

H/02/27/02

**Meeting of the Senatus Academic Policy and Regulations Committee (APRC)  
held online on Thursday 26 May 2022 at 2.00pm**

**Unconfirmed minute**

<p><b>Present:</b> Dr Paul Norris (Convenor) Professor Judy Hardy (Vice-Convenor) Professor Jeremy Crang Professor Antony Maciocia Dr Adam Bunni Sarah McAllister</p> <p>Rachael Quirk Tara Gold Charlotte MacDonald Dr Deborah Shaw Dr Catherine Bovill</p> <p>Heather McNeill Kirsty Woomble</p> <p><b>In attendance:</b> Olivia Hayes Professor Tina Harrison Stuart Lamont</p> <p><b>Apologies for absence:</b> Professor Patrick Hadoke</p> <p>Stephen Warrington Philippa Burrell</p>	<p>Dean of Quality Assurance and Curriculum Approval (CAHSS) Dean of Learning and Teaching (CSE) Dean of Students (CAHSS) Dean of Postgraduate Research (CSE) Head of Academic Policy and Regulation, Academic Services Head of Student Support Operations, Student Systems and Administration Head of Taught Student Administration &amp; Support (CAHSS) Vice President Education, Students' Association The Advice Place, Deputy Manager Dean of Students (CMVM) Senior Lecturer in Student Engagement, Institute for Academic Development (IAD) Deputy Head of Academic Affairs (CSE) Head of PGR Student Office (CAHSS)</p> <p>Academic Policy Officer, Academic Services Assistant Principal Academic Standards and Quality Assurance Academic Policy Coordinator (Students' Association)</p> <p>Director of Postgraduate Research and Early Career Research Experience (CMVM) Dean of Student Experience (CSE) Head of Academic Administration (CMVM)</p>
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<b>1.</b>	<p><b>Minutes of the previous meeting held online on 31 March 2022 &amp; 17 May 2022</b></p> <p>The minutes of the previous meetings held on 31 March and 17 May were approved as an accurate record.</p>	APRC 21/22 5A
<b>2.</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"><li>• <b>Support for Study</b></li></ul> <p>Members were thanked for sending their comments on the Support for Study policy which was presented at the 27 January meeting. Comments were collated and shared with Rebecca Shade who will take this forward with Andy Shanks, Lisa Dawson and Academic Services.</p> <p>APRC will receive a further update on the policy in due course, likely at the first meeting of next academic year.</p>	

	<p>It was understood that some proposed text had been shared with Colleges. The Convener would confirm and update APRC.</p> <ul style="list-style-type: none"> <li> <b>Industrial Action &amp; relaxation of regulations</b>            The UCU marking and assessment boycott has been suspended and it is not expected that a relaxation of the regulations will be needed. Any issues which arise as a result of industrial action will be managed on a case-by-case basis.         </li> </ul> <p><b>Standing Items:</b></p> <ul style="list-style-type: none"> <li> <b>Approved concessions</b>            The Convener updated APRC on the actions which have been taken by Convener's action since the Committee last met.            There have been 5 concessions approved:            One Undergraduate student with a concession approved to take additional credits.            Two Postgraduate Taught students requiring a further authorised interruption of studies            One Postgraduate Research student requiring a further authorised interruption of studies            One 'cohort' concession relaxing the requirement for external examiners to review exam papers was approved.            APRC was granted devolved authority from SQAC to allow for policies related to external examiners to be considered by APRC to enable the efficient management and oversight of concessions required to address the impact of industrial action.         </li> </ul>	
<p><b>3.</b></p>	<p><b>Assessment and Feedback Principles and Priorities - Implications for Taught Assessment Regulations</b></p> <p>Professor Tina Harrison, Assistant Principal Academic Standards and Quality Assurance, introduced this item.</p> <p>The paper proposes changes to the Taught Assessment Regulations, and specifically the removal of Regulation 16 Feedback Deadlines and consideration of the potential modification of Regulation 11 Principles of assessment and Regulation 15 Provision of formative feedback. These have arisen from the development of new Assessment and Feedback Principles and Priorities in response to the recent QAA ELIR.</p> <p>The University was required to develop a holistic and strategic approach to assessment and feedback, which these new principles will achieve. Regulations 11, 15 and 16 are now contained within the new principles, and there will be a softening of feedback deadlines with useful and constructive feedback to be provided, instead of strict adherence to a fifteen working day turnaround.</p> <p>The Committee discussed removing Regulations 11, 15 and 16 however agreed that colleagues within the University are familiar with where to find this information and therefore retaining this within the Taught Assessment Regulations was important. The regulations and headings would be retained, with the regulations to be revised and linking out to the new principles.</p>	<p>APRC 21/22 5B</p>

	<p>It was noted that the Assessment Principles do not currently exist as a standalone policy, and therefore some work to develop this would be needed. This is needed by August in time for the start of next academic year.</p> <p><b>Action:</b> Academic Services to redraft Regulations 11, 15 and 16 of the Taught Assessment Regulations and recirculate to APRC for approval.</p>	
<p><b>4.</b></p>	<p><b>Coursework Extensions – update on interim change for 2022-23.</b></p> <p>This item was introduced by Olivia Hayes, Academic Policy Officer, Academic Services.</p> <p>The paper summarised the responses received in the consultation on an interim amendment to the Taught Assessment Regulations relating to coursework extensions ahead of the 2022/23 academic year. It was noted that the majority of feedback received indicated that the interim measure would not address the key concerns raised by Schools. APRC were invited to note the outcome of the consultation and agree a recommended approach for 2022-23.</p> <p>The Committee discussed the paper and members agreed that this was a difficult issue. It was noted that the relaxation of feedback deadlines may be beneficial to addressing some of the key points raised in the consultation, and the existing regulations allow Schools to reduce the default extension available for coursework extensions. There is also a proposal to be considered by APRC to set up a task group to review the coursework extension and special circumstances policies indicating that is a key priority for APRC. It was noted that the interim change would have system and resource implications for the management of Extra Time Adjustments.</p> <p>There is strong appetite in some Schools and Colleges for change to happen and it was queried whether the relaxation of feedback deadlines would be sufficient to mitigate the impact of coursework extensions on Schools.</p> <p>It was noted that the response to the minor change proposed was mixed and no consensus on the proposed change was reached.</p> <p>It was queried whether Schools have the option to not permit extensions and whether APRC had a view on this approach. It was confirmed that under 28.2 of the Taught Assessment Regulations this was possible, though generally this would be where a late or extended submission made it impractical or unfair to other students. If Schools choose not to permit extensions or late submissions, this must be publicised to students.</p> <p>Thanks were extended to all who participated in the consultation. It was confirmed that there would be no change to the regulations, however Schools would be reminded that they have the flexibility to offer a shorter extension under the existing regulations, if they wish to do so.</p> <p>APRC noted the difficulties that extensions cause, however it is hoped that the relaxation of feedback deadlines proposed under the new Assessment and Feedback Principles would alleviate some pressure ahead of a more substantial review of policies to be undertaken in 2022/23.</p>	<p>APRC 21/22 5C</p>

<p><b>5.</b></p>	<p><b>Review of Coursework Extension and Special Circumstances Policies</b></p> <p>This item was introduced by Olivia Hayes, Academic Policy Officer, Academic Services.</p> <p>The paper proposes to set up a task group to review the University policies on coursework extensions and special circumstances and propose changes to these, as appropriate. The task group will review the existing policies, benchmark policy changes against other UK institutions, take account of the student and staff experience and changes in student behaviour.</p> <p>APRC were invited to comment on, and approve, the proposed remit, membership and timelines for the task group. The intention is that the task group would bring bringing policy changes to the March 2023 meeting for implementation in the 2023-24 academic year.</p> <p>The Committee discussed the paper and identified gaps in the task group remit and membership. Concern was also raised regarding the feasibility of the timelines set out in the paper, particularly on undertaking consultation and incorporating any system changes required to support a change in policy. It was noted that the timelines set out are ambitious and would require the task group to be able to prioritise the work required by the review. The interaction of the task groups work with Student Systems was identified as a gap, and concern raised that the timelines would need to incorporate final deadlines for Student Systems to be able to incorporate system changes ahead of the following academic year. Further detail around the scope for consultation and engagement from Schools and Colleges was requested.</p> <p>The remit of the task group would be amended to include education and development of time management skills.</p> <p>The membership of the task group would be amended to include:</p> <ul style="list-style-type: none"> <li>• An additional member from CAHSS.</li> <li>• Three student members, one from The Advice Place and two from the Students' Association, comprising of one elected member and one member from the permanent staff.</li> <li>• One member from Student Systems.</li> </ul> <p>The task group's deliverables would be amended to include reference to the implications of EDI requirements, which the task group are to reflect on from an early stage.</p> <p>The timeline set out was discussed and it was agreed that the task group would be given a strong steer that implementing changes for 2022/23 should be prioritised. The review of the coursework extension and special circumstances policies is critical and it is important that this be prioritised and achieved. It was requested that the task group consider the time lines at an early stage and report back to APRC if there are concerns with the feasibility of meeting these. Student Systems require an indication of the direction of travel by</p>	<p>APRC 21/22 5D</p>
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	<p>January, as any system changes require development and testing ahead of being launched.</p> <p>The timelines are to be considered by the task group with specific consideration given to ensuring consultation can be undertaken, and systems changes made in time for recommended changes to be introduced in 2022/23.</p> <p>The paper proposing a task group be set up would be reworked and recirculated to APRC ahead of being implemented.</p>	
6.	<p><b>Proposed amendments to the Code of Student Conduct</b></p> <p>This item was introduced by Dr. Adam Bunni, Head of Academic Policy and Regulation, Academic Services.</p> <p>The paper proposes amendments to the Code of Student Conduct, which is the University's student disciplinary process. APRC is asked to approve the proposed amendments to the Code of Student Conduct. Appendix 1 includes a summary of the proposed amendments to the Code, with a rationale for each. Appendix 2 includes an updated version of the Code, showing the amendments.</p> <p>It was noted that there has been an exponential growth in the serious student cases being handled by the Student Conduct team within Academic Services. Academic Services monitor the application of the Code, and the proposed changes reflect the learnings from individual cases, plus feedback from students involved in the process. Academic Services has undertaken consultation on amendments to the code, and stakeholders consulted are outlined in the paper.</p> <p>APRC discussed the amendments and members noted that they were pleased to see some of the changes proposed.</p> <p>Some concerns were raised on areas which are not addressed in the Code, including equity of access, clarity around the process, and reporting of cases. It was noted that communicating with students regarding the revised Code is important, and explaining why these areas are not addressed in the revisions.</p> <p>It was noted that the Research Misconduct Policy is also being redrafted.</p> <p>APRC approved the amendments to the Code.</p> <p><b>Action:</b> The Student Code of Conduct will be taken to University Court for approval by Resolution. It is anticipated that the revised Code will take effect from 1 January 2023.</p>	APRC 21/22 5E
7.	<p><b>Programme and Course Approval Policy Update</b></p> <p>This item was introduced by Dr. Adam Bunni, Head of Academic Policy and Regulation, Academic Services.</p> <p>The paper presents minor updates to the Programme and Course Approval and Management Policy for approval by APRC.</p>	APRC 21/22 5F

	<p>It was noted that the Academic Collaborations wiki is referred to under Business Case for New Programmes and Collaborations/Partnerships. The wiki is being replaced by a SharePoint site and the author was encouraged to contact the Academic Collaborations Advisory Group to confirm the information and link.</p> <p>Approved by APRC subject to corrections regarding the Collaborations wiki.</p>	
<b>8.</b>	<p><b>Programme and Course Handbooks Policy Update</b></p> <p>This item was introduced by Dr. Adam Bunni, Head of Academic Policy and Regulation, Academic Services.</p> <p>The paper presents minor updates to the Programme and Course Handbooks Policy for approval by APRC.</p> <p>The Committee requested some revisions to the text included under Student Support. It is requested that these please be revised as it is not clear whether a PT statement will be in use, and if so, what format these will take.</p> <p>The information under Student Wellbeing is to be revised, and it is asked that any revisions be undertaken in consultation with College Deans of Students. It was requested that information on IAD, and reference to the Equally Safe team be included.</p> <p>It was suggested that the text be reworded to be for students, rather than about students.</p> <p>It is requested that corrections be made to the policy, in consultation with College Deans of Students and revisions referred back to APRC for approval. This may be considered by Convener's action, or recirculated to APRC.</p>	APRC 21/22 5G
<b>9.</b>	<p><b>Taught Assessment Regulations</b></p> <p>This item was introduced by Olivia Hayes, Academic Policy Officer, Academic Services.</p> <p>The key changes for APRC to consider were outlined, as set out in the paper.</p> <p>Regulation 30.3 was amended to include translation services in addition to proof reading.</p> <p>Regulations 11, 15 and 16 would be amended as per the discussion under item 3. APRC agreed that these amendments would be considered by Convener's action.</p> <p>APRC approved the Taught Assessment Regulations for 2022-23, subject to the amendments to Regulations 11, 15, 16 and 30.3.</p>	APRC 21/22 5H

<p><b>10.</b></p>	<p><b>Postgraduate Assessment Regulations for Research Degrees</b></p> <p>This item was introduced by Dr. Adam Bunni, Head of Academic Policy and Regulation, Academic Services.</p> <p>The key changes for APRC to consider were outlined, as set out in the paper.</p> <p>APRC approved the Postgraduate Assessment Regulations for Research Degrees for 2022-23.</p>	<p>APRC 21/22 5I</p>
<p><b>11.</b></p>	<p><b>Student Discipline Officers</b></p> <p>This item was introduced by Dr. Paul Norris, Convener of APRC.</p> <p>It was noted that a number of appointments which were outdated.</p> <p>APRC did not approve the paper.</p> <p><b>Action:</b> Academic Services to review the list and liaise with Colleges to confirm appointments for the coming academic year. The updated list of Student Discipline Officers is to be returned to APRC for approval in due course.</p>	<p>APRC 21/22 5J</p>
<p><b>12.</b></p>	<p><b>Academic Policy and Regulations Membership and Terms of Reference 2022/23</b></p> <p>This item was introduced by Dr. Paul Norris, Convener of APRC.</p> <p>This paper was presented to Senate on 25 May. Senate did not reach quorum and therefore APRC membership and terms of reference for 2022-23 were not approved.</p> <p>Corrections to the paper were identified.</p> <p>Dr. Deborah Shaw, Dean of Students (CMVM) is to be added to the membership as one of the senior staff member from CMVM with responsibility for academic governance and regulation, and maintaining and enhancing the quality of the student experience at all levels.</p> <p>Charlotte Macdonald's job title is to be updated to Advice Place Manager, Students' Association.</p> <p>APRC confirmed that Stuart Lamont is to be listed as a co-opted member.</p> <p>APRC approved the paper subject to the corrections identified. The updated paper would be presented to the next meeting quorate of Senate, where the membership and terms of reference would be approved for 2022/23. APRC were advised that the current membership and terms of reference would continue until these are superseded.</p>	<p>APRC 21/22 5K</p>

	<p><b>Action:</b> Academic Services to update the paper with the corrections identified and pass to the Senate Clerk for presentation at the next quorate meeting of Senate.</p>	
13.	<p><b>Annual Report of the Senate Standing Committees</b></p> <p>This item was introduced by Dr. Paul Norris, Convener of APRC.</p> <p>This paper was presented to Senate on 25 May. Senate was invited to approve the annual report, however this was opposed and therefore this paper was not approved as the meeting was not quorate.</p> <p>APRC discussed the paper and noted the APRC priorities for 2022-23, and specifically a review of the Support for Study policy, and a review of the coursework extensions and special circumstances policies.</p> <p>APRC also agreed to develop a timeline to undertake the scheduled periodic review of policies which were delayed due to external factors, such as Covid.</p> <p>APRC approved the annual report and the priorities for 2022/23. The paper would be presented to the next quorate meeting of Senate for approval.</p>	APRC 21/22 5 L
14.	<p><b>Annual Review of Effectiveness of Senate Standing Committees</b></p> <p>This item was introduced by Dr. Paul Norris, Convener of APRC.</p> <p>APRC noted the plans for the annual review of Senate Committees' effectiveness.</p>	APRC 21/22 5M
15.	<p><b>Senate Presentation and Discussion themes for 2022/23 meetings</b></p> <p>This item was introduced by Dr. Paul Norris, Convener of APRC.</p> <p>Members were invited to put forward suggestions for Senate Presentation and Discussion themes for 2022-23. Members were invited to submit suggestions for presentation topics, and presenters, by email to the Senate Clerk.</p>	APRC 21/22 5N
16.	<p><b>Deadlines for Submission of Late Special Circumstances. Applications for the 2022/23 academic year</b></p> <p>This item was introduced by Sarah McAllister, Head of Student Support Operations, Student Systems and Administration.</p> <p>The paper proposes sets out the suggested deadlines for Special Circumstances applications for the academic year 2022/23. ESC is seeking APRC's approval of the SC deadlines for late submission of Special Circumstances applications for the academic year 2022/23.</p> <p>The paper sets out a coordinated approach to the deadlines for SC applications across the University and sets out deadlines for Semester 1, Semester 2 and the August resit diet. Colleges and ESC have been consulted on the dates and CAHSS and CSE are both satisfied with the dates.</p>	APRC 21/22 5O

	<p>A number of CMVM programmes do not run on traditional programme dates and therefore a revised schedule for these programmes and College is being discussed with ESC. This discussion is ongoing between CMVM and ESC.</p> <p>APRC approved the paper subject to the alternative dates for CMVM programmes being agreed.</p>																																									
<p><b>17.</b></p>	<p><b>Election of APRC Convener and Vice-Convener for 2022/23</b></p> <p>The Vice-Convener, Professor Judy Hardy introduced and chaired this item.</p> <p>A paper outlining the terms of reference and membership for the Senate Standing Committees, including APRC, was presented to Senate on 25 May. Senate did not reach quorum and therefore APRC membership and terms of reference for 2022-23 were not approved. APRC will continue to operate under the existing membership and terms of reference until these are considered by the next quorate meeting of Senate.</p> <p>The Convener and Vice-Convener of APRC are elected, as per the APRC terms of reference. The existing Vice-Convener, Prof. Judy Hardy, would be stepping down from the role as of 1 August.</p> <p>It is proposed that APRC meet to elect a Convener and Vice-Convener in advance of 1 August, and once the date of the next meeting of Senate is known. APRC were invited to consider and approve the proposal.</p> <p>APRC agreed to the action proposed. The Convener would update the Committee once more detail on the next meeting of Senate is known.</p>																																									
<p><b>18.</b></p>	<p><b>Any Other Business</b></p> <p><u>Student Discipline Committee- new student members</u></p> <p>APRC were asked to approve a raft of new student members for the Student Discipline Committee:</p> <table border="1" data-bbox="284 1444 987 1774"> <tr> <td>Alana Pradhan</td> <td>CAHSS</td> <td>SPS</td> <td>New</td> <td>s1971019</td> </tr> <tr> <td>Grayson Bartels</td> <td>CAHSS</td> <td>Law</td> <td>New</td> <td>s1883564</td> </tr> <tr> <td>Lisa Jonasdottir</td> <td>CAHSS</td> <td>LLC</td> <td>New</td> <td>s2077954</td> </tr> <tr> <td>Aileen Cunningham</td> <td>CAHSS</td> <td>HEA</td> <td>New</td> <td>s2255634</td> </tr> <tr> <td>Ishita Parakh</td> <td>CAHSS</td> <td>HCA</td> <td>New</td> <td>s2026679</td> </tr> <tr> <td>Giuseppe Mavuli</td> <td>CAHSS</td> <td>SPS</td> <td>New</td> <td>s1916580</td> </tr> <tr> <td>Steve Anderson</td> <td>CAHSS</td> <td>PPLS</td> <td>New</td> <td>s1866818</td> </tr> <tr> <td>Gulce Baskaya</td> <td>CAHSS</td> <td>SPS</td> <td>New</td> <td>s2269222</td> </tr> </table> <p>The Student Discipline Committee require emergency approval of student members as a number of existing members are soon to graduate and the Committee is short on student members. It was noted that the list of members presented is CAHSS-heavy, however this list will continue to be added to as new members are recruited. New members are able to be added by Convener's action.</p>	Alana Pradhan	CAHSS	SPS	New	s1971019	Grayson Bartels	CAHSS	Law	New	s1883564	Lisa Jonasdottir	CAHSS	LLC	New	s2077954	Aileen Cunningham	CAHSS	HEA	New	s2255634	Ishita Parakh	CAHSS	HCA	New	s2026679	Giuseppe Mavuli	CAHSS	SPS	New	s1916580	Steve Anderson	CAHSS	PPLS	New	s1866818	Gulce Baskaya	CAHSS	SPS	New	s2269222	
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A query was raised regarding the process for allocating a student member to a case, it was confirmed that members are asked to declare a conflict of interest for any case they are allocated to. Students under investigation are also able to raise any concerns with the panel members allocated to a case.

Thanks to departing members

Thanks from the Committee were extended to members demitting office at the end of the academic year and who will no longer be on APRC in 2022/23.

Thanks were extended to Tara Gold, Vice President Education, Students' Association, who is demitting office over the summer.

Thanks were extended to Heather McNeill, Deputy Head of Academic Affairs (CSE), who is departing the University for another institution.

Thanks were extended to Dr. Adam Bunni, Head of Academic Policy and Regulation, Academic Services, who departs for another role within the University. Adam's replacement, Dr. Kate Nicol will join the committee as Head of Academic Policy and Regulation, Academic Services.

Thanks were extended to the Vice-Convenor Professor Judy Hardy who is retiring from the University at the end of the academic year.