Regulation XIII:
General University Regulations

Application and Interpretation

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

   General Regulations for First Degrees;

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

   General Regulations relating to Examinations;

   General Regulations relating to the Progress of Students;

   General Regulations relating to Academic Appeals;

   General Regulations relating to Student Fitness to Practise;

   Regulations relating to the Discipline of Students;

   Regulations relating to Intellectual Property;

   Regulations on the Use of IT Facilities;

   Regulations relating to the Library.

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

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

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

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

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

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

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

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

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

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

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

"Examined" will be construed accordingly.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Subject to the above provisions:

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

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

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

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

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

Degrees and Other Awards

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

Bachelor of Arts (BA)

Bachelor of Arts in Law (BA(Law))

Bachelor of Dental Surgery (BDS)

Bachelor of Engineering (BEng)

Bachelor of Laws (LLB)

Bachelor of Medical Science (BMedSci)

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

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

Bachelor of Medicine and Bachelor of Surgery (MBChB)

Bachelor of Music (BMus)

Bachelor of Science (BSc)

Bachelor of Technical Science (BScTech)

Master of Architectural Studies (MArchStudies)

Master of Architecture (MArch)

Master of Arts (MA)

Master of Biological Science (MBiolSci)

Master of Biomedical Science (MBiomedSci)

Master of Business Administration (MBA)

Master of Chemistry (MChem)

Master of Clinical Dentistry (MClinDent)

Master of Computing (MComp)

Master of Dental Public Health (MDPH)

Master of Education (MEd)

Master of Engineering (MEng)

Master of Environmental Science (MEnvSci)

Master of Geography (MGeog)

Master of Geographical Science (MGeogSci)

Master of Landscape Architecture (MLA)

Master of Laws (LLM)

Master of Mathematics (MMath)

Master of Medical Science (MMedSci)

Master of Metallurgy (MMet)

Master of Midwifery (MMid)

Master of Music (MMus)

Master of Pharmacy (MPharm)

Master of Philosophy (MPhil)

Master of Physics (MPhys)

Master of Planning (MPlan)

Master of Public Administration (MPA)

Master of Public Health (MPH)

Master of Research (MRes)

Master of Science (MSc)

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

Master of Science in Engineering (MSc(Eng))

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

Master of Teaching and Learning (MTL)

Master of Technical Science (MScTech)

Doctor of Business Administration (DBA)

Doctor of Clinical Dentistry (DClinDent)

Doctor of Clinical Psychology (DClinPsy)

Doctor of Dental Surgery (DDSc)

Doctor of Education (EdD)

Doctor of Educational and Child Psychology (DEdCPsy)

Doctor of Educational Psychology (DEdPsy)

Doctor of Engineering (DEng)

Doctor of Engineering (EngD)

Doctor of Laws (LLD)

Doctor of Letters (LittD)

Doctor of Medical Science (DMedSci)

Doctor of Medicine (MD)

Doctor of Metallurgy (DMet)

Doctor of Music (DMus)

Doctor of Philosophy (PhD)

Doctor of Science (DSc)

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

Doctor of Technical Science (DScTech)

Foundation Degree in Arts (FdA)

Foundation Degree in Engineering (FdEng)

Foundation Degree Nursing Associate (Fd Nursing Associate).

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

Regulations

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

Joint Awards

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

14. Any such scheme will:

    (a) prescribe (or establish a mechanism for prescribing):
        i. the nature and location of the programme of study or research to be pursued by a student;
        ii. the nature and location of the examination, ensuring that for each subject or group of subjects there will be at least one Examiner of the University and one External Examiner who will be independent of the University and the partner institution;
        iii. the procedure by which changes in the programme of study or research or in the examination are to be considered;
        iv. the fees to be paid and the procedure for their payment;
        v. the circumstances in which a candidate is required to register as a student of this University;
        vi. in the case of a programme of research: the arrangements for supervision, ensuring that there will be at least one Supervisor from the University and at least one from the partner institution; the minimum period of study of the programme of research; the language of the thesis; the requirements for the Research Training Programme; and the arrangements for academic appeals;
    (b) provide so far as this University is concerned:
        i. that the programme of study or research and the examination will be contained in Regulations of the Senate;
        ii. that no award may be made except in pursuance of a resolution of the Senate.

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

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

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

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

Semesters

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

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

Minimum Age for Admission

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

Academic Requirements for Admission

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

Other Requirements for Admission

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

Ethics Approval

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

Disclosure of Criminal Convictions

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

Health Requirements

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

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

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

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

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

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

Registration[1]

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

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

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

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

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

Data Protection

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

Fees

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

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

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

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

Attendance

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

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

53. Monitoring:

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

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

Change of Status

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

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

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

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

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

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

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

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

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

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

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

Study for Other Degrees

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

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

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

University Examinations, Degrees and Distinctions

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

Transcripts

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

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

Notes for Students on Registration

1. The Registration Process

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

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

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

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

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

1.3 The Student Registration Record

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

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

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

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

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

1.4 Registering after a Leave of Absence

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

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

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

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

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

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

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

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

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

1.5 Additional Information for Students

1.5.1 Medical Students on Intercalated Pathways:

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

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

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

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

1.5.2 International students:

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

right to stay in the UK.

1.5.3 International exchange students:

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

1.5.4 Students spending time abroad:

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

2. Registration Statuses

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

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

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

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

3. Registration for Programmes and Modules

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

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

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

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

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

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

4. UCards and Access to IT Services

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

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

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

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

5. Termination or Suspension of Registration

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

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

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

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

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

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

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

6. Withdrawal of awards

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

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

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

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

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

Notes for Students on Tuition Fees

1. Tuition Fee Status

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

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

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

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

1.4 What students should know about fee status:

- 1.4.1 students should understand the definition of **Ordinary Residence** and the concept of being **'settled'** in the UK. These definitions are provided on the UKCISA website (www.ukcisa.org.uk);
- 1.4.2 each university will determine the fee status of its students. A decision by one university will not have a bearing on the decision of another university and their fee status will need confirming by each university they apply to;
- 1.4.3 it is essential to provide full and accurate information at the time of applying and before registering;
- 1.4.4 the fee status is determined **at the start of studies.** Once registered, a student's fee status is unlikely to change; by signing the Registration Declaration when they register, students are confirming that the information provided at the time of registering is full and accurate. Changes to this information thereafter are unlikely to be considered by the University in a request for a change to fee status.

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

- 1.5.1 read the guidance provided by the UK Council for International Students (UKCISA);
- 1.5.2 request a formal Fee Status Assessment from the University's Admissions Service by contacting the University's Admissions Service.

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

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

1.7 Fee Status Assessments

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

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

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

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

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

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

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

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

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

2. Tuition Fees

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

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

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

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

2.5 Different fee levels apply to students who:

- 2.5.1 are on 'Placement', such as on a Year Abroad or a Year in Industry/Employment;
- 2.5.2 are on a repeat period of study (with tuition);
- 2.5.3 are on an Intercalated degree course: students who intercalate pay the relevant annual tuition fee for the new undergraduate or postgraduate course. Students who wish to intercalate at another university are not required to pay tuition fees to the University; MBChB/BDS students who return to their MBChB/BDS course should note that if they intercalate on a postgraduate course, their future funding from Student Finance may be affected.
- 2.5.4 spend between one and three years 'In Practice' (e.g. in the School of Architecture);
- 2.5.5 are classed as 'Remote Location';
- 2.5.6 attend as an 'External Candidate' to resit examination(s) only, i.e. do not intend to attend classes;
- 2.5.7 choose to do a 'Languages for All' module. Fees are determined by:
  - (a) the number of credits/modules taken;
  - (b) the student's current status.
- 2.5.8 are studying at the English Language Teaching Centre where the fees are charged on a weekly basis.

3. The Financial Declaration

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

3.2 The Financial Declaration requires students to:

- 3.2.1 acknowledge and agree to the rate of fee they are being charged;
- 3.2.2 confirm they have the funds to cover their tuition fees and living costs for the duration of their course;
- 3.2.3 disclose how their tuition fees will be paid (by means of personal funds, a loan or sponsor funding);
- 3.2.4 agree to pay their tuition fees by means of a university-approved payment plan; students should note that fees are payable in each academic session.

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

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

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

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

4. Payment of Tuition Fees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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