

# The University of Sheffield



## CALENDAR 2023-24

Charter, Statutes, General Regulations  
and Information

#### NOTE

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

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## **DATES OF SEMESTERS**

### **Session 2023-2024**

Autumn Semester	25 September 2023 to 16 December 2023 15 January 2024 to 03 February 2024
Spring Semester	05 February 2024 to 23 March 2024 15 April 2024 to 08 June 2024

### **Session 2024-2025**

Autumn Semester	30 September 2024 to 21 December 2024 20 January 2025 to 08 February 2025
Spring Semester	10 February 2025 to 05 April 2025 28 April 2025 to 14 June 2025

### **Session 2025-2026**

Autumn Semester	29 September 2025 to 20 December 2025 19 January 2026 to 07 February 2026
Spring Semester	09 February 2026 to 28 March 2026 20 April 2026 to 13 June 2026

### **Session 2026-2027**

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

### **Session 2027-2028**

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

# HISTORICAL NOTE

## Origins of the University

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

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

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

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

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

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

## The University in 1905

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

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

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

## Since the Second World War

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

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

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

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

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

### **The 21st Century**

The University's ambitious estates strategy has continued into the new millennium. Campus additions include the multi-million refurbishment programme for laboratories in the medical, biological and physical sciences. Other developments include:

Dedicated student facilities, including:

- A custom-built University Health Centre.
- Development of the seven-storey Pam Liversidge building, housing the Faculty of Engineering Graduate School.
- Redevelopment of residential accommodation on the Endcliffe and Ranmoor sites.
- The Information Commons, a library and study space building with 24-hour access.
- The Diamond, a striking learning and teaching building at the heart of the campus, which houses 19 laboratories for the Faculty of Engineering.
- Three buildings for the Faculty of Arts and Humanities: The Jessop Building, The Soundhouse and Jessop West.
- The Engineering Heartspace, a quadruple height atrium between the Grade II listed Sir Frederick Mappin Building and the 1885 Central Wing, creating a dynamic social and research collaboration between the two oldest buildings in the University estate.
- The Wave - a world-class Social Sciences facility that enhances the student experience and encourages interdisciplinary research.

Facilities to support our research and links with industry, including:

- The Sheffield Bioincubator, now called the Ella Armitage Building.
- The inauguration of the North Campus (housing the Kroto Research Institute and the Nanoscience and Technology Centre).
- The award-winning Factory of the Future which forms the heart of the Advanced Manufacturing Research Centre (AMRC). Soon followed by the expansion of the AMRC Group to include AMRC Cymru, AMRC North West and the recently completed NAMRC Derby.
- Developments at the University of Sheffield Innovation District, including specialist facilities supporting energy and sustainable aviation fuel research as well as the most recent addition – the Gene Therapy Innovation and Manufacturing Centre.
- The University raised funds to establish a ground-breaking PET-MRI facility, bringing the future of medical imaging to Sheffield - a vital investment in the health of people in this region, across the UK and beyond.

Improvements to facilities, campus and refurbishment of buildings:

- Refurbishment of many buildings, including the Students' Union and former University House; 9 and 38 Mappin Street; the Grade II listed Arts Tower; and the Crookesmoor Building which is now known as the Management School.
- Transformation, in a joint project with Sheffield City Council, of the public space around Leavygreave Road, and Western Bank, creating a greener, safer space for pedestrians and cyclists. Following on from this, the University redeveloped the Concourse area, installing new seating, paving, plants and trees. This area also includes a new cycle hub with safe cycle storage and showers, and public art.
- Further development of our sports centre at Norton to incorporate two new artificial pitches – one for hockey and one for rugby/football, both with spectator seating and new changing facilities. A new multi use games pitch has also been installed next to our newest building, The Wave.

Infrastructure improvements:

- A 561 space multi-storey car park and retail facility on the site of the existing Durham Road car park.

- The Transformer, an energy centre which provides an uninterrupted power supply to research experiments and ensure business continuity to a number of key University buildings.

The mile-long 'campus' now stretches almost unbroken from St George's Square into Crookesmoor, with student residences concentrated in suburbs to the west of the University. For the first 50 years of its existence the University's full-time student population did not rise above 2,000. By 1980, however, it had reached 8,000 and in 2006 the number of full-time students had risen to 21,000. The total student population is now close to 30,000 and includes students from over 150 countries.

The creation of our four Flagship Research Institutes, which bring together the University's key strengths to tackle the big issues facing humanity. Our four flagships are: energy, sustainable food, neuroscience, and healthy lifespan.



## **THE ARMS OF THE UNIVERSITY OF SHEFFIELD**

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

The Coat of Arms should not be confused with the University's logo, which consists of a redrawn version of the Coat of Arms set alongside the University's name in our own distinctive Stephenson font, on a white background. Introduced in 2005, the University's centenary year, the logo complements but does not supersede the Coat of Arms, which remains the University's official heraldic symbol.

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

## CHARTER OF INCORPORATION

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

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

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

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

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

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

# THE STATUTES OF THE UNIVERSITY

## SECTION 1:

### Definitions

1. In these Statutes:
  - “**Academic Staff**” means:
    - (a) Any employee employed by the University to engage directly in, or carry out teaching, learning and research in an academic context under the terms of their contract of employment;
    - (b) Such other senior members of Staff as may be determined by Council from time to time.
  - “**Charter**” means the Charter of the University.
  - “**Council**” means the Council of the University.
  - “**Officer**” shall have the meaning set out in the Regulations and includes any deputy appointed in accordance with such Regulations.
  - “**Professional Staff**” shall have the meaning set out in the Regulations.
  - “**Research Staff**” means any employee employed by the University to engage directly in, or carry out research.
  - “**Senate**” means the Senate of the University.
  - “**Senior Academic Officer**” shall have the meaning set out in the Regulations.
  - “**Staff**” means all persons employed by the University.
  - “**Statutes**” means these Statutes of the University which shall be interpreted in such a way as not to conflict with the Charter.
  - “**Student**” means any registered student of the University.
  - “**Students’ Union**” means the body known as “The University of Sheffield Union of Students”.
  - “**Regulations**” means Regulations of the University.
  - “**Teaching Staff**” means any employee employed by the University to engage directly in, or carry out teaching and learning.
  - “**Treasurer**” shall have the meaning set out in the Regulations.
  - “**University**” means the University of Sheffield.
  - “**University Year**” means the period of 12 calendar months ending on the last day of July in each year or on such other day in each year as the Council shall determine.
2. Unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

## SECTION 2:

### The Auditor

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

## SECTION 3:

### The Council

1. The Council shall be appointed in accordance with the Regulations and shall consist of a maximum of 20 members, ensuring always that independent members shall remain in the majority. The members of the Council shall be as follows:
  - Class (1): The Pro-Chancellors, The Vice-Chancellor and the Treasurer.

- Class (2): Not fewer than two and not more than three Senior Academic Officers.
- Class (3): Not fewer than seven and not more than eight persons who shall be neither Staff nor Students.
- Class (4): Three members of the Senate, of whom not more than two may be Professors.
- Class (5): One member of Professional Staff.
- Class (6): The President of the Students' Union.
2. Members of Classes (3), (4) and (5) shall hold office for three University Years and subject to the Regulations may not serve for more than three consecutive periods of office. A person who has held office as a Member of Class (3), (4) or (5) and who has ceased by reason of length of service to be eligible for re-election shall after an interval of three University Years again become eligible for election in that Class.
  3. Members of Class (2) shall hold office for one University Year and shall be eligible for re-appointment, provided that a Member may not serve for more than five consecutive periods of office. A person who has held office as a Member of Class (2) and who has ceased by reason of length of service to be eligible for re-election shall after an interval of one University Year again become eligible for election in Class (2).
  4. A Member of Council shall vacate office on ceasing to hold any office or other qualification by virtue of which that person became a Member of the Council.
  5. Seven Members of the Council of whom not more than three may be members of the Staff of the University shall form a quorum.

#### **SECTION 4:**

##### **Powers of the Council**

1. The Council shall be responsible for the conduct and activities of the University, the custody and use of the University's Common Seal and shall exercise all the University's powers.
2. In addition to all other powers vested in it, the Council shall have the powers set out in the Regulations.
3. Subject to paragraph 4 of this Section, the Council shall be entitled to delegate all or any of its functions, powers and duties to any person or body.
4. The Council shall not delegate responsibility for:
  - (a) appointing the Chancellor;
  - (b) appointing the Vice-Chancellor;
  - (c) the variation, amendment or revocation of the Charter or Statutes;
  - (d) the approval of the University's strategic plan;
  - (e) the approval of the University's financial forecasts and annual budget;
  - (f) the approval of the University's annual audited accounts;
  - (g) appointing the University's auditors.

#### **SECTION 5:**

##### **The Senate**

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

#### **SECTION 6:**

##### **Staff**

1. This section shall apply to all Staff.

2. The Council shall be responsible for ensuring that there are in place procedures governing the whole of the employment relationship, including the appointment, development and reward of Staff.
3. The Council shall also ensure that:
  - (a) there are in place employment procedures for the staffing matters listed in paragraph 5 of this section; *and*
  - (b) there is a Regulation for the removal from office and dismissal of the chief executive of the University.
4. In determining the procedures to be adopted under paragraph 3, the Council shall apply the following guiding principles:
  - (a) ensure that Academic Staff, Teaching Staff and Research Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
  - (b) enable the University to deliver its mission, vision and associated activities, efficiently and economically;
  - (c) apply the principles of justice and fairness; *and*
  - (d) seek to advance the principles of equality and diversity.
5. The procedures referred to in paragraph 3 are employment procedures for all Staff regarding:
  - (a) the handling of disciplinary cases including the dismissal of such members of Staff by reason of misconduct and for appeals against disciplinary action. Such procedures shall provide adequate opportunities for improvement including the use of warnings with summary dismissal only available in cases of gross misconduct. Suspension shall be applied in the limited circumstances set out in the University's employment procedures, subject to regular review and only applied where no alternative is considered appropriate or practicable;
  - (b) the dismissal of members of Staff by reason of redundancy and appeals against such dismissals; any such procedure shall be aimed at consideration of measures to avoid compulsory redundancy with provisions for collective consultation;
  - (c) the dismissal of members of Staff (following confirmation in post after any applicable probationary period) by reason of incapability relating to work performance and appeals against such dismissals; such procedures shall provide adequate opportunities for improvement including the use of warnings;
  - (d) the dismissal of members of Staff on the grounds of ill health or medical incapacity and appeals against such dismissals. In all cases where the dismissal of a member of Staff is an option, the disciplinary panel shall give due consideration to advice from the University's occupational health advisers, medical evidence submitted by the Staff member from a qualified medical practitioner involved in their treatment and any additional medical evidence that may be requested by the disciplinary panel where appropriate;
  - (e) the dismissal of members of Staff for any reason other than the reasons specified in subparagraphs (a) – (d) and (g) and appeals against such dismissals;
  - (f) the handling of grievances raised by members of Staff and appeals against grievance outcomes.

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

  - (g) the review of performance and progress of such Staff during any probationary period to which their appointment or employment is subject, and for the dismissal of such Staff during or at the end of their probationary period in the event of unacceptable progress or performance, and appeals against such dismissals. The primary purpose of the procedure shall be to enable the member of Staff to become effective in the role and where necessary to bring about a sustained improvement in performance and ensure the member of Staff has adequate opportunity to achieve this;
  - (h) the removal of a member of such Staff from any role that is not defined within that member of Staff's contract of employment by reason of incapability relating to work performance or misconduct and appeals against such removal; *and*

- (i) the investigation and response to allegations of research misconduct against members of such Staff.
6. The following principles shall be incorporated into the procedures for all Staff:
  - (a) procedures shall be applied to enable issues to be resolved informally where appropriate and wherever possible close to the time of origin, and within a reasonable timescale, including by mediation with the agreement of both parties; *and*
  - (b) procedures shall be based upon the principles of natural justice.
7. Additionally, the following principles shall only apply to Academic Staff, Teaching Staff and Research Staff (and in this section the term “**Officer**” shall only include any senior academic member of Staff of the University as defined in the relevant employment procedures, including any deputy appointed in accordance with such procedures):
  - (a) in all cases where dismissal is an option, an internal panel shall be convened to determine the case which shall include at least one Officer, being a person not subject to or otherwise connected with the proceedings;
  - (b) redundancy dismissals arising from departmental closure or significant organisational restructure shall only occur where Council has both approved the plans and authorised their implementation;
  - (c) under any procedure in this section, where the member of Staff exercises the right of appeal the panel shall include an Officer, being a person not subject to or otherwise connected with the proceedings; *and*
  - (d) appeals against any dismissal shall be heard by a panel which shall include an independent professional or academic nominated by Council, who is not employed by the University as a member of Staff, and an Officer, being a person not subject to or otherwise connected with the proceedings.
8. Any employment policy and procedure made under paragraph 3 or 5 of this section shall be construed in every case to give effect to the guiding principles in paragraph 4. For the avoidance of doubt, a member of Academic Staff, Teaching Staff and Research Staff may raise the principle of academic freedom as an issue to be taken into account in any investigation of the facts; in any hearing or appeal which could lead to dismissal, the imposition of any penalty or sanction or removal or restriction of privileges; and in any decision or appeal in relation to any grievance.

#### **SECTION 7:**

##### **Validity of Decisions of Council**

1. Decisions taken at a meeting of Council shall not be invalidated because of:
  - (a) a procedural defect of which the Council is unaware at the time, provided that the defect, once identified, is at the earliest reasonable opportunity brought to the attention of the Council and the Council is asked to consider whether the decision should stand;
  - (b) a technical defect in the appointment of a Council Member of which the Council is unaware at the time;
  - (c) a technical defect in the giving of notice of which the Council is unaware at the time; *or*
  - (d) a vacancy in the membership of the Council.

## REGULATION I:

### Responsibility for Creation and Amendment of Regulations

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

<i><b>Regulation Number</b></i>	<i><b>Regulation Title/Description</b></i>	<i><b>Final Responsibility for Amendment</b></i>
II	The Council	Council
III	Scheme of Council Delegation	Council
IV	The Auditor	Council
V	The Members of the University	Council
VI	The University Officers	Council
VII	The Dismissal and Removal from Office of the President & Vice-Chancellor	Council
VIII	Definitions	Council
IX	The Senate	Council
X	The Faculties	Council
<del>XI</del>	<del>The Extra-Faculty Education Committee Regulation</del> <b>Removed as of 22 February 2024</b>	<del>Council</del>
XII	The Conferment and Withdrawal of Degrees	Council
XIII	The Execution of Contracts and Deeds	Council
XIV	General University Regulations	Senate
XV	General Regulations for First Degrees	Senate
XVI	General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates	Senate
XVII	Regulations for Higher Doctorates	Senate
XVIII	General Regulations relating to Examinations	Senate
XIX	General Regulations relating to the Progress of Students	Senate
XX	General Regulations relating to Academic Appeals	Senate
XXI	General Regulations relating to Student Fitness to Practise	Senate
XXII	Regulations relating to the Discipline of Students	Senate
XXIII	Regulations relating to Student Intellectual Property	Senate
XXIV	Regulations on the Use of IT Facilities	Senate
XXV	Regulations relating to the Library	Senate
XXVI	Regulations relating to Academic Costume	Senate



## REGULATION II:

### The Council

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

#### 1. Appointment or Election of Members of Council

- 1.1 Subject to the Statutes:
  - 1.1.1 the Council Members in Class (1) shall be appointed by the Council in accordance with Regulation VI;
  - 1.1.2 the Council Members in Class (2) shall be appointed by the Council on the recommendation of the President & Vice-Chancellor;
  - 1.1.3 the Council Members in Class (3) shall be appointed by the Council on the recommendation of its Nominations Committee, which shall ensure that at least one of those holding appointment in Class (3) is a graduate of the University;
  - 1.1.4 the Council Members in Class (4) shall be appointed by the Council on the recommendation of its Nominations Committee from those elected by and from the Senate; *and*
  - 1.1.5 the Council Member in Class (5) shall be appointed by the Council on the recommendation of its Nominations Committee from those elected by and from the Professional Staff in Grades 1 to 7.
- 1.2 Casual vacancies in Classes (2), (3), (4) and (5) shall be filled by the persons or body which elected or appointed the Member whose place has become vacant. Council Members elected or appointed to casual vacancies shall retire at the time when the person whom they respectively succeed should have retired.
- 1.3 In preparing its recommendations to the Council, the Nominations Committee shall have regard to the diversity of potential new members together with their experience and skills in the full range of activities that are relevant to the fulfilment of the University's Objects.
- 1.4 The procedure for carrying out elections for Council Members in Classes (4) and (5) and any changes to such procedure shall be prepared by the University Secretary for approval by the Class (1) Council Members and, once approved, will be published and maintained by the University Secretary.

#### 2. Removal and Resignation of Members of Council

- 2.1 Members of Council may resign by letter addressed to the University Secretary.
- 2.2 The Council may remove from office any Member of Council for conduct which, in the reasonable opinion of the Council, is inappropriate to the holding of such office.
- 2.3 The Council will not remove a Member of Council from office pursuant to paragraph 2.2 until there has been a process of review by and recommendation from the Council's Nominations Committee and this process shall include the Member who is proposed to be removed from office being given a reasonable opportunity of being heard.
- 2.4 A non-professorial Council Member of Class (4) shall vacate office as a Council Member upon their appointment as a Professor if that appointment increases the number of Professors who are Class 4 Council Members beyond two;
- 2.5 A Member of Council shall vacate office on ceasing to hold any office or other qualification by virtue of which that person became of Member of the Council.
- 2.6 A Member of Council's term of office as such automatically terminates if they:
  - 2.6.1 are disqualified under the Charities Act 2011 from acting as a charity trustee;
  - 2.6.2 are determined by the Office for Students not to be a fit and proper person to hold such office;
  - 2.6.3 are incapable, whether mentally or physically, of managing their own affairs; *or*
  - 2.6.4 are absent from three consecutive ordinary meetings of Council unless the Council decides otherwise.

**3. Attendance at Meetings of Council**

- 3.1 Subject to paragraph 3.2, persons who are not Members of Council will not be permitted to attend meetings of the Council except with the prior agreement of the University Secretary and the Chair of Council.
- 3.2 The Council Member of Class (6) may be accompanied at meetings of the Council by another officer of the Students' Union nominated by the President of the Students' Union.

**4. Powers of Council**

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

- 4.1 subject to the approval of the Privy Council, make and amend Statutes and amend the Charter provided that the principle of every such proposal shall be communicated to the Senate in advance of the meeting of the Council at which the business is to be considered;
- 4.2 make Regulations governing all matters except those relating to the powers of Senate as set out in Regulation IX and the duties or powers of Faculties as set out in Regulation X;
- 4.3 appoint and remove the Chancellor and Pro-Chancellors;
- 4.4 appoint and remove the Chair of Council and the Treasurer;
- 4.5 appoint and remove the President & Vice-Chancellor, Provost & Deputy Vice-Chancellor, Vice-Presidents, University Secretary, Heads of Departments and other University Officers as may from time to time be determined, together with Staff of the University, and to ensure that arrangements are put in place to regulate the terms and mode of appointment, tenure of and removal from office, promotion, duties, salaries, allowances and superannuation allowances of the University Officers and Staff of the University;
- 4.6 consider, adjudicate upon and if thought fit redress any grievances of the University Officers, Staff or Students of the University;
- 4.7 review the learning, teaching and academic quality and standards of the University;
- 4.8 promote and make provision for research within the University and to require reports from time to time on such research;
- 4.9 provide for the welfare of the Students;
- 4.10 govern, manage and regulate all of the University's financial activities which includes:
  - 4.10.1 investing any monies belonging to the University;
  - 4.10.2 selling, buying, exchanging, leasing and accepting leases of real and personal property on behalf of the University;
  - 4.10.3 providing the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University;
  - 4.10.4 borrowing or raising money in any manner and, in particular, by the issue of notes, bonds, loan stock, shares, stock, warrants or any other instrument or security of any kind;
  - 4.10.5 refinancing, replacing or reorganising any capital, finance or credit previously raised or obtained by the University;
  - 4.10.6 guaranteeing, supporting or securing (whether or not receiving any consideration or benefit) the payment, repayment or discharge of any monies, debts or liabilities, or the performance or observance of any obligations in relation to any transaction whatsoever so far as permitted by charity law;
  - 4.10.7 creating or granting a mortgage, charge, pledge, lien or encumbrance of any kind over, or entering into any other type of transaction (including accepting or granting options) in relation to, all or any of the undertaking, property or assets of the University (present and future) so far as permitted by charity law;
  - 4.10.8 providing indemnities in respect of every kind of claim, proceeding, tax, liability, loss, expense, failure, default or contingency, with or without securing the indemnity by a mortgage, charge, pledge, lien or other encumbrance;
  - 4.10.9 entering into any agreement or arrangement as to the subordination or priority of any debts, liabilities or encumbrance (of any kind) incurred at any time either by, or in favour of, the University;

- 4.10.10 entering into any contract with any party, the purpose or purported purpose of which is to protect the University and its assets:
- (a) against any fluctuation in rates of exchange, interest or any index of stocks, bonds or commodity prices;
  - (b) in order to secure a profit or avoid a loss in respect of the value or price of property of any description;
  - (c) any similar or comparable contract;
- provided that any monies borrowed, raised or guaranteed by the University or value of assets charged shall not at any time exceed in aggregate the sum of £330,000,000.
- 4.11 carry on any of the University's activities by or through any body corporate or unincorporate, and whether or not a subsidiary within the meaning of such term in the Companies Act 2006 (as amended from time to time) or in collaboration or by way of joint venture with such body corporate or unincorporate;
- 4.12 acquire any part of another institution or body or to merge the University with any other higher education institution;
- 4.13 negotiate, enter into and execute all documents, deeds, instruments, agreements, securities, options, contracts and undertakings of every kind and description whatsoever relating to or incidental to the exercise of any of the Council's powers and to vary and cancel such contracts on behalf of the University;
- 4.14 select a Seal, Arms and Mace for the University and have the sole custody of the Seal;
- 4.15 approve the dissolution of the University and apply to surrender the Charter; *and*
- 4.16 undertake any act incidental to the operation of the above powers or to achieving the Objects of the University.

## 5. Functions of Council

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

- 5.1 develop and approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders;
- 5.2 maintain oversight of the exercise of the authority delegated by the Council to the President & Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and human resources management of the University and to establish and keep under regular review the policies, procedures and limits applicable to such management functions as shall be undertaken by and under the authority of the President & Vice-Chancellor;
- 5.3 review, test, refer back, control, amend or disallow any act of the Senate and give directions to the Senate;
- 5.4 ensure the establishment and monitoring of systems of control and accountability including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest;
- 5.5 ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable universities;
- 5.6 establish processes to monitor and evaluate the performance and effectiveness of the Council itself;
- 5.7 conduct its business with regard to best practice in higher education corporate governance and in accordance with the public interest governance principles drawn up by the Office for Students and the principles of public life drawn up by the Committee on Standards in Public Life, such that the University operates openly, honestly, accountably and with integrity;
- 5.8 safeguard the reputation and values of the University;
- 5.9 take such steps as are reasonably practicable to actively promote freedom of speech within the law and to ensure that freedom of speech within the law is secured within the University;
- 5.10 promote equality and diversity throughout the University, including in relation to its own operation;
- 5.11 appoint the President & Vice-Chancellor as chief executive, and to put in place suitable arrangements for monitoring their performance;

- 5.12 appoint the University Secretary, who shall by virtue of holding that office be the secretary to the Council and Senate;
- 5.13 be the employing authority for all Staff in the University and to be responsible for establishing a human resources strategy;
- 5.14 be the principal financial and business authority of the University, to ensure that financial control and risk management procedures are robust, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate, including ensuring value for money;
- 5.15 ensure that systems are in place for meeting all the University's legal obligations, including those relating to health and safety and those arising from contracts and other legal commitments made in the University's name;
- 5.16 make such provision as it thinks fit for the general welfare of Students, in consultation with the Senate;
- 5.17 review at intervals of not less than five years the constitution of the Students' Union and approve amendments recommended by the Students' Union to its constitution between those five yearly reviews;
- 5.18 act as trustee for any property, legacy, endowment, bequest or gift in support of the Objects of the University; *and*
- 5.19 ensure that the University's Charter and Statutes are followed at all times and that appropriate advice is available to enable this to happen.

## **6. Matters Reserved for Decision by Council**

- 6.1 The following matters are reserved to Council for decision, subject to advice, as appropriate, from Senate, the President & Vice-Chancellor or other members of their executive board, or other committees and may not be delegated.
- 6.2 Constitutional matters:
  - 6.2.1 amendments to the Charter and Statutes subject to the approval of the Privy Council;
  - 6.2.2 establishment or abolition of Faculties and Departments, and approval of their titles;
  - 6.2.3 other major changes in the University's organisational and committee structure; *and*
  - 6.2.4 establishment of and amendments to a Scheme of Delegation in respect of the delegation of the powers of the Council.
- 6.3 Mission and strategy:
  - 6.3.1 approval and amendment of the University's mission, vision and identity; *and*
  - 6.3.2 approval of the University's strategic plan and any other key strategies related to the plan.
- 6.4 Financial matters:
  - 6.4.1 approval of the University's financial forecasts and annual budget;
  - 6.4.2 approval of the University's annual audited accounts;
  - 6.4.3 appointment of the University's auditors;
  - 6.4.4 approval of the delegation of other financial matters for inclusion in the Scheme of Delegation.
- 6.5 Statutory compliance:
  - 6.5.1 approval of statements and policies complying with statutory requirements, for example, the Equality Duty and the University's Health and Safety Policy.
- 6.6 Appointment/removal of University Officers and Members of Council: the Chancellor; Pro-Chancellors; Treasurer; President & Vice-Chancellor; Provost & Deputy Vice-Chancellor; Vice-Presidents; University Secretary; and Class (3) Members of the Council.
- 6.7 Audit and monitoring:
  - 6.7.1 monitoring and evaluating the performance of the University against approved plans and key performance indicators;
  - 6.7.2 considering an annual report from the Council Audit and Risk Assurance Committee;

- 6.7.3 approving the University's internal control and risk management procedures and corporate risk register; *and*
- 6.7.4 implementing decisions or recommendations arising from any review of the effectiveness of Council.
- 6.8 Other institutions:
  - 6.8.1 granting the designation "affiliated to the University of Sheffield" to other institutions on the recommendation of Senate; *and*
  - 6.8.2 approval of mergers with other institutions.
- 7. Delegation of Powers**
  - 7.1 Subject to section 4 of the Statutes and paragraph 6 above, the Council may:
    - 7.1.1 delegate to any University Officer, member of Staff or Committee any power exercisable by the Council, the Senate or the Faculties under the Statutes and these Regulations;
    - 7.1.2 provide that the actions taken in the discharge of the delegated powers shall not require confirmation by the body whose powers are delegated; *and*
    - 7.1.3 revoke or alter a delegation at any time.
  - 7.2 The delegation of powers exercisable by Council pursuant to paragraph 7.1 above shall be recorded in the Scheme of Delegation, which shall be reviewed by Council on an annual basis, it being noted that the Scheme of Delegation is a non-exhaustive record of powers delegated by Council and does not preclude Council from delegating its powers outside the provisions of the Scheme of Delegation.
  - 7.3 Council has delegated to the Chair of Council the following powers to act on the Council's behalf between scheduled meetings of the Council:
    - 7.3.1 to carry out items of routine business that would not normally merit discussion or resolution at meetings of the Council;
    - 7.3.2 to take action to implement decisions that have already been approved by the Council provided always that any such action remains within the parameters of the approval given by Council; *and*
    - 7.3.3 to take action in respect of any issue which, in the view of the Chair, under advisement from the University Secretary, is too urgent and important for consideration to be deferred until the next scheduled meeting of the Council or an emergency meeting of the Council, especially where any lack of timely action could damage the interests of the University.
  - 7.4 Where the Chair of Council has exercised their delegated authority to act on behalf of the Council pursuant to paragraph 7.3 above, a report on the action taken, together with any background documents, will be made available to Council at its next scheduled meeting where the Chair will explain the reason action was taken.
  - 7.5 Each of Senate and the Faculties may by Regulation sub-delegate the exercise of powers delegated to them under the Statutes and these Regulations, provided that details of such sub-delegations are recorded and maintained in Regulation IX (in respect of powers sub-delegated by Senate) and Regulation X (in respect of powers sub-delegated by the Faculties).
  - 7.6 Where there is delegation to a Committee of the exercise of the following powers, there shall not be any Student member of that Committee:
    - 7.6.1 any of the powers of the Senate and the Faculties regarding the award of Degrees, Fellowships, Prizes and other distinctions and examination results; *and*
    - 7.6.2 any of the powers of the Senate and Faculties, in accordance with Regulations made by the Senate, to review the progress or fitness to practise of Students or to consider academic appeals.
  - 7.7 The making of a Regulation under this paragraph shall not be taken as divesting the Council, the Senate or any Faculty of any of their powers under the Statutes or Regulations.
- 8. Meetings of the Council and its Committees and conduct of business**
  - 8.1 The Council may make Regulations for its own proceedings and the proceedings of all Committees, but subject to the Statutes and any such Regulations every Committee shall determine in consultation with the University Secretary their own procedures for the

proceedings of their meetings and the conduct of their business. The University Secretary shall publish and maintain details of such procedures of Council and of its Committees.

## 9. Committees of Council

- 9.1 The Council shall have the following sub-committees, the respective duties and terms of reference of which shall be approved by Council the respective duties and terms of reference for each shall be reviewed by the Committee annually and any amendments proposed for approval by Council:
- 9.1.1 The Council Audit and Risk Assurance Committee, which shall comprise:
- (a) four Class (3) Members of the Council, appointed by the Council; *and*
  - (b) up to five co-opted members, appointed by the Council.
- Quorum: two members of the Committee, of whom at least one should be a Member of Council.
- 9.1.2 The Council Nominations Committee, which shall comprise:
- (a) the Chair of the Council and other Pro-Chancellors;
  - (b) the President & Vice-Chancellor;
  - (c) the Provost & Deputy Vice-Chancellor;
  - (d) the Treasurer; *and*
  - (e) at times when only two Pro-Chancellors are in post, one additional member, who will normally be a member of the Council, appointed by the Council.
- Quorum: three members of the Committee, of whom members of Staff of the University shall not constitute a majority.
- 9.1.3 The Council Senior Remuneration Committee, which shall comprise:
- (a) the Chair of the Council;
  - (b) the Pro-Chancellors;
  - (c) the Treasurer;
  - (d) one other lay member of the Council, appointed by the Council.
- Quorum: three members of the Committee.
- 9.2 For the time being, the Council shall additionally have the following sub-committees, the respective duties and terms of reference for each shall be reviewed by the relevant Committee annually and any amendments proposed for approval by Council:
- 9.2.1 The Council Equality, Diversity and Inclusion Committee;
- 9.2.2 The Council Finance Committee;
- 9.2.3 The Honorary Degrees Committee (a joint committee of the Senate and the Council).
- 9.3 The Council and Senate may also, from time to time, appoint such and so many standing and special Committees as may seem to them fit and may place on them persons who are not members of the appointing bodies.

## 10. Consultation with the Senate

- 10.1 The Council shall inform, consult with or receive recommendations from the Senate in relation to matters including but not limited to the following:
- 10.1.1 when appointing a President & Vice-Chancellor, the Council shall consult with the Senate by means of the membership of a Joint Committee of the Council and the Senate;
- 10.1.2 when appointing a University Secretary, the Council shall include a member of the Senate on the relevant appointment panel;
- 10.1.3 when amending the Charter and making or amending Statutes and/or these Regulations the Council shall, in respect of matters relevant to the powers delegated to the Senate or of any Faculty, or to the sub-delegation of those powers, do so only after consultation with the Senate, and in respect of this shall communicate to the Senate the principle of every such proposal in advance of the meeting of the Council at which the business of the amendment of the Charter, Statutes and/or these Regulations is to be considered.

## **REGULATION III:**

### **Scheme of Council Delegation**

#### **Introduction**

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

The intention of the Scheme of Delegation is to provide clarity on the decision-making process and final authorities in relation to key strategic and policy matters for which the Council has the ultimate responsibility in order that the University's decision-making process is transparent and demonstrates effective accountability and good governance.

#### **How to apply the Scheme of Delegation**

The Statutes and Regulation II detail the powers of the Council that can only be exercised by the Council and cannot be delegated. These powers are set out in Section 1 of the table below.

Section 2 of the table below sets out details of the powers of Council that have been delegated and the person or committee to which the exercise of those powers has been delegated and which are therefore able to make decisions in relation to those powers on behalf of the Council. Where the Council has delegated the exercise of its powers to another person or body, the Council is still ultimately accountable for the actions taken.

The Scheme of Delegation should be used as a first point of reference for understanding where the responsibility lies for key decision-making. The Scheme of Delegation is not exhaustive as the Council is able to make decisions to delegate its powers (other than those set out at Section 1 of the table below) at any time as required in order to maintain effective governance of the University. It may also be the case that a particular project does not fall within a specified delegation in the table below; where this is the case, a common-sense approach should be taken in applying the Scheme of Delegation in order to determine the most appropriate body, committee or person to which a decision should be referred, with guidance from the University Secretary. If there is doubt as to whether there is delegated authority to make a decision, it should be assumed that no such authority is given and that the decision is reserved to Council. The University Secretary will be able to provide clarification on the application of the Scheme of Delegation.

The Scheme of Delegation is reviewed and updated on an annual basis by the Council.

<b>SECTION 1 – POWERS OF COUNCIL THAT CANNOT BE DELEGATED</b>			
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Amendments to the Charter and Statutes	Subject to the approval of the Privy Council, make and amend Statutes and amend the Charter provided that the principle of every such proposal shall be communicated to the Senate in advance of the meeting of the Council at which the business is to be considered;	4.1	Subject to the approval of Privy Council
Making Regulations other than those within the control of Senate	Make Regulations governing all matters except those relating to the powers of Senate and the duties and powers of Faculties as set out in Regulation I;	4.2	Context: see Regulation I (Responsibility for Creation and Amendment of Regulations) None, other than Financial Regulations, for which authority is delegated to Council Finance Committee (see 4.10)
Appointment/removal of the Chancellor and Pro-Chancellors	Appoint and remove the Chancellor and Pro-Chancellors;	4.3	Context: see Regulation VI (The University Officers)
Appointment/ removal of the Chair of Council and the Treasurer	Appoint and remove the Chair of Council and the Treasurer;	4.4	Context: see Regulation VI (The University Officers)
Appointment/ removal of the President & Vice-Chancellor	Appoint and remove the President & Vice-Chancellor, University Secretary, Provost & Deputy Vice-Chancellor, Vice-Presidents, Heads of Departments and other University Officers as may from time to time be determined, together with Staff of the University, and to ensure that arrangements are put in place to regulate the terms and mode of appointment, tenure of and removal from office, promotion, duties, salaries, allowances, and pensions of the Officers and employees of the University;	4.5	Context: see Regulations VI (The University Officers) and VII (The Dismissal and Removal from Office of the President & Vice-Chancellor)
Appointment/removal of the University Secretary	As above	4.5	Context: see Regulation VI (The University Officers)
Appointment/removal of the Provost & Deputy-Vice-Chancellor and Vice-Presidents	As above	4.5	Context: see Regulation VI (The University Officers)



<b>SECTION 1 – POWERS OF COUNCIL THAT CANNOT BE DELEGATED</b>			
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
<i>For information regarding the delegation of powers relating to appointment of Staff, Staff remuneration and other matters relating to the employment of Staff falling within the powers of Council conferred on it under Regulation II (4.5), please refer to Section 2 below</i>			
Approval of University’s financial statements, financial forecasts and annual budget	Govern manage and regulate all of the University's financial activities	4.11	Council Audit and Risk Assurance Committee and Council Finance Committee advise Council on various aspects
Novel and/or contentious issues	As above	4.11	Strategic policy matter for Council decision Council advised by Council Finance Committee where appropriate. A decision on whether Council Finance Committee and Council approval is required will be made by the Executive sponsor, according to the initial and ongoing risk and liability under advisement from the University Secretary with reference to the financial thresholds for capital approvals against Regulation 4.10.3.
Creation and amendment to the University's financial strategy	As above	4.11	Strategic policy matter for Council decision Council advised by Council Finance Committee where appropriate
Appointment of Bankers	As above	4.11	Strategic policy matter for Council decision Council advised by Council Finance Committee where appropriate
Purchase, refurbishment, development of land, property and equipment <b>with a value greater than £10,000,000</b>	Provide the buildings premises furniture and apparatus and other means needed for carrying on the work of the University	4.10.3	Council advised by Council Finance Committee  <i>For delegated authority where value is less than £10M, please refer to Section 2 below</i>
Amendments to the internal borrowing limit in Regulation II (4.10.4)	Borrow or raise money in any manner and, in particular, by the issue of notes, bonds, loan stock, shares, stock, warrants or any other instrument or security of any kind	4.10.4	
<i>For details as to when exercise of powers under Regulation II(4.12) may be delegated, please refer to Section 2 below</i>			

<b>SECTION 1 – POWERS OF COUNCIL THAT CANNOT BE DELEGATED</b>			
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Approval of mergers and acquisitions	Acquire any part of another institution or body or to merge the University with any other higher education institution	4.12	
Entering into major strategic alliances at institutional level	Negotiate, enter into and execute all documents, deeds, instruments, agreements, securities, options, contracts and undertakings of every kind and description whatsoever relating to or incidental to the exercise of any of the Council’s powers and to vary and cancel such contracts on behalf of the University	4.13	<i>For details as to when exercise of powers under Regulation II(4.13) may be delegated, please refer to Section 2 below</i>
Selection of Seal, Arms and Mace Custody of Seal	Select a Seal, Arms and Mace for the University and have the sole custody of the Seal	4.14	Custody of Seal delegated to the Chief Financial Officer with no further delegation
Dissolution of the University	Approve the dissolution of the University and apply to surrender the Royal Charter	4.15	

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
<i>See Section 1 above in relation to the powers of Council conferred on it under Regulation II (4.5) to appoint and remove University Officers, which cannot be delegated</i>				
Authorisation and reporting to Council of any severance payments for Senior Staff post holders (as defined by the Office for Students)	Appoint and remove the President & Vice-Chancellor, University Secretary, Provost & Deputy Vice-Chancellor, Vice-Presidents, Heads of Departments and other University Officers as may from time to time be determined, together with Staff of the University, and to ensure that arrangements are put in place to regulate the terms and mode of appointment, tenure of and removal from office, promotion, duties, salaries, allowances, and pensions of the Officers and employees of the University	4.5	Council Senior Remuneration Committee	No further delegation Context: See CUC Senior Staff Remuneration Code
Appointment of Heads of Academic Departments	As above	4.5	President & Vice-Chancellor	No further delegation
Appointment of Professors and equivalent level staff	As above	4.5	President & Vice-Chancellor	No further delegation
Appointment of all other employees of the University and issue of contracts of employment	As above	4.5	Director of HR	No further delegation
Approval of conferment of the title of Reader and promotions to Personal Chair	As above	4.5	University Reward and Recognition Panel	No further delegation
Approval of recommendations for the regrading/promotion of all other employees	As above	4.5	Director of HR	Further delegation to Vice-President & Head of Faculty or, in respect of AMRC, NAMRC and AMRC-TC staff, the Vice-President & Head of the AMG
Termination of employment contracts and dismissal of employees	As above	4.5	Director of HR	No further delegation

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Authorisation of any payments associated with ill-health and early retirements	As above	4.5	Director of HR	No further delegation Senior Staff fall within the remit of the Council Senior Remuneration Committee
Reaching settlements, including statutory, contractual and non-contractual payments, in line with employment legislation and approved internal procedures	As above	4.5	Director of HR	No further delegation Senior Staff fall within the remit of the Council Senior Remuneration Committee
Issuing of agreements for services with contractors/workers	As above	4.5	Director of HR	No further delegation
Requesting criminal activity reports from the Disclosure and Barring Service for relevant post holders in line with approved procedures	As above	4.5	Director of HR	No further delegation
Negotiation and agreement of collective terms and conditions of employment	As above	4.5	Director of HR	No further delegation
Negotiation and agreement of individual contracts of employment	As above		Director of HR	No further delegation
Conferment of appointments for staff following successful probationary period	As above	4.5	Director of HR following approved recommendation of Vice-President & Head of Faculty or, in respect of AMRC, NAMRC and AMRC-TC staff, the Vice-President & Head of the AMG	No further delegation

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Conferment of visiting, honorary, emeritus and other academic titles on non-employees in line with agreed procedures	As above	4.5	Director of HR following approved recommendation of Vice-President & Head of Faculty or, in respect of AMRC, NAMRC and AMRC-TC staff, the Vice-President & Head of the AMG	No further delegation
Hearing of concerns raised by aggrieved staff in accordance with the University of Sheffield Grievance Policy and Procedure	Consider, adjudicate upon and if thought fit redress any grievances of the Officers, staff or students of the University	4.6	Director of HR	No further delegation Context: see Grievance Policy and Procedure
Consideration of protected disclosures made in the public interest: investigation and hearing of related matters	As above	4.6	Director of HR	No further delegation Context: see Public Interest Disclosure Policy
Consider matters of research misconduct: investigation and determining of matters of research misconduct	As above	4.6	Director of HR	No further delegation Context: see Policy and Procedures for investigating and responding to allegations of research misconduct
Grievances submitted by students or graduates of the University:  (a) decision as to whether or not a substantive case exists  (b) review of grievance, if held to be substantive	As above	4.6	a) a Vice-President other than that of the student's or graduate's Faculty  b) Case Review Panel	No further delegation Context: see Student Complaints Procedure

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Overall responsibility, subject to the Charter and Statutes and to Regulation III 4.7 below, for learning, teaching and academic standards	Review the learning, teaching and academic standards of the University	4.7	Senate	Further delegation to Senate Education Committee and its sub-committees
Overall responsibility, subject to the Charter and Statutes and to Regulation III 4.7 below, for research	Promote and make provision for research within the University and to require reports from time to time on such research	4.8	Senate	Further delegation to Senate Research and Innovation Committee and its sub-committees and to Senate University Research Ethics Committee
Provision of services to support the welfare of students	Provide for the welfare of the students	4.9	The President & Vice-Chancellor	Further delegation to the Chief Operating Officer
Banking activities such as bank signatories	Govern, manage and regulate all of the University's financial activities	4.10	Council Finance Committee	Further delegation of activities and authority levels detailed within the Financial Regulations
Creation and amendment to the Financial Regulations and supporting policies.	As above	4.10	Council Finance Committee	No further delegation  Council receives retrospective reporting on changes from Council Finance Committee  Changes to supporting policies detailed within the Financial Regulations
Commercialisation of Intellectual Property	As above	4.10	Council Finance Committee	Further delegation detailed within the Financial Regulations
Agreement of tuition fees where the University has discretion to determine the fee levels	As above	4.10	The President & Vice-Chancellor, advised by UEB	Further delegation detailed within the Financial Regulations (supporting policy 9) Further delegation to UEB Strategic Advisory Group - Student Recruitment and Population
Agreement of student accommodation fees	As above	4.10	Council Finance Committee	Further delegation detailed within the Financial Regulations
Investment of funds	Invest any monies belonging to the University	4.10.1	Council Finance Committee	Further delegation detailed within the Financial Regulations and supporting policies Council receives retrospective reporting on activities through Council Finance Committee

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Management of endowments	Manage endowment funds belonging to the University	4.10.1	Council Finance Committee	Further delegation detailed within the Financial Regulations and supporting policies Council receives retrospective reporting on activities through Council Finance Committee
Leases of land and property	Sell buy exchange lease and accept leases of real and personal property on behalf of the University;	4.10.2		Approval will mirror tiered approach adopted for Capital Project approval (see 4.10.3)
Leases of equipment	As above	4.10.2	Follows capital project approvals route (see 4.10.3) where significant equipment lease  Council Finance Committee for other items	Approval will mirror tiered approach adopted for Capital Project approval (see 4.10.3)
Purchase, refurbishment, development of land, property and equipment	Provide the buildings premises furniture and apparatus and other means needed for carrying on the work of the University	4.10.3	£10m and over: no delegation  £5m and over and up to £10m: Council Finance Committee (Council on request and for information)	Council is advised by Council Finance Committee  No further delegation within these parameters Council receives retrospective reporting from Council Finance Committee

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
			<p>£1m and over and up to £5m: Council Finance Committee</p> <p>£50k and over and up to £1m: Council Finance Committee</p>	<p>Further delegation within these parameters to the President &amp; Vice-Chancellor, advised by UEB and UEB Estates and Capital Sub-Group or the UEB Complex Projects Oversight Group in the case of complex projects as designated by UEB or UEB IT Sub-Group in the case of IT capital expenditure</p> <p>Further delegation to two signatories: Chief Financial Officer or an Authorised Financial Officer and one of the Provost &amp; Deputy Vice-Chancellor or Director of Estates &amp; Facilities Management</p> <p>Capital expenditure within these parameters should not normally be authorised without consideration of whether input is required from UEB Estates and Capital Sub-Group or UEB IT Sub-Group as required</p>
<p>Purchase, refurbishment, development of land and property</p> <p><b>Offline approval route in exceptional circumstances</b></p>	As above	4.10.3	Council and Council Finance Committee Chair approval	<p>No further delegation</p> <p>Initial approval through UEB Estates and Capital Sub-Group or UEB IT Sub-Group in the case of IT capital expenditure and University Executive Board</p> <p>Business cases provided to the next meetings for formal notification of approval route taken</p>
Acquisition of management information systems	As above	4.10.3	Council and Council Finance Committee	Follows capital project approvals route (see 4.10.3)



<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Sale of land and property	As above	4.10.3	Council and Council Finance Committee	Approval will mirror tiered approach adopted for Capital Project approval (see 4.10.3) Further delegation detailed within the Financial Regulations Council receives retrospective reporting from Council Finance Committee
Disposal of Furniture and Equipment (other than for recycling or scrap)	As above	4.10.3	Council and Council Finance Committee	Further delegation detailed within the Financial Regulations
Ability to borrow money and give security:  (a) Amendments to the internal borrowing limit  (b) Authority to borrow up to the internal borrowing limit	Borrow or raise money in any manner and, in particular, by the issue of notes, bonds, loan stock, shares, stock, warrants or any other instrument or security of any kind	4.10.4	Council	Council is advised by the Council Finance Committee
As indicated by the Regulation	Refinance, replace or reorganise any capital, finance or credit previously raised or obtained by the University	4.10.5	As per borrowing ability at 4.10.4 above	As per borrowing ability at 4.10.4 above
As indicated in the Regulation	Guarantee, support or secure (whether or not receiving any consideration or benefit) the payment, repayment or discharge of any monies, debts or liabilities, or the performance or observance of any obligations, by any person or undertaking (whether incorporated or unincorporated) in relation to any transaction whatsoever	4.10.6	Council advised by Council Finance Committee	No further delegation Council powers articulated to cover a wide range of potential situations Specific process and authority to be defined depending on the nature of the transaction

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
As indicated in the Regulation	Create or grant a mortgage, charge, pledge, lien or encumbrance of any kind over, or enter into any type of transaction (including accepting options) in relation to, all or any of the undertaking, property or assets of the University (present and future)	4.10.7	Council advised by Council Finance Committee	No further delegation Council Powers articulated to cover a wide range of potential situations Specific process and authority to be defined depending on the nature of the transaction
As indicated in the Regulation	Provide indemnities in respect of every kind of claim, proceeding, tax, liability, loss, expense, failure, default or contingency, with or without securing the indemnity by a mortgage charge, pledge, lien or other encumbrance	4.10.8	Council Finance Committee Council approval required if indemnities are secured.	No further delegation Council Powers articulated to cover a wide range of potential situations. Specific process and authority to be defined depending on the nature of the transaction
As indicated in the Regulation	Enter into any agreement or arrangement as to the subordination or priority of any debts, liabilities or encumbrance (of any kind) incurred at any time either by, or in favour of, the University;	4.10.9	Council Finance Committee	No further delegation Council Powers articulated to cover a wide range of potential situations. Specific process and authority to be defined depending on the nature of the transaction
As indicated in the Regulation	Enter into any contract with any party the purpose or purported purpose of which is to protect the University and its assets: (a) against any fluctuation in rates of exchange, interest or an index of stocks, bonds or commodity prices; (b) in order to secure a profit or avoid a loss in respect of the value or price of property of any description; or (c) any similar or comparable contract; provided that any monies borrowed, raised or guaranteed by the University or value of assets charged shall not at any time exceed in aggregate the sum of £330,000,000	4.10.10	Council advised by Council Finance Committee	New borrowings and refinancing approved by Council on the advice of the Council Finance Committee. Further delegation detailed within the Financial Regulations Council receives retrospective reporting from Council Finance Committee concerning treasury management
<b><i>See Section 1 above in relation to the powers of Council conferred on it under Regulation II (4.12) which cannot be delegated</i></b>				

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
University companies: creation, investment, alteration, disposal of rights held by the University	Carry on any of the University's activities by or through any body corporate or unincorporated, and whether or not a subsidiary within the meaning of such term in the Companies Act 2006 (as amended from time to time) or in collaboration or by way of joint venture with such body corporate or unincorporated	4.11	Council Finance Committee	Council receives retrospective reporting from Council Finance Committee Council approval should be sought for creation of a major subsidiary, on the recommendation of the Council Finance Committee, to be decided by the Chief Financial Officer according to the initial and ongoing risk and liability under advisement from the University Secretary with reference to the financial thresholds for capital approvals against Regulation 4.10.3.
Contracts for the supply of goods and services to third parties	Negotiate, enter into and execute all documents, deeds, instruments, agreements, securities, options, contracts and undertakings of every kind and description whatsoever relating to or incidental to the exercise of any of the Council's powers and to vary and cancel such contracts on behalf of the University	4.13	Council Finance Committee	Further delegation detailed within the Financial Regulations Where a contract is material in terms of financial value, risk, term or the nature of the activity (informed by a risk/benefit analysis), approval should be sought from Council Finance Committee and/or Council
Contracts for the purchase of goods and services from third parties (non- capital)	As above	4.13	Council Finance Committee	Further delegation detailed within the Financial Regulations Where a contract is material in terms of financial value, risk, term or the nature of the activity (informed by a risk/benefit analysis), approval may be sought from Council Finance Committee and/or Council

<b>SECTION 2: POWERS DELEGATED BY COUNCIL</b>				
<b>ACTIVITY</b>	<b>POWER OF COUNCIL REGULATION II(4)</b>	<b>REG NO.</b>	<b>DELEGATED AUTHORITY</b>	<b>FURTHER INFORMATION AND CONTEXT</b>
Executing documents by deed	As above	4.13	Any member of Council and one of: <ul style="list-style-type: none"> <li>• the President &amp; Vice-Chancellor;</li> <li>• the Provost &amp; Deputy Vice-Chancellor;</li> <li>• a Vice-President;</li> <li>• an Authorised Financial Officer</li> </ul>	No further delegation Context: see Regulation XIII for the procedure for executing deeds Council receives retrospective reporting on its application
Major funding applications and acceptance of research grants	As above	4.13	The President & Vice-Chancellor	Detailed within the Financial Regulations (Regulation 10.3) and supporting policy 10)
Decisions relating to non-financial commitments (e.g. confidentiality agreements, material transfer agreements, not-for-money research contracts)	As above	4.13	The President & Vice-Chancellor	Further delegation to the Vice-President for Research and Innovation
Memoranda of Agreement	As above	4.13	The President & Vice-Chancellor	Further delegation to the Director, Global Engagement and (if financial implications) the Authorised Financial Officer
Memoranda of Understanding	As above	4.13	The President & Vice-Chancellor	Further delegation to the Director, Global Engagement

## **REGULATION IV:**

### **The Auditor**

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

**REGULATION V:  
The Members of the University**

1. The following persons shall be Members of the University:
  - The University Officers:
    - The Chancellor;
    - The Pro-Chancellors;
    - The President & Vice-Chancellor;
    - The Provost & Deputy Vice-Chancellor;
    - The Vice-Presidents;
    - The Treasurer;
    - The University Secretary;
  - The Members of the Council;
  - The Members of the Senate;
  - The Emeritus Professors;
  - The Alumni of the University;
  - The Members of the Staff of the University;
  - The Students of the University;
  - Such other persons as shall under Regulation be granted the status of Members.
2. Membership of the University shall continue so long only as one at least of the qualifications above enumerated shall continue to be possessed by the individual Member.

## **REGULATION VI: The University Officers**

### **1. The Chancellor**

- 1.1 The Chancellor shall be appointed by the Council and shall be installed at a Congregation of the whole University.
- 1.2 Pursuant to Article 6 of the Charter, the duties of the Chancellor shall be:
  - 1.2.1 to act as the titular head of the University entitled to confer degrees and other academic awards of the University; *and*
  - 1.2.2 to undertake such ceremonial and formal duties as the Council may request from time to time.
- 1.3 The Chancellor shall not hold any paid appointment in the University.
- 1.4 The Chancellor shall hold office for a period of five years from the date of installation but the Council may extend the Chancellor's tenure of office for one further period of not more than five years.
- 1.5 The Chancellor may resign by letter addressed to the University Secretary and may be removed for good cause by the Council after the Chancellor has been given the opportunity to make representations against their removal.

### **2. The Chair of Council**

- 2.1 The Council shall appoint a Chair of the Council who shall by virtue of that office be a Pro-Chancellor.
- 2.2 The Chair of the Council shall not hold any paid appointment in the University.
- 2.3 The duties of the Chair of the Council shall be:
  - 2.3.1 to be responsible for the leadership of the Council and ensure that the business of the Council is carried out efficiently and effectively for the furtherance of the University's Objects and in accordance with the University's instruments of governance, the principles of public life drawn up by the Committee on Standards in Public Life, and the public interest governance principles drawn up by the Office for Students;
  - 2.3.2 to seek advice from the University Secretary in any case of uncertainty as to the performance of their duties or the business of the Council; *and*
  - 2.3.3 to undertake such other duties as may be specified by the Council.
- 2.4 Subject to the Statutes, the Chair of the Council shall hold office for four University years and shall be eligible for re-appointment for one further such term.
- 2.5 In the event of a casual vacancy occurring in the office of Chair of the Council, the Council may appoint an Acting Chair to hold office for the remainder of the University year.
- 2.6 The Chair of Council may be removed by the Council in accordance with Regulation II.

### **3. The Pro-Chancellors**

- 3.1 Pro-Chancellors other than the Chair of the Council shall be appointed by the Council.
- 3.2 The Pro-Chancellors shall not hold any paid appointment in the University.
- 3.3 The duties of the Pro-Chancellors shall be:
  - 3.3.1 to support the Chair of the Council in meeting their responsibilities, including chairing meetings of the Council during the absence of the Chair or during a vacancy in the office of the Chair of Council;
  - 3.3.2 to take lead roles for assurance in relation to particular aspects of the Council's business as may be specified by the Council;
  - 3.3.3 to chair meetings of such Committees and undertake such other duties as may be specified by the Council including the conferment of degrees and other academic awards of the University.
- 3.4 A Pro-Chancellor appointed under this Regulation shall, subject to the Statutes, hold office for four University years and shall be eligible for re-appointment for one further such term.
- 3.5 A Pro-Chancellor may be removed by the Council in accordance with Regulation II.

**4. The Treasurer**

- 4.1 The Treasurer shall be appointed by the Council.
- 4.2 The Treasurer shall not hold any paid appointment in the University.
- 4.3 The duties of the Treasurer shall be:
  - 4.3.1 to work with the Chair of the Council to seek to ensure that the Council exercises efficient and effective use of the resources of the University for the furtherance of its Objects and in accordance with the Office for Students' continuing conditions of registration relating to financial sustainability;
  - 4.3.2 to chair meetings of the Council Finance Committee and the Investment Group; *and*
  - 4.3.3 to undertake such other duties as may be specified by the Council.
- 4.4 Subject to the Statutes, the Treasurer shall hold office for four University years and shall be eligible for re-appointment for one further such term.
- 4.5 In the event of a casual vacancy occurring in the office of Treasurer, the Council may appoint an acting Treasurer to hold office for the remainder of the University year.
- 4.6 The Treasurer may be removed by the Council in accordance with Regulation II.

**5. The President & Vice-Chancellor**

- 5.1 The President & Vice-Chancellor shall be appointed to that position by the Council after recommendation by a Joint Committee of the Council and the Senate.
- 5.2 The President & Vice-Chancellor shall by virtue of their office be a Member of Council.
- 5.3 Pursuant to Article 7 of the Charter, the President & Vice-Chancellor shall be the chief executive of the University, the accountable officer to the Office for Students and the Chair of Senate and shall in the absence of the Chancellor be entitled to confer degrees and other academic awards of the University.
- 5.4 Subject to the Statutes, the President & Vice-Chancellor shall hold office for a period of seven years and shall be eligible for re-appointment for further periods.
- 5.5 A President & Vice-Chancellor who is also a Professor of the University may continue to hold the latter office on retirement from the office of President & Vice-Chancellor.
- 5.6 The President & Vice-Chancellor may be removed by the Council in accordance with Regulation VII.

**6. The Provost & Deputy Vice-Chancellor**

- 6.1 The Provost & Deputy Vice-Chancellor shall be appointed by the Council on the recommendation of a Committee chaired by the President & Vice-Chancellor. Membership of the Committee shall include staff appointed by the President & Vice-Chancellor.
- 6.2 Subject to Section 6 of the Statutes, the Provost & Deputy Vice-Chancellor shall hold office for an initial period not exceeding five years, and shall be eligible for re-appointment.
- 6.3 The duties of the Provost & Deputy Vice-Chancellor shall be:
  - 6.3.1 to act for the President & Vice-Chancellor during the absence of the President & Vice-Chancellor or during a vacancy in the office of President & Vice-Chancellor;
  - 6.3.2 to assist the President & Vice-Chancellor in such matters as may be specified by the President & Vice-Chancellor;
  - 6.3.3 to carry out such other duties as may be specified by the President & Vice-Chancellor and the Council.
- 6.4 The Provost & Deputy Vice-Chancellor may be removed by the Council.

**7. The Vice-Presidents**

- 7.1 Vice-Presidents shall be appointed by the Council on the recommendation of a Committee chaired by the President & Vice-Chancellor. Membership of the Committee shall include staff appointed by the President & Vice-Chancellor.
- 7.2 Subject to Section 6 of the Statutes, a Vice-President shall hold office for an initial period not exceeding five years, and shall be eligible for re-appointment, or shall be appointed on an open-ended basis, as determined by the Committee referred to at 7.1 above and recommended to Council.
- 7.3 The duties of a Vice-President shall be:



- 7.3.1 to act for the President & Vice-Chancellor during the absence of the President & Vice-Chancellor and Provost & Deputy Vice-Chancellor or during a vacancy in the office of President & Vice-Chancellor and Provost & Deputy Vice-Chancellor;
  - 7.3.2 to assist the President & Vice-Chancellor in such matters as may be specified by the President & Vice-Chancellor;
  - 7.3.3 to carry out such other duties as may be specified by the President & Vice-Chancellor and the Council.
- 7.4 A Vice-President may be removed by the Council in accordance with Regulation II.

**8. The University Secretary**

- 8.1 The University Secretary shall be appointed by the Council on the recommendation of a Committee chaired by the President & Vice-Chancellor. Membership of that Committee shall include staff appointed by the President & Vice-Chancellor and the Senate.
- 8.2 The University Secretary shall be the Secretary of the Council and the Senate.
- 8.3 The University Secretary may be removed by the Council in accordance with Regulation II.

## REGULATION VII:

### The Dismissal and Removal from Office of the President & Vice-Chancellor

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

## REGULATION VIII:

### Definitions

1. **As provided for in the Charter and Statutes:**
  - 1.1 **“Academic Staff”** means:
    - 1.1.1 any employee employed by the University to engage directly in, or carry out teaching, learning and research in an academic context under the terms of their contract of employment;
    - 1.1.2 such other senior Members of Staff as may be determined by Council from time to time.
  - 1.2 **“Charter”** means the Charter of the University.
  - 1.3 **“Council”** means the Council of the University.
  - 1.4 **“Objects”** means the objects of the University set out in the Charter, being to advance education through teaching and research.
  - 1.5 **“Regulations”** means the Regulations of the University.
  - 1.6 **“Research Staff”** means any employee employed by the University to engage directly in, or carry out research.
  - 1.7 **“Senate”** means the Senate of the University.
  - 1.8 **“Staff”** means all persons employed by the University.
  - 1.9 **“Statutes”** means the Statutes of the University which shall be interpreted in such a way as not to conflict with the Charter.
  - 1.10 **“Student”** means any registered student of the University.
  - 1.11 **“Students' Union”** means the body known as "The University of Sheffield Union of Students".
  - 1.12 **“Teaching Staff”** means any employee employed by the University to engage directly in, or carry out teaching and learning.
  - 1.13 **“University”** means the University of Sheffield.
  - 1.14 **“University Year”** means the period of 12 calendar months ending on the last day of July in each year or on such other day in each year as the Council shall determine.
2. **In addition:**
  - 2.1 **“Authorised Financial Officer”** means the Chief Financial Officer, Director of Finance, Assistant Directors of Finance, Commercial Director or interim authorised delegate.
  - 2.2 **“Chancellor”** means an Officer of the University with the title of Chancellor appointed in accordance with Regulation VI.
  - 2.3 **“Committee”** means a committee or sub-committee of Council constituted in accordance with these Regulations.
  - 2.4 **“Equality Duty”** means the public sector equality duty on public authorities set out in section 149 of the Equality Act 2010.
  - 2.5 **“Faculty”** means an academic faculty of the University, the powers and details of which are set out in Regulation X.
  - 2.6 **“Member”** means a member of the University pursuant to Regulation V.
  - 2.7 **“Member of Council”** or **“Council Member”** means a member of the Council appointed in accordance with Regulation II.
  - 2.8 **“Office for Students”** means the Office for Students, a non-departmental public body of the Department for Education, acting as the regulator and competition authority for the higher education sector in England, and includes any successor body
  - 2.9 **“President & Vice-Chancellor”** means an Officer of the University with the title of President & Vice-Chancellor appointed in accordance with Regulation VI and pursuant to Article 7 of the Charter.
  - 2.10 **“Pro-Chancellor”** means an Officer of the University with the title of Pro-Chancellor appointed in accordance with Regulation VI.

*Definitions*

- 2.11 **“Professional Staff”** means any member of Staff other than Academic, Teaching or Research Staff employed by the University to provide professional and support services under the terms of their contract of employment.
- 2.12 **“Professor”** means a member of Academic Staff who has been appointed as professor by the University.
- 2.13 **“Provost & Deputy Vice-Chancellor”** means an Officer of the University with the title of Provost & Deputy Vice-Chancellor appointed in accordance with Regulation VI.
- 2.14 **“Scheme of Delegation”** means the summary of the powers of the Council set out in Regulation III and which includes a non-exhaustive list of powers that have been delegated by Council to a University Officer, member of Staff or Committee in accordance with the Statutes and Regulation II.
- 2.15 **“Seal”** means the seal of the University applied to documents signed or executed as a deed, in accordance with Regulation XIII and Financial Regulations.
- 2.16 **“Senior Academic Officer”** means the Provost & Deputy Vice-Chancellor and the Vice-Presidents.
- 2.17 **“Treasurer”** means an Officer of the University with the title of Treasurer appointed in accordance with Regulation VI.
- 2.18 **“University Officer”** shall mean those persons holding the offices set out in Regulation VI and includes any deputy appointed in accordance with these Regulations.
- 2.19 **“Vice-President”** means an Officer of the University with the title of Vice-President appointed in accordance with Regulation VI, for the purposes of Regulations I to XIII, and otherwise has the meaning conferred in Regulation XIV.

## **REGULATION IX:**

### **The Senate**

#### **1. Powers of the Senate**

- 1.1 The Senate shall have the following powers:
  - 1.1.1 To award Degrees, Fellowships, Scholarships, Prizes and other Distinctions and to confirm examination results.
  - 1.1.2 To review, confirm, amend or disallow any decision of a Faculty concerning the progress and fitness to practise of a student.
  - 1.1.3 To regulate subject to the Charter and Statutes the admission of persons to courses of the University.
  - 1.1.4 To make after report from the Faculties concerned all Regulations for giving effect to the Statutes relating to courses of study.
  - 1.1.5 To make Regulations for the discipline of the students of the University and to suspend or expel any student when thought necessary.
  - 1.1.6 To make Regulations as to the review by the Faculties of the progress and fitness to practise of students.
  - 1.1.7 To review, confirm, amend or disallow a recommendation to withdraw a Degree, Fellowship, Scholarship, Prize or other distinction.
  - 1.1.8 To report to the Council on Statutes or proposed changes to the Charter and Statutes.
  - 1.1.9 To formulate and modify or revise schemes for the organisation of Faculties of the University and for determining the province of each Faculty and also to report to the Council as to the expediency of the establishment at any time of other Faculties or as to the expediency of the abolition combination or sub-division of any Faculties.
  - 1.1.10 To fix (subject to any conditions made by the Founders which are accepted by the Council) the times and mode and conditions of competitions for Fellowships, Scholarships, Prizes and other Distinctions.
  - 1.1.11 To report on any other matter referred to or delegated to it by the Council.
  - 1.1.12 To discuss and declare an opinion on any matter whatsoever relating to the University.

#### **2. Composition of the Senate**

- 2.1 The Senate shall consist of:
  - 2.1.1 The President & Vice-Chancellor.
  - 2.1.2 The Provost & Deputy Vice-Chancellor.
  - 2.1.3 The Vice-Presidents & Heads of Faculty.
  - 2.1.4 The Vice-President for Education and the Vice-President for Research & Innovation.
  - 2.1.5 The following Faculty Officers:
    - (a) the Directors of Education;
    - (b) the Directors of Research and Innovation.
  - 2.1.6 Subject to paragraph 2.1.10, Heads or acting Heads nominated from the following Departments to the Senate by and from each of the Faculty, with the number from each Faculty (including extra-Faculty nominees) being equal to those set out in accordance with 2.1.7 below:

Advanced Manufacturing Research Centre (AMRC); Advanced Manufacturing Research Centre – Training Centre (AMRC-TC); Architecture; Automatic Control and Systems Engineering; Chemistry; Chemical and Biological Engineering; Civil and Structural Engineering; Computer Science; East Asian Studies; Economics; Education; Electronic and Electrical Engineering; English; Geography; History; Information School; Landscape Architecture; Languages and Cultures; Law; Lifelong Learning; Management; Materials Science and Engineering; Mathematics and Statistics; Mechanical Engineering; Music; Nuclear Advanced Manufacturing Research Centre (NAMRC); Philosophy; Physics and Astronomy; Politics; Psychology; School of Allied Health Professions, Nursing and Midwifery; School of

- Biosciences; School of Clinical Dentistry; School of Journalism, Media and Communication; School of Medicine and Population Health; Sheffield Methods Institute; Sociological Studies; and Urban Studies and Planning.
- 2.1.7 Academic, Teaching, and Research Staff of the University in Grades 7 and above elected by and from that population in each of the Faculties (including extra-Faculty staff). Such representatives shall normally hold office for three years, with approximately a third being open to election each year. These shall be elected by Faculty constituencies, the total to be divided in number in proportion to the size of the electorate in each Faculty (including an extra-Faculty constituency), to be determined annually.
- 2.1.8 Student members comprising six in total from:
- (a) the President;
  - (b) the Education Officer;
  - (c) four other representatives nominated by the Students' Union.
- 2.1.9 Professional Services staff members comprising six in total from:
- (a) the Chief Operating Officer;
  - (b) the University Librarian;
  - (c) four Professional Services staff in Grades 7 and above elected by and from the Professional Services staff of the University.
- 2.1.10 In the case of a Faculty having fewer Departments from which to nominate under paragraph 2.1.6 than the number of positions to be filled, the Faculty will nominate additional persons of sufficient seniority or equivalence to fill all available positions.
- 2.2 Members appointed under paragraph 2.1.8 and 2.1.9 shall be members only in respect of the powers of the Senate under paragraphs 1.1.4 to 1.1.12.
- 2.3 Deputies are not permitted except in the following categories and subject to the following conditions, who may appoint a deputy for a specific meeting:
- 2.3.1 a Head or acting Head of Department may appoint a deputy from the Heads of Department of the Faculty concerned;
  - 2.3.2 the Director of Library Services and Chief Operating Officer may only appoint a deputy from their own direct reports;
  - 2.3.3 an Officer of the Students' Union who is a member under paragraph 2.1.8 may appoint a deputy from the Officers of the Students' Union or the Students' Union Council members nominated for this purpose by the President of the Students' Union;
  - 2.3.4 the University Secretary must be notified in advance by the member of Senate that they have nominated a deputy for the specific meeting.
- 2.4 Twenty members of the Senate, including not fewer than eleven members of the senior academic staff (Professors and Heads of Department), shall form a quorum.
- 2.5 In these Regulations "Head of Department" means the Head or Chair of the relevant Department, and "Department" includes, where appropriate, Centre, Division, School or Unit where Senate intends them to have the related delegated powers and as such they are listed in 2.1.6 above.
- 2.6 The Senate shall, in addition to the members in 2.1 above, co-opt such members as may be necessary to ensure that:
- 2.6.1 the senior members of the academic staff (Heads of Department and Professors) shall constitute the majority of the Senate;
  - 2.6.2 Chairs of Senate committees not otherwise in the membership of the Senate are ex-officio members.
- 2.7 The University Secretary attends as Secretary to the Senate.

### **3. Validity of Decisions of the Senate**

- 3.1 Decisions taken at a meeting of the Senate shall not be invalidated because of:
- 3.1.1 a procedural defect of which the Senate is unaware at the time, provided that the defect, once identified, is at the earliest reasonable opportunity brought to the

attention of the Senate and the Senate is asked to consider whether the decision should stand;

- 3.1.2 a technical defect in the appointment of a Senate Member of which the Senate is unaware at the time;
- 3.1.3 a technical defect in the giving of notice of which the Senate is unaware at the time;
- 3.1.4 a vacancy in the membership of the Senate.

**4. Delegation of Powers of the Senate**

4.1 Subject to Regulation II: (4), powers of the Senate shall be delegated as follows:

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

## REGULATION X:

### The Faculties

**1. Faculties of the University**

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

**2. Powers of the Faculties**

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

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

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

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

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

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

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

**3. Delegation of the Powers of the Faculties**

3.1 Subject to Regulation II: (4), powers of the Faculties shall be delegated as follows:

	<i>Power delegated</i>	<i>Body whose power is delegated</i>	<i>Officer or committee to whom the power shall be delegated</i>
3.1.1	The power to recommend to the Senate upon the award of first Degrees, Diplomas and Certificates, undergraduate Prizes and other distinctions and examination results within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Vice-President & Head of Faculty, Faculty Director of Education or designate authorised by the Faculty
3.1.2	The power to recommend to the Senate upon the award of higher Degrees, Diplomas, Certificates and Prizes within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Vice-President & Head of Faculty, Faculty Director of Education, Faculty Director of Research and Innovation or designate authorised by the Faculty



*The Faculties*

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

## **REGULATION XII:**

### **The Conferment and Withdrawal of Degrees**

#### **1. Congregations and Conferment of Degrees**

- 1.1 Congregations of the whole University for the conferring of Degrees or other purposes shall be presided over by the Chancellor or in their absence by the President & Vice-Chancellor or in the absence of both by a Pro-Chancellor or the Provost & Deputy Vice-Chancellor or a Vice-President.
- 1.2 Unless otherwise determined by Regulation, all Degrees shall be conferred at a congregation of members of the University to be held for that purpose, at such time and place as the Council may determine, but at least once a year; and Degrees, other than Honorary Degrees, may be conferred upon persons in absentia on conditions approved by the Senate.
- 1.3 Honorary Degrees shall be conferred after approval by a Joint Committee of the Senate and the Council.

#### **2. Withdrawal of Degrees and Distinctions**

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

## REGULATION XIII:

### The Execution of Contracts and Deeds

#### Preamble

#### 1. Contracts and Deeds

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

#### 2. Execution as a Deed

- 2.1 In general, the circumstances that the University may come across where a deed is required include:
- 2.1.1 conveyances of land, or of any interest in land and certain mortgages;
  - 2.1.2 leases of land for terms over 3 years;
  - 2.1.3 assents, legal charges of land and transferring title to property; *and*
  - 2.1.4 the grant of powers of attorney.
- 2.2 A deed may be preferred where:
- 2.2.1 there is doubt about whether there is adequate consideration under the agreement; (i.e. the lack or low value of any payment by one party in exchange for a benefit from the other, for example where a guarantee is given by a third party);
  - 2.2.2 the parties to a contract wish to take advantage of an extended period to bring an action for breach of contract (12 years under a deed as opposed to 6 years under a contract); *and*
  - 2.2.3 a contract is subsequently varied or otherwise amended and it is not clear whether all the parties are providing fresh consideration.
- 2.3 It is conventional to use a deed where:
- 2.3.1 a vendor covenants with a purchaser to indemnify it against certain tax liabilities;
  - 2.3.2 there is an assignment of intellectual property;
  - 2.3.3 there is a release of a security; *and*
  - 2.3.4 a guarantee is given to a bank for amounts previously advanced.
- 2.4 Where there is any doubt as to whether an agreement should be executed as a deed, legal advice should be sought. If there is doubt then the preferred position would be to execute the agreement as a deed to ensure that the terms are fully enforceable.

#### 3. Procedure for the Execution of Deeds by the University

- 3.1 In the event that it is determined that an agreement is required or preferred to be executed by the University as a deed, an application shall be made to the Finance Department in the format prescribed from time to time by the Finance Department (and which shall be made available on request), such format to always include the requirement to provide evidence of the approval (whether by the Council or under its delegated authority as may be provided in the Scheme of Delegation or separate delegation) of:
- 3.1.1 the overall project of which the agreement to be executed as a deed forms a part; *and*
  - 3.1.2 the terms of the agreement itself with such evidence to include details of the date of the approval and by whom.
- 3.2 The University shall enter into an agreement by deed by affixing the Seal in the presence of:
- 3.2.1 any member of Council; *and*
  - 3.2.2 any one of the following:
    - (a) the President & Vice-Chancellor;
    - (b) the Provost & Deputy Vice-Chancellor;
    - (c) a Vice-President;
    - (d) an Authorised Financial Officer.

**“Authorised Financial Officer”** is defined as the Chief Financial Officer, Director of Finance, Assistant Directors of Finance, Commercial Director or interim authorised designate.

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

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

Member of Council

[Title of officer]

**4. Execution under Hand/Execution of Agreements**

- 4.1 The Seal does not need to be used every time the University wishes to enter into a legal agreement. The authority of staff to enter into agreements for and on behalf of the University is prescribed in the University's Financial Regulations.
- 4.2 There is, however, nothing to preclude the application of the Seal to such agreements and the mere inclusion of the Seal will not render the agreement a deed.

# SIGNIFICANT CHANGES TO THE GENERAL UNIVERSITY REGULATIONS

## Regulations XIV to XXVI

### Significant changes made to General Regulations 2023-24

<i>Section of Calendar</i>	<i>Key change (see relevant section for detail)</i>	<i>Senate approval</i>	<i>Takes effect</i>
REGULATION XIV: General Regulations for First Degrees	Reinstating terminology for “registration” rather than “enrolment”.	June 2023	Academic Year 2023-24
REGULATION XIV: General University Regulations on Students on Taught Programmes (paragraph 27)	Clarification the requirements apply to PGT students on specific clinical programmes returning from a Leave of Absence on medical grounds.	March 2023	Academic Year 2023-24
REGULATION XIV: General University Regulations (paragraphs 29-55)	Changes to comply with UK Visas and Immigration (UKVI) rules and guidance.	December 2022	Immediate effect
REGULATION XIV: General University Regulations on Fees (paragraphs 38-49)	Clarification that the payment of University fees can only be made via the University Payment Pages.	March 2023	Academic Year 2023-24
REGULATION XIV: General Regulations for First Degrees (new paragraph 55)	New paragraph on change of status.	June 2023	Academic Year 2023-24
REGULATION XIV: General University Regulations (paragraph 56(e))	Exceptions for registration on a corresponding programme at a partner organisation.	June 2023	Academic Year 2023-24
REGULATION XV: General Regulations for First Degrees (paragraphs 8-11)	Updates to reflect the revised University study abroad and placement offer that allows all undergraduate students the opportunity to complete an optional study abroad or placement year.	June 2023	Academic Year 2023-24
REGULATION XV: General Regulations for First Degrees (paragraphs 18-19)	Clarifications on registration for programmes and units.	June 2023	Academic Year 2023-24
REGULATION XV: General Regulations for First Degrees (paragraphs 50-60)	Changes to reflect the change to the University’s degree algorithm for calculating degree classifications.	March 2023	Academic Year 2023-24

*Significant Changes to General University Regulations*

REGULATION XVI: Regulations for the Degree of PhD in all Faculties (paragraphs 1, 3(d) and (e), 4(d) and (e))	Removal of redundant categories of student registration.	March 2023	Academic Year 2023-24
REGULATION XVI: Regulations for the Degree of PhD in all Faculties (paragraph 3(a) and (b))	Removal of out-of-date information on periods of study, registration and tuition fee payment.	March 2023	Academic Year 2023-24
REGULATION XVI: General Regulations for Higher Degrees by Research (paragraph 6)	Update of nomenclature from “special candidates” to “change of candidature”.	March 2023	Academic Year 2023-24
REGULATION XVI: Regulations for the Degree of PhD or EngD undertaken in an EPSRC Centre for Doctoral Training	Addition of the possibility of part-time student registration.	March 2023	Academic Year 2023-24
REGULATION XVI: Regulations for the Degree of MPhil in all Faculties (paragraphs 1(c), (e) and (f), 2(b), (d), (f) and (g) and 3(c), (e) and (f))	Removal of redundant categories of student registration.	March 2023	Academic Year 2023-24
REGULATION XVI: Regulations for the Degree of MPhil in all Faculties (paragraph 2(a) and (b))	Removal of specific caveats that are no longer used.	March 2023	Academic Year 2023-24
REGULATION XVI: Regulations for the Degree of DSc, Regulations for the Degree of DEdPsy, Regulations for the Degree of MSc(Res), Regulations for the Degree of LLM by Research	Regulations removed as these programmes closed some years ago.	March 2023	Academic Year 2023-24
REGULATION XXII: Regulations Relating to the Discipline of Students	Changes to clarify the powers devolved under the Regulation to ensure that only officers of the University have the powers to apply penalties and/or to put in place precautionary measures and to amend the makeup of the Discipline Pool.	October 2023	Academic Year 2023-24

# REGULATION XIV:

## General University Regulations

### APPLICATION AND INTERPRETATION

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

- 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 (including the Extra-Faculty Education Committee) in which the relevant degree or other qualification is located;

“**FHEQ**” means the Framework for Higher Education Qualifications in England, Wales and Northern Ireland published by the Quality Assurance Agency;

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

**“Head of Department”** means the Head or Chair of the relevant Department (and, where two or more Departments are concerned, the Heads of those Departments) or a person nominated by the Head of Department to act on his or her behalf;

**“Higher Degree”** includes a Postgraduate Diploma and Postgraduate Certificate;

**“Hospital Staff candidate”** means a candidate who is a member of staff or a research worker in a hospital or centre which is a functional part of one of the Schools of the Faculty of 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;

**“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; *and*
- (b) holds an appointment for the duration of the minimum period of registration (usually two years for the Degree of PhD, two years during the research element of the degrees of DMedSci and EdD, one year for the Degrees of MPhil and LLM, and nine months for the Degree of MMus); *and*
- (c) in the case of a person holding an appointment arising from external finance, is not prevented from becoming a candidate by the terms of the contract between the sponsoring body and the University or the member of staff concerned;

**“Vice-President”** means the Vice-President of the Faculty, the Chairman of the Extra-Faculty Education Committee or a designate nominated by that person;

**“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 accordance 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 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, or the Extra-Faculty Education Committee, Regulations prescribing the courses of study, examinations and other requirements for Degrees and other qualifications of the University.

#### JOINT AWARDS

13. A Degree, Diploma or Certificate may be awarded jointly by the University and one or more other institutions ('the partner institution') under the terms of a scheme agreed between the University and the partner institution and approved by the Senate.
14. Any such scheme will:
  - (a) prescribe (or establish a mechanism for prescribing):
    - (i) the nature and location of the programme of study or research to be pursued by a student;
    - (ii) the nature and location of the examination, ensuring that for each subject or group of subjects there will be at least one Examiner of the University and one External Examiner who will be independent of the University and the partner institution;
    - (iii) the procedure by which changes in the programme of study or research or in the examination are to be considered;
    - (iv) the fees to be paid and the procedure for their payment;
    - (v) the circumstances in which a candidate is required to register as a student of this University;
    - (vi) in the case of a programme of research: the arrangements for supervision, ensuring that there will be at least one supervisor from the University and at least one from the partner institution; the minimum period of study of the programme of research; the language of the thesis; the requirements for the Research Training Programme; and the arrangements for academic appeals;
  - (b) provide so far as this University is concerned:
    - (i) that the programme of study or research and the examination will be contained in Regulations of the Senate;
    - (ii) that no award may be made except in pursuance of a resolution of the Senate.
15. A candidate for a joint award will, for such periods as 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 Costume may make provision as to the Academic Costume appropriate to the Degree or other award.

#### **SEMESTERS**

18. There will be two semesters in each academic year, to be known as the Autumn and Spring semesters. A semester will comprise a period of fifteen weeks.
19. The dates of semesters will be fixed by the Council on the recommendation of the Senate.

#### **MINIMUM AGE FOR ADMISSION**

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

#### **ACADEMIC REQUIREMENTS FOR ADMISSION<sup>1</sup>**

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

#### **OTHER REQUIREMENTS FOR ADMISSION**

23. A student who has previously:
  - (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 Department has been obtained. Any registration may be revoked in the case of an unacceptable disclosure.

#### **HEALTH REQUIREMENTS**

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

26. Where the Vice-President is satisfied, having regard to 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;

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

- (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<sup>2&3</sup>

**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.
- 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 his or her 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

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

<sup>3</sup> Regulations 29-37 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students at City College (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

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<sup>4</sup>

**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 online payment system.
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. Students considering withdrawing from their programmes of study or research should consult the Head of Department and seek appropriate advice before leaving the University.
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.

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<sup>4</sup> Regulations 38-49 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students at City College (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

## ATTENDANCE<sup>5</sup>

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. However, an Affiliated Institutions Staff candidate may pursue a programme of research in the Affiliated Institution, a Hospital Staff candidate in the relevant hospital or centre, and a designated college candidate in the designated college.
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. 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.
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. Any Leave of Absence period lasting longer than 12 months will be subject to a fitness to resume check;
  - (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. Academic Departments 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) 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;
  - (e) 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;
  - (f) 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;
  - (g) apply for a change in programme, department, faculty, mode of attendance or research topic via the Change of Candidature process within Research Services (research students only).

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<sup>5</sup> Regulations 50-54 apply to students in the Sheffield-based Faculties. Additional Regulations apply to students at City College (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

Students should discuss any requests for a Change of Status with their principal department 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 academic department(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.

### STUDY FOR OTHER DEGREES

56. 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.

### UNIVERSITY EXAMINATIONS, DEGREES AND DISTINCTIONS

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

### TRANSCRIPTS

61. Where a person has:
- (a) completed a programme of study for a Degree, Diploma or Certificate; *or*
  - (b) requires evidence of credits obtained in the University;
- the President & Vice-Chancellor will, at the request of such a person, provide a Transcript in a form approved by the Senate which will specify for each unit for which that person registered the Level at which it was offered and its value in terms of credits, and will certify the grades awarded and the credits (if any) obtained.



## NOTES FOR STUDENTS ON REGISTRATION<sup>6</sup>

### 1. The Registration Process

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

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

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

1.2 Students must register at the start of each relevant academic session. Students not able or willing to register may be required to request a Change of Status, such as a Leave of Absence; or they may wish to withdraw from their programme of study.

1.3 The Student Registration Record

- 1.3.1 A student's Registration Record should be up to date and accurate at all times; this includes a student's correspondence address and contact information.
- 1.3.2 Students are required to verify and confirm their personal and contact data at the time of registering, to ensure that the details held by the University are correct.
- 1.3.3 At registration, a student's identification document will be checked and his or her name will be entered into the corresponding university student record as it appears on their identity documentation. It is the responsibility of the student to ensure that any changes or inaccuracies in their name, as it appears in their student record, are reported at the earliest possible opportunity.
- 1.3.4 Once registered, students are responsible for maintaining their personal and contact details in their Registration Record.
- 1.3.5 Any changes must be communicated promptly either online via My Record in MUSE or in writing to Student Administration Service or the Student Services Information Desk.

1.4 Registering after a Leave of Absence

- 1.4.1 A student wishing to resume their studies following a Leave of Absence will be required to register in order to resume their programme of study.
- 1.4.2 Students who have been on a Medical Leave of Absence must 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 departmental advice about the process for confirming medical fitness to resume their studies.
- 1.4.3 Students returning from Maternity Leave or Leave of absence on non-medical grounds do not need to make an appointment with the University Health Service.
- 1.4.4 All students returning from Leave of Absence will be contacted by the University shortly before it is due to end and will be asked to confirm whether they will be resuming their studies. It is important that students respond to this request so that appropriate advice and instruction can be given. Failure to respond within the allocated time period may result in a student's registration

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<sup>6</sup> NOTES FOR STUDENTS ON REGISTRATION 1-6 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students at City College (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

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 a Leave of Absence will be applied to this Registration Record in order to allow progression onto the MSc.
- (b) Students will also be required to register as a new student on the MSc programme. Students on this pathway should read and follow the registration instructions carefully to ensure they understand what is required of them.

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

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

### 1.5.2 International students:

- (a) Students who are sponsored by the University under 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 SSiD in writing. It is not sufficient for the student to inform their department of their address, as this may not be recorded in the University's central records.
- (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 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 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 Students may not register for the same module 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 Academic departments may provide additional Add/Drop guidance and instructions and students should consult their departments and check the relevant Programme Regulations for more information before making their choices.
- 3.6 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, 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 respond to repeated reminders relating to outstanding tuition fee payments, the University may suspend their registration temporarily 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<sup>7</sup>

### 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?

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<sup>7</sup> NOTES FOR STUDENTS ON TUITION FEES 1-4 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students at City College (<http://www.citycollege.sheffield.edu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

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

- 1.9 Overseas students who expect to qualify for a Home rate of tuition fee at a point after the start date of their programme should defer their entry to the University. Detailed advice can be obtained from the University's Admissions Service.

## 2. Tuition Fees

- 2.1 The University's Home and Overseas tuition fees are listed online via the Student Services Information Desk webpages.
- 2.2 Tuition fees may increase in line with inflation.
- 2.3 Tuition fees for Overseas Students are fixed at the start of the programme, and remain unchanged in subsequent years, with the exception of fees for Medical and Dental programmes which incur a clinical fee in the final years of the course and for Integrated Programmes (where a student might progress on from a Master's to a Research degree). The fixed fee guarantee is only available to students who remain on the course to which they were originally admitted; if a student changes their course, they may be subject to a higher or lower rate of fee in subsequent years of study.
- 2.4 Students who opt to change programmes should be aware that this may lead to a change in the level of their tuition fee.
- 2.5 Different fee levels apply to students who:
- 2.5.1 are on 'Placement', such as on a Year Abroad or a Year in Industry/Employment;
  - 2.5.2 are on a repeat period of study (with tuition);
  - 2.5.3 are on an Intercolated degree course: students who intercalate pay the relevant annual tuition fee for the new undergraduate or postgraduate course. Students who wish to intercalate at another university are not required to pay tuition fees to the University; MBChB/BDS students who return to their MBChB/BDS course should note that if they intercalate on a postgraduate course, their future funding from Student Finance England may be affected. Students should contact the Medical School for advice;
  - 2.5.4 spend between one and three years 'In Practice' (e.g. in the School of Architecture);
  - 2.5.5 are classed as 'Remote Location';
  - 2.5.6 attend as an 'External Candidate' to resit examination(s) only, i.e. do not intend to attend classes: resit fees are payable subject to the number of credits being re-examined;
  - 2.5.7 choose to do a 'Languages for All' module. Fees are determined by:
    - (a) the number of credits/modules taken;
    - (b) the student's current 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 at registration.
- 3.2 The Financial Declaration requires students to:
- 3.2.1 acknowledge and agree to the rate of fee they are being charged;
  - 3.2.2 confirm they have the funds to cover their tuition fees and living costs for the duration of their course;
  - 3.2.3 disclose how their tuition fees will be paid (by means of personal funds, a loan or sponsor funding);
  - 3.2.4 agree to pay their tuition fees by means of a university-approved payment plan; students should note that fees are payable in each academic session.
- 3.3 UK/EU students should confirm whether they have applied for, and are expecting to, receive a loan from Student Finance.
- 3.4 Sponsored students will be required to provide evidence of their funding and to acknowledge their personal tuition fee liability in the case of their sponsor failing to settle their fees.

- 3.5 Postgraduate Research students expecting to be in receipt of a University Scholarship or funding from a Research Council should advise the University via the Financial Declaration.
- 3.6 Postgraduate Taught students will be asked to confirm if they have previously studied at the University.

#### 4. Payment of Tuition Fees

- 4.1 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: [www.sheffield.ac.uk/registration/tuitionfees/sponsored-students](http://www.sheffield.ac.uk/registration/tuitionfees/sponsored-students). Fees from a sponsor must be paid in full upon receipt of an invoice. Students should note that The University does not issue receipts for payments made in advance; the cardholder will receive an email confirming payment.
- 4.4 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 Reward; the application/eligibility process is part of the registration process;
  - 4.4.2 self-funded overseas students may be eligible to apply for a Faculty/Country Scholarship;
- 4.5 Students should make every effort to honour the agreement to pay tuition fees by ensuring that they have sufficient funds in their bank account when the payment is due. If a student becomes aware that they may face difficulties in meeting a payment, they must contact the Student Fees and Funding Team in the Student Administration Service **in advance of the payment date**, in order to discuss a possible alternative payment arrangement. If the payment does not reach the University as agreed with prior notice, students may have their registration and computer facilities cancelled. They may be required to settle all outstanding fees before they are permitted to re-register and the University may withdraw the option to pay in instalments.
- 4.6 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 operates a Tuition Fee Refund Policy. A student may be eligible for a refund if he/she:
  - 4.8.1 takes a leave of absence or withdraws from the University, with the following exceptions:
    - (a) where the period of leave of absence ends in the same academic year;
    - (b) if the student is a Postgraduate Research student and the leave of absence is for a period of less than six months within the same academic session (for PGR students, the registration start date marks the start of a twelve month academic session);
  - 4.8.2 transfers or downgrades from a Masters' qualification to a Diploma or Certificate qualification (unless the student has received teaching/supervision for the higher award or the transfer or downgrade is the result of a failure to progress on the higher qualification);
  - 4.8.3 submits their thesis early (having paid all fees due to cover the minimum fee paying period);
  - 4.8.4 starts or leaves their English Language Teaching Centre programme earlier than expected.

## **REGULATION XV:**

### **General Regulations for First Degrees**

#### **SCOPE OF THESE REGULATIONS<sup>1</sup>**

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 Department.
4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
5. Where a Regulation enables or requires a student to make a choice, the student's choice requires approval. The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a student to make a choice between units, for the student's choice of units. Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to students.

#### **ATTENDANCE OTHER THAN FOR UNIVERSITY QUALIFICATIONS**

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

#### **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.

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<sup>1</sup> Additional Regulations apply to students at City College  
(<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).



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.

#### **RECOGNITION OF CREDITS AND EXAMINATIONS**

14. 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) the work attracting the credits has not been and will not be submitted for any other Degree; *and that*
  - (b) a Bachelor’s Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan or MPhys may not, without the special permission of the Senate, be awarded to any student who has not been awarded at least 180 credits at 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.

15. Permitted exceptions to 14 are as follows:
- (a) exceptions to 14 (a) and (b) are permitted in the case of apprenticeship-related and pre-registration nursing programmes which are subject to external requirements<sup>2</sup>.
  - (b) exceptions to 14 (a) are permitted in the case of collaborative dual/double award programmes with the permission of Senate.
  - (c) exceptions to 14 (b) are permitted in the case of non-modular programmes.

#### **AEGROTAT CASES**

16. 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.
17. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing a substantial part of the Final Examination for a Degree, and are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the examination but that it is impossible to determine the appropriate class in which the student should be placed, they may recommend that the student be awarded an Aegrotat Degree.

#### **REGISTRATION FOR PROGRAMMES AND UNITS**

18. 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.
19. 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.
20. Except where the Regulations for a programme of study expressly so provide or special permission is given under arrangements approved by the Vice-President of the Faculty, 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.
21. A student may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester will be made only with the permission of the Faculty.

#### **EXAMINATIONS**

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<sup>2</sup> The following apprenticeship-related and pre-registration nursing programmes are specified for the purposes of regulations 15, 48, and 50.

Faculty of Engineering:

AMRU07 MAINTENANCE ENGINEERING (FdEng)  
AMRU21 and AMRU23 MANUFACTURING TECHNOLOGY (FdEng)  
AMRU20 MECHANICAL MANUFACTURE (FdEng)  
AMRU08 and AMRU09 MECHANICAL MANUFACTURE (BEng)  
AMRU10 and AMRU11 MANUFACTURING TECHNOLOGY (BEng)  
AMRU12 and AMRU13 MAINTENANCE ENGINEERING (BEng)  
AMRU14 and AMRU15 MECHANICAL MANUFACTURE (BEng)  
AMRU16 and AMRU17 MANUFACTURING TECHNOLOGY (BEng)  
AMRU18 and AMRU19 MAINTENANCE ENGINEERING (BEng)  
AMRU24 MANUFACTURING TECHNOLOGY (BEng)

Faculty of Health:

NURU152 NURSING ASSOCIATE (Fd Nursing Associate)  
NURU149 NURSING (Adult) (BMedSci)  
NURU153 NURSING (Adult) (BMedSci)  
NURU154 NURSING (Adult) (BMedSci)

Faculty of Social Sciences:

SCSU13 SOCIAL WORK (BA (Hons))  
SCSU12 SOCIAL WORK (BA (Hons))

22. 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.
23. In Year 1, a second examination in respect of each unit will be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to students who have failed in the first examination.
24. 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.
25. 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**

26. Subject to the requirements of these Regulations as to attendance, a student who satisfies the Examiners in the examination for a unit will be awarded the credits assigned to that unit.
27. A student who has achieved the pass grade and met all other pass criteria in any unit may not resit that unit.

#### **FOUNDATION YEAR**

28. 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.
29. A student who is awarded 120 credits in Year 0 will pass the Foundation Year.
30. 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**

31. 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.
32. A student who is awarded 120 credits will pass the Year and may progress.
33. Where the Regulations for a particular programme of study provide for a phase of the programme to be intercalated (for example a session spent abroad in a programme of study in a modern language), a student will in addition complete the requirements of that phase bearing a value in terms of credits prescribed in the relevant programme Regulations.

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

34. 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**

35. 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**

36. **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

37. **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

38. **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

39. 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.

40. 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

41. 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

42. **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

43. **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

44. **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

45. A student who fails any unit may apply to resit:
- (a) on two occasions for a Year 1 unit;
  - (b) on one occasion for a Year 2 or 3 unit, or for any units on a non-modular programme of study.
46. 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.
47. 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

48. **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

49. **In respect of units in Year 0 or FHEQ Levels 4, 5 and 6**

- (a) The Examiners will award in respect of each unit a grade expressed as a whole number of the following numerical scale:

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

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

#### In respect of units at FHEQ Level 7

- (b) The Examiners will award in respect of each unit a grade expressed as a whole number of the following numerical scale:

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

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

## CLASSIFICATION OF STUDENTS

### Credit Requirements

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

50. 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.
51. 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.
- At 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.
52. 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

53. 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*
  - (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) but who fails to meet any other criteria may be recommended for the award of a Pass Degree.
54. 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; *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.
- At student who has been awarded at least 360 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.
55. 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 220 credits have been awarded in Years 2 and 3; *or*
  - (b) at least 250 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.

## Classification

### Calculation of Bachelor's Degrees

56. 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 in Year 2, Year 3 and, where applicable, Year 4, except in the cases of apprenticeship top-up programmes, where the recommendations will normally take into account the performance of the student in Year 3 only.
57. The class will be determined using a weighted mean calculation as follows: Year 2 and 3 (FHEQ Levels 5 and 6) using weightings of 33.3% (FHEQ Level 5) and 66.7% (FHEQ Level 6), unless an alternative calculation is required for external accreditation. 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

58. The class will be determined using a weighted mean calculation as follows: Years 2 to 4 (FHEQ Levels 5, 6 and 7) using weightings of 20% (FHEQ Level 5), 40% (FHEQ Level 6) and 40% (FHEQ Level 7), 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

59. The following thresholds and borderlines will be used to inform the degree class when the weighted mean grade calculation in paragraphs 57 or 58 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.

60. 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

61. A student who has achieved a mean grade of 60 or above in respect of all units in Year 1 and Year 2 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 in Year 2, 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 Year 1 and Year 2 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 in Year 2, will be eligible for the award of a Foundation Degree with Distinction.

## SUBSTITUTION OF UNITS

62. 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.
63. 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

64. 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 Level 2 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**

65. An award of Certificate of Higher Education is not classified.
66. 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 Level 1 and Level 2; *or*
  - (b) a grade of 60 or above in at least 160 credits has been obtained, of which 100 credits or more are at Level 2 or above.
67. 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 Level 1 and Level 2; *or*
  - (b) a grade of 70 or above in at least 160 credits has been obtained, of which 100 credits or more are at Level 2 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 FacultiesAnd to the coursework element of:
  - the Degree of EdD
  - the Degree of DCLinDent
  - the Degree of DCLinPsy
  - the Degree of DDSc
  - the Degree of DEdCPsy
  - the Degree of DEdPsy
  - the Degree of DMedSci
  - the Degree of EngD
  - PhD with Integrated Studies
2. These Regulations are subject to provisions relating to a specific Higher Degree, and to the General Regulations for Higher Degrees by Research, where a programme of study includes a programme of research and a thesis, provided that where any programme of study is designated as a non-modular programme, Regulations 13 to 19 will not apply to that programme.

#### **MINIMUM QUALIFICATIONS FOR ADMISSION AS A STUDENT**

3. A person may be admitted as a student who:
  - (a) is a recognised graduate and who has attained a standard at least equivalent to that of a good Honours Degree in a subject related to that of the proposed programme of study; *or*
  - (b) has passed a qualifying examination in such a subject at a standard equivalent to 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 Department.
6. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.

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

#### **RECOGNITION OF CREDITS AND EXAMINATIONS**

10. The Faculty may recognise credits 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 Examiners will award in respect of each unit or other part of the programme of study a grade expressed as a whole number on the numerical scale set out in Regulation 44(b) of the General Regulations for First Degrees.

#### **AWARD OF CREDITS**

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

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

17. A student who is awarded 180 credits will 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 Department.
24. A student will state in the dissertation the sources from which the information it contains is derived and the extent to which the student has made use of the work of others.
25. A student may not submit a dissertation a substantial part of which consists of material which has been submitted for any other Degree or qualification.

### **FAILURE**

#### **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, DDMSc, 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.

## **General Regulations for Higher Degrees by Research**

### **SCOPE OF THESE REGULATIONS**

1. These regulations apply to:
  - the Degree of PhD in all Faculties
  - the Degree of PhD with Integrated Studies (in respect of the programme of research and thesis)
  - the Degree of PhD with integrated taught award
  - the Degree of PhD and EngD undertaken in an EPSRC Doctoral Training Centre
  - 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 DDSc
  - the Degree of DEdPsy (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 DMedSci (in respect of the programme of research and thesis)
  - the Degree of DSpecMed (Dermatology)
  - the Degree of EngD
  - the Degree of MD
  - the Degree of MPhil in all Faculties
  - the Degree of MPhil with integrated taught award
  - the Degree of MSc(Res) (in respect of the research project)
  - the Degree of LLM by research
  - the Degree of MMus by research
2. These Regulations are subject to Programme Regulations relating to a specific Higher Degree, and/or to the General Regulations for Higher Degrees, 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 by the Faculty, and must satisfy the University that they are fit by reason of their ability, experience and training to undertake the Degree.

### **STUDENT CLASSIFICATION**

4. A person may be admitted as a student in one of the following categories, unless stated otherwise in the relevant Programme Regulations:
  - (a) full-time student candidate; *or*
  - (b) part-time student candidate; *or*
  - (c) University staff candidate.
5. A full-time or part-time student candidate may apply for admission as a University staff candidate at any time within one year after the commencement of the programme of research, on the proviso that any checks that may be required on their employment, application or immigration status can be completed and cleared within this period.

### CHANGE OF CANDIDATURE

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

### SUPERVISORS

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

### RESEARCH AWAY FROM THE UNIVERSITY

10. A full-time or part-time student may pursue the whole or part of the programme of research at a specified place away from the University, in accordance with a remote location scheme approved by the Senate, or a Memorandum of Agreement for a remote location scheme with a specific institution. To apply for a remote location scheme, students must:
  - (a) be an International student not resident in the UK; *and*
  - (b) meet the normal entry requirements for the programme of research for which they are applying; *and*
  - (c) accept adequate supervisory arrangements for the research scheme acceptable to the relevant faculty of the University; *and*
  - (d) prove access to the necessary library, computing and other research facilities required to successfully undertake the programme of research within the required period.

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

### RECOGNITION OF ATTENDANCE AT OTHER INSTITUTIONS

11. The Senate may recognise, as part of the period of research, some or all of the time already spent in another institution by a student under approved supervision on research relevant to the subject of the thesis, provided that:
  - (a) the work done during that time has been approved by the Faculty as of sufficiently high standard; *and*
  - (b) the work has not been and will not be submitted for any other Degree; *and*
  - (c) the remaining period of research is normally at least the minimum period of study.

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

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

## EXTENSIONS

15. Time-limits may, for good reason, be extended for one year by the Faculty, and in exceptional cases, by a further period which would not normally exceed an additional year, by the Senate on the recommendation of the Faculty.

## LEAVE OF ABSENCE

16. 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 the Senate on the recommendation of the Faculty.

## DOCTORAL DEVELOPMENT PROGRAMME

17. 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.
18. A student will undertake an individual programme of training and skills development 'Doctoral Development Programme' during each year (or other appropriate period of study) based on the outcomes of the Training Needs Analysis, to be agreed in consultation with the supervisory team subject to the approval of the Head of Department and the Faculty.
19. 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.
20. The submission of a Data Management Plan is required for confirmation of candidacy of all students.
21. A student will not be awarded the degree unless the Faculty has confirmed the student's satisfactory completion of the Doctoral Development Programme.
22. 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

23. 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.
24. 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.
25. 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.
26. 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*.
27. 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
28. 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.
29. If, on the recommendation of the Examiners, a student is required to submit a revised thesis, such a submission will be within one year of the date of notification of the first result.

30. For first submission and resubmission, a student is required to submit the thesis to Turnitin, according to the procedure operating in the relevant department (Turnitin is a text matching tool that is licensed for use in the University of Sheffield as an aid in the prevention of unfair means). The version of the thesis submitted to Turnitin must be an exact copy of the version submitted for examination.
31. 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.
32. 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 to the University Library, following the procedures outlined in the *Code of Practice for Research Degree Programmes*.
33. 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**

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

The following special provisions apply to particular categories of student:

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

#### **Regulations for the Degree of PhD in all Faculties**

1. A person may be admitted as a student in one of the following categories:
  - (a) full-time student candidate;
  - (b) part-time student candidate;
  - (c) University Staff candidate.
2. For students commencing the programme of study and research on or after 1 August 2019:  
a student's registration for the Degree of PhD will be considered probationary until such time as the candidate successfully passes the departmental Confirmation Review. A student may be permitted a maximum of two attempts to pass the Confirmation Review. The 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 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.

#### **PERIOD OF STUDY, REGISTRATION AND TUITION FEE PAYMENT**

3. The programme of research will be pursued for not less than the following periods unless an extended minimum period of study is approved by the Faculty on the basis of significant additional programme content (such as compulsory advanced training, placements, internships, enterprise activities or similar) and/or on the recommendation of the funder:
  - (a) full-time student candidates, two years;
  - (b) part-time student candidates, four years;
  - (c) University Staff candidates, a period not less than two years determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so the total time devoted to the research will not be less than that required of a full-time student candidate (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 3(a) applies).



4. The normal period of registration and tuition fee payment will be as follows unless an extended period of registration and tuition fee payment is approved by the Faculty on the basis of significant additional programme content (such as compulsory advanced training, placements, internships, enterprise activities or similar) and/or on the recommendation of the funder:
  - (a) full-time student candidates, three years;
  - (b) part-time student candidates, six years;
  - (c) University Staff candidates, two years (except in the case of a person admitted as a University Staff candidate as a condition of external funding and who would otherwise have been admitted as a full-time student candidate, in which case Regulation 4(a) applies).

#### **CHANGE OF PROGRAMME**

5. A student may, with the permission of the faculty, transfer to another programme of study at the same, or lower, FHEQ level. Where a student changes from a programme in one department or Faculty to a programme in a different department or Faculty, the permission of both departments 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**

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.

#### **FAILURE**

7. 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 department 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 Department 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 department<sup>1</sup> 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:
  - (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) **(For students commencing the programme of study and research on or after 1 August 2019)**

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

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

1. A person may be admitted as a full-time or a part-time student candidate.
2. A candidate will be admitted initially as a student for the Degree of PhD/EngD or as a student for a Postgraduate Diploma, the latter being applicable only to students within the Centre for Doctoral Training in Advanced Metallic Systems and having a start date prior to 2019.
3. A student admitted initially for a Postgraduate Diploma approved for this purpose and who has obtained not less than *one hundred and twenty* credits may be permitted to become instead:
  - (a) a student for the Degree of PhD/EngD *and where applicable also*
  - (b) a student for an appropriate Postgraduate Diploma in professional skills, as specified in the Programme Regulations.

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<sup>1</sup> 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.

4. A student for the Degree of PhD/EngD and, in the case of students within the Centre for Doctoral Training in Advanced Metallic Systems having a start date prior to 2019, also for the appropriate Postgraduate Diploma in professional skills, will:
  - (a) pursue the programme of research for not less than three years on a full-time basis; *and*
  - (b) pursue the appropriate Postgraduate Diploma in professional skills on a part-time basis.
5. A student who successfully completes the requirements of the programme of study and research for the Degree of PhD/EngD may be awarded that Degree, and a student who successfully completes the requirements of the programme of study for the appropriate Postgraduate Diploma in professional skills may be awarded that Diploma.

#### **Regulations for the Degree of PhD by Publication in all Faculties**

1. A person may be admitted as a candidate in the following category:
  - (a) University Staff candidate.
2. A person may be admitted as a candidate who:
  - (a) is a member of staff of at least two years' standing, *or* is the holder of at least two years' standing of an Honorary Academic Title conferred by the University; *and*
  - (b) is not a member of staff solely as a condition of external funding and who would otherwise have been admitted as a full-time student candidate; *and*
  - (c) has been deemed qualified for admission by the Faculty; *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 Senate, transfer registration from the Degree of PhD to registration for the Degree of PhD by Publication; the power to grant this permission may be devolved to Faculties where the Senate deems this appropriate.
4. The normal period of registration will be no longer than 12 months.
5. The time-limit for the presentation of the published work will be 12 months.
6. An academic advisor will be appointed to provide guidance to the candidate on the presentation of the published work. The academic advisor will be a senior member of the academic staff of the University who is familiar both with the standard required and with the candidate's field of work.
7. A candidate 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 co-ordinator. 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 Senate decides on the recommendation of the Faculty that the Degree be not awarded, a candidate may not make another submission for the degree within two years of the first candidature.
14. A candidate will submit a final copy of the thesis in line with the General Regulations for Higher Degrees by Research.

#### **Regulations for the Degree of MD by Publication in all Faculties**

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

14. A candidate will submit a final copy of the thesis in line with the General Regulations for Higher Degrees by Research.

#### **Regulations for the Degree of MPhil in all Faculties**

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

#### **MINIMUM PERIOD OF STUDY**

2. The programme of research will be for not less than the following periods:
  - (a) full-time student candidates, one year;
  - (b) part-time student candidates, two years;
  - (c) University Staff candidates, a period not less than one year determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so that the total time devoted to the research will not be less than that required of a full-time student candidate.

#### **TIME-LIMITS**

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

#### **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.

#### **Regulations for the Degree of EngD**

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

occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

#### **Regulations for the Degree of MD**

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

#### **Regulations for the Degree of DSpecMed (Dermatology)**

1. A person may be admitted as a student who:
  - (a) has a degree in Medicine from a reputable institution, followed by at least two years' experience in hospital or general medical practice, or a year of dermatology experience; *and*
  - (b) has an MSc in Dermatology from King's College, University of London, Cardiff University or University of Hertfordshire, or another reputable institution as judged by the Faculty; *and*
  - (c) has two satisfactory references from previous teaching or learning institutions and one reference from the student's funder or international sponsor.
2. A student's registration for the Degree of DSpecMed (Dermatology) will be considered probationary until such time as:
  - (a) the student successfully passes the departmental Confirmation Review, as outlined in the General Regulations for Higher Degrees by Research; *and*
  - (b) the student successfully passes the assessment at the end of year two.
3. Assessment at the end of year two shall include:
  - (a) Submission of a thesis to the standard expected for the Degree of MD, in accordance with the Regulations for Higher Degrees by Research; *and*
  - (b) Successful completion of an oral examination in matters relevant to the subject of the thesis; *and*
  - (c) Successful completion of an interview with a panel of experts appointed by the Faculty.
4. Students who fail to meet the requirements of assessment at the end of year two shall:
  - (a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*
  - (b) be awarded instead a Master's Degree; *or*
  - (c) be permitted to become instead a student for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.
5. Students who do not wish to continue to pursue the Degree of DSpecMed (Dermatology), or who do not progress satisfactorily in years 3-5 (as determined by the department), but who successfully complete the requirements of Regulation 3 (a) and (b), may be awarded an MD in Clinical Dermatology.
6. Students who, after completing the minimum period of study (as defined in the *Code of Practice for Research Degree Programmes*), satisfactorily complete the requirements of the course as determined by the department, may be awarded the Degree of DSpecMed (Dermatology).

#### **Regulations for the Degree of MMus by research**

1. A student who fails to satisfy the Examiners may be permitted, on the recommendation of the Examiners, to present a revised thesis, or take a further oral examination, or both.

## **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 Board concerning the contribution of the candidate in cases of collaboration.
6. At least two External Examiners shall independently report to the Board 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 three sets of the following:
  - (a) a statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate's effort must be clearly indicated;
  - (b) a statement giving full details of any other Degree or Diploma for which the work, in whole or in part, may have been submitted; *and*
  - (c) a classified list of the submitted published work.
5. At least two External Examiners shall independently report to the 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<sup>1</sup>

#### INVIGILATED EXAMINATIONS

1. A student will not use or attempt to use any unfair means (e.g. plagiarism) and will not communicate with or attempt to communicate with any other students. Answers must be the candidate's own work. Where other material is quoted, the student will state the source(s) from which it is derived.
2. A student will only use the answer book and continuation paper supplied in the examination hall by invigilators. All rough work should be completed using the paper provided and should be handed in at the end of the examination. The supply of additional material is at the discretion of the invigilator. This regulation should be read in conjunction with note 21 in *Notes for Students on Invigilated Examinations*.
3. All unauthorised material (such as revision notes, books and data tables) and electronic devices (such as electronic dictionaries, mobile or Smartphones, radios and personal audio equipment) will be left outside the examination hall or surrendered to an Invigilator before entering the hall. Any material required for any particular examination will be provided in the hall. (If students are permitted to introduce books, notes or other material into an examination hall, they will be informed by the Department concerned, and the nature and extent of the authorised material will be stated on the question paper.)
4. No part of an answer book will be torn off and all answer books and other material supplied in the examination hall will be left behind on students' desks at the end of the examination.
5. A student whose first language is not English may use a dictionary during examinations, provided that:
  - (a) the student has obtained the written permission of the Vice-President of the relevant Faculty or the Faculty's representative;
  - (b) the student presents the dictionary (which should bear their name and registration number) together with the written authority for inspection of the Chief Invigilator at the beginning of each examination in which the dictionary is to be used;
  - (c) electronic dictionaries may not be used in invigilated examinations.
6. A student may use an electronic calculator in examinations (unless such use has been prohibited in any particular examination by the Examiners), subject to the following conditions:
  - (a) the calculator will be of a type officially approved in advance by the University;
  - (b) each calculator to be used in an examination will be approved in advance by the Vice-President of the relevant Faculty or by the Vice-President's representative, and such approval will be symbolised by the attachment of a distinctive marker to the calculator;
  - (c) the calculator will be presented for inspection by an Invigilator on request at the beginning of each examination in which the calculators are to be used;
  - (d) the calculator will be self-contained, battery-operated and noiseless;
  - (e) spare batteries may be taken into the examination hall, but instruction manuals, battery chargers, battery packs and spare parts are not permitted, nor any attachments which extend the capabilities of the calculator (such as printers or memory packs);
  - (f) any time signals on the calculator will be switched off before entry into the examination hall;
  - (g) a candidate who brings into the examination hall any calculator not approved in accordance with these Regulations will be considered to have used or attempted to use unfair means.
7. A student should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

#### NON-INVIGILATED EXAMINATIONS

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

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<sup>1</sup> Regulations 1-12 apply to students in all Faculties and includes City College. The Notes for Students on Invigilated Examinations apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students at City College (<https://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

- of copies required, the method of presentation (e.g. typewritten), the need to obtain an official receipt and any other special requirements.
10. Submitted material must be a student's own original work. Where other material is used, the student will state the source(s) from which the information is derived and the extent to which the student has made use of the work of others.
  11. A student should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

### **BREACH OF REGULATIONS**

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

### **NOTES FOR STUDENTS ON INVIGILATED EXAMINATIONS**

#### **Before the Examination**

1. The use of calculators in examinations  
A student wishing to use an electronic calculator in an examination should note Examination Regulation 6 and request approval for the particular calculator no later than week 10 of the relevant Semester. Approval for a calculator to be used in University examinations is granted on an individual basis and each calculator to be used must be presented by the student for the attachment of a distinctive marker.  
If you expect to use a calculator in an examination you must comply with the following instructions:
  - (a) Consult the lists of approved/prohibited models <http://www.shef.ac.uk/ssid/exams/calculator2>.
  - (b) If your calculator is shown on the list of approved models, take it to SSiD where a marker will be attached.
  - (c) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have "used or attempted to use unfair means" and disciplinary action may be taken against you.
  - (d) If your calculator is on neither list, take it to SSiD as soon as possible and preferably no later than mid-December in any year, and complete the application for it to be approved. You will be able to keep your calculator. A decision will be available before the Christmas vacation. Further applications can be considered after the Easter vacation but no later than the beginning of May in any year. Calculators which do not have external means of programming and have numeric function only will almost certainly be permitted. Among the calculators which are prohibited are:
    - (i) those having an alphabetic display of stored data (including text) or equations or alphabetic formulae; models which produce alphabetic output only in the form of messages in the normal course of operation are permissible;
    - (ii) those capable of external programmability, whether by detachable modules or the insertion of cards, tape, bar codes or cassettes, or by any other means (other programmable calculators are normally acceptable).Approval given to calculators in previous years remains valid. Any calculators which are already marked as approved do not need to be re-submitted for approval.
2. All students should read carefully the General Regulations as to Examinations.
3. **Fee:** No fee is payable when a student takes an examination at the first sitting. A re-examination fee must be paid when a student has failed at the first sitting or been absent on that occasion without good cause.
4. **Timetables:** For invigilated examinations draft timetables will be displayed in departments in week 9 or 10 of each Semester. Students are asked to check that all their papers appear on the draft. If there are any clashes or missing papers, students should contact the Student Administration Office, Level 6, Students' Union immediately. The final examination timetables will be displayed in academic departments and on the University's web-site in week 11 and 12 of each Semester. The numbers of the question papers will be indicated on the timetables and printed in bold type in the top right-hand corner of the papers. The examination halls in which papers are being held will be included on the final timetable. As desks are allocated by paper numbers, students should note the number of the paper to be taken and not just the title.
5. **UCards:** Students will write their Registration Numbers on all answer books. Students must bring their UCard (which bears the Registration Number) to every examination. Any student who does not possess

such a card must consult the Student Administration Service, Level 6, Students' Union at least 15 working days before the first examination.

6. **Anonymous marking:** The University has an anonymous marking policy which applies to all invigilated examinations. Students should familiarise themselves with the Statement of Procedures for the Anonymous Marking of Examinations.
7. **Religious beliefs:** Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), is asked to notify the Student Administration Service at the beginning of each session for which they register. **Students may request that draft examination timetables take account of religious observance requirements and should follow the procedure for notifying Religious Observance ensuring that they adhere to the deadlines given. Requests received after the relevant deadline will not be considered.** Once final examination timetables have been set, **alterations will not be made.**
8. **Individual examination arrangements:** The Student Administration Service will put in place separate examination arrangements for disabled students and those with temporary impairments, if alternative arrangements have been recommended by at least one of the following: the Disability and Dyslexia Support Service, the University Health Service, the University Counselling Service or a member of the National Network of Assessment Centres.
9. **Dictionaries:** A student whose first language is not English should note the provision of Invigilated Examination Regulation 5. Permission to use dictionaries can be requested through the Student Services Information Desk (SSiD).
10. **Illness before an examination:** A student who is taken ill prior to an examination should consult the University Health Service at the earliest opportunity in order that alternative examination arrangements can be considered and a medical report can be made to the Examiners.

#### **On the day of an invigilated examination**

11. **Personal belongings:** Students should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic bag) and preferably no items of value. Outdoor coats, large bags, brief cases etc., must be left outside the hall, in cloakrooms, if available, or in a designated area of the hall itself. (Small bags may be left on the floor by the student's desk). The University of Sheffield accepts no responsibility for any loss or damage to personal belongings. You will be unable to claim from the University if they are lost or damaged.
12. **Mobile phones and other electronic devices** (and other devices which can store text and images) must not be taken to examinations. A mobile phone is potentially a method of storing unauthorised material. See Regulation 3 for Invigilated Examinations. If taken to an examination unintentionally, they must be surrendered to an Invigilator before entering the hall. No additional time will be allowed in compensation for time taken in recording the custody of such items by the Invigilators. The return of such items to their owners after an examination may be delayed if the Invigilators are otherwise occupied by examination duties.
13. **Unauthorised material (such as revision notes):** See Regulation 3 for Invigilated Examinations.
14. **Smoking (including the use of electronic, vapour and other similar devices) and the consumption of alcoholic drinks** is not allowed in the examination halls.
15. **Admission to the hall:** Students will be admitted to the hall a few minutes before the start of each examination at the discretion of the Chief Invigilator.
16. **Absence:** If, for no good reason, a student fails to attend an examination, special papers will not be set and the student will be deemed to have failed.
17. **Late arrival and early departure:** Students who are more than 30 minutes late for an examination will not be admitted. A student will not be allowed to withdraw from an examination until 40 minutes have elapsed. Any student leaving an examination early should raise their hand and wait for an Invigilator to collect examination material from their desk. Any student leaving an examination must do so quietly and take great care not to disturb other students. No student will be allowed to leave during the last ten minutes of an examination.
18. **Seating arrangements in examination halls:** Students should read carefully the seating arrangements which will be set out on the noticeboard outside the examination hall, noting that there may be more than one examination taking place in the hall. Students are not allowed to reserve seats for themselves beforehand. Invigilators may require students to move to alternative seats.
19. **On the examination desk** the student will find the question paper, answer books, an attendance slip and any ancillary materials provided for the particular examination.

20. **During the few minutes before the examination begins**, students must:
- listen carefully to any announcements the Chief Invigilator may have to make;
  - make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator;
  - complete the attendance slip on the desk (this will be collected by an Invigilator soon after the start of the examination);
  - complete as far as possible the cover sheet of one answer book on the desk, including details of the questions attempted;
  - read the notes on the cover of the answer book.
21. **Stationery: Students should only use the answer book and continuation paper supplied in the examination hall.** If students require further stationery during the examination they should put up a hand and an Invigilator will assist them. See also Regulation 2 for Invigilated Examinations.
22. **Temporary withdrawal:** A student who wishes to make a temporary withdrawal from an examination for personal reasons must put up a hand and ask to be accompanied by an Invigilator or other authorised person.
23. **Illness during an examination:**
- A student who wishes to withdraw from an examination because of illness should inform an Invigilator. The student may be accompanied to the University Health Service and may be able to complete the examination later. If the student chooses not to be accompanied they should attend the University Health Service without delay or ask one of the Medical Officers to call on them; otherwise the University Health Service may not be able to advise the academic authorities on the student's condition at the time of the examination.
  - If a student is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.
24. **At the end of an examination:** All answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string unless instructed otherwise. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and students must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Students should wait until Invigilators have collected examination material from desks and must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given. Students causing a disruption at the end of an examination may be subject to disciplinary action.

#### After the Examination

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

#### USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (non-invigilated exams): ADVICE TO STUDENTS<sup>2</sup>

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate<sup>3</sup>). Many of these relate to good academic practice:

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

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply

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<sup>2</sup> The Advice to Students on the Use of Unfair Means in the Assessment Process applies to students in the Sheffield-based Faculties. Additional Advice applies to students at City College (<https://www.citycollege.sheffield.ac.uk/frontend/articles.php?cid=427&t=Regulations-and-Policies>)

<sup>3</sup> <https://www.sheffield.ac.uk/skills/sga>

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

### What constitutes unfair means?

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

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

### How can I avoid the use of unfair means?

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

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

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

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

The following websites provide additional information on referencing appropriately and avoiding unfair means:

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

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

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

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

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

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

### What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be



taken under the Fitness to Practise Regulations. Where unfair means is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

**Detection of Unfair Means**

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

**For further information**

<https://sheffield.libguides.com/libraryessentials>

<https://www.sheffield.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<sup>1</sup>**

#### **CONDUCT OF REVIEW**

1. A review of the progress of a student registered as a candidate for any Degree or other qualification will be conducted by the Faculty under the following Regulations or by the Faculty Student Review Committee to which the Faculty has delegated this function.
2. A student's progress may be reviewed if the student is reported by a Head of Department to the Vice-President of the relevant Faculty for review on any one or more of the following grounds:
  - (a) failure to attend regularly, or as specified in the relevant Regulations, the programme of study for which the student has registered;
  - (b) failure to perform adequately the work of the programme;
  - (c) failure to present at the times appointed such written work as may have been required;
  - (d) failure to pass an examination;
  - (e) failure to pursue the programme of research or to co-operate appropriately with the appointed supervisor;
  - (f) failure to demonstrate a satisfactory level of professional competence in the programme of study or research.

The purpose of the review will be to determine whether the student will be permitted to continue the programme of study, and if so on what terms and all aspects of the student's record may be taken into consideration. Where successful conclusion of the programme of study leads to professional practice, that may be taken into consideration.
3. The Vice-President or another Officer of the Faculty will offer any student whose progress is to be reviewed the opportunity to bring before the Faculty or the Committee considerations affecting the case.
4. The Faculty or the Committee will have power:
  - (a) to exclude or suspend the student from further attendance at lectures, classes and examinations in the Faculty;
  - (b) to suspend the student from attendance at lectures and classes in the Faculty but with permission to take examinations;
  - (c) to exclude or suspend the student from candidature for the Higher Degree for which the student is registered;
  - (d) to require that the student transfers to an alternative programme of study;
  - (e) to permit the student to continue the programme of study unconditionally or subject to such requirements of an academic nature as may be imposed, provided that, in the absence of special circumstances, an undergraduate student registered for a full-time programme of study will not be permitted to repeat with attendance more than one year of the programme of study.
5. The despatch of a letter to a student's address last notified to the Student Support Services Department will fulfil any requirements of giving notice or information to the student under these Regulations.
6. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the Faculty and the latter Faculty.

#### **RIGHT OF APPEAL**

7. The decision of the Faculty or Committee will be reported to the 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;

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

- (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 Department or the Vice-President of the Faculty before the examination.

These are the only grounds on which representations can be made. Appeals will not be considered against the academic judgement of the Examiners. Representations may, however, be made in cases where the Examiners have recommended, in response to a student using unfair means in an examination, that a credit or examination result be refused or a grade reduced.

#### PROCEDURE

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

3. A student who wishes to place such new evidence before the Faculty will apply in writing, setting out clearly the facts which the student wishes the Faculty to consider and showing how those facts constitute new evidence as here defined. The application must be made to the Vice-President:
  - (a) within 30 working days of the publication of the examination result in the case of a candidate for a Higher Degree by Research; *or*
  - (b) within 15 working days of the publication of the examination result in any other case.

The Vice-President may extend the time limit imposed by this Regulation.

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

4. After consulting the Head of Department, the Vice-President may:
  - (a) determine that the appeal be upheld; *or*
  - (b) convene an Academic Appeals Committee of the Faculty to hear the case; *or*
  - (c) refer a case to the Senate Discipline Panel for action under the Regulations as to the Discipline of Students where representations have been made by a student using unfair means (or alleged to have used unfair means) in an examination; *or*
  - (d) determine that there is no substantive case for appeal.

#### ACADEMIC APPEALS COMMITTEE

5. The Academic Appeals Committee will comprise:
  - (a) in the case of an appeal by a student for a Higher Degree by Research:
    - (i) the Vice-President or nominated representative;
    - (ii) two other members of the Faculty;
    - (iii) two members of another Faculty;
  - (b) in any other case:
    - (i) the Vice-President or nominated representative;
    - (ii) not less than two and not more than four other members of the Faculty.
6. The student may opt either:
  - (a) for the appeal to be dealt with on written submissions; *or*

- (b) for an oral hearing (at which the student may choose to be accompanied by a friend or adviser).
7. Where the appeal is to be dealt with on written submissions, the Committee will receive:
    - (a) the material submitted by the student;
    - (b) any written comments made on that material by or on behalf of the Head of Department and, where appropriate, by the Supervisor; *and*
    - (c) any written comments made by the student on the material submitted under (b) above.
  8. Where there is an oral hearing, the Committee will hear oral submissions by or on behalf of the student, the Head or other representative of the Department, and where appropriate the Supervisor. The student may comment on the submissions made by others. In any case in which factual matters are in dispute, the Committee will investigate the facts, and may invite appropriate persons to attend to assist; during this process, the student may be present and may ask questions, make comments, and produce other persons who can provide information or testimony.
  9. The Committee will reconsider the grade, classification, result or other subject of the appeal in the light of the material available to it. Except as provided above, no person other than members of the Committee and its Secretary will be present during its deliberations.
  10. The Vice-President or the Committee will report to the Faculty and may make any recommendation as to the subject matter of the appeal as could, under the relevant Regulations, have been made by the Examiners.
  11. Where the substance of the appeal concerns acts or omissions of the Vice-President, and in any other case where it is inappropriate for the Vice-President to act under these Regulations, the Vice-President will appoint a Deputy.
  12. Where a student is not satisfied with the decision taken in respect of the academic appeal they may request a Case Review in writing within 10 working days of the letter of notification and in accordance with the Student Complaints Procedure at <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 Department.
2. Matters which may give rise for concern may include any health condition, behaviour or attitude which may affect the student's fitness to practise in the relevant profession.

#### **INITIAL INVESTIGATION**

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

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

#### **SUSPENSION OF STUDENTS**

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

#### **PROCEDURE WHEN MATTER REFERRED TO A FITNESS TO PRACTISE COMMITTEE**

8. There will be a Faculty Fitness to Practise Committee which will consist of:
  - (a) the Vice-President or nominated representative;
  - (b) one member of the academic staff from the Department in which the student is registered who will normally be registered with the relevant professional regulatory body;
  - (c) one member of academic staff from another Faculty or a member of academic staff from another University or other relevant institution or body.
9. The student will be given at least 15 working days' notice in writing of the date upon which the Committee will meet. If the student fails to attend the hearing, the Committee may proceed in the absence of the student if it is satisfied that due notice of the meeting has been given or may adjourn to a later date.
10. The hearing will be in private. The student may attend and be accompanied at the hearing by a friend or representative, whether legally qualified or not. The representative may speak and act on behalf of the student.

11. The Committee will have power:
  - (a) to decide that the grounds for concern are not made out, in which case the Committee may recommend the removal of any suspension imposed under Regulation 5;
  - (b) to permit the student to continue with the programme, either unconditionally or subject to such requirements pertaining to the programme as may be imposed;
  - (c) to suspend the studies of the student for a specified time;
  - (d) to require the student to repeat a specified part or parts of the programme;
  - (e) to require any other action considered appropriate by the Committee to enable the student's successful completion of the remainder of the programme;
  - (f) to exclude the student from further study on a programme leading to a professional qualification but permit registration for an alternative programme;
  - (g) to exclude the student from further study in the Faculty.
12. The despatch of a letter to a student's address last notified to the Student Support Services Department will fulfil any requirements of giving notice or information to the student under these Regulations.
13. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the latter Faculty.

#### **RIGHT OF APPEAL**

14. The 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 offensive behaviour or language whilst on premises owned, managed or leased by the University or engaged in any University activity or which affects or concerns any member of the University;
  - (d) 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) any form of harassment or abuse to include, but not limited to, reference to ethnicity, religion or belief, sex, sexual orientation, gender identity or disability of any student, member of staff or other employee of the University or any authorised visitor to the University;
  - (i) Oral or written comments which occurred in person or by letter, telephone, text, email or other electronic and/or social media intended to alarm or distress a person or persons on the grounds of their race or ethnicity, religion or belief, sex, sexual orientation, gender identity or disability or intended to incite abuse, threats or violence against a person or persons on the grounds of their race or ethnicity, religion or belief, sex, sexual orientation, gender identity or disability;
  - (j) breach of the University's Code of Practice on Freedom of Speech and Academic Freedom on premises owned, managed or leased by the University under section 43 of the Education (No 2)



- Act 1986 or of any other Regulation which provides for breaches to be dealt with under these Regulations;
- (k) the use of any unfair means in the assessment process of the University;
  - (l) damage to, or defacement of, property on any premises owned, managed or leased by the University or the property of other members of the University community caused intentionally or recklessly, or misappropriation of such property;
  - (m) misuse or unauthorised use of premises or items of property in premises owned, managed or leased by the University, 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 undertaking 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.

## **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 Director of Student Support Services, the Director of Research, Partnerships and Innovation and the Head of Student Administration Service, 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 Director of Student Support Services to ensure that detailed procedural guidance relating to student disciplinary processes is publicly available to students at all times.

## **REPORTS OF ALLEGED MISCONDUCT**

### **Unfair Means in the Assessment Process of the University**

4. Reports of unfair means in the assessment process, will initially be considered by the relevant academic department who may investigate and respond to the matter. 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 Accommodation and Commercial Services, 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 Accommodation and Commercial Services 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 Accommodation and Commercial Services 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 or more of the following penalties:
    - (i) with the consent of the student, a requirement that the student gives an undertaking as to their future conduct in such terms and containing such conditions as the Investigator may prescribe, breach of the undertaking to constitute misconduct;
    - (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 Accommodation and Commercial Services 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 Accommodation and Commercial Services.

10. The Director of Accommodation and Commercial Services 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 Accommodation and Commercial Services**

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

#### **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 Accommodation and Commercial Services;
    - (v) the Director of Student Support Services;
    - (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 17-256 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) with the consent of the student, a requirement that the student gives an undertaking as to their future conduct in such terms and containing such conditions as the Investigator may prescribe, breach of the undertaking to constitute misconduct;
    - (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. Where the charge warrants an evaluation of the risk to the student(s) involved, the University community in general or a particular member or members of that community or members of the public, a risk assessment provided by the University Security Services may be considered. 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 gives an undertaking as to future conduct in such terms and containing such conditions as the Chair may prescribe, breach of the undertaking to constitute misconduct;
- (c) in the case of the use of unfair means in the assessment process of the University in relation to taught programmes of study, refusal of credit for any or all units for which the student is registered (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a part thereof;
- (d) a fine of not more than £200;
- (e) the payment of compensation in a sum not to exceed £500 for damage to property or loss or injury to any person caused by the student.
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 15 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 student may request to bring a witness or witnesses to the Hearing and will be asked to provide the name of each witness and a copy of each witness' written statement not less than five working days before the Hearing.
  30. The student will be asked to indicate in writing of any wish to question at the Hearing the maker of any written statement on which it is proposed to rely in support of the charges.
  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. 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) 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. Where the charge warrants an evaluation of the risk to the student(s) involved, the University community in general or a particular member or members of that community or members of the public, a risk assessment provided by the University Security Services may be considered. The Panel will then (in the absence of all other persons) 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 gives an undertaking as to future conduct in such terms and containing such conditions as the Panel may prescribe, breach of the undertaking to constitute misconduct;
    - (c) in the case of the use of unfair means in the assessment process of the University in relation to taught programmes of study, refusal of credit for any or all units for which the student is registered (with no grade being returned) or failure of a part thereof, or a reduction of grade for any or all units for which the student is registered or a part thereof, with or without the right to enter for a subsequent examination in respect of that unit or part thereof;
    - (d) in the case of the use of unfair means in the assessment process of the University in relation to:
      - (i) the confirmation review of a Higher Degree by Research (or upgrade procedure for a Higher Degree by Research, for students whose initial registration was prior to

- August 2012), failure in the examination with or without the right to submit a revised confirmation review, in the latter case the student will be required to become a candidate for a Master's degree (or in the case of an upgrade, remain a candidate for a Master's degree); *or*
- (ii) the final thesis of a Higher Degree by Research, failure in the examination with or without a right to submit a revised thesis, or for a candidate for the Degree of PhD, PhD with Integrated Studies, PhD in an EPSRC Doctoral Training Centre, DEdCPsy, DMedSci, EdD, DBA, DSc, EngD or MD failure in the examination with the right to be considered by the Examiners for the award of a Master's Degree;
- (e) a fine of not more than £750;
  - (f) the payment of compensation in a sum not to exceed £1,000 for damage to property or loss or injury to any person caused by the student;
  - (g) exclusion for a stated period or permanently from any part of the University or from the use of any of the facilities of the University;
  - (h) suspension for a stated period 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 from 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 Accommodation and Commercial Services 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 Accommodation and Commercial Services, 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 DISCIPLINE 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) at least seven members of the academic staff appointed by the Senate;
  - (c) 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.
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(c);
  - (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 the carrying out of a full and proper investigation.
63. The Risk Assessment Panel will be chaired by the Director of Student Support Services or their nominee, and will usually include representatives from appropriate professional services directorates and academic departments 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 Director of Student Support Services 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 Director of Student Support 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 that a full and proper investigation can be carried out, the Risk Assessment Panel may recommend to the Director of Student Support Services 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 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 Director of Student Support Services 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 Director of Student Support Services 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 Director of Student Support Services 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 Director of Student Support Services 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 Director of Student Support Services 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 sponsored project or placement with another institution or organisation;
  - 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) units which have as a primary or substantial purpose, the creation of Intellectual Property;
  - f) other exceptional circumstances.
3. A student undertaking a project as part of a taught programme involving collaboration with, use of facilities or project sponsorship provided by another institution or organisation (third party), will normally be part to an agreement between the University, the third party and the student.
  - a) Intellectual Property the student creates as part of the project will normally be owned by the third party.
  - b) Under the terms of the agreement, the student will normally be required 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 assessment purposes.
  - c) The student will, in accordance with any relevant terms of the agreement, keep confidential all information relating to the work or business of the third party.
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 and other student research output 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<sup>1</sup>

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**” means the Head or Chair of the Department which controls the facilities or the premises on which the facilities are situated.
2. No person may use 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 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.
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 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>.

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<sup>1</sup> Additional Regulations apply for students using IT facilities at City College (<http://www.citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>).

## REGULATION XXV:

### Regulations relating to the Library<sup>1</sup>

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

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



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 Costume

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

*Faculty of Arts and Humanities*

Crushed strawberry - all qualifications except BMus, MMus and DMus

Cream brocade - BMus, MMus, and DMus

*Faculty of Engineering*

Purple - all qualifications

*Faculty of 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

*City College*

Saxon blue - all qualifications

*Extra-Faculty Education Committee*

Pale blue - all qualifications

14. The colour of the silk distinctive of the degrees of Doctor of Philosophy and of the degree of Master of Philosophy shall be dark green.
15. (a) The cap to be worn by the holder of an Undergraduate Certificate, a Diplomate, a graduate undergraduate shall be black, and of the ordinary academic shape.  
(b) A Doctor's cap shall be covered with velvet, all other caps with fine cloth.
16. A graduate, diplomate or associate in any Faculty may wear the academic costume prescribed in the Regulations in force at the time of the date of conferment of the Degree or award of the qualification.
17. A graduand and any other person who is to be presented at a Degree Congregation shall wear the appropriate academic dress over suitable clothes of subdued colour, or Naval, Military or Air Force uniform. The Marshal may exclude from presentation any candidate whose attire does not, in the Marshal's opinion, comply with this regulation.

## **CODE OF PRACTICE ON FREEDOM OF SPEECH AND ACADEMIC FREEDOM**

1. This Code of Practice sets out the University of Sheffield's approach to freedom of speech and academic freedom for the benefit of all students and staff of the University.
2. The Code applies to:
  - (a) all members, staff and students of the University; *and*
  - (b) visiting speakers and all other persons invited or otherwise lawfully on the premises.
3. This Code is divided into three parts as follows:

Part 1: Statement of Principles;

Part 2: Arrangements to secure Academic Freedom and Freedom of Speech;

Part 3: Meetings and other activities on University premises; *and*

Annex A: Visiting Speaker Approval Policy.

### **Part 1: Statement of Principles**

1. The University of Sheffield is committed to protecting and promoting freedom of speech and academic freedom within the law. It is freedom of speech and academic freedom – and the exchange of ideas which is part and parcel of these concepts – which enable our students and staff to test the truth of the ideas that shape society (including testing the truth of the ideas that they currently hold), to explain important social and natural phenomena, to challenge how the world around us is understood, and to deliver our charitable objects to advance education and research. The University is committed to ensuring that all of our policies, procedures and processes reflect our twin commitment to freedom of speech and academic freedom. Any permission, licence or contract for the use of University premises shall be subject to these Regulations.

### **FREEDOM OF SPEECH**

2. The University is committed to creating an environment that promotes free speech within the law and the open exchange of a multitude of ideas and their critical evaluation. Freedom of speech means everyone has the right to hold opinions and to receive and impart information and ideas freely, without unwarranted interference. Freedom of speech is a vital part of the University's mission, and it shapes how we conduct our teaching, research and innovation. Every day our students and staff challenge each other to think differently, and in new and creative ways, about all sorts of contested questions and topics. Our commitment to freedom of speech includes encouraging the free exchange of ideas with the capacity to cause discomfort. It also includes taking steps to ensure that diverse voices are heard in all debates, particularly voices from under-represented and marginalised groups.
3. Our commitment to proactively encouraging the free exchange of ideas, especially on contentious issues, recognises that free speech is not undermined but strengthened by the robust exchange of rival views through civil, respectful and peaceful debate. All students and staff should feel confident to study, explore and debate contentious questions in the knowledge that they will be treated respectfully.
4. Creating an environment conducive to free exchange of lawful speech does not mean that the University endorses the speech voiced pursuant to it. But it does mean that we will do all that we can to foster an environment where students and staff are encouraged to debate with each other with mutual respect, including and indeed especially on controversial questions.
5. As part of our commitment to proactively taking steps to promote freedom of speech within the law, we recognise that lawful speech includes the right for our students and staff to hold opinions, to impart information and ideas, and receive information and ideas without unjustified interference from the University. We further recognise that freedom of speech consistent with the law extends to ideas and information that can shock and disturb or might be unpopular.
6. Our values – including our commitment to equality, diversity and inclusion; our belief in collaborative working inside our University; and our responsibility for our people and the wider world – shape how we believe freedom of speech is best exercised, namely respectfully, reflectively, and with a generous spirit defined by curiosity and the courage to learn. Nothing in our commitment to freedom of speech is an excuse for abuse, bullying, discrimination, harassment, hatred, intimidation, violence or any act prohibited by law. As one of our key values, our commitment to freedom of speech includes creating

the space for students and staff to critique and debate the University's values and the decisions taken in pursuit of them.

#### **ACADEMIC FREEDOM**

7. The University is equally committed to academic freedom, which is critical to our mission. This is related to but different from freedom of speech. Academic freedom means protecting the intellectual independence of academics to question and test received views and wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in danger of losing their jobs or privileges or reducing the likelihood of them securing promotion or different roles at the University. Therefore, our academic staff have the freedom, within the law, to test received understanding and expound controversial and unpopular ideas without jeopardising their jobs or other privileges at the University and without reducing their likelihood of securing promotion or other positions at the University. Academic freedom may also extend to students registered with the University who produce and/or disseminate original research.
8. Our commitment to academic freedom goes hand-in-hand with our commitments to academic rigour and integrity, which recognise that not all ideas are equally valuable, not all ideas are based on fact and evidence, and not all ideas are worthy of equal attention. We recognise in particular that some ideas that constitute lawful speech do not withstand significant academic scrutiny. We differentiate between ideas which are and are not worthy of significant academic scrutiny through our academic staff exercising due rigour in their teaching and research, supported by peer review and by the University's wider work to maintain and enhance academic standards.

## **Part 2: Arrangements to secure Academic Freedom and Freedom of Speech**

The University's commitment to academic freedom and freedom of speech is reflected in the following ways in its day-to-day operations.

#### **UNIVERSITY PROGRAMMES, POLICIES AND PROCEDURES**

1. The University will ensure that its teaching, curriculum, policies and procedures reflect its duties to ensure, so far as is reasonably practicable, freedom of speech and academic freedom within the law.  
In particular:
  - (a) its processes for programme development and approval, quality assurance and academic assessment will respect the rights of freedom of speech and academic freedom;
  - (b) its processes for facilitating research will respect the rights of freedom of speech and academic freedom; *and*
  - (c) its disciplinary and other such processes will respect freedom of speech and academic freedom.

#### **FUNDING**

2. The University is aware that the terms of certain funding, including funding from endowments, gifts, donations, research grants and contracts, and educational or commercial partnerships may present a risk to freedom of speech and academic freedom. Therefore, the University has processes in place to identify and appropriately manage such risks, including processes to meet its legal duties, and the requirements of the OfS, with respect to overseas funding.

#### **STEPS TAKEN TO ENSURE FREEDOM OF SPEECH AND ACADEMIC FREEDOM**

3. The University will:
  - (a) ensure that this Code of Practice is brought to the attention of new students at registration and new staff during induction;
  - (b) draw the attention of students to the code annually;
  - (c) ensure that all staff are supported to understand and exercise their responsibilities towards freedom of speech and academic freedom, recognising that some such roles may require additional training and support;
  - (d) utilise the National Student Survey and staff survey to secure student and staff views on whether freedom of speech and academic freedom at the institution are being adequately protected and take the findings into account;
  - (e) ensure that there are adequate measures in place to raise concerns about freedom of speech and academic freedom;

- (f) ensure that when new policies and procedures are introduced consideration is given to their impact on freedom of speech and academic freedom;
- (g) monitor any concerns that have been raised about freedom of speech and academic freedom to ensure that they are addressed so far as is reasonably practical and that any lessons learned are incorporated into a review of relevant policies, practices and procedures. Its processes for programme development and approval, quality assurance and academic assessment will respect the rights of freedom of speech and academic freedom.

#### **MEASURES IN PLACE TO CONSIDER COMPLAINTS ABOUT ACADEMIC FREEDOM AND FREEDOM OF SPEECH**

4. Where the University receives a complaint about the exercise of academic freedom or freedom of speech or where it has received a complaint about a possible infringement or departure(s) from the procedures set out in this Code, there will be an initial investigation in accordance with our student and staff procedures. Subject to the outcome of the initial investigation, such allegation may lead to further investigation in accordance with the University's disciplinary procedures, which could be under the Disciplinary Policy and Procedure for staff or the Student Disciplinary Procedure, or the University's grievance or complaints procedures. If any action involves infringements of the criminal law which are being pursued by the police or other civil authorities, University procedures will normally be suspended pending the outcome of such procedures and the University will assist the prosecuting authorities to implement the process of the law. Any complaints about visiting speakers should be directed to the University Secretary. The University Secretary will report to the University Council on the circumstances of any significant infringements of, and departures from, the provisions of the Code.

#### **GOVERNANCE, REVIEW AND MONITORING**

5. The University Council promotes the importance of freedom of speech and academic freedom. A free speech champion, who is a member of the University Executive Board, has been appointed on the University Council to oversee reporting on compliance with the Code of Practice. The free speech champion will chair a sub-group of the University Council to coordinate this work.
6. The operation of this Code of Practice will be periodically reviewed and monitored by the University Secretary, who will (where necessary) update the Code.
7. Any concerns regarding the implementation of this Code of Practice or the actions of the University in respect of it should be raised in the first instance with the University Secretary.

#### **NON-DISCLOSURE AGREEMENTS**

8. The University does not enter into non-disclosure agreements related to complaints about sexual misconduct, bullying or harassment. A 'non-disclosure agreement' (sometimes also known as a confidentiality clause) refers to any agreement which prevents complainants from publishing or sharing information about or talking about their complaint.

### **Part 3: Meetings and other activities on University premises**

1. **In line with its commitment to freedom of speech and academic freedom and its legal duties, the University has a general expectation that all visiting speakers will be facilitated to speak on campus to share their views, ideas and opinions.**
2. This includes ensuring that, so far as is reasonably practicable, and having regard to the particular importance of freedom of speech, no premises of the University shall be denied to any individual or body on any grounds connected with:
  - (a) the ideas or opinions of that individual;
  - (b) the policy or objectives of that body or the ideas or opinions of any its membersThis shall be without prejudice to the other legal obligations of the University which may require it to have regard to what is said on its premises.
3. The University recognises that, having particular regard to the importance of freedom of speech, there may be some exceptional circumstances where further work is required to ensure that certain visiting speaker do not break the law or breach the lawful rights of others.
4. It shall be reasonable to refuse consent where the University reasonably believes (from the nature of the speakers or from similar activities in the past whether held at the University or otherwise) that:
  - (a) the views likely to be expressed by any speaker are contrary to the law;

- (b) the intention of any speaker is likely to be to incite breaches of the law or to intend breaches of the peace to occur;
  - (c) the event will include or is likely to include the denial of the right to hold or to express an opposing opinion;
  - (d) the speaker and/or the organisation they represent advocates or engages in violence or non-violent extremism in the furtherance of their political, religious, philosophical or other beliefs;
  - (e) the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations;
  - (f) it is in the interest of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the University, that the meeting does not take place.
5. Where the University is reasonably satisfied that the otherwise lawful expression of views at a meeting on University premises is likely to give rise to disorder or threats to the safety of participants or the wider University community, the University shall consider what steps it is necessary to take to ensure the safety of all persons and the security of the premises controlled by the University. These may include but are not limited to: requirements as to the provision of security/ stewards, the speaker being part of a panel or ensuring that a member of staff is in attendance. The University may impose such conditions and requirements upon the organisers as are reasonably necessary in all the circumstances, ensuring that the conditions and requirements go no further than is necessary to address the risks it has identified.
6. Where the University reasonably concludes that imposing conditions would not be sufficient to prevent serious disorder within premises subject to their control, it may decline to permit the meeting to proceed.
7. Where any person or body to whom this Code applies is seeking to hold an event involving a visiting speaker, the University Visiting Speaker Approval Policy set out in Annex A shall be followed.
8. Everyone who organises, speaks at or attends an event at the University, or an externally held event organised by the University is required to observe good order. Good order includes, but is not limited to, refraining from the following: preventing participants from accessing events; preventing speakers from being heard clearly; chanting or using foul or abusive language, including racial abuse; refusing reasonable requests from an event chair, or other University staff involved in managing an event; using intimidating, abusive or threatening language via communications, placards, banners, posters, or other means; acting in any other way which is threatening or abusive, or which denies to others their right to legal free speech.
9. Other than in exceptional circumstances, the costs of security (whether in whole or part) relating to use of University premises by or in connection with a visiting speaker who has been invited by the University (or some part of it) to speak at an event in order to provide or disseminate their views, ideas or opinions shall not be passed to the person or organisation arranging the event. Whether the circumstances are exceptional in this context shall be determined by the University Secretary acting reasonably. The Students Union will cover the costs of their events.

## **Annex A: Visiting Speaker Approval Policy**

### **1. INTRODUCTION AND SCOPE**

- 1.1 This Visiting Speaker Policy should be read and applied in light of the Statement of Principles in Part 1 of the Code of Practice. This means that, **in line with its legal duties, the University has a general expectation that all visiting speakers will be facilitated to speak on campus to share their views, ideas and opinions.** The University recognises that academic freedom and freedom of speech within the law are essential to its own staff and students. This policy is specifically written to ensure that appropriate processes are in place for hosting speakers visiting to the University. The University recognises that, having particular regard to the importance of freedom of speech, there may be some exceptional circumstances where further work is required to ensure that certain visiting speakers do not break the law or breach the lawful rights of others. The University must have regard to its other legal responsibilities including, but not limited to, preventing discrimination, harassment and victimisation and ensuring the health and safety of students, staff, visitors and visiting speakers.
- 1.2 The University may take action to facilitate the inclusion of diverse voices in a debate, particularly voices from underrepresented and marginalised groups.

- 1.3 This policy applies to:
- visiting speakers invited by Departments, Faculties or Research Offices to the University under the remit of the normal academic curriculum (teaching and research);
  - any other event, including a Students' Union society event, that involves a visiting speaker and which will be hosted on University premises or hosted by the University on other premises or associated with the University of Sheffield on other premises. The Students' Union is a separate legal entity to the University. Students' Union events hosted on University premises are overseen by University security and the decision making regarding those events lies with the University. The Visiting Speakers' Approval Policy also applies to Students' Union events held on premises leased by the Students' Union from the University or on non-University premises but the decision making (which is reflected in this policy) resides with the Director of the Students' Union as designated by Chief Executive;
  - events, commercial or otherwise, involving visiting speakers to be held on premises of the University where space is managed by Accommodation and Commercial Services (ACS), I.T. Services, the Libraries and to external clients hosting an event on University premises, booked with the Universities Room booking or Conferences and Events team; *and*
  - unless otherwise specified, events held or hosted by the University online.
- 1.4 All such events involving visiting speakers, whether arranged for internal groups or for external clients, must comply with the University's statutory obligations, as set out in the Code of Practice and this policy.
- 1.5 Events might include, but are not limited to, public lectures, student society events, meetings, debates, protests (see [guidance for students](#)<sup>1</sup>), vigils, careers fairs and conferences including those held online.
- 1.6 Where required under this policy, formal approval by the University in accordance with the Visiting Speakers' Policy must be obtained, in advance, for any event to be held on University premises or hosted by the University.
- 1.7 University policies, in addition to the Code of Practice, should be considered and complied with when organising an event on University premises involving a visiting speaker, including:
- Fire Risk assessments;
  - Health & Safety Procedures.

## 2. VISITING SPEAKERS INVITED AS PART OF THE ACADEMIC CURRICULUM

- 2.1 Where a visiting speaker is invited to be involved in a University event under the remit of the normal academic curriculum, either for teaching or research purposes, the Event Organiser shall conduct an initial risk assessment to determine whether there is a risk:
- to the safety of visiting speakers, attendees and/or members of the public or the University community and they may be at risk of physical harm or threats, harassment and/or intimidation;
  - there could be a real risk of damage to university buildings or property and/or disorder or crime; *and/or*
  - that the views likely to be expressed by any speaker are contrary to the law:
    - the intention of any speaker is likely to be to incite breaches of the law or to intend breaches of the peace to occur;
    - the event will include or is likely to include the denial of the right to hold or to express an opposing opinion;
    - the speaker and/or the organisation they represent advocates or engages in violence or non-violent extremism in the furtherance of their political, religious, philosophical or other beliefs;
    - the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations;
    - it is in the interest of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the University, that the meeting does not take place.

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<sup>1</sup> <https://students.sheffield.ac.uk/university-regulations/protest-guidance>



- 2.2 Where it is expected, or reasonably foreseeable, that one of the events set out in paragraph 2.1 could occur, then the Event Organiser must inform their Head of Department and seek approval for the visiting speaker in advance of the event in accordance with the Visiting Speakers' Approval Policy set out below. Otherwise, the Event Organiser must inform their Head of Department about the event and may proceed.
- 2.3 If the Event Organiser is in any doubt as to whether a proposed visiting speaker might require approval under the Visiting Speakers' Approval Policy, the Event Organiser shall consult the Head of Security within the Security Management Team at the earliest opportunity for their view.
- 2.4 If there are any changes which affect the risk assessment carried out by the Event Organiser prior to the Event, they should contact the Security Management Team immediately.
- 2.5 Departments, Schools and Faculty Research Offices must keep a local record of all Visiting Speakers that are invited to be involved in an event under the remit of the normal academic curriculum.

### **3. VISITING SPEAKERS' APPROVAL POLICY: KEY ROLES AND RESPONSIBILITIES**

- 3.1 **Visiting Speaker:** a speaker invited to attend an event in order to share or otherwise disseminate their views, ideas or opinions and who is not a University of Sheffield (UoS) staff member or part of the UoS student body.
- 3.2 **Event Organiser:** the person responsible for the event involving the Visiting Speaker. The Event Organiser is responsible for applying for approval under this Visiting Speakers' Approval Policy and should consider at the outset of organising the event and before any invitation is issued whether any of the criteria set out below are likely to apply:
- (a) the views likely to be expressed by any speaker are contrary to the law;
  - (b) the intention of any speaker is likely to be to incite breaches of the law or to intend breaches of the peace to occur;
  - (c) the event will include or is likely to include the denial of the right to hold or to express an opposing opinion;
  - (d) the speaker and/or the organisation they represent advocates or engages in violence or non-violent extremism in the furtherance of their political, religious, philosophical or other beliefs;
  - (e) the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations;
  - (f) it is in the interest of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the University, that the meeting does not take place.

The Event Organiser must consult their Head of Department about the event and shall ensure that they apply for approval with enough notice to allow this procedure to be completed. The Event Organiser is responsible for entering details into the departmental visiting speaker's register including recording and communicating speaker approval decisions.

The Event Organiser must be a current member of University staff, Students' Union Staff or a current student. Current students should receive advice from their Head of Department in relation to University events or the Students' Union in relation to Student Union events.

Where the Event is being sponsored by, hosted by or organised by a campus trade union, the Event Organiser will be the relevant Branch Secretary (or if they are on leave/absent via a named alternate member of the Branch Executive) and relevant forms submitted directly to Security Services for approval. It is noted that some of the administrative activities supporting any application may be undertaken by a Branch Administrator who is employed directly by the relevant trade union, rather than as a University staff member.

The Event Organiser is responsible for leading engagements with the Visiting Speaker before and during an event, including ensuring that the Visiting Speaker is aware of any conditions attached to the approval, their own obligations under the law, and what will happen if there is a breach during the event. The Event Organiser shall, so far as it is reasonably practicable, ensure that both the audience and any Visiting Speaker act in accordance with the law during the event and that the Code of Practice is observed. In the case of unlawful conduct or any failure to observe the Code of Practice or any conditions attached to the event, the Event Organiser is required to give appropriate warnings and, in the case of a continuing lack of order, either to require the person to leave or seek support from the University's Security Services or the police or to bring the event to a close. The Event Organiser and/or

chair should have the ability to remove speakers and attendees from the online meeting environment or to end the session.

The Event Organiser should report any breaches of the Code of Practice to the Security Management Team and include them in the departmental register of visiting speakers.

- 3.3 **Security Management Team:** the University team responsible for carrying out a risk assessment and mitigating the risks associated with events hosted on University premises or hosted by the University on other premises or associated with the University of Sheffield on other premises.
- 3.4 **Chief Operating Officer (COO) or University Secretary:** makes the final decision about whether a University hosted event can proceed if it is deemed by the Security Management Team to be high risk.
- 3.5 **A Director of the Students' Union** as designated by the Chief Executive of the Students' Union makes the final decision about whether a student union event can proceed on premises leased by the Students' Union from the University or on non-University premises. The Students' Union will carry out their own risk assessment and the Chief Executive may request additional advice from the University's Head of Security for events considered high risk. The Director of the Students' Union must keep a local record of all visiting speakers that are invited to be involved in an event.
- 3.6 **Head of Department/School:** must keep a local record of all Visiting Speakers that are invited to be involved in an event in their Department/School. They are responsible for ensuring that this procedure is being followed in their Department/School.
- 3.7 **President & Vice-Chancellor:** acts as the point of appeal for the Visiting Speaker should the COO or University Secretary decide that the event should not take place on University premises.

#### 4. STAGE 1: SUBMISSIONS OF REQUEST

- 4.1 A submission of request applies to i) visiting speakers invited as part of the curriculum where there is deemed to be a medium or high risk of one of the events occurring as listed in Part 3, paragraph 4 of the Code of Practice and ii) any other event as outlined in paragraph 1.3 of this Policy.
- 4.2 To seek formal approval for a Visiting Speaker, the Event Organiser must complete the Application Form. For events in rooms managed locally by departments the form is [here](#)<sup>2</sup>. Please also use this form for virtual events being held by the department. For events in rooms from the central pool of bookable spaces the form is [here](#)<sup>3</sup>. Please also use this form for virtual events that take place outside the department and for any in-person events being held at a venue off campus.
- 4.3 Following completion of the Application Form, it should be submitted for the approval procedure. The Event Organiser should submit the Application Form with as much notice as possible so that the relevant decision makers have sufficient time to consider and put in place appropriate conditions, if necessary.
- 4.4 Situations may change rapidly and if any of the information submitted on the Application Form changes or any additional information becomes apparent that increases risk prior to the event then the Central room booking office and the Security Management Team must be notified immediately by phone or email to reassess the event.

#### 5. STAGE 2: INITIAL RISK ASSESSMENT

- 5.1 On receipt of the Application Form for University Events or Students' Union events hosted on University premises, the Security Management Team shall review the information and conduct an initial risk assessment to determine whether the proposed event would be either: low risk, medium risk or high risk. **This risk assessment will be conducted solely for the purpose of determining the likelihood that a visiting speaker may break the law or breach the lawful rights of others, as set out in Part 3, paragraph 4 of the Code of Practice**, and in order to ensure that the University has due regard for its other legal responsibilities including, but not limited to preventing discrimination, harassment and victimisation and ensuring the health and safety of students, staff, visitors and visiting speakers.
- 5.2 The initial risk assessment conducted by the Security Management Team may include:
- a check as to whether the speaker is associated with an organisation on Home Office's list of proscribed groups and organisations;

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<sup>2</sup> <https://shef.topdesk.net/tas/public/ssp/content/serviceflow?unid=2c7c9fcaa58d47628c13f59458a3d20c&>

<sup>3</sup> <https://shef.topdesk.net/tas/public/ssp/content/serviceflow?unid=4757a3fd9e46408487621762a4483927&>

- an internet search on the Visiting Speaker and the subject matter of the proposed event;
  - a search on social media on the Visiting Speaker;
  - consultation with appropriate academic staff or staff within professional services; *and/or*
  - consultation with external parties, for example: the police, the Regional Prevent Lead, officers at other universities.
- 5.3 If the Security Management Team determines that the event proposal is low risk, the event involving the Visiting Speaker should be approved and the decision communicated to the Event Organiser, via the room booking team as quickly as circumstances allow. The decision and the information used to inform the decision (including links to relevant websites/social media) are recorded by the designated officer within the Security Management Team on the Central External Speakers Database.
- 5.4 If the Security Management Team determines that the event involving the Visiting Speaker is medium/high risk, then further information and intelligence will be obtained.
- 5.5 The Security Management Team will gather further intelligence on the Visiting Speaker and subject matter of the event. In addition to the initial investigations undertaken in 5.2, this will include:
- a review of the proposed content of the speech if this is known and a detailed discussion with the Event Organiser and other colleagues as required; *and*
  - if necessary, consulting any relevant external parties (for example: the police, the Regional Prevent Lead, officers at other universities).
- 5.6 The Security Management Team shall review the gathered intelligence and make a decision to approve or approve with conditions medium risk events and the decision will be communicated to the Event Organiser, via the room booking team as quickly as circumstances allow. The decision and the information used to inform the decision (including links to relevant websites/social media) are recorded by the Security Management Team's designated officer on the Central External Speakers Database.
- 5.7 In the case of high-risk University events, the Security Management Team will make a recommendation to either the COO or the University Secretary for University Events or Students' Union events hosted on University premises. The COO or University Secretary for University events will decide whether the Visiting Speaker is either:
- Approved.
  - Approved with Conditions.
  - Refused. There is an appeals procedure.
- 5.8 On receipt of an Application Form for Students' Union events on premises leased by the Students' Union from the University or on non-University premises, the Director of the Students' Union as designated by the Chief Executive will decide whether a Visiting Speaker is:
- Approved.
  - Approved with Conditions.
  - Refused. There is an appeals procedure.
- 5.9 Reasonable grounds for refusal are listed in Part 3, paragraph 4 of the Code of Practice.
- 5.10 Where a Visiting Speaker is approved by the COO, University Secretary or Director of the Students' Union with conditions imposed, such conditions will go no further than is necessary to address any risks identified. Examples of such conditions include, but are not limited to, the following examples:
- Event Organiser to obtain details of the areas which the speaker's talk will cover in advance;
  - require coordination with representatives from communities likely to raise concerns about the speaker to put in place mitigation measures;
  - appointment of an experienced Chair for the event, who has the authority to terminate the event should there be a breach of this Procedure or the Code of Practice;
  - appointment of a member of University staff to be a note-taker at the event;
  - inviting a speaker with opposing views to ensure that discussion is balanced, where necessary in accordance with Prevent guidance;
  - providing additional security staff, conducting bag searches or checking invited or pre- authorised guests;

- implementing specific conditions for the arrival, departure and itinerary of the Visiting Speaker;
- delaying/postponing the event to facilitate further planning;
- changing the event location to ensure public safety; *and/or*
- imposing restrictions, such as numbers able to attend, pre-booking (ticket only entry) and/or identity verification.

- 5.11 The Security Management Team shall provide written confirmation of the decision to the I.T.S Room Bookings team where applicable, as quickly as circumstances allow. Where the application is “Approved with Conditions” or “Refused”, the reasons for the decision will also be communicated to the Event Organiser along with information about how to appeal the decision. The Security Management Team will also inform Corporate Communications.
- 5.12 The COO, University Secretary or Director of the Students’ Union’s decision and the information used to inform the decision (including links to relevant websites/social media) will be recorded on the Central External Speakers Database.

## **6. OBJECTIONS TO VISITING SPEAKERS RAISED BY STAKEHOLDERS**

- 6.1 Should an internal or external stakeholder submit a complaint or raise an objection about a Visiting Speaker that has been approved via this process, in advance of an event taking place, then the Security Management Team shall re-investigate and thereafter make a recommendation for a decision to either the University Secretary (where the COO made the initial approval) or the COO (where the University Secretary made the initial decision). Any complaints or objections should be made to the Chief Executive of the Students’ Union where it involves a Students’ Union event on premises leased by the Students’ Union from the University or on non-University premises.
- 6.2 Irrespective of the outcome of the re-investigation, the University shall use reasonable endeavours to reach a satisfactory solution with relevant internal and external stakeholders to minimise the potential damage to good relations on campus and to facilitate free speech for the widest group, with particular regard to those from underrepresented and/or marginalised groups. This could include arranging alternative spaces on campus where opposing views can be expressed and/or exploring other ways for different groups of students and staff to work together to promote good relations.
- 6.3 Where the decision has been made to approve the Visiting Speaker notwithstanding the concerns received at 6.1, the University will consider the potential harm to individuals and relations between groups and will explore appropriate mitigations. This could include signposting internal stakeholders to relevant support services, such as the Student Welfare team.

## **7. APPEAL**

- 7.1 If the application is “Approved with Conditions” or “Refused”, the Event Organiser shall be entitled to submit an appeal against the decision.
- 7.2 An appeal must be submitted in writing to the University Secretary, stating the reasons for the appeal and accompanied by the original Application Form. The appeal decision will be taken by the President & Vice-Chancellor or designate. The designate cannot be either the COO or the University Secretary if they have been involved in an earlier decision about the event. In the case of Students’ Union events then appeals will be decided by the Chief Executive of the Students’ Union.
- 7.3 The decision of the President & Vice-Chancellor having reviewed the information shall be final and there shall be no further mechanism for appeal within the University. The President & Vice-Chancellor shall report to Council any decision to withhold permission for an event. The decision of the Chief Executive of the Students’ Union is final for Student Union events on premises leased by the Students’ Union from the University or on non-University premises and there will be no further mechanism for appeal.

## **8. UNIVERSITY STATEMENTS ON COMPLIANCE AND ENFORCEMENT AT EVENTS**

- 8.1 The University reserves the right to monitor any event on its premises, particularly in terms of compliance with the specified conditions attached to the approval of the Visiting Speaker, and for compliance with this procedure and other relevant University policies and procedures.
- 8.2 In cases where it is reasonable for the University to assume that disruption may occur at an event, whether at the approval request stage or at any time thereafter in the run-up to the event, the University may consult with the relevant external parties (for example: the police, the Regional Prevent Lead,

security advisors) as to the measures necessary to prevent or minimise any such disruption. These measures could, in certain circumstances, include postponement, enhanced security arrangements and/or police presence throughout.

- 8.3 While an event is in progress, the University shall have the right to require the Event Organiser to terminate the event if the conduct of the event gives rise to concerns for the University that the safety of persons attending cannot be reasonably assured or that a breach of the law or a breach of any of the conditions imposed on the event is likely to occur. In such instances whereby the University may close an event, all persons or external visitors may be asked to leave University premises.
- 8.4 All events must comply with the Code of Practice and the booking contract.
- 8.5 In refusing a Visiting Speaker request in accordance with this procedure, the University shall have no liability for any costs or other obligations incurred by the Event Organiser in connection with the proposed event involving the Visiting Speaker.
- 8.6 Any members of the University who fail to ensure that this procedure or the provisions of the Code of Practice are adhered to may be liable to disciplinary action in accordance with University Regulations, Policies and Procedures, in addition to any possible prosecution and/or claim for breach of criminal and/or civil law.

## CODE OF PRACTICE RELATING TO THE STUDENTS' UNION

Part II of the Education Act 1994 places a range of responsibilities on the governing bodies of university institutions in regard to the organisation of Students' Unions. In particular, the governing body shall prepare and issue, and when necessary revise, a code of practice as to the manner in which certain requirements of the act are carried into effect.

1. This code of practice, issued by the University Council with the agreement of the Students' Union, sets out how the University will carry out its responsibilities under the Act. The specific responsibilities to be included in the code are highlighted in italics below.
2. The Students' Union qualifies as a Students' Union within section 20 of the Act; no other organisation of students in the University falls within the definition.

### Constitution

*The student union should have a written constitution (Articles of Association) and the provisions of that constitution should be subject to the approval of the governing body at intervals of not more than five years.*

3. The Students' Union is governed by a constitution approved by the student body and endorsed by the University Council. The constitution makes provision for regulations to be published in bye-laws which shall be approved by the student body.
4. Copies of the constitution and Bye-laws are available on the Students' Union web pages.
5. The constitution is to be reviewed by the University Council at intervals of not more than five years. This need not mean a special quinquennial review of the constitution. The Council may take the opportunity to review the terms of the constitution should the Students' Union at any time bring forward proposed amendments.

### Membership

*Students should have the right not to be members of the Students' Union. Students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.*

6. All persons who are registered students of the University as full-time or part-time candidates for degrees, diplomas or certificates shall, subject to this Constitution, be Full Members of the Students' Union. The Bye-laws may provide limitations on this entitlement for short term or lower level attendance. Any student who wishes not to be a member, or who decides to withdraw from membership of the Students' Union, should inform the President of the Students' Union and the University Secretary in writing.
7. Any student not in membership of the Students' Union is not entitled:
  - (a) To participate in the democratic government of the Students' Union and, in particular, to propose or vote in referenda, attend meetings, stand or vote in the election of Students' Union Officers, Students' Union Council and Working and Representative Committees, or play any part in any other comparable bodies that may be established.
  - (b) To hold office in any Students' Union Working or Representative Committee or Society.
  - (c) To benefit from any concessionary rates for membership of Clubs and Societies, or for attendance at entertainments events, that may be offered to Students' Union members.
8. Any such student shall cease to be a member immediately and may not be re-admitted to membership until the following academic session.
9. Students who are eligible for full membership, but have exercised the right not to be a member, shall have access to all services and activities provided by the Students' Union other than those outlined in paragraph 7, and shall be subject to the same disciplinary procedures in relation to their use of these services and participation in these activities.
10. The University has made no special arrangements for the provision of services or facilities for non-members of the Students' Union, since it is satisfied that the provision made by the University and the Students' Union for all students, whether they are members of the Students' Union or not, is sufficient to ensure that those who have exercised the right of non-membership under the Act are not

unfairly disadvantaged. There will be no financial compensation to students who have exercised their right of non-membership.

### **Elections**

***Appointment to major Students' Union offices should be by election in a secret ballot in which all members are entitled to vote. The governing body is required to satisfy itself that the Students' Union elections are fairly and properly conducted.***

11. Major Students' Union offices shall be defined as the full-time Students' Union Officers.
12. All elections in the Students' Union shall be conducted in accordance with regulations laid down in a bye-law to the constitution which shall be approved by the University Council. These regulations ensure that appointment to major Students' Union offices is by election in a secret ballot in which all Full Members are entitled to vote.
13. Any complaint regarding the conduct of elections shall be decided upon by Returning Officers appointed by the Students' Union Council, subject to appeal to the Elections Appeals Committee and subsequently to Students' Union Council. Any decision by Students' Union Council shall be subject to appeal to the University Secretary, whose decision shall be final.
14. The University Secretary (or their nominee) may observe any part of the election process and an annual Returning Officers' report will be made to the University Secretary on the conduct and outcome of the elections to the major Students' Union offices.

***A person should not hold paid elected Students' Union office for more than two years in total.***

15. No person should hold sabbatical union office or paid elected union office for more than two academic years and this shall be provided for in the constitution and bye-laws of the Students' Union.

### **Finance, Affiliations and Donations**

***The financial affairs of the Students' Union should be properly conducted and appropriate arrangements should exist for the approval of the Students' Union's budget and the monitoring of its expenditure by the governing body.***

***The Students' Union is to publish a financial report annually or more frequently. The report is to be made available to the governing body and to all students and should contain, in particular, a list of external organisations to which the Students' Union has made donations during the period to which the report refers and details of those donations.***

***If the Students' Union decides to affiliate to an external organisation it must publish notice of its decision, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation and such notice is to be made available to the governing body and to all students.***

16. An annual budget for all activities of the Students' Union and its companies shall be approved by the Trustee Board. The budget shall be submitted to the University Council, in accordance with the Education Act 1994 and to Students' Union Council for information. Specific budget allocations to Officers, Committees and other student led activity will be proposed for approval to the Students' Union Council by the Student Executive Committee.
17. Annual audited accounts of the Students' Union and its companies, including details of all affiliations to external bodies, shall be presented to the Trustee Board for approval, and subsequently shall be presented to the Students' Union Council and University Council.
18. The accounts shall contain details of any donations made to external organisations during the financial year.
19. Affiliations and donations made by decision of a Referendum, Students' Union Council, Working or Representative Committee or Students' Union Officers shall be published in the annual accounts of the Students' Union.
20. Any such affiliations or donations made subsequent to the publication of the annual accounts shall be published to students and notified to the University Secretary who shall make such notice available to the governing body.

***When a Students' Union is affiliated to any external organisation there are to be procedures for the review of affiliations under which the current list of affiliations is submitted for approval by members annually or more***

***frequently, and at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5 per cent) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.***

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

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

22. Procedures for the allocation of resources to societies recognised to the Students' Union are included in a bye-law to the Students' Union Constitution.

### **Complaints Procedure**

***There should be a complaints procedure available to all students or groups of students who are dissatisfied in their dealings with the Students' Union, or claim to have been unfairly disadvantaged by reason of having exercised the right to not be a member. This procedure should include the provision for an independent person appointed by the governing body to investigate and report on complaints.***

23. Any student or students who are dissatisfied in their dealings with the Students' Union, or claim to be disadvantaged by reason of their having exercised the right to withdraw from membership, shall be entitled to have their complaint considered in accordance with the Students' Union Bye-Laws which constitutes the Students' Union's complaints procedure and is available to all students. This procedure includes the right of appeal to the University.

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

### **Charity Law**

24. The activities of the Students' Union are restricted by the law relating to charities. Consequently, the Students' Union cannot have a political purpose and must not seek to advance the interest of a political party, but it may seek to influence opinion on issues relating directly to its own stated purposes, provided such activity is within its powers. The ways in which charities may or may not legitimately engage in political activities is the subject of advice and legislation from time to time by the Charities Commissioners, courts of law, Parliament and government departments.

### **Freedom of Speech**

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

### **Code of Practice**

27. This code of practice is brought to the attention of students annually by publication on the University web pages as part of the University Calendar. It is also published on the Students' Union web pages.

### **Information for prospective students**

28. The right of a student to not be a member of the Students' Union, and the arrangements for students to still access those services provided by the Students Union for all students whether members or not, should be made available to information available to prospective students via inclusion in the prospectus and on the Students' Union website.



# THE UNIVERSITY OFFICERS

As at 17 June 2024

## **The Chancellor**

The Rt Hon Dame Anne Rafferty DBE

## **The Pro-Chancellors**

M J Temple CBE, BSc

C Brownlie, BSc, MA

A J Stone, BSc, ACA

## **The President & Vice-Chancellor**

Professor K Lamberts, PhD

## **The Provost & Deputy Vice-Chancellor**

Professor R Mokaya OBE, FRS, FRSC (from 17 June 2024)

Professor G Valentine, BA, PhD, FBA, FAcSS, FRGS (until 31 December 2023)

## **The Vice-Presidents**

Professor R J Blakeley, BA, MSc, MSc, PhD (from 1 June 2024)

Professor A W Blom, MB, ChB, MD, PhD, FRCS (Tr&Orth), FMedSci

Professor C Ó Brádaigh, FEng, FRSE

Professor J Derrick, BSc, DPhil

Professor S Fitzmaurice, BA, MPhil, PhD, FRSA

Professor S E Hartley OBE, BA, DPhil, FRES

Professor G W Jewell, BEng, PhD, FLSW

Professor M T Vincent, MA, DPhil, FRHistS

Professor C A Watkins, BA, PhD, FAcSS (until 31 May 2024)

## **The Treasurer**

R W Memmott, BSc, FCA

## **The University Secretary**

J Strachan, BSc, MBA

# THE UNIVERSITY COUNCIL

As at 27 June 2024

## **The Pro-Chancellors**

M J Temple CBE, BSc

C Brownlie, BSc, MA

A J Stone, BSc, ACA

## **The Treasurer**

R W Memmott, BSc, FCA

## **The President & Vice-Chancellor**

Professor K Lamberts, PhD

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

Professor S E Hartley OBE, BA, DPhil, FRES

Professor R Mokaya OBE, FRS, FRSC

Professor M T Vincent, MA, DPhil, FRHistS

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

Dr B Gilvary, BSc, MSc, PhD, DSc, FEI

Dr J Hogan, BA, MA, DPhil

V Kabra, BEng, MBA

A C Kay, BA, MBA, FRCM

F Morris-Jones, MA

P Rodrigo, BEng, MBA, CEng, CITP

Dr P Tenney, BEng, DPhil, FIET

## **Three Members of the Senate elected by the Senate**

Professor G D S Gee, LLB, LLM, MSt

Professor J Kirby, BSc, PhD, PGCert, SFHEA, FRSB

Dr C Nic Dháibhéid, BA, MA, PhD, FRHistS, FHEA

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

G Greenup, MMath, MSc

## **The President of the Students' Union**

L Byrne

## **Secretary to the Council**

J Strachan, BSc, MBA

# THE UNIVERSITY SENATE

As at 17 June 2024

## The President & Vice-Chancellor

Professor Koen Lamberts

## The Provost & Deputy Vice-Chancellor

Professor Robert Mokaya OBE

## The Vice-Presidents

*Education*

Professor Mary Vincent

*Research & Innovation*

Professor Sue Hartley OBE

## Vice-Presidents & Heads of the

*Advanced Manufacturing Group*

Professor Geraint Jewell

*Faculty of Arts & Humanities*

Professor Susan Fitzmaurice

*Faculty of Engineering*

Professor Conchúr Ó Brádaigh

*Faculty of Health*

Professor Ashley Blom

*Faculty of Science*

Professor John Derrick

*Faculty of Social Sciences*

Professor Ruth Blakeley

## Faculty Directors of Education

*Faculty of Arts & Humanities*

Dr Caoimhe Nic Dháibhéid<sup>1</sup>

*Faculty of Engineering*

Professor Matt Carré

*Faculty of Health*

Dr Vanessa Halliday

*Faculty of Science*

Professor Louise Robson (Interim)

*Faculty of Social Sciences*

Professor Graham Gee

## Faculty Directors of Research & Innovation

*Faculty of Arts & Humanities*

Professor Nikki Dibben

*Faculty of Engineering*

Professor Mark Dickman (Interim)

*Faculty of Health*

Professor Paul Hatton

*Faculty of Science*

Professor Andrew Fleming

*Faculty of Social Sciences*

Professor David Robinson (Interim)

## Chairs of Senate Committees who are not otherwise members

*Chair of the Senate University Research Ethics Committee* Dr Jennifer Burr (Faculty of Health)

## Heads of Departments<sup>2</sup> nominated by Faculty on an annual basis (2023-24)

*AMRC Training Centre*

Nikki Jones

*Automatic Control & Systems Engineering*

Professor George Panoutsos

*Chemical & Biological Engineering*

Professor Joan Cordiner

*Civil & Structural Engineering*

Professor Martin Mayfield

*Division of Neuroscience*

Professor Arshad Majid

*Division of Population Health*

Dr Louise Preston

<sup>1</sup> The FDE for Arts & Humanities for 2023-24 has already been appointed as an elected member of the Senate.

<sup>2</sup> The Faculty of Health has an allocation of five representatives in this category for 2023-24, as per paragraph 2.1.6 of Regulation IX. This includes the Deans of the three Schools in the Faculty, along with two Division Heads, as per paragraph 2.1.10 of Regulation IX.

*Electronic & Electrical Engineering*  
*Landscape Architecture*  
*Law*  
*Lifelong Learning*  
*Management School*  
*Materials Science & Engineering*  
*Mechanical Engineering*  
*Physics & Astronomy*  
*Politics & International Relations*  
*Psychology*  
*School of Allied Health Professions, Nursing & Midwifery*  
*School of Biosciences*  
*School of Clinical Dentistry*  
*School of East Asian Studies*  
*School of Education*  
*School of English*  
*School of Mathematics & Statistics*  
*School of Medicine & Population Health*  
*Sheffield Methods Institute*

Professor Chee Hing Tan  
Professor Helen Woolley  
Professor Richard Kirkham  
Professor Willy Kitchen  
Professor Rachael Finn  
Professor Nicola Morley (Interim)  
Professor Lizzy Cross  
Professor Luke Wilson  
Professor Charlotte Burns  
Dr Chris Martin  
Professor Tracey Moore  
Professor Robert Freckleton  
Professor Dan Lambert  
Professor Kate Taylor-Jones  
Professor Rebecca Lawthom  
Professor Jane Hodson  
Professor Jeremy Oakley  
Professor Mark Strong  
Professor Kate Reed

### **Chief Operating Officer**

Rob Sykes

### **University Librarian**

Anna Clements

### **Elected representatives of staff in Grade 7 and above**

#### ***For the period until 2026***

Professor Peter Bath  
Professor Laurence Brooks  
Dr Charlotte Codina  
Dr Tim Cooper  
Dr Laura Gray  
Dr Sarah Hale  
Professor Russell Hand  
Tom Hodgson  
Professor Visakan Kadirkamanathan  
Dr Inge Kersbergen  
Nicky Stubbs  
Charlotte Williams

*Faculty of Social Sciences*  
*Faculty of Social Sciences*  
*Faculty of Health*  
*Professional Services*  
*Faculty of Health*  
*Extra-Faculty*  
*Faculty of Engineering*  
*Extra-Faculty*  
*Faculty of Engineering*  
*Faculty of Health*  
*Faculty of Social Sciences*  
*Professional Services*

#### ***For the period until 2025***

Dan Barcroft  
Professor Stephen Beck  
Professor Briony Birdi  
Professor John Flint  
Steve Foxley  
Professor Matthew Gilbert  
Dr Sam Marsh  
Professor Matt Marshall  
Professor Cheryl Miller  
Professor David Mowbray  
Dr Caoimhe Nic Dháibhéid  
Dr Siobhán North  
Professor Simon Rushton  
Dr Neil Walkinshaw

*Professional Services*  
*Faculty of Engineering*  
*Faculty of Social Sciences*  
*Faculty of Social Sciences*  
*Extra-Faculty*  
*Faculty of Engineering*  
*Faculty of Science*  
*Faculty of Engineering*  
*Faculty of Health*  
*Faculty of Science*  
*Faculty of Arts and Humanities*  
*Faculty of Engineering*  
*Faculty of Social Sciences*  
*Faculty of Engineering*

***For the period until 2024***

Professor Sumon Bhaumik  
Professor Caitlin Buck  
Dr Joshua Forstenzer  
Matt Jones  
Professor Janine Kirby  
Dr Ben Purvis

*Faculty of Social Sciences*  
*Faculty of Science*  
*Faculty of Arts and Humanities*  
*Professional Services*  
*Faculty of Health*  
*Faculty of Social Sciences*

**Six Student Officers**

*President*  
*Education Officer*  
*Students' Union representative*  
*Students' Union representative*  
*Students' Union representative*  
*Students' Union representative*

Lily Byrne (2023-24)  
Maria Lourido Moreno (2023-24)  
Tomás Rocha (Liberation Officer) (2023-24)  
Nana Musa (2022-24)  
Heather Sadiq (2022-24)  
TBC

**The Secretary to the Senate**

Jeannette Strachan (The University Secretary)

# THE STUDENTS' UNION

As at 1 January 2024

## FULL-TIME STUDENT OFFICERS

### **President:**

L Byrne

### **Activities & Development Officer:**

A Campbell, BMus

### **Education Officer:**

M J Lourido Moreno

### **International & Community Officer:**

TBC

### **Liberation Officer:**

T Rocha Lawrence, MBiolSci

### **Welfare & Sustainability Officer:**

J Campling, MEng

### **Wellbeing & Sports Officer:**

A Henderson, BSc

## PART-TIME STUDENT OFFICERS

### **Black & Minority Ethnic Students Officer:**

A Waris

### **Disabled Students Officer:**

L Edwards

### **LGBT+ Officer:**

J Ekogiawe

### **Mature Students Officer:**

Y Hussain

### **Postgraduate Students Officer:**

L Stevenson

### **Women Students Officer:**

Z Lancaster

## **SENIOR STAFF**

### **Chief Executive:**

D Ormerod, LLB

### **Director of Central Services:**

R Copley, BSc, MSc

### **Director of Facilities & Finance**

TBC

### **Director of Membership & Social Enterprise:**

C D Aucott

### **Director of People, Equity & Organisational Development**

B Rodgers, MA, MSc (From 9 January 2024)

### **Director of Student Community Development**

L Simpson-Smillie

### **Director of Student Influence**

M Ayinla, BA (From 9 January 2024)

## HONORARY GRADUATES

### Date of Degree

1966	Her Majesty Queen Elizabeth The Queen Mother, DMus	1955	Sir Edward Victor Appleton, DSc
2008	His Highness Sheikh Dr Sultan Bin Mohammed Al-Qasimi, LittD	1975	The Right Honourable the Lord Armstrong of Sanderstead, LLD
1909	His Royal Highness The Prince of Wales (King George V), LittD	1953	Albert Leslie Armstrong, MA
1930	His Royal Highness Prince George (Duke of Kent), LLD	1991	Walter Harry Green Armytage, LLD
1926	Her Royal Highness The Princess Mary, Viscountess Lascelles (Princess Royal, Countess of Harewood), LLD	1980	Denis Midgley Arnold, DMus
2007	Her Royal Highness Crown Princess Katherine of Serbia, LittD	1992	Arnold Aspinall, DSc
2016	Aileen Kirkpatrick Adams, MD	1985	Robert Frederick Atkins, MA
2016	George Robert Adams, LittD	2023	Helen Valerie Atkinson, DEng
1948	The Right Honourable Viscount Addison of Stallingborough, LLD	1970	Wystan Hugh Auden, LittD
1955	The Right Honourable the Lord Adrian, DSc	1998	George Edward Bacon, DSc
1992	Datuk Haji Sharom Ahmat, LittD	1990	Emmanuel Augustus Badoe, MD
1992	Yang Berbahagia Dato' Hisham Albakri, LittD	1939	Stanley Bertram Bagley, LLD
1947	The Right Honourable Albert Victor Alexander (Viscount Alexander of Hillsborough), LLD	1972	Eric Bagnall, MA
1991	The Right Honourable the Lord Alexander of Weedon, LLD	1947	Sir Donald Coleman Bailey, DEng
2008	Reverend Canon Adrian Alker, MA	1966	George Leo Bailey, DMet
2008	John Allan, LittD	1981	Sir George Grenfell Baines, LittD
1993	Sir Geoffrey Allen, DSc	1960	Alhaji Sir Abubakar Tafawa Balewa, LLD
1926	Sir Hugh Percy Allen, LittD	1912	The Right Honourable Arthur James Balfour (Earl of Balfour and Whittinghame), LLD
1994	John Robert Lawrence Allen, LLD	1959	Albert Ballard, LLD
1966	Norman Percy Allen, DMet	1992	Joseph Cyril Bamford, DEng
1909	William Edgar Allen, LittD	2023	Richard Matthew Bannister, LittD
1994	David Allford, LittD	1978	Sir Roger Gilbert Bannister, DSc
1969	Thomas Edward Allibone, DEng	1960	Ronald Hurst Barber, MA
1960	The Right Reverend Sherard Falkner Allison, LLD	1957	Sir John Barbirolli, DMus
2016	Amal Abdulla Al Qubaisi, LittD	1953	Herbert Bardgett, MA
2006	Lassi Alvesalo, DSc	2003	Karna Dev Bardhan, MD
1947	The Right Honourable Sir John Anderson (Viscount Waverley), LLD	1988	Christopher Shelley Barker, LLD
1996	Philip Warren Anderson, DSc	1972	Ernest Anthony Barker, LLD
1979	Stuart Price Anderson, MSc	1986	Edwin Barker, MA
1994	Emmanuel Yap Angeles, LLD	2014	Graeme Barker, LittD
2007	Theo Angelopoulos, LittD	1973	Harold Everard Monteagle Barlow, DEng
		2000	Janet Barnes, LittD
		1998	Michael Barratt Brown, LittD
		1982	Edwin Barron, MSc
		2011	Dame Josephine Clare Barstow, DMus
		1981	Stephen Martin de Bartolomé, LLD
		1979	Sir Derek Harold Richard Barton, DSc
		2009	Gillian Patricia Bates, DSc
		1910	William Bateson, DSc
		1973	Joseph William Batey, MSc
		1986	Alan Rushton Battersby, DSc



*Honorary Graduates*

2023	Deborah Elizabeth Bax, MD	1913	Henry Bradley, LittD
2023	Nigel Derrick Spencer Bax, MD	2003	David Charles Arthur Bradshaw, LittD
1970	Hugh Lancelot Beales, LittD	1969	Stephen Lawrence Bragg, DEng
2007	Shaun Mark (Sean) Bean, LittD	1931	Sir William Henry Bragg, DSc
1978	Thomas Bean, MA	1927	Edward Bramley, LLD
1924	The Right Honourable Baron Bearsted (Viscount Bearsted), LLD	1994	Sir Paul Bramley, MD
1920	The Right Honourable the 1st Earl Beatty, LLD	1979	Donald Bramwell, PhD
2011	Micheline Beaulieu, LittD	1992	Per-Ingvar Brånemark, DSc
1975	John Bebbington, MA	1991	David Russell Brayshaw, LittD
1930	Sir Hugh Francis Bell, Baronet, LLD	2004	Goran Bregovic, DMus
2017	Kay Benbow, LittD	2010	Alfred Brendel, DMus
1912	His Honour Judge William Denman Benson, LLD	2009	Gordon Wilson Bridge, LittD
1997	Keith Howard Best, DEng	2009	Freda Briggs, LittD
2003	Lord Richard Best, LittD	2004	Lynne Janie Brindley, LittD
2000	Hugh Keith Bevan, LLD	1964	Arnold Brittain, LLM
2015	Pallab Kumar Bhattacharya, DEng	2002	Hugh Brody, LittD
2020	Inderjit Singh Bhogal, LittD	2007	Lord Alec Nigel Broers, DEng
1985	Roger Graham Bigley, MMus	1977	Arthur John Brown, LittD
1953	John Henry Bingham, LLD	2007	Peter Wilfred Henry Brown, LittD
2001	Ronald Matthew Birks, DMus (1985 MMus)	1988	Frederick Fyvie Bruce, LittD
1988	Lindsay Michael Birt, DSc	1970	Jerome Seymour Bruner, DSc
2006	Dame Carol Mary Black, DSc	2013	Julia Buckingham, DSc
1984	Sir Douglas Andrew Kilgour Black, MD	2019	Sir George W Buckley, DEng
1983	Edward Kenyon Blackburn, MD	1959	Harry Bull, DMet
2013	Andrew Blake, DEng	1999	Roger Francis Taylor Bullivant, DMus
2010	Peter Blood, DSc	2019	Lisa Jane Burger, LittD
1998	Leslie Harold Blumgart, DSc	2005	Alberto Bustani, DEng
1994	Thomas Leon Blundell, DSc	1991	John Henry Burgoyne, DEng
2016	The Rt Hon The Lord Blunkett, LittD	1985	H A Burl, PhD
1962	William Henry Bolton, MScTech	2022	The Right Honourable Ian Duncan Burnett (Lord Burnett of Maldon), LLD
2002	Sir John Bond, LittD	2022	Sir Keith Burnett, DSc 1999 Lord Terence Burns, LittD
2015	Sir Roger Bridgland Bone, DEng	1926	The Right Reverend Leonard Hedley Burrows, Lord Bishop of Sheffield, LittD
1910	The Reverend Thomas George Bonney, DSc	1953	Herbert Henry Burton, DMet
1976	Christian John Storey Bonnington, DSc	2005	Alberto Bustani, DEng
1979	Daniel Joseph Boorstin, LittD	1955	The Right Honourable Richard Austen Butler (Baron Butler of Saffron Walden), LLD
2010	Sir Leszek Krzysztof Borysiewicz, MD	1962	Sir Herbert Butterfield, LittD
2011	David Bott, DSc	2000	Dame Antonia Byatt, LittD
2009	Anthony Edward Bottoms, LLD	1942	John Bycroft, MA
1908	Charles Jacques Bouchard, DSc	2018	Dorothy Byrne, LittD
2009	Robert Francis Boucher, DEng	2013	The Rt Hon Richard Caborn, LittD
2018	Yiannis Boutaris, LittD	2019	Ann Cairns, LittD
2005	Hasan Ferit Boysan, DEng	1977	Robert William Caizley, MA
2014	Donal Donat Conor Bradley, DSc		

*Honorary Graduates*

1994	Carmen Thérèse Callil, LittD	1956	The Right Reverend Norman Harry Clarke, Lord Bishop of Plymouth, LLD
1918	His Excellency Paul Pierre Cambon, LLD	1992	The Right Honourable the Lord Cledwyn of Penrhos, LLD
1991	Kenneth Cameron, LittD	1912	Sir William Edwin Clegg, LLD
2001	The Right Honourable the Lord Camoys, LittD	1911	Isabel Cleghorn, MA
1966	The Right Honourable Hugh Mackintosh Foot, Baron Caradon, LLD	1934	Sir Charles Clifford, LLD
1988	Sir John Michael Carlisle, LLD	1978	John Flavell Coales, DEng
1936	Sir Henry Cort Harold Carpenter, DMet	1960	Sir John Cockcroft, DEng
2003	The Very Reverend Arthur Wesley Carr, LittD	1990	The Right Honourable Francis Arthur Cockfield (Baron Cockfield of Dover in the County of Kent), LLD
1990	Lynda Carr, LittD	1991	Sebastian Newbold Coe, LLD
1993	José Carreras, DMus	1968	Harry Cofield, MA
1959	Annie Bindon Carter, MA	2023	Stewart Thomas Cole, MD
2002	Martin Carthy, Dmus	2008	Paul Collier, LittD
2015	Richard John Carwardine, LittD	1995	Patrick Collinson, LittD
1986	Sir Hugh Maxwell Casson, LittD	1973	Arthur Holmes Connell, LLD
2015	Andrew Cave, LittD	2017	Sebastian Orby Conran, DEng
2002	Cham Tao Soon, DEng	1984	Harry Francis Constantine, LittD
1926	The Right Honourable Sir Joseph Austen Chamberlain, LLD	2019	Ian Douglas Cooke, MD
2002	Anson Chan, LLD	1987	Michael Cooke, MA
1964	Arthur William Chapman, LLD	2023	Andrew Jackson Coombe, LittD
2015	Hilary Anne Chapman, MD	2011	Cary Lynn Cooper, DSc
2022	Samuel John Chapman, DEng	1972	Thomas Wellsted Copeland, LittD
1969	Sydney Chapman, DSc	1988	Bernard Edward Cotton, LLD
1993	Christopher Charlton, LittD	1970	Charles Alfred Coulson, LittD
1989	Francis William Cheetham, MA	1927	Sir Cecil Allen Coward, LLD
1932	The Right Honourable the 2nd Viscount Chelmsford, LLD	1920	Sir Henry Coward, MA
1975	John Hugh Chesters, DSc	1933	Sir Henry Coward, DMus
2014	John Chew Hiang Chea, LittD	1929	Charles Whitworth Cowen, MA
2006	William Chia, DSc	1991	Donald James Cram, DSc
1908	John Chiene, DSc	1990	Bernard Rowland Crick, LittD
2009	Lee Child, LittD	2013	Anthony Derek Howell Crook, LittD
2016	David Robert Childs, LittD	1910	Sir William Crookes, DSc
1918	His Excellency the Viscount Sutemi Chinda, LLD	2001	Peter John Cropper, DMus (1985 MMus)
1976	Nils Christie, LLD	1985	Alexander Lamb Cullen, DEng
1985	Sir Sze-yuen Chung, LLD	1975	Gordon Cullen, LittD
1970	Arthur Roy Clapham, LittD	2001	Edward Horder Cullinan, LittD
1966	Alec Wilson Clark, DScTech	1948	Admiral of the Fleet the Viscount Cunningham of Hyndhope, LLD
1951	Sir George Norman Clark, LittD	1991	Alexander Monteith Currie, LLD
1960	Hannah Mary Clark, MA	2005	Lord Dahrendorf of Clare Market, LittD
1970	John Grahame Douglas Clark, LittD	1979	Sir Frederick Sydney Dainton, (The Right Hon The Lord Dainton of Hallam Moors), LLD
1970	Kenneth MacKenzie Clark (Lord Clark), LittD	1992	Lady Barbara Hazlitt Dainton, DSc
1996	Ronald George Clark, MD		
1968	Joseph Ryle Clarke, MA		

*Honorary Graduates*

2001	Stephen David Daldry, LittD	1948	The Right Honourable Sir Anthony Eden (Earl of Avon), LLD
1928	Sir Henry Hallett Dale, DSc	2017	Brian Edwards, MD
1931	The Right Reverend John Russell Darbyshire, Lord Bishop of Glasgow and Galloway (Archbishop of Capetown), LittD	1989	Sir Samuel Frederick Edwards, DSc
2022	Andrew David Darwin, LLD	1998	Jacob Delworth Elder, LittD
1910	Sir Francis Darwin, DSc	2006	Mark Elder, DMus
1910	Thomas William Rhys Davids, DSc	1964	Charles Edwin Eley, MA
1995	Sir Graeme John Davies, DMet	1926	The Right Honourable Sir Charles Norton Edgcumbe Eliot, LittD
2013	Lindsey Margaret Davies, MD	1959	Thomas Stearns Eliot, LittD
2008	Sally Davies, DSc	1992	Peter Elliott, LLD
1908	Sir Henry Davy, DSc	2005	Frank Ellis, DSc
2007	Sir Alan Dawtry, LLD	1918	Sir William Henry Ellis, DEng
1908	Antoine Depage, DSc	1985	Sidney Reuben Elsdén, DSc
1926	The Right Honourable the Earl of Derby, LLD	1999	John Lewis Emery, MD
1996	Henri Maximilien Arthur DesFeuilles, MA	1974	Sir William Empson, LittD
1998	Her Grace the Duchess of Devonshire, LittD	2007	Sir John Enderby, DSc
2014	His Grace the 12th Duke of Devonshire, LittD	2022	Pamela Mary Enderby, DSc
1963	His Grace the 11th Duke of Devonshire, LLD	2003	Gerald Edward Ennis, DEng
2013	Edmund Arthur Lowndes de Waal, LittD	2010	Jessica Ennis, LittD
1977	Sir Christopher John Dewhurst, DSc	2020	George John Ergatoudis, DMus
1978	Arthur Geoffrey Dickens, LittD	1934	John Evans, MSc
1965	Frederick Richard Dimpleby, LLD	2002	Sir Richard Evans, DEng
1934	Frederick Burrington Dingle, MA	1980	Sinclair Morris Evans, MD
1992	Reginald Christopher Walter Dinsdale, MD	1961	Ulick Richardson Evans, DMet
1926	Sir Robert Bland Dixon, DEng	2023	Bernardine Anne Mobolaji Evaristo, LittD
1998	Richard Edwin Dolby, DMet	1933	Sir James Alfred Ewing, DSc
2013	Dame Athene Donald, DSc	1997	Charles Fairhurst, DEng
1984	The Right Honourable Sir John Francis Donaldson, LLD	2013	Martha Fajardo, LittD
2004	Sir Liam Joseph Donaldson, DSc	1990	Julian Thomas Farrand, LLD
1976	Margaret Drabble, LittD	2010	Thomas Vincent Fean, LittD
1939	Bernard Phineas Dudding, PhD	2008	W James Feast, DSc
2017	Gordon William Duff, MD	1936	William Carter Fenton, MA
1999	Lee Yung Dug, LittD	2005	Sir Ranulph Twisleton-Wykeham-Fiennes, DSc
1951	Percy Dunsheath, DEng	1999	David Christopher Fildes, LittD
1990	Sir Herbert Livingston Duthie, LLD	1953	Sir Ernest Frederick Finch, DSc
1999	David Clive Eade, LittD	1979	Sir Moses Finley, LittD
1997	James Edward Eardley, LLD	1979	Sir Harold Montague Finniston, DMet
2019	Ciara Eastell, LittD	1908	Sir Charles Harding Firth, LittD
1983	William Eastwood, DEng	2006	Mark Firth, LittD
1929	Ernest Arthur Ebblewhite, LLD	2014	Paul Nicholas Firth, LittD
1983	Jose Echeverria, MMed	1950	Ezra Fisher, MA
1988	Paul Clark-Eddington, MA	1918	The Right Honourable Herbert Albert Laurens Fisher, LittD
1997	Jeffrey William Edington, DMet	1991	John Raymond Fisher, MED
1960	The Right Honourable James Chuter Ede, LLD		

*Honorary Graduates*

1993 Frank Fitzgerald, DEng	1942 William Michael Gibbons, LLD
1910 The Right Honourable the 7th Earl Fitzwilliam, LLD	1920 Edward Mitchel Gibbs, MA
2010 David Edward Fletcher, LittD	2013 Bill Gibson, DEng
1947 Sir Howard Walter Florey (Baron Florey), DSc	1956 Sir Ernest Basil Gibson, LLD
2016 Roderick John Flower, DSc	2010 Quentin Howieson Gibson, DSc
2023 Nike Folayan, DEng	2010 Vernon Charles Gibson, DSc
1984 Sir Hugh Ford, DEng	2022 Benjamin David Giles, LittD
2003 John Forester, LittD	2018 Brian Gilvary, DSc
2005 William Wilson Forrester, DEng	1991 Harry Glass, LLD
1957 Henry Foster, MA	1991 Maisie Glass, LittD
1908 Sir James Kingston Fowler, DSc	1982 Ruth Glass, LittD
1918 His Excellency the Marquis Imperiali dei Principi di Francavilla, LLD	1970 Peter Glossop, DMus
1926 Percy Faraday Frankland, DSc	1955 The Right Honourable the Lord Goddard of Aldbourne, LLD
1908 Sir George Franklin, LittD	1991 Sir Arthur Abraham Gold, LLD
2013 Michael Frayn, LittD	1979 Winifred Mary Golding, LLD
1966 Anna Freud, LLD	2009 Stephen Gomersall, LittD
2019 Frances Froes, DEng	1984 Michael Andrew Goode, MPhil
2012 Martin Fry, DMus	1956 Sir Charles Frederick Goodeve, DSc
1908 Ernst Fuchs, DSc	1959 Sir Stuart Coldwell Goodwin, LLD
1999 Carlos Fuentes, LittD	2007 Albert Arnold Gore, Jr, LittD
1994 John Kenneth Galbraith, LittD	1996 Norman Karol Gottwald, LittD
1996 Edward Patrick Gallagher, DEng	2012 James Goulding, DEng
2017 Angela Mary Cecilia Gallop, DSc	2000 Sir James Gowans, MD
1930 John Galsworthy, LittD	1948 Ernest Storm Graham, LLD
1989 Joseph Mark Gani, DSc	2004 Michael Grandage, LittD
1951 The Most Reverend and Right Honourable Cyril Forster Garbett, Archbishop of York, LLD	2012 Jeremy Grantham, DSc
1980 Alice Garnett, DSc	1978 Norman Gratton, MSc
1997 Lesley Garrett, DMus	1934 John George Graves, LLD
2019 Wayne Fernley Garvie, LittD	2017 John Malcolm Gray, DEng
1933 Edmund Johnston Garwood, DSc	1966 Sir John Green, LLD
1920 The Right Honourable Sir Eric Campbell Geddes, LLD	2019 Stuart Antony Green, DEng
1910 Sir Archibald Geikie, DSc	1960 Dorothy Greene (Mrs Blundell), MA
2000 Pierre-Gilles de Gennes, DSc	1946 The Right Honourable the Lord Greene of Holmbury St Mary, LLD
1960 Frederick Arthur Gent, MA	2008 Deborah Greenspan, DDSc
2012 Gillian Anne Gehring, DSc	1970 Roy Orval Greep, DSc
1919 The Right Honourable David Lloyd George (Earl Lloyd-George of Dwyfor), LLD	2001 Bernard Gregor-Smith, DMus (1985 MMus)
1999 The Right Honourable Eddie George, LittD	2008 Bryan Thomas Grenfell, DSc
1979 Stanley Gerr, LittD	1950 Arthur Benjamin Griffiths, MA
2004 Nicci Gerrard, LittD	2022 Robert C Griggs, MD
2023 Kristopher Bryant Gibbon-Walsh, LittD	1963 Robert Edward Gross, DSc
	1954 John Lewis Anderton Grout, MD
	2018 Agnes Grunwald-Spier, LittD
	2022 Poppy Gustafsson, DSc

*Honorary Graduates*

1968	William Keith Chambers Guthrie, LittD	2015	Philip Michael Hensher, LittD
1911	Sir Robert Abbott Hadfield, Baronet, DMet	1975	Hildegard Herzog, MA
2004	Stelios Achilleos Hadjistryllis, LittD	2001	David Ian Heslop, LittD
1930	Sir William Henry Hadow, LittD	1947	Sir Hector James Wright Hetherington, LLD
1987	Sir Douglas Hague, LittD	1927	The Right Honourable Gordon Hewart, Baron (Viscount) Hewart of Bury, LLD
1920	The Right Honourable the 1st Earl Haig, LLD	2015	David Hey, LittD
1955	The Right Honourable the Lord Hailey of Shahpur and Newport Pagnall, LLD	1927	James Harvey Hichens, LLD
1913	The Right Honourable the Viscount Haldane of Cloan, LLD	2003	Dame Julia Higgins, DSc
2018	Andrew George Haldane, LittD	2022	Alexzandra Mary Varley Hildred, LittD
1928	Sir Arthur John Hall, DSc	1964	Sir William Percival Hildred, LLD
1995	Peter Geoffrey Hall, LittD	2011	Anthony Edward Hill, DSc
1954	Samuel Hall, PhD	1967	John Edward Christopher Hill, LittD
1922	Thomas Walter Hall, MA	2018	Peter Hill, DMus
1936	Joseph Henry Hallam, PhD	1990	Robert Hill, DSc
1964	Bertrand Leslie Hallward, LLD	1992	Cyril Hilsum, DEng
1994	Herbert Halpert, LittD	2005	Dame Deidre Hine, DSc
1966	Wilfred Marsh Hampton, DScTech	2010	Barry Hines, LittD
2014	Peter William Hannon, LittD	1954	Sir Cyril Norman Hinshelwood, DSc
2007	Anthony Hanwell, DEng	2018	Victoria Hislop, LittD
1928	The Right Honourable the 6th Earl of Harewood, LLD	1996	William James Hitchens, LittD
1961	Robert Hargreaves, MA	2003	Philip Hobsbaum, LittD
2018	Sarah Helen Harkness, LittD	1920	Sir Albert John Hobson, LLD
1989	John Laker Harley, DSc	1910	Ernest William Hobson, DSc
1999	Peter Joseph Harper, LittD	1977	Sir Harold Hobson, LittD
2004	Joanne Michele Sylvie Harris, LittD	1993	Alun Hoddinott, DMus
1988	George Michael Antony Harrison, LLD	1960	Sir William Hodge, DSc
1997	Pauline May Harrison, DSc	1963	Alan Lloyd Hodgkin, DSc
1927	Sir William Edward Hart, LLD	1970	Dorothy Crowfoot Hodgkin, DSc
2001	Adam John Hart-Davis, DSc	2014	Sheila Clare Hollins, MD
1936	Sir Harold Brewer Hartley, DSc	2013	Sir Bernard Hogan-Howe, LLD
2014	Nicholas Dixon Hastie, MD	1999	Richard Hoggart, LittD
1983	Enid Anne Hattersley, LittD	1989	Brenda Marjorie Hoggett, LLD
1998	Roy Sydney George Hattersley (Lord Hattersley of Sparkbrook), LittD	1994	Sir Geoffrey Holland, LLD
1955	Sir Geoffrey de Havilland, DEng	1987	Frederick George Thomas Holliday, DSc
1974	Robert Downs Haworth, DSc	1993	Michael Holroyd, LittD
1987	Nigel Barnard Hawthorne, MA	1959	Sir Ronald Holroyd, DSc
1976	Sir William Hawthorne, DEng	1976	John William Holter, DSc
2016	Mary Hayes, LLD	1983	Robert William Kerr Honeycombe, DMet
1951	Ethel Mary Bassett Haythornthwaite, MA	1976	Harry Thurston Hookway, LLD
1963	Gerald Graham Haythornthwaite, MA	2023	Alison Mary Hope, LittD
2009	Janet Hemingway, DSc	1928	Sir Frederick Gowland Hopkins, DSc
1978	Lydia Manley Henry, DSc	1990	Peter Horton, LittD
		2005	Hugh Howe, LittD
		2015	Dr Wei Huang, DSc

*Honorary Graduates*

1993	George Hudson, LLD	2004	Alan Godfrey Johnson, DSc
1990	Edward Hughes, LittD	2017	Alan Taylor Johnson, MD
1912	Herbert Hughes, LLD	1969	Harry Gordon Johnson, LittD
1994	Penelope Lesley Hughes, LLD	2000	Henry Stuart Johnson, LLD
2016	Clive Robert Humby, DEng	1986	William Johnson, DEng
1966	William Hume-Rothery, DMet	2018	Bernard Johnston, DEng
2018	Jane Humphries, LittD	2002	Ronald John Johnston, LittD
1999	Anthony James Hunt, LittD	1910	Joseph Jonas, DEng
1989	Henry Cecil John Hunt (Lord Hunt of Llanfair Waterdine), DSc	2005	David Jones, DSc
2005	His Excellency Julian Robert Hunte, LittD	1994	Kathleen Mary Jones, LLD
2020	Ann Jacqueline Hunter, DSc	2014	Philip Jones, LittD
1953	The Right Reverend Leslie Stannard Hunter, Lord Bishop of Sheffield, LLD	1932	Sir Walter Benton Jones, Baronet, LLD
2017	Peter J Hunter, DEng	2012	H Peter Jost, DEng
1939	James Edgar Hurst, DMet	1982	The Very Reverend Alfred Jowett, LittD
1967	Henry Charles Husband, DEng	2012	Jean-Claude Juncker, LittD
1955	Joseph Husband, DEng	2002	Sir Stanley Kalms, LittD
1964	Sir Andrew Fielding Huxley, DSc	1975	Sir Andrew Watt Kay, DSc
1981	William Gregory Ibberson, DEng	1981	Harry Kay, DSc
1962	Sir Charles Frederick William Illingworth, DSc	2003	The Honourable Mr Justice Maurice Kay, LLD
1976	Ronald Stanley Illingworth, MD	1995	William James Gregory Keegan, LittD
1924	The Very Reverend William Ralph Inge, LittD	1966	George Williams Keeton, LLD
1994	Brendan Ingle, MA	2007	Alan Kelly, DMus
1954	Sir Christopher Kelk Ingold, DSc	2022	Tim Kendall, MD
2003	Susan Elizabeth Ion, DEng	2005	Baroness Helena Kennedy, QC, LLD
1987	Knut Ipsen, LLD	2000	The Right Honourable Sir Paul Joseph Morrow Kennedy, LLD
1993	Jamshed Jiji Irani, DMet	1995	Sir Anthony John Patrick Kenny, LittD
2001	Robin Dale Ireland, DMus	1980	John Philipps Kenyon, LittD
1934	Thomas Wilson Ireland, MA	2009	Bruce Keogh, MD
2006	Eddie Izzard, LittD	2009	Ian Kershaw, LittD
1998	Brenda Powell Jackson, LittD	2005	Sir Robert Kerslake, LittD
1936	The Right Honourable Sir Francis Stanley Jackson, LLD	1951	Sir Geoffrey Langdon Keynes, LittD
1955	Sir Harold Warters Jackson, LLD	2002	Khoo Soo Peng, LittD
1908	Henry Jackson, LittD	1990	Robert John Kiln, LittD
1926	Sir Percy Richard Jackson, LLD	1995	Sir Robert Kilpatrick, LLD
2005	General Sir Mike Jackson, LLD	2008	Sir David Anthony King, DSc
1959	Sir Willis Jackson (Baron Jackson), DEng	2000	Emma Kirkby, DMus
1980	John Richings James, LLD	1966	George Wilson Knight, LittD
1987	Antony Rupert Jay, MA	1978	Lionel Charles Knights, LittD
1992	John Bryan Jefferson, LittD	2010	John Frederick Knott, DEng
1985	Lady Susan Jellicoe, LittD	2008	Angela Knowles, LittD
1989	John Jerwood, LLD	2011	Sir Nigel Knowles, LLD
2002	Eva Magdalena Jiricna, LittD	2005	Susan Kohler, LittD
		1979	Sir Hans Leo Kornberg, DSc
		1997	Herbert Kraft, LittD

*Honorary Graduates*

1982	Armin Krauz, MPhil	1910	Sir Oliver Joseph Lodge, DSc
1959	Sir Hans Adolf Krebs, DSc	1985	Sir Thomas Lodge, MD
1993	John Richard Krebs, DSc	1995	Hugh Christopher Longuet-Higgins, DMus
1995	Harold Walter Kroto, DSc	1983	James Loughran, DMus
2022	Huen Poh Lai, DEng	2003	Calliopa Pearlette Louisy, LLD
1924	Sir Horace Lamb, DSc	2022	Sir Simon Lovestone, MD
1949	Joseph Percy Lamb, MA	1994	Loy Hean Heong, LLD
1912	The Most Reverend and Right Honourable Cosmo Gordon Lang, Lord Archbishop of Canterbury (Baron Lang of Lambeth), LittD	2000	Colin Renshaw Lucas, LittD
2002	Paul Langford, LittD	1908	Just Marie Marcellin Lucas-Championniere, DSc
2007	Brian Charles Lara, LittD	1997	The Right Reverend David Ramsey Lunn, LLD
1978	Sir Denys Louis Lasdun, LittD	2013	David Edward Luscombe, LittD
1999	John David Michael Henry Laver, LittD	1987	Jonathan Adam Lynn, MA
1932	John Henry Wales Laverick, DEng	1996	Fiona Caroline MacCarthy, LittD
2001	Vanessa Vivienne Lawrence, DSc	2002	Iain MacIntyre, MD
2005	Andrew Lawrence-King, DMus	2015	Julia Macur, LLD
2015	Colin James Lawson, DMus	1959	Joseph Madin, LLM
2016	Richard Leafe, LittD	2019	Juergen Maier, DEng
2016	William John Leatherbarrow, DSc	2015	Emily Maitlis, LittD
1933	John Beresford Leathes, DSc	2003	Marion Maitlis, MA
2000	Anthony Ledwith, DSc	2017	Lee Elliot Major, DSc
2005	Peter Wilton Lee, DEng	1960	Sir Roger Mellor Makins (Lord Sherfield), LLD
2002	Lee Hong-Koo, LittD	1978	George John Malcolm, DMus
1971	Lee Kuan Yew, LLD	1957	Thomas Goddard Mander, MA
1991	Jean-Marie Pierre Lehn, DSc	2005	Hilary Mantel, LittD
1922	Frank John Leslie, MA	1997	Robert John Margetts, DEng
1968	Isidore Lewis, LLD	1936	Violet Rose Markham, LittD
2018	Lowell Lyttleton Lewis, MD	2002	David Ian Marquand, LittD
2009	Michael Hugh Arthur Lewis, LittD	1926	Harry Parker Marsh, LLD
2011	Tomas Robert Lindahl, DSc	1972	Sir Oshley Roy Marshall, LLD
1992	The Right Honourable the Lord Lewis of Newnham, DSc	1908	Sir Charles James Martin, DSc
1928	Sir Thomas Lewis, DSc	1992	Thomas John Martin, MD
2003	Sir John Lilleyman, MD	1946	John Masefield, LittD
1996	Lim Neo Chian, DEng	2014	Paul Mason, LittD
2014	Xu Lin, LittD	1953	Sir James Irvine Orme Masson, LLD
2016	Norman Ling, LittD	1964	Christina Mary Mather, MA
1999	Maureen Diane Lipman, LittD	1992	Ahmad Mohamed Mattar, LittD
2009	Nicholas Joseph Orville Liverpool, LLD	2016	Nicholas Matthew, LittD
2001	Douglas Brian Liversidge, DEng	1963	Sir Robert Hogg Matthew, LLD
2005	Pamela Liversidge, DEng	1933	Ellen Maud Maxfield, MA
1929	Frederick Lloyd, MEng	2005	Lord May of Oxford, DSc
1955	The Right Honourable Selwyn Lloyd, LLD	1999	Michael John May, DMet
2007	David Locker, DSc	2023	Richard Jeffrey Mayson, LittD
1910	Sir Joseph Norman Lockyer, DSc	2010	Kevin Charles McCabe, LittD

*Honorary Graduates*

2012	John David McClean, LittD	2008	Tridibesh Mukherjee, DMet
1974	John Gibb McCrie, MD	1946	Sir Alfred James Munnings, LLD
1995	Sir Meredith Alister McIntyre, LLD	1997	Donald Sinclair Munro, LLD
2001	Neil Stuart McKay, LLD	1981	Dame Jean Iris Murdoch, LittD
1954	Thomas Aloysius McKenna, LLD	2012	Frances Murphy, LLD
1998	Dermot Henry McLain, DSc	1908	John Benjamin Murphy, DSc
1965	Sir John McMichael, DSc	2004	Jennifer Susan Murray, LittD
1924	The Reverend George Henry McNeal, MA	2010	Sir Kenneth Murray, DSc
2000	James McQuaid, DEng	2010	Noreen Elizabeth Murray, DSc
2008	Maureen McTeer, LLD	1977	Dame Rosemary Murray, LLD
1968	Thomas William Melhuish, MA	1978	William John Murrison, MA
1933	Lady Mellanby, DSc	1976	Sir Roger Mynors, LittD
1934	Sir Edward Mellanby, DSc	1995	Michio Nagai, LittD
1983	Kenneth Mellanby, DSc	2000	Yang Berhormat Dato' Sri Najib, LittD
1986	David Mellor, LittD	2002	Michael Napier, LLD
1997	David Melville, DSc	1982	William Maurice Naylor, MBA
1967	Sir Eric Mensforth, DEng	1996	Frank Edward Neal, MD
1984	Sir Peter Edward Middleton, LittD	2000	Roger Michael Needham, DSc
1910	Sir Henry Alexander Miers, DSc	1982	James Hugh Neill, LLD
1975	Anthony Miles, MA	2003	Andrew William Nelson, DEng
1972	Edward Miller, LittD	2001	The Honourable Rex Milton Nettleford, LittD
1980	Harold Miller, DSc	1924	Sir Henry John Newbolt, LittD
2005	Keith John Miller, DEng	1997	David Edward Newland, DEng
2000	Roy Millington, LittD	1934	Herbert Samuel Newton, MA
1943	Samuel Roslington Milner, DSc	2002	Ian Newton, DSc
2013	Antonio Minichiello, LittD	1990	Ronald Gordon Newton, DScTech
2007	George John Mitchell, LLD	2009	Jack Nicholls, LittD
2009	Barton W Moenster, DEng	1984	Sir Robin Buchanan Nicholson, DMet
2001	Sir Brian Moffat, LittD	2018	Lucy Elen Nickson, MD
2018	Paul Raymond Monaghan, LittD	1993	Nadal Batle Nicolau, LLD
2005	William Mong Man-Wai, DEng	2022	Alison Nimmo, LittD
1988	David Alec George Monk, LLD	2004	Denis Noble, DSc
2012	Vice-Admiral Sir Charles Admiral Ross Montgomery, DEng	2008	Zamani bin Md Noor, LittD
2017	David Barker Moody, LittD	1908	His Grace the 15th Duke of Norfolk, LittD
1966	Henry Moore, LLD	1965	Ronald George Weyford Norrish, DSc
2013	Simon James Moran, DMus	2003	Michael James Norton, DEng
2003	Grahame Morris, LittD	2005	Sir Paul Nurse, DSc
1991	The Right Honourable the Lord Morris of Castle Morris, LittD	2005	Christiane Nüsslein-Volhard, DSc
1982	Robert Steel Morton, MD	1974	Albert Boswell Nutt, LLD
2005	Andrew Motion, LittD	1987	Patrick John Nuttgens, LittD
1961	Sir Nevill Francis Mott, DSc	1959	Cecil Bernard Oldman, LittD
1996	The Right Reverend Gerald Moverley, Roman Catholic Bishop of Hallam, LLD	1908	Sir Thomas Oliver, DSc
2015	Hamid Ghafoor Mughal, DEng	1966	William Herbert Olivier, LLD
		2011	Tolu Olukayode Odugbemi, DSc
		2014	Jim O'Neill, LittD



*Honorary Graduates*

1977 Ernst Öpik, DSc	1956 Lawrence Herbert Austin Pilkington, LLD
1962 Horace James Oram, MA	1974 Reginald Pilkington, LLD
1998 Francis John Orton, LLD	1977 Herbert Harkness Pilling, LLM
1936 Sir Samuel Osborn, LLD	1988 Jens Jørgen Pindborg, MD
1959 Geoffrey Marshall Ost, MA	2005 Trevor Pinnock, DMus
2003 Hiroji Ota, LittD	1959 Sir Robert Platt, Baronet (Baron Platt of Grindleford), LLD
2018 Petrus Hendricus Oudolf, LittD	2001 Baroness Platt of Writtle, DSc
1908 Edmund Owen, DSc	1930 The Right Honourable Herbert Charles Onslow Plumer, Viscount Plumer of Messines and Bilton, Yorkshire, LLD
2023 Bryony Kate Frances Page, LittD	2005 Dame Julia Polak, DSc
1994 Raymond Ian Page, LittD	1992 Sidney Pollard, LittD
1918 His Excellency the Honourable Walter Hines Page, LLD	1968 The Right Honourable the Lord Porter of Luddenham, DSc
1987 Cecil George Paine, MD	2012 Dirkje Sjoukje Postma, MD
1992 Michael Edward Palin, LittD	1999 David Edwin Potter, DSc
2001 Vassilios Papageorgopoulos, LittD	2002 Paul John Potts, LittD
1992 Vasso Papandreou, LittD	2004 Keith Povey, LLD
2005 Jaime Parada, DEng	1997 Ghillean Tolmie Prance, DSc
1988 Tae Joon Park, DMet	1956 Sir Raymond Edward Priestley, LLD
1976 Annie Mary Parker, MA	1980 Jacqueline du Pré, DMus
2010 Richard Jonathan Parker, DEng	2016 Irina Prokhorova, LittD
1922 The Honourable Sir Charles Parsons, DEng	2013 Dame Gillian Mary Pugh, LittD
1997 Geoffrey Edwin Pattie, LLD	1966 William David Pugh, DMet
2011 Julietta Patnick, MD	1993 Sir William Purves, LLD
1995 Tan Gee Paw, DEng	1980 Arthur George Quarrell, DMet
1991 David Brian Peace, DScTech	1992 John Rodney Quayle, DSc
1964 Lawrence du Garde Peach, LittD	1914 The Right Reverend John Nathaniel Quirk, Lord Bishop of Jarrow, LittD
2007 Stuart William Peach, LittD	1989 Sir Randolph Quirk, LittD
2023 Hollie Pearne-Webb, LittD	1981 Stanley Race, DScTech
1923 Valentine Ward Pearson, MA	2017 Neil Rackham, DSc
2023 Anthony Paul Pedder, DEng	1999 George Karoly Radda, DSc
1966 Alan James Peech, LLD	2005 Dame Anne Judith Rafferty, LLD
2010 George Henry Neville Peel, LittD	1922 William Emsley Raley, MA
1926 Dame Emily Penrose, LLD	1997 Tan Sri Ramli Ngah Talib, LLD
1951 Dame Lillian Margery Penson, LittD	1998 Mamphela Aletta Ramphele, MD
1982 Donald Hill Perkins, DSc	1910 Sir William Ramsay, DSc
1956 James Alexander Petch, LLD	1996 Bernard Rands, DMus
2015 Stephen Peters, MD	1999 Peter Hamilton Raven, DSc
1954 Ernest William Pettifer, MA	2012 Sir Michael David Rawlins, MD
1959 Sidney Augustus Peyton, LittD	2015 John Anthony Rawsthorne, LittD
1998 David Chilton Phillips (Lord Phillips of Ellesmere), DSc	2022 Christopher John Rea, DEng
1939 Miles Harris Phillips, DSc	2013 Sir David John Read, DSc
1939 Sir Arthur Wallace Pickard-Cambridge, LittD	2001 Peter William Redgrove, LittD
1978 William Roy Piggott, DSc	
1996 Vivien Dorothy Pike, MMus	

*Honorary Graduates*

2005 Laurence Rees, LittD	1989 Wilfred Leonard Saunders, LittD
1987 Andrew Colin Renfrew, LittD	2009 John Stewart Savill, MD
1968 Sir John Renwick, LLD	1979 John Arthur Saxton, DEng
1982 Henning Graf von Reventlow, LittD	2008 Joe Scarborough, LittD
2006 Fiona Clare Reynolds, LittD	1918 The Right Honourable the 10th Earl of Scarborough, LLD
2023 David James Richards, LittD	1951 The Right Honourable the 11th Earl of Scarborough, LLD
2005 President George Maxwell Richards, LittD	2001 The Right Honourable the 12th Earl of Scarborough, LLD
1994 John Richmond, MD	2002 Geoffrey Christopher Schild, DSc
2014 Kathryn Elizabeth Riddle, LittD	1987 Sir Robert Scholey, DEng
1981 Derrick Newton Riley, PhD	1983 James Alexander Scott, LLD
1984 Sir Ralph Riley, LLD	2022 Jonathan William Seaton, DSc
1995 John David Rimington, DSc	2022 Susan Elizabeth Seaton, DSc
1934 The Right Honourable the 1st Baron Riverdale of Sheffield, LLD	2004 Pavel Seifter, LittD
1967 Lionel Charles Robbins, Baron Robbins of Clare Market, LLD	2007 The Most Revd and Rt Hon John Mugabi Tucker Sentamu (Lord Archbishop of York), LittD
2002 Sir Gareth Roberts, DSc	1997 Paul William Seton, LLD
2006 John Maxwell Roberts DEng	2002 Dame Margaret Seward, DSc
1994 Richard John Roberts, DSc	1994 Lord Shackleton of Burley, DEng
2022 Kathleen Roberts, DEng	2017 Helen Patricia Sharman, DSc
2007 Timothy Wace Roberts, LLD	1931 Sir Percival Sharp, LLD
1936 Sir Charles Grant Robertson, LittD	1991 Mary Edith Sharrock, MA
1961 Sir Dennis Holme Robertson, LittD	1994 Joseph Henry Hinggiam Sheares, MD
2001 Sir Ralph Robins, DEng	2005 Xie Shengwu, DSc
1946 Sir Robert Robinson, DSc	1910 Sir Charles Scott Sherrington, DSc
1975 Sir Hugh Norwood Robson, LLD	1989 Douglas Shortridge, DSc
2000 Peter Neville Robson, DEng	1939 The Right Honourable the Viscount Simon of Stackpole, LLD
2009 Daniel Frederick Gordon Rohlehr, LittD	2017 David Simons, MD
1998 Jack Morris Rosenthal, LittD	2005 Joe Simpson, LittD
1996 Ian Craig Ross, MEng	2016 Charles Robert Sims, DEng
2010 Sheila Rowbotham, LittD	1991 Geoffrey Donald Sims, LLD
2002 David Rowe, DMus	1955 Dame Edith Sitwell, LittD
2023 Graham Royle, DEng	1951 Sir Osbert Sitwell, Baronet, LittD
1999 Philip Charles Ruffles, DEng	2004 Sir Reresby Sitwell, LittD
2003 Robert Graham Goodwin Russell, MD	1979 Sir Sacheverell Sitwell, LittD
1988 Charles Ryan, MA	2001 Kenneth Herbert Sleaford, MMus
1913 Sir Michael Ernest Sadler, LittD	1988 Gerald Patrick Smedley, DEng
2022 Ayesha Saeed Husaini, LittD	1996 John Michael Smethurst, LittD
1996 Jane Elizabeth Salvage, LLD	1963 Albert Hugh Smith, LittD
1991 Steven Browning Sample, LLD	2004 Colin John Smith, DSc
2006 Gillian Mary Ryder Samuels, DSc	1936 Sir Frank Edward Smith, DSc
1962 Frank Henry Saniter, DScTech	
2018 Ann Sansom, LittD	
2018 Peter Sansom, LittD	
1995 Stuart John Saunders, LLD	

*Honorary Graduates*

1926	The Very Reverend Sir George Adam Smith, LittD	1934	Walter Coventry Summers, LittD
1927	George Charles Moore Smith, LittD	2023	John Trevor Sutcliffe, LittD
1984	John Cyril Smith, LLD	1992	Harold Thomas Swan, LittD
2015	Roderick Arthur Smith, DEng	1908	Sir Henry Rosborough Swanzy, DSc
1949	William Mackenzie Smith, LLD	2003	Jim Swithenbank, DEng
1931	Field Marshal the Right Honourable Jan Christiaan Smuts, LLD	1955	Sir Charles Sykes, DMet
1980	Ian Bruce Sneddon, MD	1996	Hugh Ridley Sykes, LLD
1908	Simeon Snell, DSc	1999	Sir Richard Brook Sykes, DSc
1922	Mary Jane Sorby, MA	1998	Toshiyuki Takamiya, LittD
1959	Herbert Southern, MScTech	1998	Tony Tan Keng Yam, LLD
1955	Sir Richard Vynne Southwell, DEng	1970	Kenzo Tange, LittD
1991	Stanley Lester Speight, LLD	2016	Tilli Tansey, MD
1981	Alfred Spinks, DSc	1996	Savak Sohrab Tarapore, LLD
2002	Lewis Spitz, MD	2017	Simon Tavaré, DSc
2018	Sarah Marcella Springman, DEng	1953	Richard Henry Tawney, LittD
2013	Adrian Martyn Christopher (Kim) Staniforth, LittD	2023	Rebecca Lucy Taylor, DMus
1924	Ernest Henry Starling, DSc	1977	Robert Donald Teare, LLD
1910	John Edward Stead, DMet	1965	Dame Grace Tebbutt, LLD
1988	Stuart Stearns, DSc	1946	Marshal of the Royal Air Force, Lord Tedder of Glenguin, LLD
1970	Erwin Stengel, MD	1931	The Most Reverend and Right Honourable William Temple, Lord Archbishop of York (Lord Archbishop of Canterbury), LittD
1948	Sir Frank Merry Stenton, LLD	1977	Frederick Charles Thomas, LLD
1955	Sir Henry Francis Blake Stephenson, Baronet, LLD	1992	Sir Keith Thomas, LittD
1918	Sir Henry Kenyon Stephenson, Baronet, LLD	1982	Neville Thomas, MA
1963	William Raymond Shirecliffe Stephenson, MA	1997	Terence Ash Thomas, LLD
1968	James Wilfred Sterland, LLD	1954	Francis William Thompson, LittD
1995	Michael John Howard Sterling, DEng	1956	Sir George Paget Thomson, DSc
2008	Nicholas Herbert Stern (Baron Stern of Brentford), LittD	1910	Sir Joseph John Thomson, DSc
1991	William Duncan Paterson Stewart, DSc	1985	Anthony Hugh Thornton, MA
2007	Charles James Matthew Stirling, DSc	1985	Frederick Alfred Thorpe, LittD
2008	Sir James Fraser Stoddart, DSc	1908	Hermann Tillmans, DSc
1998	John Maurice Stoddart, LLD	1976	Sir Michael Tippett, DMus
2010	David Radcliffe Stone, LittD	1953	Edward Charles Titchmarsh, DSc
2013	Helen Storey, DSc	1948	Sir Henry Thomas Tizard, LLD
1986	Robert Street, DSc	1961	Sir Alexander Robertus Todd (Baron Todd of Trumpington), DSc
1976	Sir Charles Herbert Stuart-Harris, DSc	1984	Reverend Canon George Tolley, DSc
1912	The Right Honourable Charles Beilby Stuart Wortley (Lord Stuart of Wortley), LLD	2012	Stephen Tomlinson, DSc
1924	Robert Styring, LLD	2016	Sir John Edward Tooke, MD
2008	Lakshminarayana Subramaniam, DMus	1961	Donald Thomas Alfred Townend, DScTech
1972	Willie Sucksmith, DSc	1990	Donald Gilchrist Trelford, LittD
2016	Richard Summers, DSc	1947	George Macaulay Trevelyan, LittD
		2011	Athanasios Sotiris Tsaftaris, DSc
		1954	William Ernest Stephen Turner, DScTech

*Honorary Graduates*

1979	David Arthur John Tyrrell, DSc	2022	Paul Ellis White, LittD
2012	Robert Ian William Upton, LittD	1910	Sir William Henry White, DEng
1974	Donald John Urquhart, DSc	1965	Iona Whittaker, LLD
1992	Alan Usher, DSc	1966	John Macnaghten Whittaker, LLD
2015	Rosie Valerio, LittD	1997	Malcolm Hewitt Wiener, LittD
1955	Dame Ninette de Valois, DMus	1934	James Ragg Wigfull, MA
1997	Marianna Vardinoyannis, LLD	1997	Rahula Oliver Barnes Wijesekera, DSc
1994	Geza Vermes, LittD	2012	Paul Wiles, LLD
1923	Douglas Vickers, DEng	1989	Michael Wilford, LittD
1908	Thomas Edward Vickers, DMet	1986	Eric Wilkes, MD
1934	William James Nathaniel Vincent, MA	1949	Emily Willey, MA
1965	Herbert Willan Wadge, MA	1908	Sir Dawson Williams, DSc
2004	Jeffrey Wadsworth, DEng	1981	Sir Edgar Williams, LittD
1977	Ralph Louis Wain, DSc	2009	Gregor Ernest Williams, LittD
2007	Derek Alton Walcott, LittD	1999	Sir Peter Michael Williams, DSc
2006	David Alan Walker, LittD	1980	The Right Honourable Shirley Teresa Brittain Williams, LLD
1933	The Reverend Edward Mewburn Walker, LittD	1989	Alexander Wilson, LittD
1918	George Blake Walker, MEng	1999	Sir Colin Alexander St John Wilson, LittD
2007	Lorna Stuart Walker, DEng	1947	Field Marshal Lord Wilson of Libya and of Stowlangtoft, LLD
2006	Mark Jeremy Walport, DSc	2011	Roger Leslie Wilson, MD
1987	Sir John Nicholas Walton, MD	2010	John Charteris Wingfield, DSc
1955	Sir Ashley Skelton Ward, LLD	1992	Douglass Wise, LittD
1957	George Herbert Bridges Ward, MA	2005	Lord Wolfson of Marylebone, DSc
2001	John Dale Ward, MD	1966	John Lewis Womersley, LLD
1939	Joseph Ward, LLD	2015	Anne Wood, LittD
2013	James Wardrope, MD	1931	The Right Honourable Edward Frederick Lindley Wood, Baron Irwin of Kirby Underdale (1st Earl of Halifax), LLD
2019	Daniel Meirion Walker, LittD	1995	Sir John Crossley Wood, LLD
2022	Martyn Ware, DMus	1962	Richard Frederick Wood, LLD
2011	David Alexander Warren, LittD	2007	Hubert Frank Woods, MD
2019	Christopher Richard Watson, DMus	1966	Robert Burns Woodward, DSc
2013	Elizabeth Watts, DMus	1973	John Stenton Worrall, LLD
1967	Sir Edward Johnson Wayne, DSc	1986	Colonel Leslie William Wright, MA
1989	Sir David Weatherall, MD	2003	Phillip Montague Wright, DEng
1964	Noel Edwin Webster, DEng	1997	Edward Anthony Wrigley, LittD
1960	Cicely Veronica Wedgwood, LittD	2004	Kurt Wüthrich, DSc
1951	Sir Ronald Morce Weeks, (1st Baron Weeks of Ryton, Co Durham), DScTech	1962	Herbert William Wynn, MA
2019	Anthony Peter Weetman, MD	1934	William Palmer Wynne, DSc
2015	Simon Charles Wessely, MD	2015	Xu Lin, LittD
2018	Dominic G F E West, LittD	2014	Alev Yaraman, DEng
1993	John Harald Westergaard, LittD	2004	Kenneth Yeang, LittD
2006	Eric Wharton, DSc	2005	David Ernest Young, LittD
2023	Helena Whitbread, LittD	1968	Diana Graham Young, MA
1987	James White, DScTech		

*Honorary Graduates*

2020 Douglas Chi-Chiu Young, LittD  
1962 Gerard Francis Young, LL.D  
1993 Hugo John Smelter Young, LittD

1966 Michael Young, LittD  
2004 Michael Zink, LittD  
1991 Zou Deci, LittD

## EX-OFFICIO GRADUATES

### Date of Degree

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