation 6 of the Regulations for the Degree of DDSc to participate in the Research Training Programme.

2. The choice of units will be made in consultation with the student's supervisor and Head of Department and is subject to the approval of the Faculty.

(a) A student for the Degree of PhD will take units to the value of *forty-five* credits - or in the case of a student exempted in part from the requirement of Regulation 3 of the Regulations for the Degree of PhD, such lower number as may be specified by the Senate. Not less than *twenty* of the prescribed credits must have been awarded before admission as a full-time student candidate or transfer to that status, in accordance with Regulation 3 of the Regulations for the Degree of PhD.

(b) A student for the Degree of MD or DDSc will take units to the value of *thirty* credits (or in the case of a student exempted in part from the requirement of Regulation 6 of the Regulations for the Degree of MD or DDSc, such lower number as may be specified by the Senate). Not less than *twenty* of the prescribed credits must have been awarded before admission as a full-time student candidate or transfer to that status, in accordance with Regulation 6 of the Regulations for the Degree of MD or DDSc .

3. Units will be selected from

- (a) those listed in the current handbook "Research Training at the University of Sheffield";
- (b) exceptionally and where the needs of a particular student so require, from units in any Degree programme for a Bachelor's or Master's Degree.

4. A student for the degree of PhD with Integrated Studies will take RTP units as an integral part of the Degree Programme and units to be taken will be prescribed by the Head of Department.

5. The Faculty may permit a candidate to amend the registration in respect of the units to be taken.

6. Where a student fails to be awarded credits in respect of a unit or units, the Faculty may permit the student to repeat the unit or units or to take another unit or units, in each case on such conditions as the Faculty may determine.

Regulations for the Doctoral Development Programme (for candidates commencing the programme of study and research in or after September 2010)

1. These Regulations apply to candidates for the Degree of PhD by Publication in all Faculties and all students for Higher Degrees by Research listed in Regulation 29 of the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates, except candidates for the Degree of MSc(Res), the Degree of LLM by research or the Degree of MMus by research.

2. The 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.

3. A student will undertake an individual programme of training and skills development 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.

4. In the case of a student for the Degree of PhD, PhD with Integrated Studies, PhD/EngD undertaken in an EPSRC Centre for Doctoral Training, MD, DDSc, EngD or EdD a student may not be permitted to transfer to that status from candidacy for a Master's degree, (in the case of a student commencing the programme of study and research before 1 August 2012), or to pass the Confirmation Review (in the case of a student commencing the programme of study and research on or after 1 August 2012), 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.

5. 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.

REGULATION XIX:

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 a 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 Registrar and Secretary 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 Registrar and Secretary 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 Registrar and Secretary 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 Registrar and Secretary 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 Registrar and Secretary 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 Registrar and Secretary 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 XX:

General Regulations as to Examinations⁵

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 not use any answer book or writing paper other than that supplied in the examination hall.
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:
 - (i) the student has obtained the written permission of the Pro-Vice-Chancellor of the relevant Faculty or the Faculty's representative;
 - (ii) 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;
 - (iii) 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:
 - (i) the calculator will be of a type officially approved in advance by the University;
 - (ii) each calculator to be used in an examination will be approved in advance by the Pro-Vice-Chancellor of the relevant Faculty or by the Pro-Vice-Chancellor's representative, and such approval will be symbolised by the attachment of a distinctive marker to the calculator;
 - (iii) 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;
 - (iv) the calculator will be self-contained, battery- operated and noiseless;
 - (v) 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);
 - (vi) any time signals on the calculator will be switched off before entry into the examination hall;
 - (vii) 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 (eg 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 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.

⁵ 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 (www.city.academic.gr/docs/ifgenspec.pdf).

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 out-put 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 Registry Office, Level 6, University House 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. **Anonymous marking and U-cards:** 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 Registry Office, Level 6, University House at least 15 working days before the first examination.

6. **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 Registry Office at the beginning of each session for which he/she registers. Once examination timetables have been set it is difficult for alterations to be made.

7. **Alternative examination arrangements:** The Examinations Office will make alternative 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. .

8. **Dictionaries:** A student whose first language is not English should note the provision of Examination Regulation 5. Permission to use dictionaries can be requested through the Student Services Information Desk (SSiD).

9. **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

10. **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.
11. **Mobile phones and pagers** (and other devices which can store text) must not be taken to examinations. A mobile phone is potentially a method of storing unauthorised material. See 3 General Regulations as to 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.
12. **Unauthorised material (such as revision notes):** See Regulation 3 for Invigilated Examinations.
13. **Smoking (including the use of electronic, vapour and other similar devices) and the consumption of alcoholic drinks** is not allowed in the examination halls.
14. **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.
15. **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.
16. **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.
17. **Seating arrangements in examination halls:** Students should read carefully the seating arrangements which will be set out on the noticeboard outside the examination hall. Students are not allowed to reserve seats for themselves beforehand. Invigilators may require students to move to alternative seats.
18. **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.
19. **During the few minutes before the examination begins**, students must:
 - (a) listen carefully to any announcements the Chief Invigilator may have to make;
 - (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator;
 - (c) complete the attendance slip on the desk, (this will be collected by an Invigilator soon after the start of the examination);
 - (d) complete as far as possible the cover sheet of one answer book on the desk;
 - (e) read the notes on the cover of the answer book.
20. **If students require further stationery** during the examination they should put up a hand and an Invigilator will bring it to them.
21. **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.
22. **Illness during an Examination:**
 - (a) A student who wishes to withdraw from an examination because of illness should inform an Invigilator. The student may be escorted to the University Health Service and may be able to complete the examination later. If the student chooses not to be escorted (s)he 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.
 - (b) If a student is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.
23. **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. 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.

After the Examination

24. **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 STUDENTS⁶

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate⁷). 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.

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 skills 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.

⁶ 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 (www.city.academic.gr/docs/ifgenspec.pdf).

⁷ <http://www.shef.ac.uk/sheffieldgraduate/>

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.shef.ac.uk/library/services/infoskills>

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

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

REGULATION XXI:

General Regulations as to Progress of Students⁸

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 Pro- Vice-Chancellor 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 dealings with others which form part of the student's 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 Pro-Vice-Chancellor 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 Student Services, 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 Pro-Vice-Chancellor 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:-
 - (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.

⁸ 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 (www.city.ac.gr/genspec).

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.

REGULATION XXII:

General Regulations as 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:

(i) 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;

(ii) extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners;

(iii) 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 Pro-Vice- Chancellor 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 Pro-Vice- Chancellor means the Pro-Vice-Chancellor 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 Pro-Vice-Chancellor:

(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 Pro-Vice-Chancellor 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 Pro- Vice-Chancellor 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 Pro-Vice-Chancellor or nominated representative;

(ii) two other members of the Faculty;

(iii) two members of another Faculty; and

(b) in any other case

(i) the Pro-Vice-Chancellor 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 Pro-Vice-Chancellor 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 Pro-Vice-Chancellor, and in any other case where it is inappropriate for the Pro-Vice-Chancellor to act under these Regulations, the Pro-Vice-Chancellor will appoint a Deputy.

12. Where a student is not satisfied with the decision taken in respect of the appeal they may request a Case Review in accordance with the Student Complaints Procedure at <http://www.shef.ac.uk/ssid/procedures/complaints>.

REGULATION XXIII:

General Regulations relating to Student Fitness to Practise

These Regulations relate to students following Programmes specified in the accompanying Procedural Notes. 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 Pro-Vice-Chancellor means the Pro-Vice-Chancellor 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 Pro-Vice-Chancellor, 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 Pro-Vice-Chancellor 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 Pro-Vice-Chancellor will give the student concerned an opportunity to make representations in person or in writing. In cases of great urgency the Pro-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 person or in writing.
7. The Pro-Vice-Chancellor 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 Pro-Vice-Chancellor 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 Student 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 Student Services within 15 working days of the date of the letter of notification to the student of the decision. The Director of Student 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 Student Services will notify the student of the decision of the Appeals Committee.

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

REGULATION XXIV:

Regulations as to the Discipline of Students⁹

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 or managed 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 or managed 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 authorized 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 or managed 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 or managed by the University, including computer misuse;
 - (l) conduct which constitutes a criminal offence where that conduct
 - (i) took place on premises owned or managed by the University, or
 - (ii) affected or concerned other members of the University community, or members of the public, or
 - (iii) damages the good name of the University, or
 - (iv) itself constitutes misconduct within the terms of these Regulations, or
 - (v) is an offence of dishonesty, where the student holds an office of responsibility in the Union of Students, or on premises owned or managed 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 tenancy agreement in relation to accommodation owned or managed by the University.

DISCIPLINE PANEL AND DISCIPLINE COMMITTEE

Reference in these Regulations to the Director of Student 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; and
 - (b) at least seven members of the academic staff appointed by the Senate, and;
 - (c) persons nominated by the Director of Student Services.

⁹ 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 (www.city.academic.gr/docs/ifgenspec.pdf).

If for any reason no Chair of the Discipline Panel is able to act, the Director of Student 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 Student 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 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 Union of Students (or if the President is unable to act, by the Education Officer of the Union).

A secretary to the Committee will be appointed by the Director of Student 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 Student Services.

INITIAL INVESTIGATION

6. The Director of Student Services will make enquiries and determine:

- (a) that no further action be taken under these Regulations; or
- (b) that the matter be referred for consideration under the administrative procedure established under these Regulations; or
- (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; or
- (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 Union of Students with a view to the matter being dealt with under the disciplinary procedures of the Director of Accommodation and Commercial Services or the Union of Students or the Regulations on the Use of Computing Facilities or the Regulations Relating to the Library or under General Regulation 24 concerning Ethics Approval; or
- (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. If a student is acquitted before a criminal court, no further proceedings will be taken under these Regulations in respect of the same facts. 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

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 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 or managed by the University and activities of the University or may be limited to specified places or activities or by reference to time or other circumstances. It may include a requirement that the student have no contact of any kind with a named person or persons. The Vice-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 and will limit the scope of any suspension to that which is, in his opinion, necessary to achieve that object. The 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 in respect of the suspension.

9. Before exercising his powers under the preceding Regulation, the Vice-Chancellor will give the student concerned an opportunity to make representations in person or in writing. In cases of great urgency the 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 person or in writing.

10. The Vice-Chancellor will review any suspension every four weeks in the light of any developments and any 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 Student Services determines that the matter be referred to the Discipline Committee, the Director of Student 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 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 or part thereof with (in each case no grade being returned or the grade amended to reflect the reduced grade) 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, DDSoc, 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 Student 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; and
- (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 Student 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,
 - (i) for credit bearing assessment refusal of credit for any or all units for which the student is registered or part thereof (with in each case no grade being returned or the grade amended to reflect the reduced grade) or
 - (ii) for non-credit bearing assessment no grade or a fail grade being returned;
- (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 Student 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 of any person 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 Student 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 OR MANAGED 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 or managed by the University. Misconduct is defined in sections 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 against any student resident 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 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 resident is guilty of misconduct, 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 of any other person in a sum not to exceed £500;
- (d) exclusion of the student from any part of the accommodation owned or managed 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 Student 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 residential contract entered into by the student or as the owner or occupier of the premises comprising accommodation owned or managed by the University.

APPEALS

34. There will be a Disciplinary Appeals Committee of the Senate which will be convened by the Director of Student 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 Student Services;
- (c) an officer of the Union of Students (other than a member of the Discipline Committee for the particular matter) appointed by the President of the Union of Students (or if the President is unable to act, by the Education Officer of the Union).

If for any reason no Chair of the Discipline Panel is able to act, the Director of Student Services may appoint another person with judicial experience or legal training. If for any reason no officer of the Union of Students is able to act, the President of the Union of Students (or if the President is unable to act, the Education Officer of the Union) may appoint another member of the 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 Student 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 Student 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 UNION OF STUDENTS

40. The Union of Students will, subject to these Regulations, have power to prevent misconduct in the premises and areas assigned to the Union of Students and may exercise discipline over its members under such rules as may be made under the Constitution of the Union and approved by the Senate.

NOTICE TO THE STUDENT

41. The despatch 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.

REGULATION XXV:

Regulations relating to Intellectual Property

1. 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

- AAP648 Reconstructing Ancient Technologies: Ancient Vitreous Materials
AAP3000 Dissertation in Archaeology
AAP6077 Dissertation (Archaeology of Classical Mediterranean)

AAP6095	Dissertation in Osteoarchaeology
AAP6118	Dissertation (Cultural Heritage Management)
AAP6123	Dissertation in the Classical and Ancient World
AAP6127	Dissertation (Medieval Archaeology)
AAP6147	Dissertation in Zooarchaeology
AAP6881	Dissertation in Aegean Archaeology
AAP6882	Dissertation in Archaeological Materials
AAP6883	Dissertation in Archaeology
AAP6884	Fieldwork Placement in Archaeology
AAP6891	Dissertation in Experimental Archaeology
AAP6893	Dissertation in Human Osteology and Funerary Archaeology
AAP6894	Dissertation in Landscape Archaeology
AAP6895	Work Placement in Landscape Archaeology
AAP6896	Dissertation in Material Culture Studies
AAP6897	Fieldwork Placement in Material Culture Studies
AAP6898	Dissertation in Palaeoanthropology
HST681	Work Placement
HST6042	Presenting the Past: Making History Public

FACULTY OF ENGINEERING

ACS322	Individual Project
ACS330	Group Project
ACS389	Aerospace Individual Investigative Project
ACS395	Year in Industry
ACS420	Individual Project
ACS421	Socrates/Erasmus Project (I)
ACS422	Socrates/Erasmus Project (II)
ACS423	Socrates/Erasmus Project
ACS488	Aerospace Individual Investigative Project
ACS495	Year in Industry
ACS3000	Bioengineering Research Project
ACS4000	Biomedical Engineering Research Project
ACS6200	Control Systems Project and Dissertation
ACS6322	Computational Intelligence Individual Project
ACS6324	Advanced Individual Research Project (AMRC Industrial)
ACS6325	Certificate Research Project (AMC Industrial)
AER390	Aerospace Engineering Year in Industry
BIE390	Bioengineering Year in Industry
COM389	Aerospace Individual Investigative Project
COM488	Aerospace Individual Investigative Project
COM3000	Biomedical Engineering Project
COM3050	Individual Research Project
COM3300	Experiencing Genesys
COM3420	Software Hut
COM3600	Research Project
COM4000	Biomedical Engineering Research Project
COM4520	Darwin Project
COM4525	Genesys
COM6011	Maxi 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
COM6915	Dissertation Project
CPE321	Process Design Project
CPE401	Research Project
CPE421	Design Project
CPE431	Product Design Project
CPE490	Research Project (Erasmus)
CPE491	Research Project (Erasmus)
CPE3000	Biomedical Engineering Project
CPE4000	Biomedical Engineering Research Project
CPE6010	Research Project
CPE6011	Research Project
CPE6390	Research Project
CIV3202	Individual Project (BEng)
CIV4002	European Individual Project
CIV4001	Individual Final Year Project
CIV4003	Individual Final Year Project (Architecture)
CIV4004	Individual Final Year Project (Management)
CIV6000	Dissertation
EEE262	Coursework
EEE360	Individual Design Project
EEE371	Individual Year 3 investigative report
EEE389	Aerospace Individual Investigative Project
EEE394	Year in Industry
EEE461	Individual Year 4 investigative report
EEE471	Year 4 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
MAT356	Literature Survey and Project
MAT357	Project for Exchange Students
MAT358	Extended Literature Survey and Project
MAT372	Group Projects in Bioengineering
MAT389	Aerospace Individual Investigative Project
MAT488	Aerospace Individual Investigative Project
MAT3000	Bioengineering Research Project
MAT4000	Biomedical Engineering Research Project
MAT4404	Bioengineering Research Project
MAT6040	Project
MAT6045	Nanofolio MSc Courses Major Project
MAT6308	Research Project
MAT6399	Research Project
MAT6800	Extended Research Project
MEC307	Group Design Project

MEC385	Aircraft 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

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)
MPY3000	Bioengineering Research Project
MPY4000	Biomedical Engineering Research Project
OCP606	Literature Review
OCP607	Research Project
OCP608	Library Project
ORT6005	Research Project
MED6013	Practical Presentation (Genetics)
MED6014	Laboratory Project (Genetics)
MED6023	Practical Presentation (Experimental Medicine)
MED6024	Laboratory Project (Experimental Medicine)
MED6033	Practical Presentation (Neurosciences)
MED6034	Laboratory Project (Neuroscience)
MED6043	Practical Presentation (Cancer)
MED6044	Laboratory Project (Cancer)
MED6053	Project Presentation (Cardiovascular Pathway)
MED6054	Research Project (Cardiovascular Pathway)
MED6060	Virulence Mechanisms of Viruses, Fungi and Protozoa
MED6064	Laboratory Project (Microbial Pathogenicity)
MED6073	Practical Presentation (Genetics Mechanisms)
MED6074	Laboratory Project (Genetics Mechanisms)
MED6090	Research Literature Review

FACULTY OF SCIENCE

NUL301	Industrial Experience
APS330	Project
APS331	Dissertation
APS340	Biology Undergraduate Ambassadors Scheme
APS402	Research Dissertation
APS406	Research Project
APS6610	Literature Review
APS6611	Research Project
BMS109	Introduction to Biomedical Science
BMS227	Career Development Skills
BMS246	Introduction to Human Anatomy
BMS322	Development of the Limbs
BMS327	Literature Review

BMS328	Research Project
BMS401	Retrieval and Evaluation of Research Information
BMS402	Laboratory Research Project
BMS6051	Retrieval and Evaluation of Research Information
CHM3404	Chemistry Projects
CHM4401	Chemistry Research Project
MAS115	Mathematical Investigation Skills
MAS301	Group Project
MAS360	Practical and Applied Statistics
MAS406	Mathematics and Statistics Project II
MAS407	Mathematics and Statistics Project III
MAS6600	MSc Dissertation
MAS6041	MSc Dissertation
MAS6042	Dissertation (MSc Statistics with Medical Applications)
MBB360	Project
MBB403	Extended Laboratory Project
MBB404	Project in Industry
MBB6403	Research Project
PSY331	Extended essay in Psychology (AUT)
PSY332	Extended essay in Psychology (SPR)
PSY346	Research Project in Psychology
PSY6110	Research Project in Psychology
PSY6318	Research Project
PSY6321	Research Project in Cognitive and Computational Neuroscience
PSY6325	Individual Project in Computational Intelligence

FACULTY OF SOCIAL SCIENCES

TRP450	Critical Perspectives on Planning Practices
TRP613	Urban Design in the Global South
TRP614	Field Class
TRP6405	Integrated Project
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 ProjectA
MGT6218	EMBA ProjectB
MGT6903	MBA Extended Project
MGT6904	MBA ProjectA
MGT6905	MBA ProjectB
MGT6906	Project Dissertation (Group Variant)

UNIVERSITY OF SHEFFIELD ENTERPRISE

USE201	Making Ideas Happen
USE301	Making Ideas Happen
USE601	Making Ideas Happen

REGULATION XXVI:

Regulations on the Use of Computing Facilities¹⁰

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

¹⁰ Additional Regulations apply for students using the International Faculty’s Computing facilities (www.city.academic.gr/docs/ifgenspec.pdf).

REGULATION XXVII:

Regulations relating to the Library¹¹

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 U- card;
 - (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 Executive Board's Information Services Sub-Group.
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 Director of Library Services considers appropriate. In offering such access, the Librarian may impose a charge not exceeding that approved by the University Executive Board's Information Services Sub-Group for the particular circumstances.
5. Persons who are eligible for and hold more than one U-card must declare this entitlement to the University Library and designate one U-card as valid for borrowing. No person may use more than one U- card 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 U-card or Library ticket 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. U-cards 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. Users leaving University Library premises with books and papers may be required to show them at the control point. No material may be removed from the Library without its loan being recorded. 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.
10. Users must return Library materials at short notice if required to do so. 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.
11. Users must comply with all such additional conditions as may be published in respect of certain services such as interlibrary loans, and access to networked electronic materials.
12. Users must comply with all relevant legal and contractual requirements, including those relating to digital resources licensing, copyright, data protection and computer misuse.
13. Users may be required to pay fines in accordance with rules published on the University Library's premises and on its printed guides and web pages in the case of the late return of borrowed or recalled items, the non-collection of items obtained on interlibrary loan, and certain other acts or omissions; and may be required to pay compensation for loss of library materials. Users' borrowing rights may in addition be suspended. The level of fines will be approved from time to time by the University Executive Board's Information Services Sub-Group.
14. Any person behaving inconsiderately or inappropriately on University Library premises may be required to leave immediately by the Director of Library Services or another member of Library staff acting on behalf of the Director.
15. 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

¹¹ 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 (www.city.academic.gr/docs/ifgenspec.pdf).

Regulations and procedures. Access to University Library premises and services may be withdrawn by the Director of Library Services from any other person in breach of these Regulations.

16. A person may appeal against the imposition of a fine or other penalty under these Regulations to the Director of Library Services. The grounds for appeal should be submitted in writing not more than 15 working days after the notice of the imposition of the fine or other penalty is issued. After consultation as necessary the Director of Library Services will determine whether or not the appeal will be upheld. A written response will normally be provided to the appellant, indicating action to be taken where appropriate, within 15 working days of the receipt of the appeal.

17. A person who remains unsatisfied with the decision of the Director of Library Services may within 15 working days of the notification submit an appeal in writing to the Pro-Vice-Chancellor, who after consultation as necessary, will determine whether or not the appeal will be upheld. A written response will normally be provided to the appellant, indicating action to be taken where appropriate, within 30 working days of the receipt of the appeal. Where a person's borrowing rights have been suspended the Director of Library Services will have discretion to authorize their re-instatement pending outcome of the appeal.

18. These Regulations should be read in conjunction with the Code of Practice for the use of the University Library, and information about the University Library and its services published on the University's web pages.

REGULATION XXVIII:

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. The yoke and facing shall be edged in narrow corded ribbon of the colour distinctive of the Faculty.
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, LL.D, 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 Board of Extra-Faculty Provision..
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
Old gold - all qualifications in the School of Architecture and the Departments of Landscape and Town & Regional Planning
Pale green - all qualifications in the School of Law except BA, BA(Law) and MA

Regulations relating to Academic Costume

Olive green – the qualifications of BA, BA (Law) and MA in the School of Law

Lemon yellow - all other qualifications

International Faculty

Saxon blue - all qualifications

Board of Extra-Faculty Provision

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 or 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 members¹ and staff 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 premises².

Scope and Enforcement of Regulations

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 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 Union of Students.

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 Registrar and Secretary 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.

Preparation for and Conduct of Events

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 at least two weeks before the date proposed for the event notice of the proposal is given to the Registrar and Secretary. Such notice shall contain a written statement of the name of the speaker, the subject of the address and the precise timing of arrival and departure of the speaker.
- (c) Within five days of receiving such notice the Registrar and Secretary shall issue a statement which shall either grant or withhold permission for the use of University premises as proposed for the conduct of the event. If permission for the event to be held is granted, that event may be held only in the Convocation Hall of the Octagon Centre.
- (d) Any permission shall be subject to these Regulations and may be subject to such special conditions as the Registrar and Secretary considers reasonably necessary to secure fulfilment of the University's statutory responsibilities concerning the protection of freedom of speech within the law.

6. The special conditions which may be imposed on any permission granted under Regulation 5 may include (but shall not be limited to) conditions:

- (a) concerning the admission or exclusion of press or broadcasting personnel;
- (b) requiring that the credentials of all those attending the event be checked;

¹ The members of the university include the Officers of the University, the members of the Court, the Council and the Senate, Emeritus Professors, the members of Convocation, the teaching, administrative and senior library staff, the Wardens of Halls of Residence, the graduates and the undergraduates. (For a full definition, see Regulation V.)

² A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred transgresses the bounds of lawful speech. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they cause serious public disorder or breaches of the peace.

- (c) requiring the presence of security staff as determined by the Registrar and Secretary, or of stewards of whose suitability the Registrar and Secretary is satisfied;
 - (d) requiring that University staff be responsible for all security arrangements connected with the event, and the appointment of a member of the University staff as 'controlling officer' for the event;
 - (e) requiring the event to be declared public (which would permit a police presence); and
 - (f) requiring the issue of tickets for attendance at any event declared public.
7. The following conditions shall apply in respect of all events for which permission is granted:
- (a) The organisers must ensure that nothing in the preparations for or conduct of the event infringes the law eg by conduct likely to cause a breach of the peace or incitement to illegal acts.
 - (b) The chairman of the event must so far as possible secure that both the audience and the speaker act in accordance with the law. In case of unlawful conduct the chairman must give appropriate warnings and, in case of continuing unlawfulness, require the withdrawal of persons concerned or their removal by the stewards or security staff.
 - (c) No article or objects may be taken inside the Convocation Hall, or taken or used elsewhere on University premises in circumstances likely to lead to injury or damage.
 - (d) The Convocation Hall must be left in a clean and tidy condition in default of which the organisers may be charged for any additional cleaning and repairs required. Payment in advance or evidence of ability to pay towards these costs may be required.
 - (e) The University will normally supply and pay the cost of a public address system, or a relay system to an additional hall, or both, if there is reasonable cause to consider these necessary to enable a meeting to take place so as to ensure an adequate hearing for the speaker.
8. The Registrar and Secretary may, if satisfied at any time that such action is necessary to secure fulfilment of the University's legal responsibilities or to ensure good order at an event:
- (a) impose conditions additional to those imposed at the time permission for the event was originally granted; or
 - (b) withdraw that permission.
9. Where the presence of stewards or security staff is deemed necessary as a condition of the permission for an event, the Registrar and Secretary may determine the allocation of the relevant costs incurred.

Special provisions relating to Union of Students Events

10. Where any event to which these Regulations apply is to be organised under the aegis of the Students' Union or by a society, association or club of the Students' Union, the principal organiser of the meeting shall inform the Chief Executive of the Students' Union at least three weeks before the date proposed for the event. The Chief Executive of the Students' Union shall consider the circumstances and if (s)he is satisfied that the event is one to which these Regulations apply, the Chief Executive of the Students' Union shall give notice of the event to the Registrar and Secretary at least two weeks before the date proposed for the event.
11. Where an event is organised under the aegis of the Students' Union or by a society, association or club of the Students' Union, the Registrar and Secretary shall normally require the Students' Union to provide the necessary stewards or security staff to maintain order. For the purpose of 6(d) above the Chief Executive of the Students' Union shall normally be designated as the controlling officer.

Appeals

12. An appeal against any ruling of the Registrar and Secretary under these Regulations may be made to the Vice-Chancellor whose decision shall be final. The Vice-Chancellor's decision shall be reported to the next meeting of the Council.

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 detailed 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 to any student, on request, from the President of the Students' Union. They are also available on the Students' Union web pages and the University web pages as part of the University Calendar.
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 or provisionally registered students of the University as full or part time candidates for degrees, diplomas, or certificates (except for students of the International Faculty) and all persons who are full time registered students of the University for at least fifteen weeks at the English Language Teaching centre or on Erasmus, visiting or study abroad programmes shall be entitled to full membership of the Students' Union. Any student who wishes not to be a member, or who decides to withdraw from membership of the Students' Union, should inform the President of the Students' Union and the Registrar and Secretary of the University in writing.
7. Any student not in membership of the Students' Union is not entitled:
 - (a) To participate in the 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 Representative Committees, or play any part in any other comparable bodies that may be established.
 - (b) To hold office in any Students' Union Working Committee, Club 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 re-apply for 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 (Bye-law 17) 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 Registrar and Secretary, whose decision shall be final.

14. The Registrar and Secretary (or his/her nominee) may observe any part of the election process and an annual report will be made to the Registrar and 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

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.

16. The Students' Union Finance Committee shall prepare an annual budget prior to the commencement of each financial year, which shall be submitted to the Students' Union Council for comment 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. The Students' Union Council shall receive the annual audited accounts of the Students' Union for information and the Students' Union Trustee Board shall receive the annual audited accounts of the Students' Union for approval. The annual accounts shall be presented for information to the University Finance Committee, which will report to University Council.

18. The accounts shall contain details of any donations made to external organisations during the financial year.

The procedure for allocating resources to groups or clubs should be fair and should be set down in writing and be freely accessible to all students.

19. Procedures for the allocation of resources to clubs and societies affiliated to the Students' Union are included in Bye-law 10 of the Students' Union agreed bye-laws which are available to any student, on request, from the President of the Students' Union. They are also available on the Students' Union web pages

Affiliations and Donations

If the student 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.

20. Affiliations and donations made by decision of a Referendum, Students' Union Council, Representative Committee or Students' Union Officers shall be published in the annual accounts of the Students' Union.

21. Any such affiliations or donations made subsequent to the publication of the annual accounts shall be published to students and notified to the Registrar and Secretary who shall make such notice available to the governing body.

When a student 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.

22. 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.

23. Any affiliation made by the Students' Union may be rescinded by a decision of students made in accordance with the procedure for referenda outlined in regulations contained in a bye-law to the constitution of the Students' Union.

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-Law 16 which constitutes the Students' Union's complaints procedure and is available to all students. This procedure includes the right of appeal to the University Secretary and Registrar and the subsequent right of appeal to an independent person appointed by University Council.

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

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

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.

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. A special provision relating to Students' Union events is made as follows:

“10. Where any event to which these Regulations apply is to be organised under the aegis of the Students' Union or by a society, association or club of the Students' Union, the principal organiser of the meeting shall inform the Chief Executive of the Students' union at least three weeks before the date proposed for the event. The Chief Executive of the Students' Union shall consider the circumstances and if (s)he is satisfied that the event is one to which these regulations apply, the Chief Executive of the Students' Union shall give notice of the event to the Registrar and Secretary at least two weeks before the date proposed for the event.

11. Where an event is organised under the aegis of the Students' Union or by a society, association or club of the Students' Union, the Registrar and Secretary shall normally require the Students' Union to provide the necessary stewards or security staff to maintain order. For the purpose of 6(d) above the Chief Executive of the Students' Union shall normally be designated as the controlling officer.”

Code of Practice

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

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's website.

OFFICERS OF THE UNIVERSITY

Chancellor	Sir Peter Middleton, GCB, BA, HonLittD (Sheffield)
Pro-Chancellors	Mr A P Pedder, OBE, BSc, MSc Ms S Harkness, BA, MA (Oxon)
Vice-Chancellor	Professor Sir K Burnett, CBE, BA, DPhil, FRS, DFInstP
Pro-Vice-Chancellors	Professor M J Hounslow, BE, PhD (Adelaide), CEng, FICHEM Professor R A L Jones, BA, PhD (Cambridge), FRS Professor J Labbe, BA (Ohio State), MA, PhD (UPenn) Professor A M Peat, BEd, MEd, MTD Professor A J Ryan, OBE, BSc, PhD (Manchester), DSc (UMIST) Professor G Valentine, BA (Durham), PhD (Reading) Professor A P Weetman, BMedSci, MB BS, MD, DSc (Newcastle-upon-Tyne), FRCP (London and Edinburgh), FMedSci Professor P E White, BA, DPhil (Oxford), FRGS, AcSS
Treasurer	Mr D E Young, CBE, BA, HonDLitt (Sheffield)
Registrar and Secretary	To be confirmed

THE UNIVERSITY COURT

AS AT 1 OCTOBER 2014

Category I: Life Members

Dr C S Barker

Dr P W Lee

Professor G D Sims

Category II: Ex Officio Members

- | | | |
|-----|--|------------------------------|
| (a) | <i>The Chancellor</i> | |
| (b) | <i>The Pro-Chancellors</i> | |
| (c) | <i>The Vice-Chancellor</i> | |
| (d) | <i>The Pro-Vice-Chancellors</i> | |
| (e) | <i>The Principal of City College (International Faculty)</i> | |
| (f) | <i>The Treasurer</i> | |
| (g) | <i>The Registrar and Secretary</i> | |
| (h) | <i>The Members of the Council in Class (3)</i> | |
| (i) | <i>The Chairman and the Secretary and Clerk of Convocation</i> | |
| | Mr R B Wrigley | Vacancy |
| (j) | <i>The Lord Lieutenant of the County of South Yorkshire</i> | |
| | <i>The High Sheriff of the County of South Yorkshire</i> | |
| | <i>The Lord Mayor of Sheffield</i> | |
| | <i>The Master of the Company of Cutlers in Hallamshire in the County of York</i> | |
| | <i>The Chief Constable of South Yorkshire Police</i> | |
| | <i>The President of the Sheffield Chamber of Commerce and Industry</i> | |
| (k) | <i>The Members of the Commons House of Parliament for the several divisions of the City of Sheffield</i> | |
| | <i>Sheffield Brightside and Hillsborough</i> | Rt Hon Mr D Blunkett |
| | <i>Sheffield Central</i> | Mr P Blomfield |
| | <i>Sheffield Hallam</i> | Rt Hon Mr N Clegg |
| | <i>Sheffield Heeley</i> | Ms M Munn |
| | <i>Sheffield South East</i> | Ms A C Smith |
| (l) | <i>The Leader of Sheffield City Council</i> | Cllr J Dore |
| | <i>The Chief Executive of the Council of the City of Sheffield</i> | Mr J Mothersole |
| | <i>The Executive Director of Children and Young People Services of Sheffield City Council</i> | Mrs J Ludlam (Interim) |
| (m) | <i>The Bishop of Sheffield</i> | The Right Reverend S Croft |
| | <i>The Bishop of Hallam</i> | The Right Reverend R Heskett |
| | <i>The Chairman of the Sheffield District of the Methodist Church</i> | The Reverend G M Newton |
| | <i>The Moderator of the Yorkshire Province of the United Reformed Church</i> | The Reverend K Watson |
| | <i>The Chairman of the Sheffield and District Reform Jewish Congregation</i> | Ms P Cunningham |
| (n) | <i>The Vice-Chancellor of Sheffield Hallam University</i> | Professor P Jones |
| | <i>The Chief Executive of Sheffield College</i> | Ms H MacDonald |

- | | |
|--|---|
| (o) <i>The Chairman of the Careers Advisory Board</i> | Mr P Blenkiron |
| (p) <i>The President of the Union of Students and two other Officers of the Union prescribed in Regulations of the Council</i> | Ms Y Shafritz
Mr T Harrison
Ms M Miller |

Category III: Representative Members

- | | |
|--|-------------------------------|
| (a) <i>Forty members appointed by Convocation</i> | |
| (b) <i>Two persons to be appointed by the Town Trustees of Sheffield</i> | |
| Mrs P M Jewitt | J W Fulton Esq |
| (c) <i>One person to be appointed by the Master Wardens Searchers Assistants and Commonalty of the Company of Cutlers in Hallamshire in the County of York</i> | |
| Mr J J Tissiman | |
| (d) <i>One person to be appointed by the Sheffield Church Burgesses</i> | |
| Mr I G Walker | |
| (e) <i>One person to be appointed by the Yorkshire and Humber Regional Development Agency</i> | |
| Vacancy | |
| (f) <i>One person to be appointed by each of such professional and academic bodies as shall be prescribed in Regulations of the Council</i> | |
| <i>Arts Council</i> | Vacancy |
| <i>British Academy</i> | Professor D Luscombe |
| <i>British Computer Society</i> | Vacancy |
| <i>Chartered Institute of Library and Information Professionals (Yorkshire and Humberside Branch)</i> | Vacancy |
| <i>Chartered Management Institute</i> | Mr J A Douglas |
| <i>Decorative and Fine Arts Society</i> | Mr M Banks |
| <i>Engineering and Technology Board</i> | Vacancy |
| <i>General Medical Council</i> | Vacancy |
| <i>Hunter Archaeological Society</i> | Mrs P E Wagner |
| <i>Incorporated Society of Musicians</i> | Mr A Cowell |
| <i>Institute of Chartered Accountants</i> | Mr P J Hollis |
| <i>Institute of Materials, Mining and Metallurgy</i> | Dr K Ridal |
| <i>Institute of Physics</i> | Dr J M Williams |
| <i>Institution of Chemical Engineers</i> | Mr P J Hunt |
| <i>Institution of Civil Engineers</i> | Eur Ing D Tattersall |
| <i>Institution of Electrical Engineers</i> | Dr M F Diprose |
| <i>Institution of Mechanical Engineers</i> | Mr J B Orr |
| <i>Institution of Structural Engineers</i> | Vacancy |
| <i>Royal Academy of Engineering</i> | Mrs P Liversidge OBE DL FREng |
| <i>Royal Aeronautical Society</i> | Mr M Goulette |
| <i>Royal Geographical Society</i> | Dr H D Watts |
| <i>Royal Historical Society</i> | Dr W Childs |
| <i>Royal Institute of British Architects</i> | Mr K Knight |
| <i>Royal Society</i> | Vacancy |

<i>Royal Society of Chemistry</i>	Professor R P Townsend
<i>Royal Town Planning Institute</i>	Vacancy
<i>RSA</i>	Mr M Pye
<i>Science Council</i>	Ms D Garnham
<i>Sheffield and District Incorporated Law Society</i>	Vacancy
<i>Sheffield Galleries and Museums Trust</i>	Mr N Dodd
<i>Sheffield Metallurgical and Engineering Association</i>	Professor A A Howe
<i>Sheffield Society of Architects</i>	Mr A Budd
<i>Sheffield Theological Society</i>	Vacancy
<i>Society of Biology</i>	Emeritus Professor M Fowler
<i>Yorkshire Arts</i>	Vacancy
(g) <i>One person to be appointed by each of such industrial trade or commercial bodies as shall be prescribed in Regulations of the Council</i>	
<i>Confederation of British Industries</i>	Mr A Palmer
<i>Engineering Employers' Sheffield Association (S Yorkshire and North Midlands)</i>	Vacancy
<i>Institute of Directors</i>	Mrs B Barber-Atkinson
<i>Sheffield and District Chamber of Trade</i>	Vacancy
<i>Sheffield District Trades Council</i>	Mr B Munsey
<i>Sheffield Junior Chamber of Commerce</i>	Ms K Senter
<i>Trades Union Congress</i>	Mr W Adams
(h) <i>One person to be appointed by each of such bodies representative of community interests as shall be prescribed in Regulations of the Council</i>	
<i>British Federation of Women Graduates</i>	Mrs E V A Cowell
<i>Racial Equality Council for Sheffield</i>	Ms C Meleady
<i>Voluntary Action for Sheffield</i>	Ms B Broome
(i) <i>One person to be appointed by each of such educational bodies as shall be prescribed in Regulations of the Council</i>	
<i>Association for Colleges</i>	Mrs H MacDonald
<i>National Institute of Adult Continuing Education</i>	Vacancy
<i>Secondary Heads Association</i>	Mrs J Willis
<i>Worker's Educational Association</i>	Ms A Walker
(j) <i>One person to be appointed by each of such health authorities as shall be prescribed in Regulations of the Council</i>	
<i>NHS Yorkshire and the Humber</i>	Mrs K E Riddle
(k) <i>Such representatives of the Academic and Academic-related staff the Technical staff, the Clerical and Secretarial staff and the Manual and Ancillary staff as shall be prescribed in Regulations of the Council</i>	
<i>Academic and Academic Related Staff Arts & Humanities</i>	Dr T Baycroft
	Professor N Bermel
	Professor M Carroll
	Professor D Chalcraft
	Ms V Cotter
	Professor J Moreland

Academic and Academic Related Staff Engineering

Professor P Simons
Professor B Stone
Professor R Hand
Professor K Pilakoutas
Ms E Rodriguez-Falcon
Dr L Seed

Academic and Academic Related Staff Medicine Dentistry & Health

2 Vacancies
Mrs J Barker
Mr K Oxley
Professor A Wailoo
Dr E Whitby

Academic and Academic Related Staff Science

4 Vacancies
Emeritus Professor M W Fowler
Dr A Meijer
Professor P G Overton
Professor M Winter

Academic and Academic Related Staff Social Sciences

6 Vacancies
Dr P Cardwell
Professor L Koh
Mr P Odell
Mrs C Shelbourn
Mrs J Upson

Administrative Staff

13 Vacancies
Ms C J Annabel
Miss J N Morgan

Technical Staff

Vacancy
Vacancy

Clerical and Secretarial Staff

Dr T Cooper
Ms J Ginn

Manual and Ancillary Staff

Vacancy
Vacancy

Category IV: Other Members

Mr S D Apsley

Secretary to the Court: Dr A West

THE UNIVERSITY COUNCIL

As at 1 August 2014

The Pro-Chancellors

A P Pedder, BSc, MSc

S Harkness, BA, MA (Oxon)

The Treasurer

D E Young, CBE, BA, HonDLitt (Sheffield)

The Vice-Chancellor

Professor Sir Keith Burnett, CBE, BA, DPhil, FRS, DFInstP

One Pro-Vice-Chancellor appointed annually by the Chairman of Council in consultation with the Vice-Chancellor

Professor P E White, BA, DPhil (Oxford), FRGS, AcSS

Seven Persons appointed by the Council

A Belton, BSc, ACIB, DipFS

A M Legg, FCA (ICAEW), BSc

Professor D C van den Boom, PhD

R Mayson, BA (Sheffield)

S F Eden, BSc, PhD (Sheffield)

R B Wrigley, BJur, LLM (Sheffield)

J G Kelly, LLB (Sheffield), MA (London)

One Faculty Pro-Vice-Chancellor appointed annually by the Vice-Chancellor

Professor M J Hounslow, BE, PhD (Adelaide), CEng, FICHEM

Three Members of the Senate elected by the Senate

Professor N Phillips, BA (Hons), MSc, PhD (University of London)

R Sykes, BA (Sheffield)

Professor M T Vincent, BA, DPhil (Oxon), FRHistS

The President of the Union of Students

Y L Shafritz (Deputy: J D Wyse)

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

A K Kerr

Secretary to the Council

Dr A West

THE UNIVERSITY SENATE

As at 1 October 2014

The Vice-Chancellor

Professor Sir Keith Burnett

The Pro-Vice-Chancellors

Deputy Vice-Chancellor	Professor Paul White
Learning and Teaching	Professor Anne Peat
Research and Innovation	Professor Richard Jones
Faculty of Arts and Humanities (Acting)	Professor Jackie Labbe
Faculty of Engineering	Professor Michael Hounslow
Faculty of Medicine, Dentistry and Health	Professor Anthony Weetman
Faculty of Science	Professor Anthony Ryan
Faculty of Social Sciences	Professor Gill Valentine

Faculty Directors of Learning and Teaching

Faculty of Arts and Humanities	Professor Penny Simons
Faculty of Engineering	Dr Rachel Horn
Faculty of Medicine, Dentistry and Health	Dr Michael Jennings
Faculty of Science	Professor Alistair Warren
Faculty of Social Sciences	Professor Jackie Marsh

Faculty Directors of Research and Innovation

Faculty of Arts and Humanities	Professor Andrew Linn
Faculty of Engineering	Professor David Lerner
Faculty of Medicine, Dentistry and Health	Professor Chris Newman
Faculty of Science	Professor Rob Freckleton
Faculty of Social Sciences	Professor Craig Watkins

The Principal of City College

Mr Yannis Ververidis

Chairs of Committees who are not otherwise members

Professor Chris Newman

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

<i>Animal & Plant Sciences</i>	Professor Mike Siva-Jothy
<i>Archaeology</i>	Professor Dawn Hadley
<i>Architecture</i>	Professor Fionn Stevenson
<i>Automatic Control & Systems Engineering</i>	Professor Daniel Coca
<i>Biomedical Science</i>	Professor Dave Grundy
<i>Cardiovascular Science</i>	Professor Sheila Francis
<i>Chemistry</i>	Professor Richard Jackson
<i>Chemical & Biological Engineering</i>	Professor Phillip Wright
<i>Civil & Structural Engineering</i>	Professor Harm Askes
<i>School of Clinical Dentistry</i>	Professor Paul Speight
<i>Computer Science</i>	To be confirmed
<i>East Asian Studies</i>	Professor Hugo Dobson
<i>Economics</i>	Professor Andrew Dickerson
<i>School of Education</i>	Professor Cathy Nutbrown
<i>Electronic & Electrical Engineering</i>	Professor Geraint Jewell

<i>School of English</i>	Professor Susan Fitzmaurice
<i>French</i>	Professor David McCallam
<i>Geography</i>	Professor Andrew Hodson
<i>Germanic Studies</i>	Professor Henk de Berg
<i>Hispanic Studies</i>	Dr Rhian Davies
<i>History</i>	Professor Mary Vincent
<i>Human Communication Sciences</i>	Professor Patricia Cowell
<i>Human Metabolism</i>	Professor Tim Skerry
<i>Infection and Immunity</i>	Professor Ian Sabroe
<i>Information School</i>	Professor Val Gillet
<i>Institution-wide Language Provision</i>	Dr Laurent Semichon
<i>Journalism Studies</i>	Professor Jacqueline Harrison and Dr Marie Kinsey
<i>Landscape</i>	Professor James Hitchmough
<i>Law</i>	Professor Tamara Hervey
<i>Lifelong Learning</i>	Mrs Margaret Hart
<i>Management School</i>	Professor David Ogleshorpe
<i>Materials Science & Engineering</i>	Professor Mark Rainforth
<i>School of Mathematics & Statistics</i>	Professor John Biggins
<i>Mechanical Engineering</i>	Professor Neil Sims
<i>School of Languages & Cultures</i>	Professor Penny Simons
<i>Medical School</i>	Professor Deborah Murdoch-Eaton
<i>Molecular Biology & Biotechnology</i>	Professor Alastair Goldman
<i>Music</i>	Professor Simon Keefe
<i>Neuroscience</i>	Professor Paul Ince
<i>Nursing & Midwifery</i>	Mrs Tracey Moore
<i>Oncology</i>	Professor Malcolm Reed
<i>Philosophy</i>	To be confirmed
<i>Physics & Astronomy</i>	Professor Nigel Clarke
<i>Politics</i>	Professor Nicola Phillips
<i>Psychology</i>	Professor Paul Overton
<i>Russian & Slavonic Studies</i>	To be confirmed
<i>SCHARR</i>	Professor Jon Nicholl
<i>Sociological Studies</i>	Professor Paul Martin
<i>Town & Regional Planning</i>	Professor John Flint

The Vice-Principals of City College

Professor Panayotis Ketikidis
Professor Petros Kefalas
Dr Megaklis Petmezas

The Librarian

Mr Martin J Lewis

Elected representatives of staff in Grade 8 and above

For the period until 2017

Professor Roger Anderson	Dr Ana MacIntosh
Dr Megan Blake	Mrs Jo Marriott
Dr Louise Brereton	Ms Catherine McKeown
Dr Malcolm Butler	Dr John McMillan
Dr Paul James Cardwell	Dr George Nicholson
Professor Paul Crowther	Dr Daragh O'Reilly
Dr Katie Edwards	Mr Richard Simpson
Dr Liam Foster	Dr John Stevens
Mr Richard Hudson	Professor Brendan Stone
Mr Daniel Jary	Dr Darrel Swift
Dr Seung-young Kim	Dr Eleni Vasilaki
Professor Lenny Koh	Professor Mike Williamson
Dr Holly Lawford-Smith	Dr Emma Watson

For the period until 2016

Ms Catherine Annabel	Ms Deborah McClean
Professor Kathryn Ayscough	Dr Susan Molyneux-Hodgson
Dr Alison Beck	Miss Jennifer Morgan
Professor Caitlin Buck	Dr Geoff Nichols
Professor Heather Campbell	Dr Siobhan North
Dr Richard Cooper	Miss Laurence Pattacini
Dr Rachel Cruise	Dr Jonathan Perraton
Dr Angela Fairclough	Dr Cecile Perrault
Professor Robert Von Fay-Siebenburgen	Dr Simon Pope
Ms Debora Green	Mr Martin Rapier
Dr Robert Howell	Dr Rhonda Snook
Dr Willy Kitchen	Mr Rob Sykes
Dr Terry Lamb	Professor Stephen Walters
Professor Lorraine Maltby	Dr Chris Winter

For the period until 2015

Mr Mick Ashman	Dr Claire McGourlay
Dr Istvan Ballai	Professor Rod Nicolson
Professor Craig Brandist	Dr Veronica Ruiz Abou-Nigm
Dr Robert Bryant	Dr Tom Slatter
Ms Valerie Cotter	Dr Sandrine Soubes
Professor Patrick Fairclough	Mr Pablo Stern
Professor Alejandro Frangi	Professor Vanessa Toulmin
Dr Alastair Goldman	Mr Richard Ward
Dr Karen Harvey	Dr Matt Watson
Dr Mónica Hernández	Ms Gosia Wells
Dr Kirill Mackenzie	Professor Nicholas Williams
Mr John McAuley	Dr Tracey Young

Five student officers

<i>President</i>	Ms Yael Shafritz
<i>Education Officer</i>	Ms Malaka Mohammed Shwaikh
<i>International Students' Officer</i>	Jose Diaz De Aguilar
<i>Welfare Officer</i>	Mr Tom Harrison
<i>Women's Officer</i>	Ms Miriam Miller

An elected student member from each Faculty

<i>Arts and Humanities</i>	Alexandra Burns
<i>Engineering</i>	Omar Maniyani
<i>Medicine, Dentistry and Health</i>	To be confirmed
<i>Science</i>	Richard Weight
<i>Social Sciences</i>	Evette Prout

Two postgraduate student representatives:

Alex McColl (PGT)
Sam Morecroft (PGR)

One mature student:

Del Pickup

Secretary to the Senate

Dr Andrew West

STUDENTS' UNION

STUDENT OFFICERS

President:

Y L Shafritz, BA (Sheffield)

Activities Officer:

C L C Symington, BA (Sheffield)

Education Officer:

M M Shwaikh, BA (Sheffield)

SU Development Officer:

J D Wyse, BA (Sheffield)

International Students' Officer:

J J Diaz de Aguilar Puiggari

Sports Officer:

J A Block, BA (Sheffield)

Welfare Officer:

T J Harrison, BA (Sheffield)

Women's Officer:

M R Miller, BA (Sheffield)

SENIOR STAFF

Chief Executive:

J A Booth, BCom (Birmingham)

Director of Membership Involvement:

R J Eastall, BA (Cambridge), MA (Manchester)

Director of Resources:

L Pritchard, BA (Sheffield), ACA

Director of Marketing, Communications & Development:

L Scanlon, CIM

CONVOCATION

Chairman

R B Wrigley, BJur, LLM

Vice-Chairman

P V Sinclair, BA

Vice-Chairman (Social)

To be confirmed

Secretary and Clerk

To be confirmed

Treasurer

Professor E Gillott, BA

Executive Committee:

M R Ashburner, BEng, PhD

P Bancroft, BEd (Hons)

H Dempsey, MEng, EurIng

C Furness, BA

C L Goode, BA

J G Kelly, LLB

F Martland BSc

R Millington, MA, PhD, MEd, DipFE, HonLittD, MBIM, MIPM, MIOP, LCGI

J F Travis, BA

HONORARY GRADUATES

Date of Degree		1991	Walter Harry Green Armytage, LLD
1966	Her Majesty Queen Elizabeth The Queen Mother, DMus	1980	Denis Midgley Arnold, DMus
2008	His Highness Sheikh Dr Sultan Bin Mohammed Al-Qasimi, LittD	1992	Arnold Aspinall, DSc
1909	His Royal Highness The Prince of Wales (King George V), LittD	1985	Robert Frederick Atkins, MA
1930	His Royal Highness Prince George (Duke of Kent), LLD	1970	Wystan Hugh Auden, LittD
1926	Her Royal Highness The Princess Mary, Viscountess Lascelles (Princess Royal, Countess of Harewood), LLD	1998	George Edward Bacon, DSc
2007	Her Royal Highness Crown Princess Katherine of Serbia, LittD	1990	Emmanuel Augustus Badoe, MD
1948	The Right Honourable Viscount Addison of Stallingborough, LLD	1939	Stanley Bertram Bagley, LLD
1955	The Right Honourable the Lord Adrian, DSc	1972	Eric Bagnall, MA
1992	Datuk Haji Sharom Ahmat, LittD	1947	Sir Donald Coleman Bailey, DEng
1992	Yang Berbahagia Dato' Hisham Albakri, LittD	1966	George Leo Bailey, DMet
1947	The Right Honourable Albert Victor Alexander (Viscount Alexander of Hillsborough), LLD	1981	Sir George Grenfell Baines, LittD
1991	The Right Honourable the Lord Alexander of Weedon, LLD	1960	Alhaji Sir Abubakar Tafawa Balewa, LLD
2008	Reverend Canon Adrian Alker, MA	1912	The Right Honourable Arthur James Balfour (Earl of Balfour and Whittinghame), LLD
2008	John Allan, LittD	1959	Albert Ballard, LLD
1993	Sir Geoffrey Allen, DSc	1992	Joseph Cyril Bamford, DEng
1926	Sir Hugh Percy Allen, LittD	1978	Sir Roger Gilbert Bannister, DSc
1994	John Robert Lawrence Allen, LLD	1960	Ronald Hurst Barber, MA
1966	Norman Percy Allen, DMet	1957	Sir John Barbirolli, DMus
1909	William Edgar Allen, LittD	1953	Herbert Bardgett, MA
1994	David Allford, LittD	2003	Karna Dev Bardhan, MD
1969	Thomas Edward Allibone, DEng	1988	Christopher Shelley Barker, LLD
1960	The Right Reverend Sherard Falkner Allison, LLD	1972	Ernest Anthony Barker, LLD
2006	Lassi Alvesalo, DSc	1986	Edwin Barker, MA
1947	The Right Honourable Sir John Anderson (Viscount Waverley), LLD	2014	Graeme Barker, LittD
1996	Philip Warren Anderson, DSc	1973	Harold Everard Monteagle Barlow, DEng
1979	Stuart Price Anderson, MSc	2000	Janet Barnes, LittD
1994	Emmanuel Yap Angeles, LLD	1998	Michael Barratt Brown, LittD
2007	Theo Angelopoulos, LittD	1982	Edwin Barron, MSc
1955	Sir Edward Victor Appleton, DSc	2011	Dame Josephine Clare Barstow, DMus
1975	The Right Honourable the Lord Armstrong of Sanderstead, LLD	1981	Stephen Martin de Bartolomé, LLD
1953	Albert Leslie Armstrong, MA	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

Honorary Graduates

2011	Micheline Beaulieu, LittD	2004	Lynne Janie Brindley, LittD
1975	John Bebbington, MA	1964	Arnold Brittain, LLM
1930	Sir Hugh Francis Bell, Baronet, LLD	2002	Hugh Brody, LittD
1912	His Honour Judge William Denman Benson, LLD	2007	Lord Alec Nigel Broers, DEng
1997	Keith Howard Best, DEng	1977	Arthur John Brown, LittD
2003	Lord Richard Best, LittD	2007	Peter Wilfred Henry Brown, LittD
2000	Hugh Keith Bevan, LLD	1988	Frederick Fyvie Bruce, LittD
1985	Roger Graham Bigley, MMus	1970	Jerome Seymour Bruner, DSc
1953	John Henry Bingham, LLD	2013	Julia Buckingham, DSc
2001	Ronald Matthew Birks, DMus (1985 MMus)	1959	Harry Bull, DMet
1988	Lindsay Michael Birt, DSc	1999	Roger Francis Taylor Bullivant, DMus
2006	Dame Carol Mary Black, DSc	2005	Alberto Bustani, DEng
1984	Sir Douglas Andrew Kilgour Black, MD	1991	John Henry Burgoyne, DEng
1983	Edward Kenyon Blackburn, MD	1985	H A Burl, PhD
2013	Andrew Blake, DEng	1999	Lord Terence Burns, LittD
2010	Peter Blood, DSc	1926	The Right Reverend Leonard Hedley Burrows, Lord Bishop of Sheffield, LittD
1998	Leslie Harold Blumgart, DSc	1953	Herbert Henry Burton, DMet
1994	Thomas Leon Blundell, DSc	2005	Alberto Bustani, DEng
1962	William Henry Bolton, MScTech	1955	The Right Honourable Richard Austen Butler (Baron Butler of Saffron Walden), LLD
2002	Sir John Bond, LittD	1962	Sir Herbert Butterfield, LittD
1910	The Reverend Thomas George Bonney, DSc	2000	Dame Antonia Byatt, LittD
1976	Christian John Storey Bonnington, DSc	1942	John Bycroft, MA
1979	Daniel Joseph Boorstin, LittD	2013	The Rt Hon Richard Caborn, LittD
2010	Sir Leszek Krzysztof Borysiewicz, MD	1977	Robert William Caizley, MA
2011	David Bott, DSc	1994	Carmen Thérèse Callil, LittD
2009	Anthony Edward Bottoms, LLD	1918	His Excellency Paul Pierre Cambon, LLD
1908	Charles Jacques Bouchard, DSc	1991	Kenneth Cameron, LittD
2009	Robert Francis Boucher, DEng	2001	The Right Honourable the Lord Camoys, LittD
2005	Hasan Ferit Boysan, DEng	1966	The Right Honourable Hugh Mackintosh Foot, Baron Caradon, LLD
2014	Donal Donat Conor Bradley, DSc	1988	Sir John Michael Carlisle, LLD
1913	Henry Bradley, LittD	1936	Sir Henry Cort Harold Carpenter, DMet
2003	David Charles Arthur Bradshaw, LittD	2003	The Very Reverend Arthur Wesley Carr, LittD
1969	Stephen Lawrence Bragg, DEng	1990	Lynda Carr, LittD
1931	Sir William Henry Bragg, DSc	1993	José Carreras, DMus
1927	Edward Bramley, LLD	1959	Annie Bindon Carter, MA
1994	Sir Paul Bramley, MD	2002	Martin Carthy, DMus
1979	Donald Bramwell, PhD	1986	Sir Hugh Maxwell Casson, LittD
1992	Per-Ingvar Brånemark, DSc	2002	Cham Tao Soon, DEng
1991	David Russell Brayshaw, LittD	1926	The Right Honourable Sir Joseph Austen Chamberlain, LLD
2004	Goran Bregovic, DMus	2002	Anson Chan, LLD
2010	Alfred Brendel, DMus	1964	Arthur William Chapman, LLD
2009	Gordon Wilson Bridge, LittD		
2009	Freda Briggs, LittD		

Honorary Graduates

1969 Sydney Chapman, DSc	1927 Sir Cecil Allen Coward, LLD
1993 Christopher Charlton, LittD	1920 Sir Henry Coward, MA
1989 Francis William Cheetham, MA	1933 Sir Henry Coward, DMus
1932 The Right Honourable the 2nd Viscount Chelmsford, LLD	1929 Charles Whitworth Cowen, MA
1975 John Hugh Chesters, DSc	1991 Donald James Cram, DSc
2014 John Chew Hiang Chea, LittD	1990 Bernard Rowland Crick, LittD
2006 William Chia, DSc	2013 Anthony Derek Howell Crook, LittD
1908 John Chiene, DSc	1910 Sir William Crookes, DSc
2009 Lee Child, LittD	2001 Peter John Cropper, DMus (1985 MMus)
1918 His Excellency the Viscount Sutemi Chinda, LLD	1985 Alexander Lamb Cullen, DEng
1976 Nils Christie, LLD	1975 Gordon Cullen, LittD
1985 Sir Sze-yuen Chung, LLD	2001 Edward Horder Cullinan, LittD
1970 Arthur Roy Clapham, LittD	1948 Admiral of the Fleet the Viscount Cunningham of Hyndhope, LLD
1966 Alec Wilson Clark, DScTech	1991 Alexander Monteith Currie, LLD
1951 Sir George Norman Clark, LittD	2005 Lord Dahrendorf of Clare Market, LittD
1960 Hannah Mary Clark, MA	1979 Sir Frederick Sydney Dainton, (The Right Hon The Lord Dainton of Hallam Moors), LLD
1970 John Grahame Douglas Clark, LittD	1992 Lady Barbara Hazlitt Dainton, DSc
1970 Kenneth MacKenzie Clark (Lord Clark), LittD	2001 Stephen David Daldry, LittD
1996 Ronald George Clark, MD	1928 Sir Henry Hallett Dale, DSc
1968 Joseph Ryle Clarke MA	1931 The Right Reverend John Russell Darbyshire, Lord Bishop of Glasgow and Galloway (Archbishop of Capetown), LittD
1956 The Right Reverend Norman Harry Clarke, Lord Bishop of Plymouth, LLD	1910 Sir Francis Darwin, DSc
1992 The Right Honourable the Lord Cledwyn of Penrhos, LLD	1910 Thomas William Rhys Davids, DSc
1912 Sir William Edwin Clegg, LLD	1995 Sir Graeme John Davies, DMet
1911 Isabel Cleghorn, MA	2013 Lindsey Margaret Davies, MD
1934 Sir Charles Clifford, LLD	2008 Sally Davies, DSc
1978 John Flavell Coales, DEng	1908 Sir Henry Davy, DSc
1960 Sir John Cockcroft, DEng	2007 Sir Alan Dawtry, LLD
1990 The Right Honourable Francis Arthur Cockfield (Baron Cockfield of Dover in the County of Kent), LLD	1908 Antoine Depage, DSc
1991 Sebastian Newbold Coe, LLD	1926 The Right Honourable the Earl of Derby, LLD
1968 Harry Cofield, MA	1996 Henri Maximilien Arthur DesFeuilles, MA
2008 Paul Collier, LittD	1998 Her Grace the Duchess of Devonshire, LittD
1995 Patrick Collinson, LittD	2014 His Grace the 12th Duke of Devonshire, LittD
1973 Arthur Holmes Connell, LLD	1963 His Grace the 11th Duke of Devonshire, LLD
1984 Harry Francis Constantine, LittD	2013 Edmund Arthur Lowndes de Waal, LittD
1987 Michael Cooke, MA	1977 Sir Christopher John Dewhurst, DSc
2011 Cary Lynn Cooper, DSc	1978 Arthur Geoffrey Dickens, LittD
1972 Thomas Wellsted Copeland, LittD	1965 Frederick Richard Dimbleby, LLD
1988 Bernard Edward Cotton, LLD	1934 Frederick Burrington Dingle, MA
1970 Charles Alfred Coulson, LittD	1992 Reginald Christopher Walter Dinsdale, MD
	1926 Sir Robert Bland Dixon, DEng
	1998 Richard Edwin Dolby, DMet

Honorary Graduates

2013	Dame Athene Donald, DSc	2008	W James Feast, DSc
1984	The Right Honourable Sir John Francis Donaldson, LLD	1936	William Carter Fenton, MA
2004	Sir Liam Joseph Donaldson, DSc	2005	Sir Ranulph Twisleton-Wykeham-Fiennes, DSc
1976	Margaret Drabble, LittD	1999	David Christopher Fildes, LittD
1939	Bernard Phineas Dudding, PhD	1953	Sir Ernest Frederick Finch, DSc
1999	Lee Yung Dug, LittD	1979	Sir Moses Finley, LittD
1951	Percy Dunsheath, DEng	1979	Sir Harold Montague Finniston, DMet
1990	Sir Herbert Livingston Duthie, LLD	1908	Sir Charles Harding Firth, LittD
1999	David Clive Eade, LittD	2006	Mark Firth, LittD
1997	James Edward Eardley, LLD	2014	Paul Nicholas Firth, LittD
1983	William Eastwood, DEng	1950	Ezra Fisher, MA
1929	Ernest Arthur Ebblewhite, LLD	1918	The Right Honourable Herbert Albert Laurens Fisher, LittD
1983	Jose Echeverria, MMed	1991	John Raymond Fisher, MEd
1988	Paul Clark-Eddington, MA	1993	Frank Fitzgerald, DEng
1997	Jeffrey William Edington, DMet	1910	The Right Honourable the 7th Earl Fitzwilliam, LLD
1960	The Right Honourable James Chuter Ede, LLD	2010	David Edward Fletcher, LittD
1948	The Right Honourable Sir Anthony Eden (Earl of Avon), LLD	1947	Sir Howard Walter Florey, (Baron Florey), DSc
1989	Sir Samuel Frederick Edwards, DSc	1984	Sir Hugh Ford, DEng
1998	Jacob Delworth Elder, LittD	2003	John Forester, LittD
2006	Mark Elder, DMus	2005	William Wilson Forrester, DEng
1964	Charles Edwin Eley, MA	1957	Henry Foster, MA
1926	The Right Honourable Sir Charles Norton Edgcumbe Eliot, LittD	1908	Sir James Kingston Fowler, DSc
1959	Thomas Stearns Eliot, LittD	1918	His Excellency the Marquis Imperiali dei Principi di Francavilla, LLD
1992	Peter Elliott, LLD	1926	Percy Faraday Frankland, DSc
2005	Frank Ellis, DSc	1908	Sir George Franklin, LittD
1918	Sir William Henry Ellis, DEng	2013	Michael Frayn, LittD
1985	Sidney Reuben Elsdon, DSc	1966	Anna Freud, LLD
1999	John Lewis Emery, MD	2012	Martin Fry, DMus
1974	Sir William Empson, LittD	1908	Ernst Fuchs, DSc
2007	Sir John Enderby, DSc	1999	Carlos Fuentes, LittD
2003	Gerald Edward Ennis, DEng	1994	John Kenneth Galbraith, LittD
2010	Jessica Ennis, LittD	1996	Edward Patrick Gallagher, DEng
1934	John Evans, MSc	1930	John Galsworthy, LittD
2002	Sir Richard Evans, DEng	1989	Joseph Mark Gani, DSc
1980	Sinclair Morris Evans, MD	1951	The Most Reverend and Right Honourable Cyril Forster Garbett, Archbishop of York, LLD
1961	Ulick Richardson Evans, DMet	1980	Alice Garnett, DSc
1933	Sir James Alfred Ewing, DSc	1997	Lesley Garrett, DMus
1997	Charles Fairhurst, DEng	1933	Edmund Johnston Garwood, DSc
2013	Martha Fajardo, LittD	1920	The Right Honourable Sir Eric Campbell Geddes, LLD
1990	Julian Thomas Farrand, LLD	1910	Sir Archibald Geikie, DSc
2010	Thomas Vincent Fean, LittD		

Honorary Graduates

2000	Pierre-Gilles de Gennes, DSc	1963	Robert Edward Gross, DSc
1960	Frederick Arthur Gent, MA	1954	John Lewis Anderton Grout, MD
2012	Gillian Anne Gehring, DSc	1968	William Keith Chambers Guthrie, LittD
1919	The Right Honourable David Lloyd George (Earl Lloyd-George of Dwyfor), LLD	1911	Sir Robert Abbott Hadfield, Baronet, DMet
1999	The Right Honourable Eddie George, LittD	2004	Stelios Achilleos Hadjistyllis, LittD
1979	Stanley Gerr, LittD	1930	Sir William Henry Hadow, LittD
2004	Nicci Gerrard, LittD	1987	Sir Douglas Hague, LittD
1942	William Michael Gibbons, LLD	1920	The Right Honourable the 1st Earl Haig, LLD
1920	Edward Mitchel Gibbs, MA	1955	The Right Honourable the Lord Hailey of Shahpur and Newport Pagnall, LLD
2013	Bill Gibson, DEng	1913	The Right Honourable the Viscount Haldane of Cloan, LLD
1956	Sir Ernest Basil Gibson, LLD	1928	Sir Arthur John Hall, DSc
2010	Quentin Howieson Gibson, DSc	1995	Peter Geoffrey Hall, LittD
2010	Vernon Charles Gibson, DSc	1954	Samuel Hall, PhD
1991	Harry Glass, LLD	1922	Thomas Walter Hall, MA
1991	Maisie Glass, LittD	1936	Joseph Henry Hallam, PhD
1982	Ruth Glass, LittD	1964	Bertrand Leslie Hallward, LLD
1970	Peter Glossop, DMus	1994	Herbert Halpert, LittD
1955	The Right Honourable the Lord Goddard of Aldbourne, LLD	1966	Wilfred Marsh Hampton, DScTech
1991	Sir Arthur Abraham Gold, LLD	2014	Peter William Hannon, LittD
1979	Winifred Mary Golding, LLD	2007	Anthony Hanwell, DEng
2009	Stephen Gomersall, LittD	1928	The Right Honourable the 6th Earl of Harewood, LLD
1984	Michael Andrew Goode, MPhil	1961	Robert Hargreaves, MA
1956	Sir Charles Frederick Goodeve, DSc	1989	John Laker Harley, DSc
1959	Sir Stuart Coldwell Goodwin, LLD	1999	Peter Joseph Harper, LittD
2007	Albert Arnold Gore, Jnr, LittD	2004	Joanne Michele Sylvie Harris, LittD
1996	Norman Karol Gottwald, LittD	1988	George Michael Antony Harrison, LLD
2012	James Goulding, DEng	1997	Pauline May Harrison, DSc
2000	Sir James Gowans, MD	1927	Sir William Edward Hart, LLD
1948	Ernest Storm Graham, LLD	2001	Adam John Hart-Davis, DSc
2004	Michael Grandage, LittD	1936	Sir Harold Brewer Hartley, DSc
2012	Jeremy Grantham, DSc	2014	Nicholas Dixon Hastie, MD
1978	Norman Gratton, MSc	1983	Enid Anne Hattersley, LittD
1934	John George Graves, LLD	1998	Roy Sydney George Hattersley (Lord Hattersley of Sparkbrook), LittD
1966	Sir John Green, LLD	1955	Sir Geoffrey de Havilland, DEng
1960	Dorothy Greene (Mrs Blundell), MA	1974	Robert Downs Haworth, DSc
1946	The Right Honourable the Lord Greene of Holmbury St Mary, LLD	1987	Nigel Barnard Hawthorne, MA
2008	Deborah Greenspan, DDS	1976	Sir William Hawthorne, DEng
1970	Roy Orval Greep, DSc	1951	Ethel Mary Bassett Haythornthwaite, MA
2001	Bernard Gregor-Smith, DMus (1985 MMus)	1963	Gerald Graham Haythornthwaite, MA
2008	Bryan Thomas Grenfell, DSc	2009	Janet Hemingway, DSc
1950	Arthur Benjamin Griffiths, MA	1978	Lydia Manley Henry, DSc

Honorary Graduates

1975 Hildegard Herzog, MA	1989 Henry Cecil John Hunt (Lord Hunt of Llanfair Waterdine), DSc
2001 David Ian Heslop, LittD	2005 His Excellency Julian Robert Hunte, LittD
1947 Sir Hector James Wright Hetherington, LLD	1953 The Right Reverend Leslie Stannard Hunter, Lord Bishop of Sheffield, LLD
1927 The Right Honourable Gordon Hewart, Baron (Viscount) Hewart of Bury, LLD	1939 James Edgar Hurst, DMet
1927 James Harvey Hichens, LLD	1967 Henry Charles Husband, DEng
2003 Dame Julia Higgins, DSc	1955 Joseph Husband, DEng
1964 Sir William Percival Hildred, LLD	1964 Sir Andrew Fielding Huxley, DSc
2011 Anthony Edward Hill, DSc	1981 William Gregory Ibberson, DEng
1967 John Edward Christopher Hill, LittD	1962 Sir Charles Frederick William Illingworth, DSc
1990 Robert Hill, DSc	1976 Ronald Stanley Illingworth, MD
1992 Cyril Hilsum, DEng	1924 The Very Reverend William Ralph Inge, LittD
2005 Dame Deidre Hine, DSc	1994 Brendan Ingle, MA
2010 Barry Hines, LittD	1954 Sir Christopher Kelk Ingold, DSc
1954 Sir Cyril Norman Hinshelwood, DSc	2003 Susan Elizabeth Ion, DEng
1996 William James Hitchens, LittD	1987 Knut Ipsen, LLD
2003 Philip Hobsbaum, LittD	1993 Jamshed Jiji Irani, DMet
1920 Sir Albert John Hobson, LLD	2001 Robin Dale Ireland, DMus
1910 Ernest William Hobson, DSc	1934 Thomas Wilson Ireland, MA
1977 Sir Harold Hobson, LittD	2006 Eddie Izzard, LittD
1993 Alun Hoddinott, DMus	1998 Brenda Powell Jackson, LittD
1960 Sir William Hodge, DSc	1936 The Right Honourable Sir Francis Stanley Jackson, LLD
1963 Alan Lloyd Hodgkin, DSc	1955 Sir Harold Warters Jackson, LLD
1970 Dorothy Crowfoot Hodgkin, DSc	1908 Henry Jackson, LittD
2014 Sheila Clare Hollins, MD	1926 Sir Percy Richard Jackson, LLD
2013 Sir Bernard Hogan-Howe, LLD	2005 General Sir Mike Jackson, LLD
1999 Richard Hoggart, LittD	1959 Sir Willis Jackson, (Baron Jackson), DEng
1989 Brenda Marjorie Hoggett, LLD	1980 John Richings James, LLD
1994 Sir Geoffrey Holland, LLD	1987 Antony Rupert Jay, MA
1987 Frederick George Thomas Holliday, DSc	1992 John Bryan Jefferson, LittD
1993 Michael Holroyd, LittD	1985 Lady Susan Jellicoe, LittD
1959 Sir Ronald Holroyd, DSc	1989 John Jerwood, LLD
1976 John William Holter, DSc	2002 Eva Magdalena Jiricna, LittD
1983 Robert William Kerr Honeycombe, DMet	2004 Alan Godfrey Johnson, DSc
1976 Harry Thurston Hookway, LLD	1969 Harry Gordon Johnson, LittD
1928 Sir Frederick Gowland Hopkins, DSc	2000 Henry Stuart Johnson, LLD
1990 Peter Horton, LittD	1986 William Johnson, DEng
2005 Hugh Howe, LittD	2002 Ronald John Johnston, LittD
1993 George Hudson, LLD	1910 Joseph Jonas, DEng
1990 Edward Hughes, LittD	2005 David Jones, DSc
1912 Herbert Hughes, LLD	1994 Kathleen Mary Jones, LLD
1994 Penelope Lesley Hughes, LLD	2014 Philip Jones, LittD
1966 William Hume-Rothery, DMet	
1999 Anthony James Hunt, LittD	

Honorary Graduates

1932 Sir Walter Benton Jones, Baronet, LLD	1978 Sir Denys Louis Lasdun, LittD
2012 H Peter Jost, DEng	1999 John David Michael Henry Laver, LittD
1982 The Very Reverend Alfred Jowett, LittD	1932 John Henry Wales Laverick, DEng
2012 Jean-Claude Juncker, LittD	2001 Vanessa Vivienne Lawrence, DSc
2002 Sir Stanley Kalms, LittD	2005 Andrew Lawrence-King, DMus
1975 Sir Andrew Watt Kay, DSc	1933 John Beresford Leathes, DSc
1981 Harry Kay, DSc	2000 Anthony Ledwith, DSc
2003 The Honourable Mr Justice Maurice Kay, LLD	2005 Peter Wilton Lee, DEng
1995 William James Gregory Keegan, LittD	2002 Lee Hong-Koo, LittD
1966 George Williams Keeton, LLD	1971 Lee Quan Yew, LLD
2007 Alan Kelly, DMus	1991 Jean-Marie Pierre Lehn, DSc
2005 Baroness Helena Kennedy, QC, LLD	1922 Frank John Leslie, MA
2000 The Right Honourable Sir Paul Joseph Morrow Kennedy, LLD	1968 Isidore Lewis, LLD
1995 Sir Anthony John Patrick Kenny, LittD	2009 Michael Hugh Arthur Lewis, LittD
1980 John Philipps Kenyon, LittD	2011 Tomas Robert Lindahl, DSc
2009 Bruce Keogh, MD	1992 The Right Honourable the Lord Lewis of Newnham, DSc
2009 IanKershaw, LittD	1928 Sir Thomas Lewis, DSc
2005 Sir Robert Kerslake, LittD	2003 Sir John Lilleyman, MD
1951 Sir Geoffrey Langdon Keynes, LittD	1996 Lim Neo Chian, Deng
2002 Khoo Soo Peng, LittD	2014 Xu Lin, LittD
1990 Robert John Kiln, LittD	1999 Maureen Diane Lipman, LittD
1995 Sir Robert Kilpatrick, LLD	2009 Nicholas Joseph OrvilleLiverpool, LLD
2008 Sir David Anthony King, DSc	2001 Douglas Brian Liversidge, DEng
2000 Emma Kirkby, DMus	2005 Pamela Liversidge, DEng
1966 George Wilson Knight, LittD	1929 Frederick Lloyd, MEng
1978 Lionel Charles Knights, LittD	1955 The Right Honourable Selwyn Lloyd, LLD
2010 John Frederick Knott, DEng	2007 David Locker, DSc
2008 Angela Knowles, LittD	1910 Sir Joseph Norman Lockyer, DSc
2011 Sir Nigel Knowles, LLD	1910 Sir Oliver Joseph Lodge, DSc
2005 Susan Kohler, LittD	1985 Sir Thomas Lodge, MD
1979 Sir Hans Leo Kornberg, DSc	1995 Hugh Christopher Longuet-Higgins, DMus
1997 Herbert Kraft, LittD	1983 James Loughran, DMus
1982 Armin Krauz, MPhil	2003 Calliopa Pearlette Louisy, LLD
1959 Sir Hans Adolf Krebs, DSc	1994 Loy Hean Heong, LLD
1993 John Richard Krebs, DSc	2000 Colin Renshaw Lucas, LittD
1995 Harold Walter Kroto, DSc	1908 Just Marie Marcellin Lucas-Charnpionniere, DSc
1924 Sir Horace Lamb, DSc	1997 The Right Reverend David Ramsey Lunn, LLD
1949 Joseph Percy Lamb, MA	2013 David Edward Luscombe, LittD
1912 The Most Reverend and Right Honourable Cosmo Gordon Lang, Lord Archbishop of Canterbury, (Baron Lang of Lambeth), LittD	1987 Jonathan Adam Lynn, MA
2002 Paul Langford, LittD	1996 Fiona Caroline MacCarthy, LittD
2007 Brian Charles Lara, LittD	2002 Iain MacIntyre, MD
	1959 Joseph Madin, LLM

Honorary Graduates

2003	Marion Maitlis, MA	2005	Keith John Miller, DEng
1960	Sir Roger Mellor Makins, (Lord Sherfield), LLD	2000	Roy Millington, LittD
1978	George John Malcolm, DMus	1943	Samuel Roslington Milner, DSc
1957	Thomas Goddard Mander, MA	2013	Antonio Minichiello, LittD
2005	Hilary Mantel, LittD	2007	George John Mitchell, LLD
1997	Robert John Margetts, DEng	2009	Barton W Moenster, DEng
1936	Violet Rose Markham, LittD	2001	Sir Brian Moffat, LittD
2002	David Ian Marquand, LittD	2005	William Mong Man-Wai, DEng
1926	Harry Parker Marsh, LLD	1988	David Alec George Monk, LLD
1972	Sir Oshley Roy Marshall, LLD	2012	Vice-Admiral Sir Charles Admiral Ross Montgomery, DEng
1908	Sir Charles James Martin, DSc	1966	Henry Moore, LLD
1992	Thomas John Martin, MD	2013	Simon James Moran, DMus
1946	John Masefield, LittD	2003	Grahame Morris, LittD
2014	Paul Mason, LittD	1991	The Right Honourable the Lord Morris of Castle Morris, LittD
1953	Sir James Irvine Orme Masson, LLD	1982	Robert Steel Morton, MD
1964	Christina Mary Mather, MA	2005	Andrew Motion, LittD
1992	Ahmad Mohamed Mattar, LittD	1961	Sir Nevill Francis Mott, DSc
1963	Sir Robert Hogg Matthew, LLD	1996	The Right Reverend Gerald Moverley, Roman Catholic Bishop of Hallam, LLD
1933	Ellen Maud Maxfield, MA	2008	Tridibesh Mukherjee, DMet
2005	Lord May of Oxford, DSc	1946	Sir Alfred James Munnings, LLD
1999	Michael John May, DMet	1997	Donald Sinclair Munro, LLD
2010	Kevin Charles McCabe, LittD	1981	Dame Jean Iris Murdoch, LittD
2012	John David McClean, LittD	2012	Frances Murphy, LLD
1974	John Gibb McCrie, MD	1908	John Benjamin Murphy, DSc
1995	Sir Meredith Alister McIntyre, LLD	2004	Jennifer Susan Murray, LittD
2001	Neil Stuart McKay, LLD	2010	Sir Kenneth Murray, DSc
1954	Thomas Aloysius McKenna, LLD	2010	Noreen Elizabeth Murray, DSc
1998	Dermot Henry McLain, DSc	1977	Dame Rosemary Murray, LLD
1965	Sir John McMichael, DSc	1978	William John Murrison, MA
1924	The Reverend George Henry McNeal, MA	1976	Sir Roger Mynors, LittD
2000	James McQuaid, DEng	1995	Michio Nagai, LittD
2008	Maureen McTeer, LLD	2000	Yang Berhormat Dato' Sri Najib, LittD
1968	Thomas William Melhuish, MA	2002	Michael Napier, LLD
1933	Lady Mellanby, DSc	1982	William Maurice Naylor, MBA
1934	Sir Edward Mellanby, DSc	1996	Frank Edward Neal, MD
1983	Kenneth Mellanby, DSc	2000	Roger Michael Needham, DSc
1986	David Mellor, LittD	1982	James Hugh Neill, LLD
1997	David Melville, DSc	2003	Andrew William Nelson, DEng
1967	Sir Eric Mensforth, DEng	2001	The Honourable Rex Milton Nettleford, LittD
1984	Sir Peter Edward Middleton, LittD	1924	Sir Henry John Newbolt, LittD
1910	Sir Henry Alexander Miers, DSc	1997	David Edward Newland, DEng
1975	Anthony Miles, MA		
1972	Edward Miller, LittD		
1980	Harold Miller, DSc		

Honorary Graduates

1934	Herbert Samuel Newton, MA	2007	Stuart William Peach, LittD
2002	Ian Newton, DSc	1923	Valentine Ward Pearson, MA
1990	Ronald Gordon Newton, DScTech	1966	Alan James Peech, LLD
2009	Jack Nicholls, LittD	2010	George Henry Neville Peel, LittD
1984	Sir Robin Buchanan Nicholson, DMet	1926	Dame Emily Penrose, LLD
1993	Nadal Batle Nicolau, LLD	1951	Dame Lillian Margery Penson, LittD
2004	Denis Noble, DSc	1982	Donald Hill Perkins, DSc
2008	Zamani bin Md Noor, LittD	1956	James Alexander Petch, LLD
1908	His Grace the 15th Duke of Norfolk, LittD	1954	Ernest William Pettifer, MA
1965	Ronald George Weyford Norrish, DSc	1959	Sidney Augustus Peyton, LittD
2003	Michael James Norton, DEng	1998	David Chilton Phillips (Lord Phillips of Ellesmere), DSc
2005	Sir Paul Nurse, DSc	1939	Miles Harris Phillips, DSc
2005	Christiane Nüsslein-Volhard, DSc	1939	Sir Arthur Wallace Pickard-Cambridge, LittD
1974	Albert Boswell Nutt, LLD	1978	William Roy Piggott, DSc
1987	Patrick John Nuttgens, LittD	1996	Vivien Dorothy Pike, MMus
1959	Cecil Bernard Oldman, LittD	1956	Lawrence Herbert Austin Pilkington, LLD
1908	Sir Thomas Oliver, DSc	1974	Reginald Pilkington, LLD
1966	William Herbert Olivier, LLD	1977	Herbert Harkness Pilling, LLM
2011	Tolu Olukayode Odugbemi, DSc	1988	Jens Jørgen Pindborg, MD
2014	Jim O'Neill, LittD	2005	Trevor Pinnock, DMus
1977	Ernst Öpik, DSc	1959	Sir Robert Platt, Baronet, (Baron Platt of Grindleford), LLD
1962	Horace James Oram, MA	2001	Baroness Platt of Writtle, DSc
1998	Francis John Orton, LLD	1930	The Right Honourable Herbert Charles Onslow Plumer, Viscount Plumer of Messines and Bilton, Yorkshire, LLD
1936	Sir Samuel Osborn, LLD	2005	Dame Julia Polak, DSc
1959	Geoffrey Marshall Ost, MA	1992	Sidney Pollard, LittD
2003	Hiroji Ota, LittD	1968	The Right Honourable the Lord Porter of Luddenham, DSc
1908	Edmund Owen, DSc	2012	Dirkje Sjoukje Postma, MD
1994	Raymond Ian Page, LittD	1999	David Edwin Potter, DSc
1918	His Excellency the Honourable Walter Hines Page, LLD	2002	Paul John Potts, LittD
1987	Cecil George Paine, MD	2004	Keith Povey, LLD
1992	Michael Edward Palin, LittD	1997	Ghillean Tolmie Prance, DSc
2001	Vassilios Papageorgopoulos, LittD	1956	Sir Raymond Edward Priestley, LLD
1992	Vasso Papandreou, LittD	1980	Jacqueline du Pré, DMus
2005	Jaime Parada, DEng	2013	Dame Gillian Mary Pugh, LittD
1988	Tae Joon Park, DMet	1966	William David Pugh, DMet
1976	Annie Mary Parker, MA	1993	Sir William Purves, LLD
2010	Richard Jonathan Parker, DEng	1980	Arthur George Quarrell, DMet
1922	The Honourable Sir Charles Parsons, DEng	1992	John Rodney Quayle, DSc
1997	Geoffrey Edwin Pattie, LLD	1914	The Right Reverend John Nathaniel Quirk, Lord Bishop of Jarrow, LittD
2011	Julietta Patnick, MD		
1995	Tan Gee Paw, DEng		
1991	David Brian Peace, DScTech		
1964	Lawrence du Garde Peach, LittD		

Honorary Graduates

1989	Sir Randolph Quirk, LittD	2003	Robert Graham Goodwin Russell, MD
1981	Stanley Race, DScTech	1988	Charles Ryan, MA
1999	George Karoly Radda, DSc	1913	Sir Michael Ernest Sadler, LittD
2005	Dame Anne Judith Rafferty, LLD	1996	Jane Elizabeth Salvage, LLD
1922	William Emsley Raley, MA	1991	Steven Browning Sample, LLD
1997	Tan Sri Ramli Ngah Talib, LLD	2006	Gillian Mary Ryder Samuels, DSc
1998	Mamphela Aletta Ramphela, MD	1962	Frank Henry Saniter, DScTech
1910	Sir William Ramsay, DSc	1995	Stuart John Saunders, LLD
1996	Bernard Rands, DMus	1989	Wilfred Leonard Saunders, LittD
1999	Peter Hamilton Raven, DSc	2009	John Stewart Savill, MD
2012	Sir Michael David Rawlins, MD	1979	John Arthur Saxton, DEng
2013	Sir David John Read, DSc	2008	Joe Scarborough, LittD
2001	Peter William Redgrove, LittD	1918	The Right Honourable the 10th Earl of Scarborough, LLD
2005	Laurence Rees, LittD	1951	The Right Honourable the 11th Earl of Scarborough, LLD
1987	Andrew Colin Renfrew, LittD	2001	The Right Honourable the 12th Earl of Scarborough, LLD
1968	Sir John Renwick, LLD	2002	Geoffrey Christopher Schild, DSc
1982	Henning Graf von Reventlow, LittD	1987	Sir Robert Scholey, DEng
2006	Fiona Clare Reynolds, LittD	1983	James Alexander Scott, LLD
2005	President George Maxwell Richards, LittD	2004	Pavel Seifter, LittD
1994	John Richmond, MD	2007	The Most Revd and Rt Hon John Mugabi Tucker Sentamu (Lord Archbishop of York), LittD
2014	Kathryn Elizabeth Riddle, LittD	1997	Paul William Seton, LLD
1981	Derrick Newton Riley, PhD	2002	Dame Margaret Seward, DSc
1984	Sir Ralph Riley, LLD	1994	Lord Shackleton of Burley, DEng
1995	John David Rimington, DSc	1931	Sir Percival Sharp, LLD
1934	The Right Honourable the 1st Baron Riverdale of Sheffield, LLD	1991	Mary Edith Sharrock, MA
1967	Lionel Charles Robbins, Baron Robbins of Clare Market, LLD	1994	Joseph Henry Hingiam Sheares, MD
2002	Sir Gareth Roberts, DSc	2005	Xie Shengwu, DSc
2006	John Maxwell Roberts DEng	1910	Sir Charles Scott Sherrington, DSc
1994	Richard John Roberts, DSc	1989	Douglas Shortridge, DSc
2007	Timothy Wace Roberts, LLD	1939	The Right Honourable the Viscount Simon of Stackpole, LLD
1936	Sir Charles Grant Robertson, LittD	2005	Joe Simpson, LittD
1961	Sir Dennis Holme Robertson, LittD	1991	Geoffrey Donald Sims, LLD
2001	Sir Ralph Robins, DEng	1955	Dame Edith Sitwell, LittD
1946	Sir Robert Robinson, DSc	1951	Sir Osbert Sitwell, Baronet, LittD
1975	Sir Hugh Norwood Robson, LLD	2004	Sir Reresby Sitwell, LittD
2000	Peter Neville Robson, DEng	1979	Sir Sacheverell Sitwell, LittD
2009	Daniel Frederick Gordon Rohlehr, LittD	2001	Kenneth Herbert Sleaford, MMus
1998	Jack Morris Rosenthal, LittD	1988	Gerald Patrick Smedley, DEng
1996	Ian Craig Ross, MEng	1996	John Michael Smethurst, LittD
2010	Sheila Rowbotham, LittD	1963	Albert Hugh Smith, LittD
2002	David Rowe, DMus		
1999	Philip Charles Ruffles, DEng		

Honorary Graduates

2004	Colin John Smith, DSc	1934	Walter Coventry Summers, LittD
1936	Sir Frank Edward Smith, DSc	1992	Harold Thomas Swan, LittD
1926	The Very Reverend Sir George Adam Smith, LittD	1908	Sir Henry Rosborough Swanzy, DSc
1927	George Charles Moore Smith, LittD	2003	Jim Swithenbank, DEng
1984	John Cyril Smith, LLD	1955	Sir Charles Sykes, DMet
1949	William Mackenzie Smith, LLD	1996	Hugh Ridley Sykes, LLD
1931	Field Marshal the Right Honourable Jan Christiaan Smuts, LLD	1999	Sir Richard Brook Sykes, DSc
1980	Ian Bruce Sneddon, MD	1998	Toshiyuki Takamiya, LittD
1908	Simeon Snell, DSc	1998	Tony Tan Keng Yam, LLD
1922	Mary Jane Sorby, MA	1970	Kenzo Tange, LittD
1959	Herbert Southern, MScTech	1996	Savak Sohrab Tarapore, LLD
1955	Sir Richard Vynne Southwell, DEng	1953	Richard Henry Tawney, LittD
1991	Stanley Lester Speight, LLD	1977	Robert Donald Teare, LLD
1981	Alfred Spinks, DSc	1965	Dame Grace Tebbutt, LLD
2002	Lewis Spitz, MD	1946	Marshal of the Royal Air Force, Lord Tedder of Glenguin, LLD
2013	Adrian Martyn Christopher (Kim) Staniforth, LittD	1931	The Most Reverend and Right Honourable William Temple, Lord Archbishop of York, (Lord Archbishop of Canterbury), LittD
1924	Ernest Henry Starling, DSc	1977	Frederick Charles Thomas, LLD
1910	John Edward Stead, DMet	1992	Sir Keith Thomas, LittD
1988	Stuart Stearns, DSc	1982	Neville Thomas, MA
1970	Erwin Stengel, MD	1997	Terence Ash Thomas, LLD
1948	Sir Frank Merry Stenton, LLD	1954	Francis William Thompson, LittD
1955	Sir Henry Francis Blake Stephenson, Baronet, LLD	1956	Sir George Paget Thomson, DSc
1918	Sir Henry Kenyon Stephenson, Baronet, LLD	1910	Sir Joseph John Thomson, DSc
1963	William Raymond Shirecliffe Stephenson, MA	1985	Anthony Hugh Thornton, MA
1968	James Wilfred Sterland, LLD	1985	Frederick Alfred Thorpe, LittD
1995	Michael John Howard Sterling, DEng	1908	Hermann Tillmans, DSc
2008	Nicholas Herbert Stern (Baron Stern of Brentford), LittD	1976	Sir Michael Tippett, DMus
1991	William Duncan Paterson Stewart, DSc	1953	Edward Charles Titchmarsh, DSc
2007	Charles James Matthew Stirling, DSc	1948	Sir Henry Thomas Tizard, LLD
2008	Sir James Fraser Stoddart, DSc	1961	Sir Alexander Robertus Todd, (Baron Todd of Trumpington), DSc
1998	John Maurice Stoddart, LLD	1984	Reverend Canon George Tolley, DSc
2010	David Radcliffe Stone, LittD	2012	Stephen Tomlinson, DSc
2013	Helen Storey, DSc	1961	Donald Thomas Alfred Townend, DScTech
1986	Robert Street, DSc	1990	Donald Gilchrist Trelford, LittD
1976	Sir Charles Herbert Stuart-Harris, DSc	1947	George Macaulay Trevelyan, LittD
1912	The Right Honourable Charles Beilby Stuart Wortley, (Lord Stuart of Wortley), LLD	2011	Athanasios Sotiris Tsaftaris, DSc
1924	Robert Styring, LLD	1954	William Ernest Stephen Turner, DScTech
2008	Lakshminarayana Subramaniam, DMus	1979	David Arthur John Tyrrell, DSc
1972	Willie Sucksmith, DSc	2012	Robert Ian William Upton, LittD
		1974	Donald John Urquhart, DSc
		1992	Alan Usher, DSc

Honorary Graduates

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	1931 The Right Honourable Edward Frederick Lindley Wood, Baron Irwin of Kirby Underdale, (1st Earl of Halifax), LLD
1955 Sir Ashley Skelton Ward, LLD	1995 Sir John Crossley Wood, LLD
1957 George Herbert Bridges Ward, MA	1962 Richard Frederick Wood, LLD
2001 John Dale Ward, MD	2007 Hubert Frank Woods, MD
1939 Joseph Ward, LLD	1966 Robert Burns Woodward, DSc
2013 James Wardrope, MD	1973 John Stenton Worrall, LLD
2011 David Alexander Warren, LittD	1986 Colonel Leslie William Wright, MA
2013 Elizabeth Watts, DMus	2003 Phillip Montague Wright, DEng
1967 Sir Edward Johnson Wayne, DSc	1997 Edward Anthony Wrigley, LittD
1989 Sir David Weatherall, MD	2004 Kurt Wüthrich, DSc
1964 Noel Edwin Webster, DEng	1962 Herbert William Wynn, MA
1960 Cicely Veronica Wedgwood, LittD	1934 William Palmer Wynne, DSc
1951 Sir Ronald Morce Weeks, (1st Baron Weeks of Ryton, Co Durham), DScTech	2014 Alev Yaraman, DEng
1993 John Harald Westergaard, LittD	2004 Kenneth Yeang, LittD
2006 Eric Wharton, DSc	2005 David Ernest Young, LittD
1987 James White, DScTech	1968 Diana Graham Young, MA
1910 Sir William Henry White, DEng	1962 Gerard Francis Young, LLD
1965 Iona Whittaker, LLD	1993 Hugo John Smelter Young, LittD
1966 John Macnaghten Whittaker, LLD	1966 Michael Young, LittD
1997 Malcolm Hewitt Wiener, LittD	2004 Michael Zink, LittD
1934 James Ragg Wigfull, MA	1991 Zou Deci, LittD
1997 Rahula Oliver Barnes Wijesekera, DSc	
2012 Paul Wiles, LLD	
1989 Michael Wilford, LittD	

EX-OFFICIO GRADUATES

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