

# Academic Regulations

## Student/Apprentice Briefing Note Changes to the Academic Regulations from 2023/24

Approved by Academic Board July 2023

### 1. Introduction

This briefing note explains changes to the University [Academic Regulations](#) approved by Academic Board for introduction from **1 August 2023** for relevant students/apprentices. Please read each section to confirm who will be affected.

Our regulations are developed through our University Regulations Review Group, informed by stakeholder feedback including staff and members of the Students' Union.

You should refer to your course handbook to check if there any exemptions or additional regulations which apply to your courses. If you have any questions, please speak to your Course Director or Course Administrator in the first instance.

Unless specified otherwise all regulatory changes apply to both students and apprentices.

### 2. Academic Regulations 2022/23: Sections Revised

Section 3: Education and Assessment

Section 4: Progression and Award

Section 6: Progression and Award Boards and Module Boards

Section 8: Extenuating Circumstances and Mitigation

Section 9: Appeals

Section 11: Research Awards

Section 12: Engagement and Partnership with Students

Section 13: Validation, Monitoring and Review

Section 17: Awards of the University and their Standards

Section 18: Definitions of University Awards

Section 19: Glossary

### 3. Academic Regulations 2023/24: Summary of Changes

A summary of the main changes introduced to the Academic Regulations in 2023/24 for students/apprentices is provided below. It is important to refer to the relevant section of the Academic Regulations when reading the below.

#### New Certificate/Advanced Certificate in Lifelong Learning

Two new awards have been added to our Academic Regulations, the Certificate in Lifelong Learning, and the Advanced Certificate in Lifelong Learning. These two new awards will be standard exit awards for all taught courses where students/apprentices achieve at least 30 credits and are not eligible for another award. The Certificate will be awarded at Levels 4-6 and the Advanced Certificate at Level 7.

The new awards will be applied to students/apprentices studying from 2022/23 onwards.

The above changes are applicable to new and continuing undergraduate and taught postgraduate students and apprentices.

Regulatory sections amended:

- *Section 4: Progression and Award*
- *Section 13: Validation, Monitoring and Review*
- *Section 17: Awards of the University and their Standards*
- *Section 18: Definitions of University Awards*
- *Section 19 Glossary*

#### **Amendment to the progression and award criteria (removal of minimum module average)**

From August 2023 there will be a change to the current requirement in the progression and award regulations for individual modules to have a minimum overall average.

Students/apprentices would still only be permitted to fail one 20 credit module per level, but this failed module will no longer have a minimum overall average requirement.

Students/apprentices must still meet all the other progression/award criteria as outlined in the regulations for that level/award (for example submitting in all contributing assessments and having a minimum overall level average).

The application of this regulation applies to students who are required to undertake repeat study and/or assessment during the 2023-24 academic year only after presentation at the next Progression and Award Board. (ie this change to the regulation cannot be applied retrospectively). Students should take the opportunity available to them to repeat study and/or assessment to benefit from the opportunity to improve their performance and marks and gain the knowledge and skills to enhance their future studies and career.

Regulatory sections amended:

- *Section 4: Progression and Award*

#### **Amendments to the composition of mitigation panels**

Changes to the composition of Mitigation panels from 1<sup>st</sup> August 2023 will mean the minimum composition of the panel will be 2 members of academic staff, one member of professional support staff and a secretary to the panel. The changes approved to the current membership requirements are:

- Opening the Chairing of these meetings to senior professional support staff within the school (currently it is a senior member of academic staff).
- Removing the requirement to have an external to School attendee (this will be advisable instead of mandatory).

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 8: Extenuating Circumstances and Mitigation*

## **Amendments to the Academic Appeals regulations**

A small number of changes have been made to this section, to align with the Office of the Independent Adjudicator for Higher Education (OIA). Timescale clarifications for completion of adjudication processes have been updated and a revision has been made to the Research Appeal Hearings Panel Membership.

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 9: Appeals*

## **GAIT – Academic Integrity**

A minor update was made to the definitions of unfair practice to include the use of generative artificial intelligence tools (GAIT) to gain an unfair advantage.

For current guidance and help with all matters relating to academic integrity follow the links below.

[https://libguides.leedsbeckett.ac.uk/subject\\_support/harvard\\_referencing/quote\\_unquote\\_online](https://libguides.leedsbeckett.ac.uk/subject_support/harvard_referencing/quote_unquote_online)  
<https://www.leedsbeckett.ac.uk/student-information/academic-skills-and-advice/academic-integrity/>

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 10: Academic Integrity*

## **Amendments to the Research Award regulations**

Amendments has been made to the Academic Regulations, revisions to section 11 have taken place which has included re-ordering and re-writing the Research Awards section to provide a more logical, less repetitive, framework.

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 11: Research Awards*

## **Addition of the new Executive Master of Business Administration award**

There has been an Addition of a new Executive Master of Business Administration award to the regulations from August 1<sup>st</sup>, 2023. This new award will have the same credit points and profile of achievement as the existing Master of Business Administration.

The above changes are applicable to all new post graduate students. Regulatory sections amended:

- *Section 17: Awards of the University and their Standards*
- *Section 18: Definitions of University Awards*
- *Section 19: Glossary*

## **Removal of elections from the Course Representative process within Engagement and Partnership with Students**

The Students' Union's preferred method and guidance for Course Representative appointment has changed from elections to seeking volunteers who will be confirmed as Course Representatives upon completion of their induction training. The approved amendments addressed the following:

- Wider engagement of students in shaping a positive learning experience
- Removal of the barriers to engagement created by standing in an election, including for under-represented demographics, distance-learners and degree-apprenticeship students;
- Elections are not currently used consistently across the University to appoint course reps and are a time-consuming method of recruitment at a busy period of the year when students may also have not had time to settle in and get to know their peers;
- Ensuring all course representatives are appropriately inducted and prepared to deliver in the role and aware of expected conduct is an essential part of the program.

The above changes are applicable to all new and continuing students and apprentices. Regulatory sections amended:

- *Section 12: Engagement and Partnership with Students*

A number of other minor regulatory changes were made. These include:

- A minor update was required to the title of section 3 annex 3B (undergraduate marking conventions) in the regulations due to a spelling error.
- A minor update was made to the wording around Chairing exam boards to confirm that no board (of any type) may be Chaired by a member of the teaching team for any modules contributing to that board (Section 6).
- Removal of the 'Proceed to End Point Assessment' exam board decision. The infrastructure to support End Point Assessments is under development and this exam board decision is being removed until this is in place (Section 6).
- The Recognition of Prior Learning regulations were being reviewed during 2022/23. For 2023/24 they will remain unchanged however Schools will be taking responsibility for the management and implementation of the process without the requirement to report to a Recognition of Prior Learning Board. Quality Assurance Services may audit these processes at any time.

## **5. Further Information for Students/Apprentices**

If you would like further information about the content of this briefing please contact your Course Director or Course Administrator in the first instance.

You may also contact the Students' Union Advice Service ([www.leedsbeckettstu.co.uk/advice](http://www.leedsbeckettstu.co.uk/advice)) for independent advice related to your individual circumstances.