Regulation XIII:
General University Regulations

Application and Interpretation

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

   General Regulations for First Degrees;

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

   General Regulations relating to Examinations;

   General Regulations relating to the Progress of Students;

   General Regulations relating to Academic Appeals;

   General Regulations relating to Student Fitness to Practise;

   Regulations relating to the Discipline of Students;

   Regulations relating to Intellectual Property;

   Regulations on the Use of IT Facilities;

   Regulations relating to the Library.

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

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

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

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

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

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

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

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

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

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

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

"Examined" will be construed accordingly.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Subject to the above provisions:

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

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

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

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

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

Degrees and Other Awards

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

Bachelor of Arts (BA)

Bachelor of Arts in Law (BA(Law))

Bachelor of Dental Surgery (BDS)

Bachelor of Engineering (BEng)

Bachelor of Laws (LLB)

Bachelor of Medical Science (BMedSci)

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

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

Bachelor of Medicine and Bachelor of Surgery (MBChB)

Bachelor of Music (BMus)

Bachelor of Science (BSc)

Bachelor of Technical Science (BScTech)

Master of Architectural Studies (MArchStudies)

Master of Architecture (MArch)

Master of Arts (MA)

Master of Biological Science (MBiolSci)

Master of Biomedical Science (MBiomedSci)

Master of Business Administration (MBA)

Master of Chemistry (MChem)

Master of Clinical Dentistry (MClinDent)

Master of Computing (MComp)

Master of Dental Public Health (MDPH)

Master of Education (MEd)

Master of Engineering (MEng)

Master of Environmental Science (MEnvSci)

Master of Geography (MGeog)

Master of Geographical Science (MGeogSci)

Master of Landscape Architecture (MLA)

Master of Laws (LLM)

Master of Mathematics (MMath)

Master of Medical Science (MMedSci)

Master of Metallurgy (MMet)

Master of Midwifery (MMid)

Master of Music (MMus)

Master of Pharmacy (MPharm)

Master of Philosophy (MPhil)

Master of Physics (MPhys)

Master of Planning (MPlan)

Master of Public Administration (MPA)

Master of Public Health (MPH)

Master of Research (MRes)

Master of Science (MSc)

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

Master of Science in Engineering (MSc(Eng))

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

Master of Teaching and Learning (MTL)

Master of Technical Science (MScTech)

Doctor of Business Administration (DBA)

Doctor of Clinical Dentistry (DClinDent)

Doctor of Clinical Psychology (DClinPsy)

Doctor of Dental Surgery (DDSc)

Doctor of Education (EdD)

Doctor of Educational and Child Psychology (DEdCPsy)

Doctor of Educational Psychology (DEdPsy)

Doctor of Engineering (DEng)

Doctor of Engineering (EngD)

Doctor of Laws (LLD)

Doctor of Letters (LittD)

Doctor of Medical Science (DMedSci)

Doctor of Medicine (MD)

Doctor of Metallurgy (DMet)

Doctor of Music (DMus)

Doctor of Philosophy (PhD)

Doctor of Science (DSc)

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

Doctor of Technical Science (DScTech)

Foundation Degree in Arts (FdA)

Foundation Degree in Engineering (FdEng)

Foundation Degree Nursing Associate (Fd Nursing Associate).

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

Regulations

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

Joint Awards

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

14. Any such scheme will:

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

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

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

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

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

Semesters

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

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

Minimum Age for Admission

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

Academic Requirements for Admission

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

Other Requirements for Admission

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

Ethics Approval

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

Disclosure of Criminal Convictions

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

Health Requirements

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

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

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

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

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

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

Registration[1]

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

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

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

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

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

Data Protection

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

Fees

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

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

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

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

Attendance

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

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

53. Monitoring:

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

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

Change of Status

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

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

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

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

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

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

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

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

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

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

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

Study for Other Degrees

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

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

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

University Examinations, Degrees and Distinctions

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

Transcripts

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

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

Notes for Students on Registration

1. The Registration Process

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

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

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

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

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

1.3 The Student Registration Record

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

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

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

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

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

1.4 Registering after a Leave of Absence

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

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

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

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

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

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

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

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

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

1.5 Additional Information for Students

1.5.1 Medical Students on Intercalated Pathways:

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

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

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

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

1.5.2 International students:

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

right to stay in the UK.

1.5.3 International exchange students:

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

1.5.4 Students spending time abroad:

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

2. Registration Statuses

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

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

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

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

3. Registration for Programmes and Modules

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

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

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

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

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

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

4. UCards and Access to IT Services

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

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

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

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

5. Termination or Suspension of Registration

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

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

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

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

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

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

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

6. Withdrawal of awards

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

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

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

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

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

Notes for Students on Tuition Fees

1. Tuition Fee Status

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

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

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

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

1.4 What students should know about fee status:

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

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

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

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

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

1.7 Fee Status Assessments

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

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

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

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

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

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

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

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

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

2. Tuition Fees

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

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

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

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

2.5 Different fee levels apply to students who:

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

3. The Financial Declaration

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

3.2 The Financial Declaration requires students to:

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

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

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

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

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

4. Payment of Tuition Fees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Regulation XIV:
General University Regulations for Apprenticeships

Scope of these Regulations

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

Application and Interpretation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Academic Requirements for Admission and Recognition of Prior Learning

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

Registration and Status of Apprentices

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

apprenticeship.

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

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

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

Withdrawal

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

Credit and Off-the-Job Training Requirements

11. The overall credit requirements for University qualifications set in the General University Regulations (Regulation XIII) apply in the case of apprenticeships, but there may be differences in the pattern of credits per year and a longer programme duration in order to meet the requirements of the University qualification and the wider apprenticeship.
12. To be eligible for government funding the apprentice must spend at least 20% of their normal working hours (capped at 30 hours per week for funding purposes only), over the planned duration of the apprenticeship practical period, on off-the-job training.
13. The minimum requirement for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) over the planned duration.

Assessment and Examinations

14. In any apprenticeship (Integrated or Non-Integrated) which involves a University award, the assessment for the University award is undertaken in accordance with the University's regulations, policies and procedures.
15. The assessment of the apprenticeship (End Point Assessment) is conducted in accordance with the Assessment Plan in the relevant Apprenticeship Standard and related requirements published by the Institute for Apprenticeships and Technical Education, and with the following external and regulatory requirements:

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

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

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

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

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

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

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

Student Discipline

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

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

Complaints and Appeals

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

Tuition Fees

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

Regulation XV:
General Regulations for First Degrees

Scope of these Regulations

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

Content of Programmes of Study

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

Attendance other than for University Qualifications

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

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

Degrees with Study Abroad Year

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

Degrees with Placement Year or Industrial Placement Year

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

Transfer between Programmes of Study and Faculties

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

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

Time-Limits

13. Except with the permission of the Faculty:

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

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

Leave of Absence

14. The University may grant a student a Leave of Absence for a range of reasons including medical, employment-related and other circumstances.

15. The Leave of Absence may be for a period of up to 12 months, which may be renewed up to a maximum of 24 months. The Vice-President for Education may allow an exception to these limits in exceptional circumstances.

Recognition of Credits and Examinations

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

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

17. Permitted exceptions to 16 are as follows:

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

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

Aegrotat Cases

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

Registration for Programmes and Units

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

Examinations

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

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

Award of Credits

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

Foundation Year

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

Progression between Years

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

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

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

Year 1

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

Year 2

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

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

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

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

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

Year 3

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

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

Year 4

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

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

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

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

Year 1

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

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

Year 2

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

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

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

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

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

Year 3

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

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

Year 4

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

Reassessment

47. A student who fails any unit may apply to resit:
    (a) on two occasions for a FHEQ Level 4 unit;
    (b) on one occasion for a FHEQ Level 5 or 6 unit, or for any units on a non-modular programme of study.
48. A student may apply to resit failed units even where they are deemed eligible to progress to the next Year of study. Units that are passed following resit will be capped at the pass mark. Where the grade achieved following resit is lower than a previous attempt, the higher grade will be awarded.
49. The Faculty may allow a student who has failed to meet progression requirements in Year 1 following reassessment to retake the Year. All grades and credits awarded will be disregarded

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

Reassessment during the Final Year of Study

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

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

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

Grades for Units

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

Year 0 or FHEQ Levels 4, 5 and 6

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

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

FHEQ Level 7

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

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

Classification of Students

Credit Requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

programme of study but without the award of Honours where:

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

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

Classification

Calculation of Bachelor's Degrees

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

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

Calculation of Integrated Master's Degrees

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

Calculations

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

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

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

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

Merits and Distinctions for Foundation Degrees

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

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

Substitution of Units

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

Exit Awards

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

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

Merits and Distinctions for Exit Awards

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

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

Scope of these Regulations

1. These Regulations apply to:

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

   Postgraduate Diplomas in all Faculties

   Postgraduate Certificates in all Faculties

   And to the coursework element of:

   the Degree of EdD

   the Degree of DClinDent

   the Degree of DClinPsy

   the Degree of DEdCPsy

   PhD with Integrated Studies

   the Degree of PhD with integrated taught elements

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

Minimum Qualifications for Admission as a Student

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

Programmes of Study

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

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

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

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

Recognition of Credits and Examinations

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

    (a) in the case of Degrees and Postgraduate Diplomas and Postgraduate Certificates wholly awarded by the University, at least one-half of the required number of credits

under those Regulations;

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

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

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

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

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

Aegrotat Cases

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

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

Minimum Period of Study

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

Grades

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

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

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

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

Award of Credits

15. A student who has achieved the specified pass grade and met all other pass criteria will be awarded the credits assigned to that unit.

16. A student who has achieved the pass grade and met all other pass criteria in any unit may not resit that unit.

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

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

For students commencing their programme of study prior to September 2022

18. Where a student has not met the full credit requirements in Regulation 17, the Examiners may in their discretion recommend that a student with failed credits has satisfied the requirement for a Master's Degree where they have:

    (a) passed at least 165 credits; *and*
    (b) achieved an average grade of 50 or above; *and*
    (c) achieved a grade of 40 or above in the failed credits necessary to meet the credit requirements for the award of Master's Degree.

19. Where a student has not met the full credit requirements in Regulation 17, the Examiners may in their discretion recommend that a student with failed credits has satisfied the requirement for a Postgraduate Diploma where they have:

    (a) passed at least 105 credits; *and*
    (b) achieved an average grade of 50 or above; *and*
    (c) achieved a grade of 40 or above in the failed credits necessary to meet the credit requirements for the award of Postgraduate Diploma.

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

    All calculations will include the dissertation unit where this forms part of the best 120 credits.

Distinctions and Merits

20. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Master's degree, such that:

    (a) a student who achieves a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 90 credits may be recommended for the award of the Degree with distinction; *and*

(b) a student who achieves a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 90 credits may be recommended for the award of the Degree with merit.

21. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Postgraduate Diploma, such that:

    (a) a student who achieves a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with distinction; *and*
    (b) a student who achieves a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with merit.

22. The Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the student notwithstanding Regulations 20 and 21 above.

Dissertations

23. Where a programme of study includes a dissertation, the dissertation will be of a length and be presented in typed form not later than the time prescribed by the Head of School.
24. A student will state in the dissertation the sources from which the information it contains is derived and the extent to which the student has made use of the work of others.
25. A student may not submit a dissertation a substantial part of which consists of material which has been submitted for any other Degree or qualification.

Failure

For students commencing their programme of study after September 2022

26. The Examiners may in their discretion recommend that a student is awarded a compensated pass in failed units where they have:

    (a) passed at least 165 credit (Master's Degree) or 105 credits (Postgraduate Diploma); *and*
    (b) achieved an average grade of 50 or above; *and*
    (c) achieved a grade of 40 or above in each of the failed units.

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

    All calculations will include the dissertation unit where this forms part of the best 120 credits.

27. Compensated units will be awarded credit but will retain the original grade.

Reassessment

28. A student who fails to satisfy the Examiners in respect of any unit or other part of the programme of study (including the dissertation if any) and who has not been recommended for

the award of a Master's Degree or a Postgraduate Diploma may (subject to the Regulations for the particular programme of study and to the General Regulations as to the Progress of Students) enter for a subsequent examination in respect of the unit or submit a revised dissertation on one occasion only. A student satisfying the Examiners in a subsequent examination or in respect of a revised dissertation will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade will be awarded.

29. The Faculty may prescribe conditions to be satisfied by the student, and in the absence of any other provision, the re-examination or re-submission will be within one year of the notification of the first result.

30. Regulations for the Degrees of DClinPsy, DDSc, and EngD where a student fails to satisfy the Examiners in respect of the thesis are included in the Regulations relating to specific Higher Degrees by research.

Time-Limits and Extensions

31. Except with the permission of the Faculty, or where the Regulations for a particular programme of study provide otherwise:

    (a) a full-time student must complete the programme of study for a Master's Degree within a period one year greater than the minimum required to complete the programme of study; *and*
    (b) a part-time student must complete the programme of study for a Master's Degree within a period of two years greater than the minimum required to complete the programme of study.

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

    Applicable time-limits for full-time and part-time students may, for good reason, be extended by not more than one year by the Faculty and, in exceptional cases, by a further period by the Senate on the recommendation of the Faculty. In any case in which the Faculty refuses to extend or recommend the extension of a time-limit, the Senate will consider the case (including the views of the Faculty) and may grant the extension.

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

Leave of Absence

33. The University may grant a student a Leave of Absence for a range of reasons including medical, employment-related and other circumstances.

34. The Leave of Absence may be for a period of up to 12 months, which may be renewed up to a maximum of 24 months. The Vice-President for Education may allow an exception to these limits in exceptional circumstances.

General Regulations for Higher Degrees by Research

Scope of these Regulations

1. These regulations apply to:

the Degree of PhD

the Degree of PhD with Integrated Studies (in respect of the programme of research and thesis)

the Degree of PhD with integrated taught elements (in respect of the programme of research and thesis)

the Degree of EdD (in respect of the programme of research and thesis)

the Degree of DClinPsy (in respect of the programme of research and thesis)

the Degree of DEdCPsy (in respect of the programme of research and thesis)

the Degree of EngD

the Degree of MD

the Degree of MPhil

the Degree of MPhil with integrated taught elements

the Degree of PhD by Publication

the Degree of MD by Publication

2. These Regulations are subject to Programme Regulations relating to a specific Higher Degree, and/or to the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates where a programme contains coursework elements.

Minimum Qualifications for Admission as a Student

3. Applicants must hold an honours degree related to the proposed area of research, hold an equivalent qualification, or be deemed qualified by the Faculty, and must satisfy the University that they are fit by reason of their ability, experience and training to undertake the Degree.

Student Classification

4. A person may be admitted as a student in one of the following categories, unless stated otherwise in the relevant Programme Regulations:
    (a) full-time student candidate; *or*
    (b) part-time student candidate; *or*
    (c) University staff candidate.

Change of Candidature

5. A Student admitted under one candidature may apply to change to another candidature under conditions approved by the Faculty.

Supervisors

6. One or more Supervisors will be appointed by the Faculty for each student. At least one Supervisor will be a member of the Academic Staff of the University.
7. In the case of a Joint or Double Award arrangement, at least one additional Supervisor will be appointed by the partner institution.
8. The supervision of any candidate (other than one admitted under a remote location or majority off campus scheme approved by the Faculty) will be primarily in person. The

candidate will meet the Supervisor every four weeks at a minimum for full-time candidates (pro-rata for part-time candidates).

Research away from the University

9. A full-time or part-time student may pursue the whole or part of the programme of research at a specified place away from the University, in accordance with a remote location scheme approved by the Faculty, or a Memorandum of Agreement for a remote location scheme with a specific institution.

   To apply for a remote location scheme, students must:

   (a) be an International student not resident in the UK; *and*
   (b) meet the normal entry requirements for the programme of research for which they are applying; *and*
   (c) accept adequate supervisory arrangements for the research scheme acceptable to the relevant faculty of the University; *and*
   (d) prove access to the necessary library, computing and other research facilities required to successfully undertake the programme of research within the required period.

   Approval to study as a remote location student can normally be sought during the application process and will not normally be given to students who are already registered as full-time or part-time students of the University. Remote location students must not spend more than eight consecutive weeks at the University at any time during the course of their degree (schemes agreed with specific institutions may set out further specifications relating to the amount of time spent at the University).

10. A full-time or part-time student may pursue the whole or part of the programme of research at a specified place away from the University, in accordance with a majority off campus scheme approved by the Faculty. To apply for a majority off campus scheme, students must:
    (a) meet the normal entry requirements for the programme of research for which they are applying; *and*
    (b) accept adequate supervisory arrangements for the research scheme acceptable to the relevant Faculty of the University; *and*
    (c) prove access to the necessary library, computing and other research facilities required to successfully undertake the programme of research within the required period.

    Approval to study as a majority off campus student can normally be sought during the application process and will not normally be given to students who are already registered as full-time or part-time students of the University. Majority off campus students are not restricted to a specified amount of time they are permitted to spend at the University over the course of their degree, but the expectation is that they will complete the majority of their programme away from Sheffield.

11. Except where a candidate is admitted either as a remote location candidate, or a majority off campus candidate, a student must be present on the University campus as required by their programme and/or any visa terms and conditions.

Recognition of Attendance at Other Institutions

12. The Faculty may recognise, as part of the period of research, some or all of the time already spent in another institution by a student under approved supervision on research relevant to the subject of the thesis, provided that:

(a) the work done during that time has been approved by the Faculty as of sufficiently high standard; *and*
(b) the work has not been and will not be submitted for any other Degree; *and*
(c) the period of normal registration remaining is not less than the minimum period of study.

Period of Study, Registration, Time-Limits and Tuition Fee Payment

13. Periods of minimum, normal and maximum registration for each programme of research are set out in the *Code of Practice for Research Degree Programmes*.
14. Periods of registration will be calculated from the date of the student's initial registration at the commencement of the programme of research.
15. Admission as a part-time candidate is defined at 50% of the full-time equivalent only.

Extensions

16. Time-limits may, for good reason, be extended for one year by the Faculty, and in exceptional cases, by a further period which would not normally exceed an additional year, by a cross-Faculty panel.

Leave of Absence

17. Leave of Absence from studies may, for good reason, be granted for up to two years by the Faculty, and in exceptional cases by a further period by a cross-Faculty panel.

Doctoral Development Programme

18. A student will undertake a Training Needs Analysis at the start of each year (or other appropriate period of study) in consultation with the Supervisory team, in order to identify the additional skills and experience required to meet the levels of competence outlined in the Core Competencies.
19. A student will undertake an individual programme of training and skills development 'Doctoral Development Programme' during each year (or other appropriate period of study) based on the outcomes of the Training Needs Analysis, to be agreed in consultation with the Supervisory team.
20. A student will not be permitted to pass the Confirmation Review (if required for the programme of research), unless the student has presented a portfolio demonstrating that they have undertaken the agreed programme of training and skills development and have achieved an appropriate level of competency as agreed by the Supervisory team.
21. The submission of a Data Management Plan is required for confirmation of candidacy of all students.
22. A student will not be awarded the degree unless the Faculty has confirmed the student's satisfactory completion of the Doctoral Development Programme.
23. Where a student fails to successfully complete a part or parts of the programme of training and skills development, the Faculty may permit the student to repeat that part or parts, or to undertake other training or skills development, in each case on such conditions as the Faculty may determine.

Theses

24. A student for a Higher Degree by Research will, on the completion of the programme of research:

    (a) present a thesis containing the results of the student's research and showing the sources from which the information it contains is derived and the extent to which the student has made use of the work of others; *and*
    (b) pass an oral examination in matters relevant to the subject of the thesis.

    At the oral examination, no person other than the student and the Examiners may be present except with the agreement of those persons.

25. The language of the thesis will be English. Exceptionally, and with the permission of the Faculty, a student may present their thesis in a language other than English where this is of demonstrable significance to the impact and dissemination of the research.

26. Where the programme of research leads to the production of material additional to the thesis, such as creative work or supporting material submitted using other forms of media, the thesis will clearly present the additional material in its relevant context and will be accompanied by a permanent record of the additional material, where practicable, included with the thesis.

27. A thesis may not be submitted before the completion of the minimum period of the programme of research for the relevant Degree, as specified in the *Code of Practice for Research Degree Programmes*, without the permission of the Faculty.

28. A student may not submit a thesis a substantial part of which consists of material which has been submitted for any other Degree or qualification unless exceptions are specified in the Programme Regulations

29. A student will submit alongside the thesis:

    (a) a declaration concerning access to and reproduction of the thesis;
    (b) a summary, not exceeding 300 words in length, which may be drawn up in consultation with the Supervisor.

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

31. For first submission and resubmission, a student is required to submit the thesis to Turnitin, according to the procedure operating in the relevant School. The version of the thesis submitted to Turnitin must be an exact copy of the version submitted for examination.

32. For first submissions and resubmissions, the thesis must be submitted to the University online, following the procedures outlined in the *Code of Practice for Research Degree Programmes*. Once submitted, the examination process will be deemed to have commenced and the thesis cannot normally be retracted.

33. When a thesis has been approved following examination, an electronic version of the thesis is required to be submitted to the institutional repository (White Rose eTheses Online). Where the thesis is incomplete or has been edited to remove sensitive material or material that has not been copyright cleared, a complete electronic copy must also be submitted following the procedures outlined in the *Code of Practice for Research Degree Programmes*.

34. The award of any qualification will be withheld until the requirements for award of degrees, as stipulated in the *Code of Practice for Research Degree Programmes*, have been completed.

Examiners

35. At least two Examiners will be appointed to report to the Faculty on the thesis and oral examination. At least one Examiner will be an External Examiner. Prior to appointment an Examiner will declare any conflict of interest with respect to the student or their research project.

    The following special provisions apply to particular categories of student:

    (a) in the case of a University Staff candidate at least two External Examiners and an internal coordinator will be appointed;
    (b) in the case of a University Staff candidate holding a non-established appointment arising from external financing, one Examiner may be a member of the Academic Staff of the University other than the grant-holder; at the discretion of the Vice-President, the grant-holder may be appointed as an additional Examiner.

Regulations for the Degree of PhD, EngD and MD (excluding by Publication)

1. A student's registration for the Degree of PhD, EngD or MD (excluding by Publication) will be considered probationary until such time as the candidate successfully passes the School Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The first attempt must be completed no later than 12 months from the student's initial registration for full-time students. If the decision to pass a student is deferred pending a second attempt, a final decision must be taken no later than18 months from the students' initial registration for full-time students (pro-rata for part-time students). A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.

   Where exceptions to the above timescales are required, these must be set out in the programme Regulations.

Change of Programme

2. A student may, with the permission of the Faculty, transfer to another research programme of study at the same, or lower, FHEQ level. Where a student is changing programmes between Schools and/or Faculties, the permission of both Schools and/or Faculties is required. Students changing programme will transfer into the new programme of study at the same point in their registration. The student's normal period of registration and time limit will therefore remain unchanged, unless the new programme of study is of a different duration.

Theses

3. A student will satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.

Failure

4. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:

(a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*;
(b) be awarded instead a Master's Degree; *or*
(c) be permitted to become instead a student for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

Regulations for the Degree of PhD by Practice

Theses

1. A student for the degree of PhD or MPhil in a Faculty-approved School may:
    (a) supplement a slightly reduced thesis with a practical component, with that practical component illustrating aspects of the thesis (for example research methodology or an element of the research findings); *or*
    (b) submit a thesis and practical outcome of equal weight, where the thesis is approximately half the length of a full thesis; *or*
    (c) in the discipline of Music only, submit a practice-based output as the primary component with accompanying commentary.
2. The thesis and practical component must show coherence and originality, as required for all research submissions.
3. The practical component must demonstrate a high level of skill, involve a research inquiry and be submitted such that it forms a permanent record of the research process, as defined in the Programme Regulations.
4. The thesis will contextualise the project, offering a retrospective analysis of the process and outcomes, and reflecting on the chosen research methodologies and/or production processes and the relation between them, where applicable.
5. In the case of a student electing to proceed under this Regulation, any reference to the thesis includes a thesis supplemented by a practical component.

Regulations for the Degree of PhD with Integrated Studies

1. A person may be admitted in the following category:
    (a) full-time student candidate.
2. The programme of study and research will be pursued for not less than three years.
3. A candidate will be admitted as a student for a Master's Degree approved for this purpose and pursue the programme of study for not less than one year.
4. A student who, after completing the minimum period of study, and who has progressed satisfactorily as determined by the School[1] or as specified by the individual programme Regulation, has obtained not less than *one hundred and twenty* credits may be permitted to become additionally a student for the Degree of PhD with Integrated Studies. Such a student will:

[1] It is normally expected that a candidate should be working at the level of a Merit in line with Regulation 20 of the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates.

(a) pursue a programme of research for not less than two years, and present a thesis for examination in accordance with the Regulations for Higher Degrees by Research.

(b) A student's registration for the Degree of PhD will be considered probationary until such time as the candidate successfully passes the School Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The first attempt must be completed no later than 12 months from the student's initial registration for full-time students. If the decision to pass a student is deferred pending a second attempt, a final decision must be taken no later than 18 months from the student's initial registration for full-time students (pro-rata for part-time students). A student who fails the Confirmation Review will be required to transfer to candidacy for the Degree of MPhil.

Where exceptions to the above timescales are required, these must be set in the programme Regulations.

5. The time-limit for the Master's Degree will be two years. The time-limit for the presentation of the thesis for the Degree of PhD with Integrated Studies will be five years from initial registration as a student for the Master's Degree.
6. A student will satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
7. A student who completes the requirements of the programme of study and research for the Master's Degree may be awarded that Degree and a student who completes the requirements of Regulation 4 may also be awarded the Degree of PhD with Integrated Studies.
8. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:
   (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*
   (b) be awarded instead a Master's Degree; *or*
   (c) be permitted to become instead a student for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

Regulations for the Degree of PhD by Publication

1. A person may be admitted as a candidate in the following category:
   (a) University Staff candidate.
2. A person may be admitted as a candidate who:
   (a) is a member of staff of at least two years' standing, *or* is the holder of at least two years' standing of an Honorary Academic Title conferred by the University; *and*
   (b) is not a member of staff solely as a condition of external funding and who would otherwise have been admitted as a full-time student candidate; *and*
   (c) has been deemed qualified for admission by the Faculty; *and*
   (d) at the point of admission, is required to have a contract of employment that covers the full period of registration, i.e. 12 months.
3. A candidate may, with the permission of the Faculty, transfer registration from the Degree of PhD to registration for the Degree of PhD by Publication.

4. The normal period of registration will be no longer than 12 months.
5. The maximum period of registration (time-limit) for the presentation of the published work will be 12 months.
6. A Supervisor will be appointed to provide guidance to the candidate on the presentation of the published work. The Supervisor will be a senior member of the academic staff of the University who is familiar both with the standard required and with the candidate's field of work.
7. A candidate who submits published work for examination for a doctoral degree will:
    (a) submit the published work (which will normally include only work published in scholarly books and journals within the last eight years);
    (b) submit a substantial commentary not exceeding 15,000 words, linking the published work and outlining its coherence and significance;
    (c) submit a signed statement advising how far the work submitted is based on the candidate's own independent study, making it clear, for each publication, how far the work was conducted in collaboration with or with the assistance of others and the conditions and circumstances in which the work was carried out;
    (d) submit a CV, focusing on the candidate's research career and on the circumstances under which the research work leading to the publications submitted was carried out;
    (e) pass an oral examination in matters relevant to the subject of the published works.
8. A candidate will satisfy the Faculty that the published work shows convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge. The amount and quality of the work should be at least equivalent to that expected for the Degree of PhD.
9. Published work submitted for the degree must be substantially different from any work that may have previously been submitted for any degree at this or any other institution.
10. At least two External Examiners will be appointed to report to the Faculty on the thesis and oral examination. In addition, a member of academic staff will be appointed by the Faculty to act as an internal coordinator. Prior to appointment, an Examiner will declare any conflict of interest with respect to the candidate or their research project.
11. No person other than the candidate and the Examiners may be present at the oral examination except with the agreement of those persons.
12. A candidate who fails to satisfy the Examiners may, on the recommendation of the Examiners, be permitted on one occasion only to present a revised commentary linking the published work to address minor or major corrections, or be permitted to take a further oral examination, or both.
13. If the Faculty decides that the Degree be not awarded, a candidate may not make another submission for the degree within two years of the first candidature.

Regulations for the Degree of MD by Publication

1. A person may be admitted as a candidate in the following category:
    (a) University Staff candidate.
2. A person may be admitted as a candidate who:
    (a) is a member of staff of at least two years' standing, *or* is the holder of at least two years' standing of an Honorary Academic Title conferred by the University; *and*

(b) has been deemed qualified for admission by the Faculty; *and*
(c) at the point of admission, is required to have a contract of employment that covers the full period of registration, i.e. 12 months.

3. A candidate may, with the permission of the Faculty, transfer registration from the Degree of MD to registration for the Degree of MD by Publication.
4. The normal period of registration shall be no longer than 12 months.
5. The maximum period of registration (time-limit) for the presentation of the published work shall be 12 months.
6. A Supervisor shall be appointed to provide guidance to the candidate on the presentation of the published work. The Supervisor shall be a senior member of the academic staff of the University who is familiar both with the standard required and with the candidate's field of work.
7. A candidate who submits published work for examination for a doctoral degree shall:
    (a) submit the published work (which will normally include only work published in scholarly books and journals within the last eight years);
    (b) submit a substantial commentary not exceeding 10,000 words, linking the published work and outlining its coherence and significance;
    (c) submit a signed statement advising how far the work submitted is based on the candidate's own independent study, making it clear, for each publication, how far the work was conducted in collaboration with or with the assistance of others and the conditions and circumstances in which the work was carried out;
    (d) submit a CV, focusing on the candidate's research career and on the circumstances under which the research work leading to the publications submitted was carried out;
    (e) pass an oral examination in matters relevant to the subject of the published works.
8. A candidate shall satisfy the Faculty that the published work shows convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge. The amount and quality of the work should be at least equivalent to that expected for the Degree of MD.
9. Published work submitted for the degree must be substantially different from any work that may have previously been submitted for any degree at this or any other institution.
10. At least two External Examiners shall be appointed to report to the Faculty on the thesis and oral examination. In addition, a member of academic staff shall be appointed by the Faculty to act as an internal coordinator. Prior to appointment, an Examiner should declare any conflict of interest with respect to the candidate or their research project.
11. No person other than the candidate and the Examiners may be present at the oral examination except with the agreement of those persons.
12. A candidate who fails to satisfy the Examiners may, on the recommendation of the Examiners, be permitted on one occasion only to present a revised commentary linking the published work to address minor or major corrections, or be permitted to take a further oral examination, or both.
13. If the Faculty decides that the Degree be not awarded, a candidate may not make another submission for the degree within two years of the first candidature.

Regulations for the Degree of MPhil

1. A student may, with the permission of the Faculty, transfer to another research programme of study at the same FHEQ level. Where a student is changing programmes between Schools and/or Faculties, the permission of both Schools and/or Faculties is required. Students changing programme will transfer into the new programme of study at the same point in their registration. The student's normal period of registration and time limit will therefore remain unchanged, unless the new programme of study is of a different duration.

Regulations for the Degree of EdD

1. A student shall satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
2. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:
    (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*
    (b) be awarded instead a Master's Degree; *or*
    (c) be permitted to become instead a student for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

Regulations for the Degree of DClinPsy

1. A student shall satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
2. A student who fails to satisfy the Examiners may be permitted, on the recommendation of the Examiners, to present a revised thesis, or take a further oral examination, or both.

Regulations for the Degree of DEdCPsy

1. A student shall satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form.
2. A student who fails to satisfy the Examiners may, on the recommendation of the Examiners:
    (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*
    (a) be awarded instead a Master's Degree.

Regulation XVII:
Regulations for Higher Doctorates

Faculty of Arts and Humanities

Regulations for the Degree of Doctor of Letters (LittD)

1. The Degree of Doctor of Letters (LittD) may, on the recommendation of the Faculty, be awarded to:

    (a) a graduate of the University of not less than six years standing; *or*
    (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate shall be judged to be distinguished by scholarship in having:

    (a) made a substantial and original contribution to learning; *and*
    (b) become established as an authority in the relevant field of work.

3. A candidate shall submit to the University the published work intended for assessment.

4. A candidate shall also submit the following:

    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
    (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.

5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.

6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulations for the Degree of Doctor of Music (DMus)

1. The Degree of Doctor of Music (DMus) may, on the recommendation of the Faculty, be awarded to:

    (a) a graduate of the University of not less than six years standing; *or*
    (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate shall be judged to be distinguished by scholarship in having:

    (a) made a substantial and original contribution to learning; *and*
    (b) become established as an authority in the relevant field of work.

    The published work of a candidate must have been adjudged by at least two External Examiners to constitute a distinguished contribution to learning.

3. A candidate shall submit to the University the published work intended for assessment.

4. A candidate shall also submit the following:
    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
    (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Science

Regulations for the Degree of Doctor of Science (DSc)

1. The Degree of Doctor of Science (DSc) may be awarded to:
    (a) a graduate of the University of not less than six years standing; *or*
    (b) a member of the academic staff who has completed a minimum of six years service as such a member.
2. A candidate must be judged to be distinguished by scholarship in having:
    (a) made a substantial and original contribution to scientific knowledge; *and*
    (b) become established as an authority in the relevant field of work.
3. As evidence of distinction, a candidate must submit published work for assessment. Any number of publications may be submitted, including those published under joint authorship. A candidate may submit publications in two groups as follows:
    (a) publications which are evidence of the candidate's original and authoritative contribution to scientific knowledge; *and*
    (b) other publications which are submitted as additional evidence of the scope of the candidate's contributions to scientific knowledge. This group may, if appropriate, include manuscripts accepted for and awaiting publication and published papers arising out of work for a previously awarded Master's Degree or Doctorate. Papers in these categories must be clearly identified by the candidate.
4. A candidate shall submit to the University the published work intended for assessment.
5. A candidate must also submit the following:
    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's efforts must be clearly indicated; *and*
    (b) a statement giving full details of any other Degree or Diploma for which the works, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.

Independent evidence may be sought by the Faculty concerning the contribution of the candidate in cases of collaboration.

6. At least two External Examiners shall independently report to the Faculty concerning the submission for the Degree.
7. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Health

Regulations for the Degree of Doctor of Science (DSc)

1. The Degree of Doctor of Science (DSc) may be awarded to:
    (a) a graduate of the University of not less than six years standing; *or*
    (b) a member of the academic staff who has completed a minimum of six years service as such a member.
2. A candidate must be judged to be distinguished by an original contribution to knowledge in the field of medical or dental science, the published records of which must be submitted for assessment by at least two External Examiners. A candidate must, in the opinion of the Examiners, have established a reputation as an authority on the subject.
3. A candidate shall submit to the University the published work intended for assessment.
4. A candidate shall also submit the following:
    (a) a statement certifying that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated; *and*
    (b) a statement giving full details of any other Degree or Diploma for which the work in whole or in part may have been submitted; *and*
    (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty concerning the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Engineering

Regulations for the Degrees of Doctor of Engineering (DEng), Doctor of Metallurgy (DMet) or Doctor of Technical Sciences (DScTech)

1. The Degree of Doctor of Engineering (DEng), Doctor of Metallurgy (DMet) or Doctor of Technical Science (DScTech) may be awarded to:
    (a) a graduate of the University of not less than six years standing; *or*
    (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate must be judged to be distinguished by scholarship in having:

    (a) made a substantial and original contribution to knowledge and learning in Engineering and Applied Science; *or*
    (b) become established as an authority in the relevant field of work.

3. As evidence of distinction, a candidate must submit published work for assessment. Any number of publications may be submitted, including those published under joint authorship. A candidate may submit publications in two groups as follows:

    (a) publications which are evidence of the candidate's original and authoritative contribution to scientific knowledge; *and*
    (b) other publications submitted as additional evidence of the scope of the candidate's contributions to scientific knowledge. This group may, if appropriate, include manuscripts accepted for and awaiting publication and published papers arising out of work for a previously awarded Master's Degree or Doctorate. Papers in these categories must be clearly identified by the candidate.

4. A candidate must submit to the University the published work intended for assessment.

5. A candidate must also submit the following:

    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's efforts must be clearly identified; *and*
    (b) a statement giving full details of any other Degree or Diploma for which the works, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.

    Independent evidence may be sought by the Faculty concerning the contribution of the candidate in cases of collaboration.

6. At least two External Examiners shall independently report to the Faculty concerning the submission for the Degree.

7. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Faculty of Social Sciences

Regulations for the Degree of Doctor of Science (DSc)

1. The Degree of Doctor of Science (DSc) may be awarded to:

    (a) a graduate of the University of not less than six years standing; *or*
    (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate shall be judged to be distinguished by scholarship in having:

    (a) made a substantial and original contribution to learning; *and*
    (b) become established as an authority in the relevant field of work.

3. A candidate shall submit to the University the published work intended for assessment.

4. A candidate shall also submit the following:

(a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
(b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
(c) a classified list of the submitted published work.

5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulations for the Degree of Doctor of Letters (LittD)

1. The Degree of Doctor of Letters (LittD) may be awarded to:
   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.
2. A candidate shall be judged to be distinguished by scholarship in having:
   (a) made a substantial and original contribution to learning; *or*
   (b) made substantial contributions to design in the field of architectural studies; *and*
   (c) become established as an authority in the relevant field of work.
3. A candidate shall submit to the University the published work intended for assessment.
4. A candidate shall also submit the following:
   (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
   (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
   (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulations for the Degree of Doctor of Laws (LLD)

1. The Degree of Doctor of Laws (LLD) may be awarded to:
   (a) a graduate of the University of not less than six years standing; *or*
   (b) a member of the academic staff who has completed a minimum of six years service as such a member.

2. A candidate shall be judged to be distinguished by scholarship in having made substantial contributions to the advancement of the science or study of law.
3. A candidate shall submit to the University the published work intended for assessment.
4. A candidate shall also submit the following:
    (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
    (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
    (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the Faculty on the submission for the Degree.
6. If the Senate decides, on the recommendation of the Faculty, that the Degree be not awarded, a candidate may not make another submission for the Degree within five years of the first candidature unless this period is specially reduced by the Faculty.

Regulation XVIII:
General Regulations relating to Examinations

Invigilated Examinations

1. The General Regulations relating to Examinations apply to both paper-based and campus-based online invigilated assessment.
2. A student will not use or attempt to use any academic misconduct (e.g. plagiarism) and will not communicate with or attempt to communicate with any other students. Answers must be the candidate's own work. Where other material is quoted, the student will state the source(s) from which it is derived.
3. A student will only use the answer book and continuation paper supplied in the examination hall by invigilators. All rough work should be completed using the paper provided and should be handed in at the end of the examination. The supply of additional material is at the discretion of the invigilator. This Regulation should be read in conjunction with note 22 in 'Notes for Students on Invigilated Examinations'.
4. Mobile phones, Smart watches and other wearable technology must be switched off and placed in the tray provided. Any other electronic devices (e.g. computers or personal music players) are not permitted in the exam hall.
5. No part of an answer book will be torn off and all answer books and other material supplied in the examination hall will be left behind on students' desks at the end of the examination.
6. A student whose first language is not English may use a language translation dictionary during examinations, provided that:
    (a) The dictionary is included on the list of approved versions, available from the Student Information Desk;
    (b) the student presents the dictionary for inspection of the Chief Invigilator at the beginning of each examination in which the dictionary is to be used;
    (c) electronic dictionaries may not be used in invigilated examinations, unless as part of a student's Exam Support Adjustment (ESA).
7. A student may use an electronic calculator in examinations (unless such use has been prohibited in any particular examination by the Examiners), subject to the following conditions:
    (a) the calculator will be of a type officially approved in advance by the University;
    (b) the calculator will be presented for visual inspection by an Invigilator on request at the beginning of each examination in which the calculators are to be used;
    (c) the calculator will be self-contained, battery-operated and noiseless;
    (d) spare batteries may be taken into the examination hall, but instruction manuals, battery chargers, battery packs and spare parts are not permitted, nor any attachments which extend the capabilities of the calculator (such as printers or memory packs);
    (e) any time signals on the calculator will be switched off before entry into the examination hall;
    (f) a candidate who brings into the examination hall any calculator not approved in accordance with these Regulations will be considered to have used or attempted to use academic misconduct.

8. A student should also refer to the Notes on the Use of Academic Misconduct in the Assessment Process: Advice to Students.

Non-Invigilated Examinations

9. A student will not use or attempt to use any academic misconduct (e.g. plagiarism).
10. A student will comply with any conditions prescribed by the relevant School in respect of the submission of material for the purpose of assessment. Such conditions may include the date and place of submission of material, the method of submission (e.g. hard copy and/or electronic copy) the number of copies required, the method of presentation (e.g. typewritten), the need to obtain an official receipt and any other special requirements.
11. Submitted material must be a student's own original work. Where other material is used, the student will state the source(s) from which the information is derived and the extent to which the student has made use of the work of others.
12. A student should also refer to the Notes on the Use of Academic Misconduct in the Assessment Process: Advice to Students.

Breach of Regulations

13. Any breach of the preceding Regulations will constitute the use of academic misconduct.

Notes for Students on Invigilated Examinations

Before the Examination

1. The use of calculators in examinations

   A student wishing to use an electronic calculator in an examination should note Examination Regulation 7.

   If you expect to use a calculator in an examination you must comply with the following instructions:

   (a) Consult the lists of approved/prohibited models https://students.sheffield.ac.uk/exams/rules/allowed-items#Calculators
   (b) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have “used or attempted to use academic misconduct” and disciplinary action may be taken against you.
2. All students should read carefully the General Regulations as to Examinations.
3. **Fee**: No fee is payable when a student takes an examination at the first or subsequent sitting.
4. **Timetables**: For invigilated examinations draft timetables will be published in week 9 or 10 of each Semester. Students are asked to check that all their exams appear on the draft. If there are any clashes or missing papers, students should contact their School immediately. Final examination timetables will be published in week 11 and 12 of each Semester.
5. **UCards**: Students must bring their UCard and leave it visible for inspection on their desk.
6. **Anonymous marking**: The University has an anonymous marking policy which applies to all invigilated examinations. Students should familiarise themselves with the Statement of Procedures for the Anonymous Marking of Examinations.
7. **Religious observance**: Students may request that draft exam timetables take account of

mandatory religious observance, for those students whose commitment to the observance of their faith would otherwise cause them to miss the exam. However, if it is not possible to meet the request and no reasonable alternative can be found, adjustments to timetables will not be possible and students will be expected to attend their examinations.

8. **Exam Support Adjustments**: Student Registry will put in place examination arrangements for disabled students and those with temporary impairments, where support adjustments have been recommended by at least one of the following: the Disability and Dyslexia Support Service, the University Health Service, the University Counselling Service or a member of the National Network of Assessment Centres.
9. **Language Translation Dictionaries**: A student whose first language is not English should note the provision of Invigilated Examination Regulation 5. Permission to use dictionaries can be requested through the Student Information Desk (SiD).
10. **Illness before an examination**: A student who is ill prior to an examination should consult the University Health Service at the earliest opportunity in order that alternative examination arrangements can be considered and a medical report can be made to the Examiners.

On the day of an invigilated examination

11. **Personal belongings**: Students should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic case) and preferably no items of value. The University takes no responsibility for the loss of students' belongings from exam halls. Any personal property brought into the hall (coats, bags etc.) must be left in the area designated by invigilators.
12. A **mobile phone** is potentially a method of storing unauthorised material. See Regulation 4 for Invigilated Examinations.
13. **Unauthorised material (such as revision notes)**: See Regulation 4 for Invigilated Examinations.
14. **The use of electronic, vapour and other similar devices** is not allowed in the examination halls.
15. **Food and Drink:** Generally, you are not allowed to bring food or drink into an exam hall, except for a small bottle of water/soft drink and a small packet of sweets (or similar).
16. **Admission to the hall**: Students will be admitted to the hall a few minutes before the start of each examination at the discretion of the Chief Invigilator.
17. **Absence**: If, for no good reason, a student fails to attend an examination, special papers will not be set and the student will be deemed to have failed.
18. **Late arrival and early departure**: Students who are more than 30 minutes late for an examination will not be admitted. A student will not be allowed to withdraw from an examination until 40 minutes have elapsed. Any student leaving an examination early should raise their hand and wait for an Invigilator to collect examination material from their desk. Any student leaving an examination must do so quietly and take great care not to disturb other students. No student will be allowed to leave during the last ten minutes of an examination.
19. **Seating arrangements in examination halls**: Students should read carefully the seating arrangements which will be displayed outside the examination hall, noting that there may be more than one examination taking place in the hall. Students are not allowed to reserve seats for themselves beforehand. Invigilators may require students to move to alternative seats.
20. **On the examination desk** the student will find the question paper, answer books, and any

ancillary materials provided for the particular examination.

21. **During the few minutes before the examination begins**, students must:

    (a) listen carefully to any announcements the Chief Invigilator may have to make;
    (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator;
    (c) complete as far as possible the cover sheet of one answer book on the desk, including details of the questions attempted;
    (d) read the notes on the cover of the answer book.

22. **Stationery**: **Students should only use the answer book and continuation paper supplied in the examination hall.** If students require further stationery during the examination they should put up a hand and an Invigilator will assist them. See also Regulation 3 for Invigilated Examinations.

23. **Temporary withdrawal**: A student who wishes to make a temporary withdrawal from an examination for personal reasons must raise their hand and ask to be accompanied by an Invigilator.

24. **Illness during an examination**:

    (a) A student who wishes to withdraw from an examination because of illness should inform an Invigilator. The student may be accompanied to the University Health Service and may be able to complete the examination later. If the student chooses not to be accompanied they should attend the University Health Service without delay; otherwise the University Health Service may not be able to advise on the student's condition at the time of the examination.
    (b) If a student is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.

25. **At the end of an examination:** All answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string unless instructed otherwise. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and students must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Students should wait until Invigilators have collected examination material from desks and must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given. Students causing a disruption at the end of an examination may be subject to disciplinary action.

After the Examination

26. **Use of Academic Misconduct in the Assessment Process (non-invigilated exams):** Advice to Students

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate[1]). Many of these relate to good academic practice:

- a critical, analytical and creative thinker;
- an independent learner and researcher;

[1] https://www.sheffield.ac.uk/skills/sga

- information literate and IT literate;
- a flexible team worker;
- an accomplished communicator
- competent in applying their knowledge and skills;
- professional and adaptable.

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using academic misconduct in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

What Constitutes Academic Misconduct?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism**, **submitting bought or commissioned work**, **double submission (or self-plagiarism), collusion** and **fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. **Plagiarism (either intentional or unintentional)** is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
2. **Submitting bought or commissioned work (**for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.
3. **Double submission (or self-plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.
4. **Collusion** is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
5. **Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.
6. **Facilitating the use of academic misconduct** is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.

How can I Avoid the Use of Academic Misconduct?

To avoid using academic misconduct, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic School setting the assignment.

You are required to **declare that all work submitted is entirely your own work**. Many Schools will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your School will inform you how to do this.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal Tutor, Supervisor or another member of staff involved.

The following websites provide additional information on referencing appropriately and avoiding academic misconduct:

The **Library** provides online referencing guidance and tutorials:
https://www.shef.ac.uk/study-skills/writing/reference-proof/reference

The **Library** also has information on reference management software:
http://www.shef.ac.uk/library/refmant/refmant.html

What Happens if I Use Academic Misconduct?

Any form of academic misconduct is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where academic misconduct is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

Detection of Academic Misconduct

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help Tutors and Supervisors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

For Further Information

https://libraryguides.sheffield.ac.uk/libraryessentialshttp://www.shef.ac.uk/eltc/languagesupport/writingadvisory

https://students.sheffield.ac.uk/university-regulations/rules-and-regs

Regulation XIX:
General Regulations relating to the Progress of Students

Conduct of Review

1. A review of the progress of a student registered as a candidate for any Degree or other qualification will be conducted by the Faculty under the following Regulations or by the Faculty Student Review Committee to which the Faculty has delegated this function.

2. A student's progress may be reviewed if the student is reported by a Head of School to the Vice-President of the relevant Faculty for review on any one or more of the following grounds:

    (a) failure to attend regularly, or as specified in the relevant Regulations, the programme of study for which the student has registered;
    (b) failure to perform adequately the work of the programme;
    (c) failure to present at the times appointed such written work as may have been required;
    (d) failure to pass an examination;
    (e) failure to pursue the programme of research or to co-operate appropriately with the appointed Supervisor;
    (f) failure to demonstrate a satisfactory level of professional competence in the programme of study or research.

    The purpose of the review will be to determine whether the student will be permitted to continue the programme of study, and if so on what terms and all aspects of the student's record may be taken into consideration. Where successful conclusion of the programme of study leads to professional practice, that may be taken into consideration.

3. The Vice-President or another Officer of the Faculty will offer any student whose progress is to be reviewed the opportunity to bring before the Faculty or the Committee considerations affecting the case.

4. The Faculty or the Committee will have power:

    (a) to exclude or suspend the student from further attendance at lectures, classes and examinations in the Faculty;
    (b) to suspend the student from attendance at lectures and classes in the Faculty but with permission to take examinations;
    (c) to exclude or suspend the student from candidature for the Higher Degree for which the student is registered;
    (d) to require that the student transfers to an alternative programme of study;
    (e) to permit the student to continue the programme of study unconditionally or subject to such requirements of an academic nature as may be imposed, provided that, in the absence of special circumstances, an undergraduate student registered for a full-time programme of study will not be permitted to repeat with attendance more than one year of the programme of study.

5. The despatch of a letter to a student's address last notified to the Student Registry will fulfil any requirements of giving notice or information to the student under these Regulations.

6. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the Faculty and the latter Faculty.

Right of Appeal

7. The decision of the Faculty or Committee will be reported to the Chief Operating Officer, or their nominee, who will inform the student of the decision and of the effect of this Regulation. A student wishing to appeal against the decision to the Senate Appeals Panel will give notice in writing within 15 working days of the date of the letter of notification and the notice will contain a statement of the grounds for appeal. A Vice-President may extend the time-limit imposed by this Regulation.
8. A student may only appeal against a decision of the Panel upon one or more of the following grounds:
    (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
    (b) that material which the student could not reasonably have been expected to produce at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
    (c) that the initial decision was manifestly unreasonable.
9. Appeals are considered by the Senate Appeals Panel. The Senate Appeals Panel may confirm, vary or quash the decision of the Faculty or Committee and may exercise any of the powers conferred upon the Faculty or Committee by the foregoing Regulations. The Senate Appeals Panel will have no power to vary any decision made by Examiners.
10. The student will be informed of the decision of the Senate Appeals Panel.

Independent Review

11. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right is at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Appeal process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XX:
General Regulations relating to Academic Appeals

1. A student may apply under these Regulations for a recommended grade for any unit or Degree classification or examination result to be re-considered in the light of new evidence.

Grounds for Appeal

2. For these purposes, **"new evidence"** is defined as:

    (a) procedural error either by the Examiners or during the recording, transcription and reporting of the examination results and additionally, in the case of Higher Degrees by Research, evidence of negligence or misconduct on the part of an Examiner;
    (b) extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners;
    (c) evidence of a failure of supervision which significantly affected the student's performance and which could not reasonably be expected to have been the subject of complaint by the student to the Head of School or the Vice-President of the Faculty before the examination.

    These are the only grounds on which representations can be made. Appeals will not be considered against the academic judgement of the Examiners.

    Representations may be made in cases where the Examiners have recommended, in response to a student using academic misconduct in an examination, that a credit or examination result be refused or a grade reduced.

Procedure

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

3. A student who wishes to place such new evidence before the Faculty will apply in writing, setting out clearly the facts which the student wishes the Faculty to consider and showing how those facts constitute new evidence as here defined. The application must be made to the Vice-President:

    (a) within 30 working days of the publication of the examination result in the case of a candidate for a Higher Degree by Research; *or*
    (b) within 15 working days of the publication of the examination result in any other case. The Vice-President may extend the time limit imposed by this Regulation.

    For the purposes of these Regulations, the **"date of publication of examination results"** means the date upon which the examination results are first made available to students in the relevant School, even though the results are still subject to confirmation by the Faculty and the Senate.

4. After consulting the Head of School, the Vice-President may:

    (a) determine that the appeal be upheld; *or*
    (b) convene an Academic Appeals Committee of the Faculty to hear the case; or
    (c) in cases where representations have been made regarding the use of academic misconduct in an examination, refer to the Senate Discipline Panel for consideration in

line with the Regulations relating to the Discipline of Students; *or*

(d) determine that there is no substantive case for appeal.

Academic Appeals Committee

5. The Academic Appeals Committee will comprise:

   (a) in the case of an appeal by a student for a Higher Degree by Research:
      i. the Vice-President or nominated representative;
      ii. two other members of the Faculty;
      iii. two members of another Faculty;

   (b) in any other case:
      i. the Vice-President or nominated representative;
      ii. not less than two and not more than four other members of the Faculty.

6. The student may opt either:

   (a) for the appeal to be dealt with on written submissions; *or*

   (b) for an oral hearing (at which the student may choose to be accompanied by a friend or adviser).

7. Where the appeal is to be dealt with on written submissions, the Committee will receive:

   (a) the material submitted by the student;

   (b) any written comments made on that material by or on behalf of the Head of School and, where appropriate, by the Supervisor; *and*

   (c) any written comments made by the student on the material submitted under (b) above.

8. Where there is an oral hearing, the Committee will hear oral submissions by or on behalf of the student, the Head or other representative of the School, and where appropriate the Supervisor. The student may comment on the submissions made by others. In any case in which factual matters are in dispute, the Committee will investigate the facts, and may invite appropriate persons to attend to assist; during this process, the student may be present and may ask questions, make comments, and produce other persons who can provide information or testimony.

9. The Committee will reconsider the grade, classification, result or other subject of the appeal in the light of the material available to it. Except as provided above, no person other than members of the Committee and its Secretary will be present during its deliberations.

10. The Vice-President or the Committee will report to the Faculty and may make any recommendation as to the subject matter of the appeal as could, under the relevant Regulations, have been made by the Examiners.

11. Where the substance of the appeal concerns acts or omissions of the Vice-President, and in any other case where it is inappropriate for the Vice-President to act under these Regulations, the Vice-President will appoint a Deputy.

12. Where a student is not satisfied with the decision taken in respect of the academic appeal they may request a Case Review in writing within 10 working days of the letter of notification and in accordance with the Student Complaints Procedure at https://www.shef.ac.uk/ssid/complaints-and-appeals/complaints, stating their grounds for the request.

Independent Review

13. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right can be found at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Case Review process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XXI:
General Regulations relating to Student Fitness to Practise

These Regulations relate to students following programmes specified in the published Fitness to Practise Procedures. In these cases, the University has a responsibility (and in some instances a statutory obligation) to ensure that students are fit to practise in the relevant profession and that they meet or are likely to meet the requirements of the relevant professional body.

1. Any concerns about a student (which might become the subject of proceedings under these Regulations) will be reported to the Head of School.
2. Matters which may give rise for concern may include any health condition, behaviour or attitude which may affect the student's fitness to practise in the relevant profession.

Initial Investigation

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

3. On receipt of information regarding any areas of concern, the Head of School will instigate an initial investigation into the matter. The student will be informed in writing of the concerns and will be given the opportunity to make representations in person or in writing.
4. Following the initial investigation, the Head of School may decide to:
    (a) take no further action under these Regulations;
    (b) make a recommendation that the case is considered by the Faculty Fitness to Practise Committee.

Suspension of Students

5. Pending the completion of proceedings under these Regulations, the Head of School may, with the agreement of the Vice-President, suspend the student from studies on the programme, any practice components or from both studies and practice components, and may include other requirements within the terms of the suspension. The Vice-President may take action under this Regulation only to protect the University community in general or a particular member of members of that community or members of the public and will limit the scope of any suspension to that which is, in their opinion, necessary to achieve that object. The Head of School will notify the student in writing of the terms of the suspension.
6. Before exercising powers under the preceding Regulation, the Vice-President will give the student concerned an opportunity to make representations in person or in writing. In cases of great urgency the Vice-President may suspend a student with immediate effect, and without giving any such opportunity, for a period of not more than five working days, and will in any such case review the suspension at or before the end of that period, having in the meantime given the student concerned an opportunity to make representations in person or in writing.
7. The Vice-President will review any suspension every 20 working days in the light of any developments and any representations made by or on behalf of the student.

Procedure when Matter Referred to a Fitness to Practise Committee

8. There will be a Faculty Fitness to Practise Committee which will consist of:

(a) the Vice-President or nominated representative;
(b) one member of the academic staff from the School in which the student is registered who will normally be registered with the relevant professional regulatory body;
(c) one member of academic staff from another Faculty or a member of academic staff from another University or other relevant institution or body.

9. The student will be given at least 15 working days' notice in writing of the date upon which the Committee will meet. If the student fails to attend the hearing, the Committee may proceed in the absence of the student if it is satisfied that due notice of the meeting has been given or may adjourn to a later date.

10. The hearing will be in private. The student may attend and be accompanied at the hearing by a friend or representative, whether legally qualified or not. The representative may speak and act on behalf of the student.

11. The Committee will have power:

(a) to decide that the grounds for concern are not made out, in which case the Committee may recommend the removal of any suspension imposed under Regulation 5;
(b) to permit the student to continue with the programme, either unconditionally or subject to such requirements pertaining to the programme as may be imposed;
(c) to suspend the studies of the student for a specified time;
(d) to require the student to repeat a specified part or parts of the programme;
(e) to require any other action considered appropriate by the Committee to enable the student's successful completion of the remainder of the programme;
(f) to exclude the student from further study on a programme leading to a professional qualification but permit registration for an alternative programme;
(g) to exclude the student from further study in the Faculty.

12. The despatch of a letter to a student's address last notified to the Student Registry will fulfil any requirements of giving notice or information to the student under these Regulations.

13. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the latter Faculty.

Right of Appeal

14. The Chief Operating Officer will notify the student of the decision and of the effect of this Regulation. A student may appeal against a decision of the Committee upon one or more of the following grounds:

(a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
(b) that material of which the student could not reasonably have been expected to have been aware of at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
(c) that the initial decision was manifestly unreasonable.

15. Notice of appeal, specifying which of the grounds listed in the preceding Regulation is relied upon, will be given to the Chief Operating Officer within 15 working days of the date of the letter of notification to the student of the decision. The Chief Operating Officer will refer the appeal to the Senate Appeals Panel.

16. The Senate Appeals Panel may confirm, vary or quash the original decision and may exercise any of the powers conferred on the Faculty Fitness to Practise Committee by the foregoing Regulations.
17. The Chief Operating Officer will notify the student of the decision of the Senate Appeals Panel.
18. Reference in these Regulations to the Chief Operating Officer includes any person authorised to act on their behalf.

Independent Review

19. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right is at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Appeal process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XXII:
Regulations relating to the Discipline of Students

1. This Regulation applies to all students studying University of Sheffield programmes. Students and their representatives are expected to act reasonably and fairly towards all parties in the discipline process and treat the disciplinary process with respect. It is in the best interests of the student to engage with the disciplinary process at all times. Failure to engage may result in their case being referred to a more serious stage of the disciplinary process and/or more severe penalties being imposed.

Definitions of Misconduct

2. Misconduct for the purposes of this Regulation is the improper interference, in the broadest sense, with the proper functioning or activities of the University, or those who work or study in the University; or action which otherwise damages the interests of the University.

3. Subject to the general definition in the preceding paragraph, the following will constitute misconduct:

    (a) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on premises owned, managed or leased by the University or elsewhere.
    (b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University.
    (c) violent, indecent, disorderly, threatening or abusive behaviour or language whilst on premises owned, managed or leased by the University or engaged in any University activity or which affects or concerns any member of the University.
    (d) any unwanted conduct of a sexual nature which occurred in person or by letter, telephone, text, email or other electronic and/or social media and includes, but is not limited to, the following:
        i. engaging, or attempting to engage, in a sexual act with another individual without consent;
        ii. sexually touching another person without their consent;
        iii. conduct of a sexual nature which creates (or could create) an intimidating, hostile, degrading, humiliating, or offensive environment for others including making unwanted remarks of a sexual nature;
        iv. inappropriately showing sexual organs to another person;
        v. repeatedly following another person without good reason;
        vi. recording and/or sharing intimate images or recordings of another person without their consent; *and*
        vii. arranging or participating in events aimed at degrading or humiliating those who have experienced sexual violence, for example inappropriately themed social events or initiation.
    (e) fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University.
    (f) behaviour likely to cause injury or impair safety on premises owned, managed or leased by the University or such behaviour which affects or concerns any member of the University.

(g) behaviour which puts or is likely to put at risk of harm any person with whom a student has dealings as part of a programme of study or research.
(h) harassment, including sexual harassment, to include:
    i. unwanted behaviour or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics: age; disability; gender reassignment; race; religion or belief; sex; and sexual orientation.
    ii. a course of conduct conducted on at least two occasions that harasses one other person, or a course of conduct that harasses two or more persons at least once each. References to harassing a person include alarming the person or causing the person distress.

    When determining whether harassment has occurred, consideration must be given to the perception of the person who is at the receiving end of the conduct; the other circumstances of the case; and whether it is reasonable for the conduct to have the effect under scrutiny.

(i) breach of the University's Code of Practice on Freedom of Speech and Academic Freedom on premises owned, managed or leased by the University under section 43 of the Education (No 2) Act 1986 or of any other Regulation which provides for breaches to be dealt with under these Regulations.
(j) the use of any academic misconduct in the assessment process of the University.
(k) damage to, or defacement of, property on any premises owned, managed or leased by the University or the property of other members of the University community caused intentionally or recklessly, or misappropriation of such property.
(l) misuse or unauthorised use of premises or items of property in premises owned, managed or leased by the University.
(m) misuse or unauthorised use of IT facilities premises or items of property in premises owned, managed or leased by the University or any University company, or controlled or operating on behalf of the University, or situated on University premises or connecting to University IT systems, including computer misuse.
(n) conduct which constitutes a breach of the criminal law where that conduct:
    i. took place on premises owned, managed or leased by the University; *and/or*
    ii. affects or concerns other members of the University community, or the interests of the University, or members of the public, or took place during an activity organised by the University; *and/or*
    iii. damages the good name of the University; *and/or*
    iv. itself constitutes misconduct within the terms of these Regulations; *and/or*
    v. is an offence of dishonesty, where the student holds an office of responsibility in the Students' Union, or on premises owned, managed or leased by the University.
(o) behaviour which brings or is likely to bring the University into disrepute, for example misconduct in a community or other public setting.
(p) 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.
(q) failure to comply with a previously-imposed penalty, requirement or reaffirmation under these Regulations.
(r) breach of any residence contract in relation to accommodation owned, managed or leased by the University.

(s) the improper use of University intellectual property, including sharing University teaching and other material with unauthorised persons and making it available online;
(t) disclosure of another person's legitimate speech or activity that would place any person at risk of harm.
(u) any breach by a student of precautionary measures or suspension imposed in line with this Regulation.
(v) behaviour in a relationship which includes any incident or pattern of incidents of psychological, physical, sexual, financial, emotional abuse and/or coercive or controlling behaviour.
(w) behaviour which breaches the University's obligations in relation to Freedom of Speech.
(x) behaviour which includes any action that encourages, assists, or facilitates misconduct by others.

Procedure

Disciplinary proceedings shall be conducted in accordance with the requirements of fairness. The standard of proof applied is that of the balance of probabilities.

Reference in these Regulations to the Chief Operating Officer includes any person or delegate authorised to act on their behalf, to include, but not limited to, the Associate Director of Student and Academic Services, the Director of Research, Partnerships and Innovation and the Head of Student Registry, and responsibilities and powers may also be delegated as appropriate to the Student Conduct and Appeals Team.

The Chief Operating Officer has the discretion to vary the procedures in the following paragraphs if it would be appropriate to do so. It is the responsibility of the Associate Director of Student and Academic Services to ensure that detailed procedural guidance relating to student disciplinary processes is publicly available to students at all times.

Reports of Alleged Misconduct

Academic Misconduct in the Assessment Process of the University

4. Reports of academic misconduct in the assessment process, will initially be considered by the relevant School who may investigate and respond to the matter in line with the University's Academic Misconduct Policy and Academic Misconduct Policy for PGRs. Matters which are considered serious may be reported to the Chief Operating Officer for consideration for referral to a Summary Hearing at paragraphs 17-25 of this Regulation or a Senate Discipline Panel at paragraphs 28-39 of this Regulation.

Misconduct in Accommodation Owned, Managed or Leased by the University

5. Reports of misconduct in accommodation owned, managed or leased by the University, or related to a student's residence in accommodation owned, managed or leased by the University, will initially be considered by the Director of Estates and Facilities Management, or any person authorised to act on their behalf, who may appoint an Investigator to:

    (a) review the available information and make enquiries in order to obtain additional information and evidence, to include witness statements, as they consider appropriate;
    (b) notify the student that a report of misconduct has been received and that an investigation is being conducted, unless the Director of Estates and Facilities Management or any other person authorised to act on their behalf considers there is

good reason not to do so;

(c) require as appropriate, that the student does not contact, or attempt to contact, directly or indirectly, by any means whatsoever, the individual(s) making the report or any witness or any other person involved in the matter;
(d) require that the student respect the confidential nature of the investigation and any evidence obtained;
(e) require the student to attend an interview, of which the student will receive notice, and sufficient information to allow them to respond to the report of misconduct, at least 3 working days beforehand. The interview will be private and the student may be accompanied by a friend or representative. The student will be required to give details of any friend or representative in advance of the interview;
(f) make further enquiries in order to obtain additional information and evidence, to include witness statements, as the Investigator considers appropriate.

6. Upon the investigator being satisfied that the investigation is completed, they may recommend that the Director of Estates and Facilities Management or any other person authorised to act on their behalf:

(a) take no further action; *or*
(b) issue a written warning to the student; *or*
(c) impose one of more of the following penalties:
    i. a requirement that the student reaffirms their undertaking to comply with the University Student Code of Conduct, and to comply with any additional requirements deemed appropriate to address the student's misconduct, breach of the reaffirmation and/or non-compliance with any additional requirements to constitute misconduct with consideration to be given to alternative penalties or to reporting the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing or Senate Discipline Panel;
    ii. a fine of not more than £200;
    iii. the payment of compensation in a sum not to exceed £500 for loss or damage to property caused by the student;
    iv. exclusion of the student from any part of the accommodation owned, managed or leased by the University or from specified activities taking place in the accommodation for a stated period of time; *or*
(d) report the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing at paragraphs 17-25 of this Regulation; *or*
(e) report the matter to the Chief Operating Officer for consideration for referral to a Senate Discipline Panel at paragraphs 26-39 of this Regulation.

7. The student will receive written confirmation of the decision, and where a penalty has been imposed, information on their right of review and appeal.

8. Where one or more of the penalties at paragraph 6(c) above is imposed, the student may request a review of the decision by the Director of Estates and Facilities Management upon one or more of the following grounds:

(a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
(b) that the penalty imposed was too severe as being disproportionate to the gravity of the act or of misconduct;
(c) that material of which the student could not reasonably have been expected to have been aware at the time of the initial decision casts substantial doubt upon the appropriateness of that decision.

9. The student must give notice of the request for a review in writing, specifying which of the grounds listed in the preceding paragraph is relied upon, to the Director of Estates and Facilities Management.

10. The Director of Estates and Facilities Management may:

    (a) quash the decision; *or*
    (b) substitute a different penalty; *or*
    (c) refer either the matter as a whole or the decision as to penalty for reconsideration by a different Investigator; *or*
    (d) refer either the matter as a whole or the decision as to penalty for reconsideration to a Summary Hearing at paragraphs 17-25 of this Regulation or to a Senate Discipline Panel Hearing at paragraphs 26-39 of this Regulation.

Contractual Powers of the Director of Estates and Facilities Management

11. This Regulation will be without prejudice to the rights of the Director of Estates and Facilities Management or the University under any residence contract entered into by the student or as the owner or occupier of the premises comprising accommodation owned, managed or leased by the University for example requiring the student to move to alternative accommodation or serving Notice to Quit.

Other Misconduct

12. Other reports of misconduct will be considered by the Chief Operating Officer in order to:

    (a) determine that no further action be taken under this Regulation; *or*
    (b) refer the matter for consideration in line with another procedure such as, but not limited to, the Bullying and Harassment Procedure; the Messages of Concern Procedure; the Fitness to Practise Procedure; the Regulations on the Use of IT Facilities; the Regulations Relating to the Library; Sport Sheffield Code of Conduct; the Students' Union Disciplinary Procedure; or under General Regulation 24 concerning Ethics Approval; *or*
    (c) refer the matter to an Officer with Summary Jurisdiction, normally one of the Officers listed below, for further investigation:
        i. the Vice-President for Education (or deputies);
        ii. the Vice-President for Research & Innovation (or deputies);
        iii. the Deputy Chief Operating Officers;
        iv. the Director of Estates and Facilities Management;
        v. the Director of Student Recruitment, Marketing and Admissions;
        vi. the Director of IT Services (for matters relating to Regulation XXIV: Regulations on the Use of IT Facilities);
        vii. the University Librarian (for matters relating to Regulation XXV: Regulations Relating to the Library).
    (d) refer the matter to a Summary Hearing at paragraphs 17-25 of this Regulation; *or*
    (e) refer to a Senate Discipline Panel Hearing at paragraph 26 of this Regulation; *or*

Investigation

13. Officers with Summary Jurisdiction have the authority to appoint an Investigator to investigate the matter where further investigation of the alleged misconduct is required. The Investigator may:

    (a) review the available information and make enquiries in order to obtain additional information and evidence, to include witness statements, as they consider

appropriate;

(b) notify the student that a report of misconduct has been received and that an investigation is being conducted, unless the Officer with Summary Jurisdiction considers there is good reason not to do so;
(c) require as appropriate, that the student does not contact, or attempt to contact, directly or indirectly, by any means whatsoever, the individual(s) making the report or any witness or any other person involved in the matter;
(d) require that the student respect the confidential nature of the investigation and any evidence obtained;
(e) require the student to attend an interview of which the student will be given notice and sufficient information to allow them to respond to the report of misconduct, at least 3 working days beforehand. The interview will be private and the student may be accompanied by a friend or representative. The student will be required to give details of any friend or representative in advance of the interview;
(f) make further enquiries in order to obtain additional information and evidence, to include witness statements, as the Investigator considers appropriate.

14. Upon the Investigator being satisfied that the investigation is completed they may recommend that the Officer with Summary Jurisdiction:

(a) take no further action; *or*
(b) issue a written warning to the student; *or*
(c) impose one or more of the following penalties where the student admits the misconduct:
    i. a requirement that the student reaffirms their undertaking to comply with the University Student Code of Conduct, and to comply with any additional requirements deemed appropriate to address the student's misconduct, breach of the reaffirmation and/or non-compliance with any additional requirements to constitute misconduct, with consideration to be given to alternative penalties or to reporting of the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing of Senate Discipline Panel;
    ii. a fine of not more than £200;
    iii. the payment of compensation in a sum not to exceed £500 for loss or damage to property caused by the student; *or*
(d) report the matter to the Chief Operating Officer for consideration for referral to a Summary Hearing at paragraphs 17-25 of this Regulation; *or*
(e) report the matter to the Chief Operating Officer for consideration for referral to a Senate Discipline Panel at paragraphs 26-39 of this Regulation.

The student will receive written confirmation of the decision, and where a penalty has been imposed, information on their right of appeal. A request to formalise any undertaking will normally be made at this time.

Referral to a Summary Hearing or Senate Discipline Panel Hearing

15. In determining whether a report of misconduct is to be referred to a Summary Hearing or to a Senate Discipline Panel Hearing, consideration may be given to, but not limited to, the factors detailed under paragraph 52.

Criminal Offences

16. When the matter appears to disclose the commission of a serious criminal offence it is normally expected that the matter will be reported to the police. Where the offence potentially falls within the scope of these Regulations, the Chief Operating Officer will decide whether internal discipline procedures should be started. If started, the Chief Operating Officer may choose to suspend internal procedures pending the outcome of the police investigation. However, the fact that criminal proceedings have not concluded does not preclude the University from taking its own disciplinary action under these Regulations, particularly in relation to allegations of minor criminal offences. Similarly, if the police are unable or unwilling to proceed with the alleged offence, this also does not always preclude the University from taking disciplinary action under these Regulations. Where a student has been convicted and sentenced by a criminal court, the verdict of the court will not be open to challenge in proceedings initiated under these Regulations and the sentence will be taken into consideration in determining the penalty under these Regulations.

Summary Hearing

17. When the matter is referred to a Summary Hearing, a member of the Discipline Pool will act as Chair and a Secretary will normally be drawn from the Student Conduct and Appeals Team.
18. The Secretary will:
    (a) notify the student of the acts of misconduct alleged and that the matter has been referred to a Summary Hearing;
    (b) supply to the student and the Chair copies of any documents or written statements on which it is proposed to rely in support of the charges;
    (c) require the student to attend a Summary Hearing of which the student will be given at least five working days' notice;
    (d) ask the student to confirm in writing not later than three working days before the Summary Hearing whether the charge is admitted or denied and whether they are to attend the Hearing in person with or without a friend or representative, and to provide the details of any such friend or representative;
    (e) invite the student to submit a written statement not less than three working days before the hearing.
19. Where a student has good reason for not being able to attend the Hearing they may request an adjournment to another date. Where for example they will not be in the UK at the time of the hearing, consideration will be given to the student being able to participate in the Hearing via electronic means such as telephone or Skype.
20. The Hearing will be in private and the student may be accompanied at the Hearing by a friend or representative, whether legally qualified or not, who may speak and act on behalf of the student.
21. The student may make representations relevant to the question of the penalty to be imposed. The Chair will then determine the penalty to be imposed.
22. The Chair may impose any one or more of the following penalties:
    (a) a reprimand;
    (b) with the consent of the student, a requirement that the student reaffirms their undertaking to comply with the University's Academic Misconduct Policy and/or Student Code of Conduct, and to comply with any additional requirements deemed appropriate to address the

student's misconduct, breach of the reaffirmation to constitute misconduct;

(c) in the case of the use of academic misconduct in the assessment process of the University in relation to taught programmes of study, refusal of credit for any or all units for which the student is registered (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a part thereof;
(d) a fine of not more than £200;
(e) the payment of compensation in a sum not to exceed £500 for damage to property or loss or injury to any person caused by the student.

23. If the student fails to confirm that the charge is admitted, or fails to attend the Hearing, or the Chair considers that the available penalties are insufficient, the Chair may refer the matter to the Senate Discipline Panel (of which they will not be a member) and may give directions as to the procedure to be followed in preparing for a Hearing of the matter by that Panel.

    The Discipline Chair will (in the absence of all other persons other than the Secretary) consider the statements made and material presented, in order to determine the outcome, to include any penalty to be imposed.

24. Once the decision is made, the student and any other persons will return to the Hearing and the Chair will inform the student of their decision.

25. After the Hearing, the Secretary will send the student written confirmation of the Chair's decision, and information on the student's right of appeal. A request to formalise any undertaking will normally be made at this time.

Senate Discipline Panel Hearing

26. Where the matter is referred to a Senate Discipline Panel, the Chief Operating Officer may appoint an Officer, and a Secretary that will normally be drawn from the Student Conduct and Appeals Team.

27. The Secretary will, at least 10 working days beforehand:

    (a) notify the student of the acts of misconduct alleged and that the matter has been referred to a Hearing;
    (b) supply to the student and the Chair copies of any documents or written statements on which it is proposed to rely in support of the charges;
    (c) notify the student of the date of the Hearing;
    (d) ask the student to confirm in writing not later than five working days before the Hearing whether the charge is admitted or denied and whether they are to attend the Hearing in person with or without a friend or representative, and to provide the details of any such friend or representative;
    (e) invite the student to submit a written statement not less than three working days before the Hearing.

28. The Hearing may be held in person or via a virtual means or a combination of the two. Where a student has good reason for not being able to attend the Hearing they may request an adjournment to another date.

29. The Chair will decide which witnesses identified during the investigation should be asked to attend the Hearing. If the Chair decides not to ask a witness to attend, the student will be informed and given the opportunity to object to this decision in advance of the Hearing.

30. The student will be asked to indicate in writing of any wish to question at the Hearing any

witness who it to attend and may be asked to provide the questions in advance for approval by the Chair of the Senate Discipline Panel.

31. A Chair of the Discipline Pool (who may, but need not be, the person appointed to take the Chair of the Senate Discipline Panel dealing with the matter) may give directions as to the procedure to be followed in preparing for the Hearing (which may include directions varying the time-limits in this Regulation where the student would not be prejudiced thereby; whether an adjournment be granted; whether the student or any other party may participate in the Hearing via virtual means; whether witnesses may be called and whether the student can ask them questions directly or through the Chair of the Senate Discipline Panel dealing with the matter), being directions designed to ensure a fair and speedy resolution.
32. The Hearing will be in private. The student may be accompanied at the Hearing by a friend or representative, whether legally qualified or not. Any officer may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. The investigator, or in cases where a charge relates to academic misconduct in the assessment process a representative from the School, may attend the Hearing to clarify any points and answer any questions. If the student has not already admitted the charge, each charge will at the Hearing be put to the student who will be invited to admit or deny it. If the student does not admit the charge, the Hearing will proceed as though the student denied the charge.
33. If the charge is denied, the burden of proof will be on the University to prove that the charge is made out. Where an officer is appointed, they will present the facts alleged and present material in support of the charge (which may take the form of oral or written statements by witnesses or of documents or digital images). The student may then make a statement and present material in refutation of the charge. The student and any officer appointed may each ask questions and comment upon the material presented by the other party. The Panel may itself ask questions or seek additional material (any such material to be open to question and comment by either party) and may adjourn from time to time as seems expedient. The Panel will then (in the absence of all other persons, other than the Secretary who will play no part in the decision making) decide whether, on the balance of probabilities, it is satisfied on the material before it that the charge is made out. Once the decision is made, the student and other persons will return to the Hearing and the Chair will inform the student of the Panel's decision as to whether the charge is made out.
34. If the charge is admitted, or the Panel finds the charge made out, the student, and any officer appointed, may make statements and present material relevant to the question of the penalty to be imposed. The burden of proof will be on the student to prove any mitigating circumstances presented. The Panel will then (in the absence of all other persons, other than the Secretary who will play no part in the decision making) consider the statements made and material presented on the balance of probabilities, in order to determine the penalty to be imposed.
35. If the student fails to attend the Hearing, the Panel may proceed if it is satisfied that due notice of the meeting has been given, or may adjourn to a later date. If the Panel acts in the absence of the student it will proceed as if the student denied the charge unless it is satisfied that the student has voluntarily provided a written admission of the charge as specified.
36. The Senate Discipline Panel may impose any one or more of the following penalties:

    (a) a reprimand;
    (b) with the consent of the student, a requirement that the student reaffirms their undertaking to comply with the University's Academic Misconduct Policy and/or Student Code of Conduct, and to comply with any additional requirements deemed

appropriate to address the student's misconduct, breach of the reaffirmation to constitute misconduct;

(c) in the case of the use of academic misconduct in the assessment process of the University in relation to taught programmes of study, refusal of credit for any or all units for which the student is registered (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a part thereof, with or without the right to enter for a subsequent examination in respect of that unit or part thereof;

(d) in the case of the use of academic misconduct in the assessment process of the University in relation to:

i. the confirmation review of a Higher Degree by Research, failure in the examination with or without the right to submit a revised confirmation review, in the latter case the student will be required to become a candidate for a Master's degree; *or*

ii. the final thesis of a Higher Degree by Research, failure in the examination with or without a right to submit a revised thesis, or for a candidate for the Degree of PhD and MD (excluding by Publication), EngD and EdD, failure in the examination with the right to be considered by the Examiners for the award of a Master's Degree;

(e) a fine of not more than £750;

(f) the payment of compensation in a sum not to exceed £1,000 for damage to property or loss or injury to any person caused by the student;

(g) exclusion for a stated period or permanently from any part of the University or from the use of any of the facilities of the University;

(h) suspension for a stated period or permanently from any of the University's activities;

(i) suspension for a stated period from membership of the University;

(j) expulsion from membership of the University.

37. 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.

38. Once the decision as to penalty is made, the student and other persons will return to the Hearing and the Chair will inform the student of the Panel's decision as to penalty.

39. After the Hearing, the Secretary will send the student written confirmation of the Panel's decision, and information on the student's right of appeal. A request to formalise any undertaking will normally be made at this time.

Appeals

40. The student may appeal a decision of the Senate Discipline Panel or of a Chair of the Discipline Pool or of an Officer with Summary Jurisdiction or of the Director of Estates and Facilities Management to the Senate Discipline Appeals Panel upon any one or more of the following grounds:

(a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;

(b) that the penalty imposed was too severe as being disproportionate to the gravity of the charge admitted or found to have been made out;

(c) that material of which the student could not reasonably have been expected to have been aware at the time of the initial decision casts substantial doubt upon the appropriateness of that decision.

41. Notice of appeal, specifying which of the grounds listed in the preceding paragraph is relied upon, will be given, within 15 working days of the notification to the student of the decision of the Senate Discipline Panel or of the decision of the Chair of the Discipline Pool or of the decision of the Officer with Summary Jurisdiction or the Director of Estates and Facilities Management, to the Chief Operating Officer who will refer the appeal to a Senate Discipline Appeals Panel Hearing.
42. An appeal may be made, regardless of whether or not the student has successfully completed their programme of study.
43. Where a student gives notice of appeal against a decision of the Senate Discipline Panel that they be expelled from membership of the University, they may be permitted to continue with their studies and sit any assessments pending the Hearing of that appeal. Any such assessments will only be marked and a grade or mark recorded where the appeal is upheld and the student's membership of the University reinstated.
44. The student will be given at least 15 working days' notice of the date of the Appeals Hearing.
45. The Chief Operating Officer may refer a case to a Senate Discipline Appeals Panel in any case where no valid notice of appeal has been given but where there appear to be grounds for believing that the original decision was unsafe or unsatisfactory.
46. At the Appeals Hearing, the student may be accompanied by a friend or representative, whether legally qualified or not. The officer may be appointed to act as respondent to the appeal and may be similarly accompanied. A representative may speak and act on behalf of the student or any officer as the case may be. The student and any officer may each address the Appeals Panel as to the grounds of the appeal, and the student may reply to the arguments adduced by any officer.
47. The purpose of the Appeals Hearing is not for the Appeals Panel to rehear the case but to determine whether the student's ground(s) of appeal is made out.
48. If the Appeals Panel finds that the student's ground(s) of appeal is made out, it may uphold the appeal in whole or in part and may as the case requires:
    (a) quash the decision; *or*
    (b) substitute a different penalty; *or*
    (c) refer either the matter as a whole or the decision as to penalty for rehearing by a differently-constituted Senate Discipline Panel or by a different disciplinary procedure established under this Regulation.
49. The Appeals Panel will (in the absence of all other persons) consider the statements made and material presented, in order to decide the outcome of the student's appeal.
50. Once the decision as to the student's appeal is made, the student and other persons will return to the Hearing and the Chair will inform the student of the Appeals Panel's decision.
51. After the Appeals Hearing, the Secretary will send the student written confirmation of the Senate Appeal Panel's decision, and a Completion of Procedures Letter.

Penalty

52. In determining the penalty to be imposed at any stage of the proceedings, consideration may be given to, but not limited to, the following factors:
    (a) the seriousness of the misconduct;
    (b) the harm or damage caused or which could have been caused by the misconduct;

(c) the advantage gained or which could have been gained by the student as a result of the misconduct;
(d) the intent and planning involved in the misconduct;
(e) the impact of the misconduct on the University community in general or a particular member or members of that community or members of the public;
(f) the impact of the misconduct on the University's good name and reputation;
(g) reparation by the student to the individual(s) impacted by the misconduct and to the University;
(h) whether the student has admitted to the misconduct and when such an admission took place;
(i) whether the student has engaged and cooperated with the disciplinary process;
(j) whether the student has shown remorse and/or insight into the impact of the misconduct;
(k) any previous misconduct by the student;
(l) any breach of an undertaking previously given by the student;
(m) the personal circumstances of the student to include any mitigating factors supported by evidence as appropriate;
(n) the welfare of the student.

Discipline Pool, Senate Discipline Panel, and Senate Appeals Panel

53. There will be a Discipline Pool which will consist of:

(a) at least three academic members of the staff appointed by the Senate to be Chairs of Senate Discipline Panels;
(b) Faculty Directors of Education and Research and Innovation and their deputies;
(c) at least seven members of the academic staff appointed by the Senate;
(d) at least two professorial equivalent non-academic members of the staff appointed by the Senate to be Chairs of Senate Discipline Panels for matters relating to non-academic misconduct;
(e) Professional Services Staff nominated by the Chief Operating Officer, or their nominee;
(f) Two student members nominated by the President of the Students' Union;
(g) Individuals will normally be appointed to no more than two terms as a member of the Discipline Pool. One term will last no more than three years.

54. The Senate Discipline Panel acting in respect of any matter will be convened by the Chief Operating Officer and will comprise the following members drawn from the Discipline Pool:

(a) a Chair, appointed under paragraph 53(a) or 53(d);
(b) one other member of the Discipline Pool;
(c) one student member appointed by the President of the Students' Union (or if the President is unable to act, by the Education Officer of the Students' Union).

A Secretary to the Panel will be appointed by the Chief Operating Officer and will normally be drawn from the Student Conduct and Appeals Team.

55. There will be a Senate Discipline Appeals Panel which will be convened by the Chief Operating Officer and will comprise:

(a) a Chair of the Discipline Pool (other than a member of the Senate Discipline Panel for the particular matter);
(b) a senior member of the academic staff appointed by the Chief Operating Officer;
(c) an officer of the Students' Union (other than a member of the Senate Discipline Panel for the particular matter) appointed by the President of the Students' Union (or if the

President is unable to act, by the Education Officer of the Students' Union).

A Secretary to the Senate Discipline Appeals Panel will be appointed by the Chief Operating Officer and will normally be drawn from the Student Conduct and Appeals Team.

56. If for any reason no Chair of the Discipline Pool is able to act, the Chief Operating Officer may appoint another person to act as a Temporary Chair, and that person may be a member of the academic staff of another University. If for any reason no officer of the Students' Union is able to act, the President of the Students' Union (or if the President is unable to act, the Education Officer of the Students' Union) may appoint another member of the Students' Union.

57. The following individuals may not be a Chair of a Summary Hearing or a member of the Senate Discipline Panel or the Senate Discipline Appeals Panel:

    (a) any individual involved in making the charge;
    (b) any individual who is a witness;
    (c) any individual who has otherwise previously been directly involved with the case or with the student being charged.

58. The student may object to a Chair of a Summary Hearing, membership of the Senate Discipline Panel or the Senate Discipline Appeals Panel. If the student objects to a Chair of a Summary Hearing, an alternative Chair of the Discipline Pool shall determine whether that Chair be excluded from consideration of the case and a new Chair appointed. If the student objects to any Panel member, the Chair shall determine whether that member should be excluded from consideration of the case and a new member appointed. If the student objects to the Chair of a Panel, the members of that Panel shall determine whether the Chair be excluded from consideration of the case and a new Chair appointed.

Precautionary Measures and the Suspension of Students

59. Reference in these Regulations to the President & Vice-Chancellor includes the Provost & Deputy Vice-Chancellor and reference to the Vice-President means the Vice-Presidents for Education and Research & Innovation, and their Deputies.

60. The putting in place of precautionary measures or a suspension is a neutral act and does not indicate that the University has concluded that the student is guilty of misconduct and/or a criminal offence; it is a temporary measure pending the outcomes of the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation.

61. A student who is the subject of a report of misconduct or against whom a criminal charge, criminal trial or appeal, police investigation is pending may be subject to precautionary measures or a suspension or exclusion pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation.

62. A Risk Assessment Panel will be convened where there are circumstances involving a student or students which warrant an evaluation of the risks to the students involved, the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to the carrying out of a full and proper investigation.

63. The Risk Assessment Panel will be chaired by the Associate Director of Student and Academic Services (Student Health, Wellbeing and Support Services) or their nominee, and will usually include representatives from appropriate professional services directorates and Schools as

relevant to the case and recognising paragraphs 82-84 below relating to the sharing of information.

64. The Risk Assessment Panel will consider the information available at the time of its meeting and may recommend to the Deputy Chief Operating Officer (Student) any precautionary measures considered necessary to protect the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to ensure that a full and proper investigation can be carried out. Precautionary measures may include, but are not limited to, specific arrangements in relation to the student's programme of study; University owned or managed or leased accommodation; access to specific places, facilities or activities; and restrictions on the student contacting a named person or persons.
65. The student will be notified in writing of the precautionary measures and will be given the opportunity to make written representations. A record will be kept in writing of the precautionary measures and any subsequent action taken by the Associate Director of Student and Academic Services.
66. The Risk Assessment Panel will review the precautionary measures and any written representations made by or on behalf of the student every ten weeks, or where there is a material change of circumstances.
67. Any breach by the student of the precautionary measures may be reported for consideration for investigation and/or hearing and/or for consideration of a suspension under this Regulation.
68. Where the precautionary measures referred to in the preceding paragraphs are not considered sufficient to protect the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to ensure that a full and proper investigation can be carried out, the Risk Assessment Panel may recommend to the Deputy Chief Operating Officer (Student) that the student be considered for a suspension or exclusion by a Vice-President pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation.
69. Where on the information available at the time, there appears to be a very real and immediate risk to the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to the carrying out of a full and proper investigation, the student may be considered for a suspension by a Vice-President pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation, without prior consideration by a Risk Assessment Panel.
70. Suspension may involve exclusion from all premises owned, managed or leased by the University and activities of the University or may be limited to specified places or activities or by reference to time or other circumstances. It may include a requirement that the student have no contact of any kind with a named person or persons. The Vice-President will limit the scope of any suspension or exclusion to that which is, in their opinion, necessary to achieve the protection of the University community in general or a particular member or members of that community or members of the public, or to ensure there is no mis-use of the University's systems or damage caused to its interests or property, or to ensure that a full and proper investigation can be carried out.
71. The student will be notified in writing of the terms of the suspension or exclusion and a record

will be kept in writing of the terms of any suspension or exclusion and any subsequent action taken by a Vice-President in respect of the suspension or exclusion.

72. Before the Vice-President exercises their powers under the preceding paragraphs 68 to 71, the student will be given an opportunity to make representations in writing. In cases of great urgency, the Vice-President may suspend a student with immediate effect, and without giving any such opportunity, for a period of not more than five working days, and will in any such case review the suspension or exclusion at or before the end of that period having in the meantime given the student concerned an opportunity to make representations in writing.

73. The Vice-President will review any suspension or exclusion and any written representations made by or on behalf of the student every six weeks, or where there is a material change of circumstances.

74. Any breach by the student of the suspension may be reported for consideration for investigation and/or hearing under this Regulation.

75. The student may appeal the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures or a Vice-President to suspend or exclude upon one or more of the following grounds:

    (a) that there was a material procedural irregularity which rendered the process leading to the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures, or a Vice-President to suspend, unfair;
    (b) that the terms of the precautionary measures or suspension were too severe as being disproportionate to the protection of the University community in general or a particular member or members of that community or members of the public or to ensure that a full and proper investigation can be carried out;
    (c) that the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures, or a Vice-President to suspend, was manifestly unreasonable.

    Notice of appeal specifying which of the grounds listed in the preceding Regulation is relied upon, will be given by the student to the Chief Operating Officer, within 5 working days of the notification to the student of the decision of the Deputy Chief Operating Officer (Student) to put in place precautionary measures or the decision of the Vice-President to suspend or exclude the student.

76. The Chief Operating Officer will refer the appeal to a Faculty Director of Education or Director of Professional Services in the case of a decision of the Deputy Chief Operating Officer (Student) and to the President and Chancellor in the case of a decision of the Vice-President, in order that they may decide whether or not to set aside or vary the terms of the precautionary measures or suspension.

Notice to the Student

77. The written communication to the student will fulfil any requirement of giving notice or information to the student under these Regulations.

Disability

78. Reasonable adjustments will be considered in line with the University's duties under the Equality Act 2010, to take account of the individual needs of the student and a record will be kept of any adjustments made, and of any communications related to considering or making

adjustments.

Provisions as to Examinations

79. Where a penalty imposed under this Regulation includes the refusal of credit for any unit (or part thereof), the student will be deemed to have taken and failed the assessment in that unit or component with no grade being returned and the results of any relevant examination will reflect (and if already approved will be revised to reflect) that position.
80. Where a penalty imposed under this Regulation includes for a thesis of a Higher Degree by Research failure in the examination, a viva shall not be held in relation to that examination/thesis.

Student Record

81. The student's record will be updated to make reference to the fact that a disciplinary investigation or hearing took place and where the misconduct is or admitted or made out, this may be taken into account when an academic reference is written.

Sharing of Information

82. All aspects of the discipline process, will be in accordance with the General Data Protection Regulation and Data Protection Act 2018, as well as all legislation enacted in the UK in respect of the protection of personal data ("Data Protection Legislation"). There may be circumstances where the University will need to share information with those deemed to have a legitimate interest.
83. Where a victim or other third party has been involved in, or affected by, an incident which is the subject of consideration for disciplinary action, they will normally be informed as to the disciplinary action to be taken and the outcome.
84. The University may publish a statement concerning the disciplinary action taken. In determining whether to do so, consideration will be given to the impact on the University community, any prior publicity, the interests of the student and any other parties involved, and the reputation and good name of the University.

Relationship with the Fitness to Practise Procedure

85. A student following a programme specified in the published Fitness to Practise Procedures may be subject to action in line with the General Regulations relating to Student Fitness to Practise, in addition to that taken in line with the Regulations relating to the Discipline of Students.
86. Where an allegation is not admitted, it will usually be referred to the disciplinary process in order to determine whether the allegation/charge is made out and, if so, penalties may be applied. Upon the conclusion of the disciplinary process, the matter may be considered further in line with the General Regulations relating to Student Fitness to Practise and further action may be taken in line with those Regulations.
87. A student may be suspended in line with the General Regulations relating to Student Fitness to Practise or the Regulations relating to the Discipline of Students pending the conclusion of the above Fitness to Practise or Student Discipline procedures.

Disciplinary Powers of the Students' Union

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

Independent Review

89. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right can be found at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Discipline Appeal procedure before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.

Regulation XXIII:
Regulations relating to Student Intellectual Property

1. For the purposes of these Regulations:

   (a) **"Intellectual Property"** includes patents, trademarks, service marks, logos, internet domain names, rights in designs, copyright (including rights in software), research data, research software, database rights, rights in confidential information, trade secrets, inventions and know-how, educational materials, and other intellectual property rights whether registered or unregistered and including any applications for registration and all other rights or forms of protection having equivalent or similar effect anywhere in the world;

   (b) **"Student Intellectual Property"** means any Intellectual Property created, devised, made, produced or developed by a student in the course of the student's programme of study or research. For the avoidance of any doubt, if the student is also an employee of the University (for example a teaching assistant) then any Intellectual Property created in the course of such employment will be governed by the terms of such employment and will not be Student Intellectual Property.

2. A student undertaking undergraduate and taught postgraduate programmes of study will be the owner of the Student Intellectual Property created by that student. Exceptions to this Regulation may include the following:

   (a) students employed or sponsored by another institution or organisation;
   (b) students undertaking a project as part of a taught programme with another institution or organisation (third party) providing use of their facilities, business information or project sponsorship;
   (c) students undertaking a placement for which there may be a contract of employment;
   (d) where the Intellectual Property is generated as a result of collaborative work, for example with other students or with members of staff (or where the work being undertaken derives from the Intellectual Property of staff);
   (e) other exceptional circumstances as determined by the Faculty.

3. In the case of 2. (b):

   i. a student may be required to agree to assign the Intellectual Property (IP) they create to the third party, but will have a licence to use the IP they create for academic purposes.

   ii. a student must keep confidential all information relating to the work of business of the third party in accordance with any relevant terms of the agreement or as instructed by the University.

4. The University retains the right to use student works for the purposes of education and/or quality assurance, and to ensure it is able to fulfil its commitment to supervise or assess that student's programme of study. The University will use reasonable endeavours to seek the permission of students where the University wishes to use student work for such purposes.

5. It is a condition of registration for Higher Degrees by research that the student will agree to assign the Student Intellectual Property to the University. This does not include copyright in theses which is supported by the Code of Practice for Research Degrees nor other student research output such as articles, books and conference contributions which will be covered by

the University's Publications and Copyright policy.

6. Where the Student Intellectual Property is vested in the University pursuant to these Regulations, the University may exploit it, or any part of it, using reasonable endeavours to that end and granting to the student a reasonable share of any revenues received by the University as a result of such exploitation. If the University does not wish to exploit any part of the Student Intellectual Property vested in it, it will at the request of the student return such part to the student.
7. Where Student Intellectual Property is vested in the University pursuant to these Regulations, a student may not without the consent of the University (which will not be unreasonably withheld or delayed) publish any work which might prejudice the acquisition and protection of the Student Intellectual Property by the University or any third party to whom it, or any part of it, has been assigned.
8. Any breach of these Regulations may be dealt with under the Regulations as to the Discipline of Students.

Regulation XXIV:
Regulations on the Use of IT Facilities

1. In these Regulations **"Information Technology (IT) Facilities"** means any computing services, devices or systems:

   (a) controlled or operating on behalf of the University;
   (b) owned by the University or any University company;
   (c) situated on University premises or connecting to University IT systems.

   This includes hardware, software, physical spaces (e.g. open access computer rooms, data centres) and third-party services (e.g. online cloud services) provided by the University for the purposes of processing information.

   "Head of Department/School" means the Head or Chair of the Department/School which controls the facilities or the premises on which the facilities are situated.

2. No person may use IT Facilities without the authorisation of the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services, acting on behalf of the University, or of the Head of Department/School or of the person or body to whom the facilities belong.

3. Every authorisation for the use of IT Facilities will be subject to the conditions that the facilities are to be used only by the person(s) to whom the authorisation is given and only for the purpose or purposes for which it was granted and will be subject to these Regulations, relevant legislation and University policies and procedures.

4. The IT facilities are provided for use in furthering the mission of the University of Sheffield. University IT accounts shall not be used for personal activities.

5. Where the use of IT Facilities is for the purposes of externally funded research or for purposes private to an individual user or external to the university, authorisation may be subject to the payment of charges prescribed from time to time by the UEB IT Sub-Group or by the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services, acting in accordance with any directions of that Sub-Group.

6. No IT Facilities may be used:

   (a) to secure unauthorised access to any program or data held in any computer, wherever located;
   (b) to cause any unauthorised modification of the contents of any computer, wherever located;
   (c) in any way which jeopardises the work of others, or the integrity of the equipment or of any programs or data;
   (d) in breach of the Computer Misuse Act 1990 or other applicable legislation, or of any local rules made by the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services or the Head of Department/School.

7. No student or member of the University staff may use any means:

   (a) to secure unauthorised access to any program or data held in any IT Facilities;
   (b) to cause any unauthorised modification of any such material.

8. Any breach of these Regulations may be dealt with, in the case of students under the Discipline Regulations and in the case of members of the staff of the University in accordance with disciplinary procedures approved (subject to the Statutes) by the Council. Any person

suspected of a breach of these Regulations may be debarred from access to IT Facilities by the Chief Information Security Officer (CISO), Director or Assistant Directors of IT Services or the Head of Department/School until the appropriate disciplinary procedures have been completed; any use or attempted use of facilities by a person so debarred from access or by another acting on that person's behalf will constitute a breach of these Regulations.

Note: These Regulations should be read in conjunction with the **IT Code of Practice** – https://www.sheffield.ac.uk/it-services/codeofpractice.

Regulation XXV:
Regulations relating to the Library

1. For the purposes of these Regulations, the **"University Library"** comprises the collections, services and facilities provided on the premises of the University Library on the University's Sheffield campus and elsewhere; and the services and resources provided at any location, directly or indirectly, by the University Library across the campus network or the Internet.
2. Admission to and licence to remain on University Library premises, and use of University Library facilities, are conditional upon observance of these Regulations.
3. The following will be eligible to use the University Library and to borrow materials from it:
    (a) any registered student of the University or member of the University staff in possession of a currently valid UCard;
    (b) any other member of the University as defined in Regulation V, except that a graduate who is not currently a registered student may not normally access the Library's licensed digital content;
    (c) any other person meeting criteria approved by the University Librarian.
4. Other persons may be afforded such access to the collections, services and facilities provided on the premises of the University Library during staffed service hours as the University Librarian considers appropriate. In offering such access, the Librarian may impose a charge.
5. Persons who are eligible for and hold more than one UCard must declare this entitlement to the University Library and designate one UCard as valid for borrowing. No person may use more than one UCard for borrowing.
6. Users other than registered students and members of University staff must register separately with the University Library. Such users will be issued with a University Library card and must inform the Library of any change of address.
7. Every user must present a valid UCard or Library card when borrowing, and must produce this, or another form of identification, when asked to do so by a member of Library staff on Library premises. UCards and Library cards are not transferable.
8. Users must comply with the rules as to loan entitlements and loan periods, return dates, recall periods and renewal conditions published on the University Library's premises and on its printed guides and web pages.
9. No material may be removed from the Library without its loan being recorded. Users leaving University Library premises with books and papers may be required to show them at the control point.
10. The borrower of an item as shown in the current loan record is responsible for the safe return of that item, and liable for any loss or damage to it.
11. Materials must be returned at short notice, if required, and users must bear the cost of returning such items by post, including from overseas, and must ensure adequate insurance for loss or damage in transit.
12. Users must comply with all such additional conditions as may be published in respect of certain services such as interlibrary loans, and access to digital materials.
13. Users must comply with all relevant legal and contractual requirements, including those relating to digital resources licensing, copyright, data protection and computer misuse.

14. Users must not borrow materials using another person's UCard or Library card, unless they have written permission to do so. All borrowing must be made in accordance with rules published on the University Library's premises and on its printed guides and web pages.
15. Users may be required by the University Librarian to pay compensation for the replacement of lost or damaged library materials, the non-collection of items obtained on interlibrary loan and certain other acts or omissions. Users' borrowing rights may in addition be suspended in the case of late return of borrowed or recalled items.
16. Any person behaving inconsiderately or inappropriately on University Library premises may be required to leave immediately by the University Librarian or another member of Library staff acting on behalf of the University Librarian.
17. Any breach of these Regulations and any other misconduct relating to the University Library may be dealt with, in the case of students, under the Discipline Regulations, and in the case of members of the staff of the University in accordance with the disciplinary procedures prescribed in the Statutes or approved by the Council. A student or a member of staff may be suspended from access to the premises of the University Library in accordance with those Regulations and procedures. Access to University Library premises and services may be withdrawn by the University Librarian from any other person in breach of these Regulations.
18. Complaints against the imposition of any penalty under these regulations may be dealt with, in the case of students, in accordance with the Student Complaints Procedure.
19. In the case of any other person, complaints against the imposition of any penalty under these Regulations may be dealt with through written appeal to the University Librarian, submitted not more than 15 working days after the notice period of the penalty is issued. Acknowledgement of the appeal will be made within 5 working days and a full written response will be made within 30 working days.
20. These Regulations should be read in conjunction with information about the use of the University Library, and information about the University Library and its services published on the University's web pages.

Regulation XXVI:
Regulations relating to Academic Dress

1. There shall be an Academic Dress for all graduands who have satisfied the entrance requirements of the University. Graduands are required to wear Academic Dress at such University ceremonies as the Marshal shall determine.
2. Bachelors wear a black gown to the pattern of the Oxford Bachelor of Arts. The hood is in green and half-lined with white artificial fur and edged with silk of the colour distinctive of the degree and Faculty.
3. Postgraduate Diplomates and PGCE candidates wear a black gown to the pattern of the Oxford Bachelor of Arts. The hood is green silk, edged in silk of the colour of the Faculty. The neckband of the hood is of the colour of the Faculty.
4. Masters wear a black gown to the pattern of the Oxford Master of Arts. The hood is green silk and lined throughout with the colour distinctive of the degree and of the Faculty. The Master of Philosophy hood is lined in green.
5. Doctors of Philosophy and equivalent level awardees wear a gown in fine scarlet cloth, faced with green silk with bell shaped sleeves. The hood is of the Cambridge shape, made of red ottoman silk and lined throughout in green.
6. Higher Doctorates wear a gown in fine scarlet cloth, faced in green silk. The bell sleeves are lined in scarlet silk and looped with a green button and cord. The hood is of the Cambridge shape, made of red ottoman silk and lined throughout with silk of the colour of the Faculty.
7. Foundation Degree candidates wear a black gown to the pattern of the Oxford Bachelor of Arts, no hood is worn.
8. The colours of the silks distinctive of the various qualifications (except PhD and MPhil) shall be as follows:

   Faculty of Arts and Humanities
   Crushed strawberry - all qualifications except BMus, MMus and DMus
   Cream brocade - BMus, MMus, and DMus

   Faculty of Engineering
   Purple - all qualifications

   Faculty of Health
   Red - Medicine and Surgery
   Pale rose pink - Dental Surgery
   Cerise - all other qualifications

   Faculty of Science
   Apricot - all qualifications

   Faculty of Social Sciences
   Lemon yellow - all qualifications
9. The colour of the silk distinctive of the degrees of Doctor of Philosophy and of the degree of Master of Philosophy shall be dark green.
10. Caps:

(a) Graduands being awarded an Undergraduate Certificate, a Diplomate, or undergraduate or Masters award shall wear a black cloth mortarboard.
(b) Doctorates shall wear a black velvet mortarboard.

11. A graduate, diplomate or associate in any Faculty may wear the Academic Dress prescribed in the Regulations in force at the time of the date of conferment of the Degree or award of the qualification.

12. A graduand and any other person who is to be presented at a Degree Congregation shall wear the appropriate Academic Dress over suitable clothes of subdued colour, or Naval, Military or Air Force uniform. The Marshal may exclude from presentation any candidate whose attire does not, in the Marshal's opinion, comply with this Regulation.