

A summary of amendments to Regulations and Student Procedures) for 2024/25

(approved by Senate on 25 June 2024)

1. Executive Summary

- 1.1 This summary includes minor amendments and clarifications to the Regulations and Student Procedures for 2024/25: parts A (Academic regulations), B (Student regulations) and C (Student Procedures) of the Quality Framework. These changes to academic and student regulations were approved by Senate on 25 June 2024 and changes to Student Procedures were approved by the University Education Committee on 4 June 2024.
- 1.2 Technical amendments have been made as required, for example to reflect any changes to role titles/structures/committees or re-wording for clarity and these do not require additional approval by Senate. These technical amendments are not included in this summary.
- 1.3 A separate list of exceptions to the Bachelor of Medicine, Bachelor of Surgery (BMBS) programme is published on the Quality Framework webpage.
- 1.4 A separate list of exceptions due to PSRB requirements for a number of accredited programmes within the Faculty of Health and Medical Sciences (FHMS) is published on the Quality Framework webpage.
- 1.5 In accordance with the [Introduction to the quality framework](#), students follow the Academic regulations that were in place at the time of the commencement of their programme unless there are amendments that would be of advantage to students and/or Senate has specifically agreed that amendments should be introduced for all students, in which cases amendments are applied to all students, regardless of year of entry. Please see the Changes to the Regulations from 2018-19 to 2024-25 document published on the Quality Framework website for further information.
- 1.6 A summary of the key regulatory amendments for 2024/25 is outlined in section 2 of this paper. A full list of the changes can be found in Appendix 1.

2. Amendments to academic regulations for 2024/25

Amendments to the academic regulations: A0 Regulations for Foundation Year

- 2.1 The Assessment Regulations Working Group, led by the Interim Academic Registrar submitted a proposal to remove trailing credit provision that allowed foundation year (FHEQ level 3) students to trail failed credit into FHEQ level 4. This provision was first introduced in 2020 in response to Covid-19 for foundation year (FY) students on modular programmes only; this regulation was not applicable to students on non-modular FY programmes and those who did not intend to progress to Surrey's FHEQ level 4 programmes. The FY trailing credit provision was reviewed by the University in 2023/24. The Academic Registry received feedback from academic staff members and external examiners that this is inconsistent with the entry requirements for Bachelor's programmes and it can be disadvantageous to students as they might fail their FHEQ level 3 credit on 3rd attempt while studying at FHEQ level 4. In such cases, even if students passed all their FHEQ level 4 modules (120 credits), their programme of study would still be terminated without the lower exit award (CertHE).

Amendments to the academic regulations: A1 Regulations for taught programmes

- 2.2 A minor amendment to *A1 Regulations for taught programmes*, regulation 155 that allows to repeat a single 15-credit module failed at the second assessment attempt on one further (third) occasion. The proposal was to change the credit load of this regulation from one 15-credit module to a single module with a credit value of up to and including 30 credits. Since the academic regulations dropped the compulsory 15-credit size requirement for taught modules a few years ago, many academic programmes introduced larger size modules. This means that students on these programmes are unable to use the 3rd attempt regulation as their modules are larger than 15 credits. The amendment enables a greater flexibility and allows students to take their 3rd attempt at either one 15- or one 30-credit module. (**NB.** The “trailing credit” regulatory provision that allows to trail a max of 15 credits into the next level of study will continue to be capped at the same credit volume as per current regulations (a max of 15 credits)).
 - 2.3 The amendment to regulation 155 will apply to all new and current students on taught programmes at Levels 3-7, including Foundation Year programmes (regulation 69, *Regulations for Foundation Year*), irrespective of their year of entry. A detailed analysis of this amendment, particularly its effect on student level progression and final degree classification/grades, will be presented to UEC for consideration once we have all initial assessment and re-assessment (first and second resits) results for 2024-25. Based on this analysis, UEC might further recommend to review the credit volume limit allowance for the 3rd attempt (whether to increase or decrease it, etc.).
 - 2.4 A clarification to A1 regulations is related to regulation 166, which currently allows students at FHEQ level 6 to retake one failed/deferred Semester 1 module in Semester 2, rather than in the Late Summer Assessment (LSA) period. This module can be of any credit size. The amendment allows final year students to retake two modules as long as their combined credit total does not exceed 30 credits. This will enable more students to have the choice to graduate on time.
3. **Amendments to student regulations for 2024/25**
- 3.1 Several amendments were agreed for the Student Regulations and Procedures (parts B and C of the Quality Framework). These are outlined below.
 - 3.2 The *Criminal Convictions Policy* has now been incorporated as part of the Quality Framework. This is now the *Procedure for Expulsions and Criminal Convictions (C6)*. A new requirement to declare expulsions from other educational institutions is included in the updated document.

Appendix 1

New text is shown in **bold**, deletions in ~~strikethrough~~

<u>A0 Regulations for the Foundation Year</u>		
Regulation reference	Amendment/addition	Rationale for amendment/addition
Relevant amendments to the <i>Regulations for taught programmes</i> will also be made to these Regulations, where applicable		
10	The Foundation Year programme does not lead to an award of the University. Students on a non-modular programme who successfully complete the programme by achieving 120 credits will progress to a named University undergraduate degree programme. For students on modular programmes to progress to a named University undergraduate degree programme, the University normally requires that they have achieved 120 credits. Where a student on a modular programme has achieved a minimum of 105 credits, they may be permitted to progress and simultaneously undertake an outstanding 15 credit module alongside the standard 120 credits on a full-time basis. This is referred to as trailing credit. There are two types of trailing credit: "deferred" (see regulation 67 for deferred assessments) and "failed" (see regulation 69 for failure and reassessment). Students must successfully complete trailed credits from the previous level in order for further progression to take place. Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.	To remove trailing credit provision for foundation year students on modular programmes
67	Where a student has not completed all the units of assessment for one or more modules, and it has been confirmed that extenuating circumstances apply, they are allowed to be assessed in the relevant units of assessment for the module(s) as if for the first time through a 'deferred assessment', to be taken in the next University-appointed assessment or reassessment period, i.e. semester two or the University-appointed reassessment period. In cases where the student is not yet in a position to meet the progression requirements for the Foundation Year programme at the end of the academic year, they follow the University's procedure for reassessment with or without attendance (see regulation 75 below). Access to email, Library and Virtual Learning Environment (VLE) facilities for such students is available. Students on modular Foundation Year programmes who have achieved a minimum of 105 credits may be permitted to progress onto a named University undergraduate programme and undertake deferred trailing credits from the Foundation Year alongside the standard 120 credits (FHEQ Level 4), in accordance with regulation 10.	To remove trailing credit provision for foundation year students on modular programmes
69	Normally, a student who has failed a module is reassessed on a single occasion in the units of	To mirror the assessment

	<p>assessment they have failed in order to pass the module and progress to the named undergraduate degree programme. Reassessment takes the form of the original assessment as specified in the module descriptor, unless alternative assessment is being employed (see regulation 68 above). Where a student passes the reassessment, the mark used in calculating the student's overall module mark, is the pass mark for the unit. Additionally, a student who fails a single module with a credit value of up to and including 30 credits at the second attempt may repeat the assessment on one further occasion during the next University-appointed assessment period. When a student trails a failed module into the next level of study, they must successfully complete the outstanding module in order to be eligible for further progression. Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.</p>	<p>regulations for taught programmes (see <i>A1 Regulations for taught programmes</i>) that enables students to take the 3rd attempt at either one 15-credit or one 30-credit module.</p>
--	---	--

<u>A1 Regulations for taught programmes</u>																																	
Regulation reference	Amendment/addition				Rationale for amendment/addition																												
9	<p>Table 1: University awards and credits</p> <table border="1" data-bbox="384 1122 1126 2060"> <thead> <tr> <th data-bbox="384 1122 588 1294">Award title</th> <th data-bbox="588 1122 703 1294">FHEQ level of award</th> <th data-bbox="703 1122 818 1294">Credit value</th> <th data-bbox="818 1122 1126 1294">Requirements</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 1294 588 1426">Certificate of Higher Education</td> <td data-bbox="588 1294 703 1426">4</td> <td data-bbox="703 1294 818 1426">120</td> <td data-bbox="818 1294 1126 1426">120 credits at FHEQ level 4</td> </tr> <tr> <td data-bbox="384 1426 588 1559">Diploma of Higher Education</td> <td data-bbox="588 1426 703 1559">5</td> <td data-bbox="703 1426 818 1559">240</td> <td data-bbox="818 1426 1126 1559">A minimum of 120 credits at FHEQ level 5</td> </tr> <tr> <td data-bbox="384 1559 588 1691">Foundation Degree</td> <td data-bbox="588 1559 703 1691">5</td> <td data-bbox="703 1559 818 1691">240</td> <td data-bbox="818 1559 1126 1691">A minimum of 120 credits at FHEQ level 5</td> </tr> <tr> <td data-bbox="384 1691 588 1823">Certificate in Education</td> <td data-bbox="588 1691 703 1823">5</td> <td data-bbox="703 1691 818 1823">120</td> <td data-bbox="818 1691 1126 1823">A minimum of 60 credits at FHEQ level 5</td> </tr> <tr> <td data-bbox="384 1823 588 1955">Bachelor's Degree (Ordinary)</td> <td data-bbox="588 1823 703 1955">5</td> <td data-bbox="703 1823 818 1955">300</td> <td data-bbox="818 1823 1126 1955">A minimum of 60 credits at FHEQ level 6</td> </tr> <tr> <td data-bbox="384 1955 588 2060">Graduate Certificate</td> <td data-bbox="588 1955 703 2060">6</td> <td data-bbox="703 1955 818 2060">60</td> <td data-bbox="818 1955 1126 2060">60 credits at FHEQ level 6</td> </tr> </tbody> </table>				Award title	FHEQ level of award	Credit value	Requirements	Certificate of Higher Education	4	120	120 credits at FHEQ level 4	Diploma of Higher Education	5	240	A minimum of 120 credits at FHEQ level 5	Foundation Degree	5	240	A minimum of 120 credits at FHEQ level 5	Certificate in Education	5	120	A minimum of 60 credits at FHEQ level 5	Bachelor's Degree (Ordinary)	5	300	A minimum of 60 credits at FHEQ level 6	Graduate Certificate	6	60	60 credits at FHEQ level 6	<p>To include the award requirements for the Bachelor of Medicine, Bachelor of Surgery (BMBS) programme</p>
Award title	FHEQ level of award	Credit value	Requirements																														
Certificate of Higher Education	4	120	120 credits at FHEQ level 4																														
Diploma of Higher Education	5	240	A minimum of 120 credits at FHEQ level 5																														
Foundation Degree	5	240	A minimum of 120 credits at FHEQ level 5																														
Certificate in Education	5	120	A minimum of 60 credits at FHEQ level 5																														
Bachelor's Degree (Ordinary)	5	300	A minimum of 60 credits at FHEQ level 6																														
Graduate Certificate	6	60	60 credits at FHEQ level 6																														

	Graduate Diploma	6	120	120 credits at FHEQ level 6
	Professional Graduate Certificate in Education	6	120	A minimum of 45 credits at FHEQ level 6
	Bachelor's degree (honours), three years	6	360	A minimum of 120 credits at FHEQ level 6
	Bachelor's degree (honours), including professional training year	6	480	A minimum of 120 credits at FHEQ level 6 with 120 credits at P level
	Integrated Master's degree (honours)	7	480	A minimum of 120 credits at FHEQ level 7 and 120 credits at FHEQ level 6
	Integrated Master's degree (honours), including professional training year	7	600	A minimum of 120 credits at FHEQ level 7 and 120 credits at FHEQ level 6, with 120 credits at P level
	Bachelor of Medicine, Bachelor of Surgery	7	550	A minimum of 145 credits at FHEQ level 7, 240 at FHEQ level 6 and 165 at FHEQ level 5
	Postgraduate Certificate	7	60	A minimum of 45 credits at FHEQ level 7 with the remainder at FHEQ level 6
	Postgraduate Diploma	7	120	A minimum of 90 credits at FHEQ level 7 with the remainder at FHEQ level 6
	Postgraduate Certificate in Education	7	120	A minimum of 45 credits at FHEQ level 7
	Master's	7	180	A minimum of 150

	degree			credits at FHEQ level 7 with the remainder at FHEQ level 6	
	Master's degree (two year's full time – EuroMasters, Master of Fine Arts, Master's degrees with integrated professional training)	7	240	A minimum of 210 credits at FHEQ level 7 with the remainder at FHEQ level 6	

Table 6: Indicative maximum periods for registration for undergraduate programmes	Table 6: Indicative maximum periods for registration for undergraduate programmes			To include the maximum period registration requirements for the Bachelor of Medicine, Bachelor of Surgery (BMBS) programme and to distinguish the maximum period registration requirements for Integrated Masters' programmes with and without professional training year (PTY)
	Award title	Indicative maximum period for registration		
		Full time	Part-time	
	Certificate of Higher Education	Three years	Four years	
	Diploma of Higher Education	Four years	Five years	
	Foundation Degree	Four years	Five years	
	Certificate in Education	Three years	Four years	
	Bachelor's Degree (Ordinary)	Five years	Six years	
	Graduate Certificate	Three years	Four years	
	Graduate Diploma	Four years	Five years	
	Professional Graduate Certificate in Education	Three years	Four years	
Bachelor's degree (honours)	Five years	Six years		

	<table border="1"> <tr> <td>Bachelor's degree (honours), with professional training period</td> <td>Six Years</td> <td>Seven years</td> </tr> <tr> <td>Bachelor of Medicine, Bachelor of Surgery</td> <td>Six Years</td> <td>Seven years</td> </tr> <tr> <td>Integrated Master's degree</td> <td>Six Years</td> <td>Seven years</td> </tr> <tr> <td>Integrated Master's degree, with professional training period</td> <td>Seven years</td> <td>Eight years</td> </tr> <tr> <td>Postgraduate Certificate in Education</td> <td>Three years</td> <td>Four years</td> </tr> </table>	Bachelor's degree (honours), with professional training period	Six Years	Seven years	Bachelor of Medicine, Bachelor of Surgery	Six Years	Seven years	Integrated Master's degree	Six Years	Seven years	Integrated Master's degree, with professional training period	Seven years	Eight years	Postgraduate Certificate in Education	Three years	Four years	
Bachelor's degree (honours), with professional training period	Six Years	Seven years															
Bachelor of Medicine, Bachelor of Surgery	Six Years	Seven years															
Integrated Master's degree	Six Years	Seven years															
Integrated Master's degree, with professional training period	Seven years	Eight years															
Postgraduate Certificate in Education	Three years	Four years															
Periods of registration, footnote 10	<p>The addition of two years to a maximum period of registration for a standard Full-Time taught programme (for Part-Time programmes – three additional years) includes periods of course suspension and temporary withdrawal. Any exceptions are to be considered on a case-by-case basis. Where a programme of study allows students to undertake an intercalation year, such periods are excluded from calculating the total maximum period of registration.</p>	To reflect the current practice where students on certain programmes, validated by the University, are allowed to take an intercalation year without affecting their total max years of registration															
35	<p>Table 4: Intermediate exit awards for undergraduate programmes</p> <table border="1"> <thead> <tr> <th>Credits accrued</th> <th>Intermediate exit award</th> </tr> </thead> <tbody> <tr> <td>120 credits at FHEQ level 4 or above</td> <td>Certificate of Higher Education</td> </tr> <tr> <td>240 credits including 120 credits at FHEQ level 5 or above</td> <td>Diploma of Higher Education</td> </tr> <tr> <td>300 credits, including 60 at FHEQ level 6 or above</td> <td>Ordinary degree</td> </tr> <tr> <td>360 credits, including 120 at FHEQ level 6 or above within an integrated Master's programme</td> <td>Bachelor's degree (Hons)</td> </tr> </tbody> </table>	Credits accrued	Intermediate exit award	120 credits at FHEQ level 4 or above	Certificate of Higher Education	240 credits including 120 credits at FHEQ level 5 or above	Diploma of Higher Education	300 credits, including 60 at FHEQ level 6 or above	Ordinary degree	360 credits, including 120 at FHEQ level 6 or above within an integrated Master's programme	Bachelor's degree (Hons)	To reflect the current practice to allow students to qualify for a lower exit award					
Credits accrued	Intermediate exit award																
120 credits at FHEQ level 4 or above	Certificate of Higher Education																
240 credits including 120 credits at FHEQ level 5 or above	Diploma of Higher Education																
300 credits, including 60 at FHEQ level 6 or above	Ordinary degree																
360 credits, including 120 at FHEQ level 6 or above within an integrated Master's programme	Bachelor's degree (Hons)																

58	<p>Subject to regulation 57, where a student has been exceptionally permitted or required by the University to extend suspend their registration, or where the University has required the student to suspend their registration, the maximum periods of registration set out in Tables 6 and 7 will be extended by a period equivalent to the period of the exceptional suspension extension.</p>	<p>This clarification is aligned with footnote 10 (Periods of registration, Table 6) and it should be read in conjunction with regulation 57 regarding exceptional extension of the maximum period of programme registration.</p>
63	<p>In the absence of confirmed extenuating circumstances, students who fail to register or re-register within two calendar weeks of the beginning of the academic year will not normally be considered to be a continuing student of the University. In exceptional cases, including extenuating circumstances, the Programme Leader should exercise their academic judgment to consider whether the student could be allowed to rejoin the programme after the initial two calendar weeks, or whether too much vital programme content has been missed, in which case a student could be offered a period of temporary withdrawal.</p>	<p>To clarify situations where a student is unable to return to studies at the start of an academic year. In exceptional cases, academic judgement will be required to consider whether too much vital content has been missed by the student (particularly, for accredited by PSRBs programmes).</p>
119	<p>Students are required to submit coursework units of assessment, including projects and other reports and dissertations, on time and in accordance with the arrangements published in the handbook for the relevant programme. Arrangements for the submission of Master's dissertations are described in regulations 141-142 below. Where a unit of assessment has not been submitted at the first attempt and there are no confirmed extenuating circumstances, compensation will not be available at that point for that module. In such cases compensation will only be available after a re-submission (see regulations 158, 175-182 below for the criteria for awarding compensation).</p>	<p>To include a reference to regulation 158 regarding eligibility for compensation</p>
155	<p>Normally, a student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the next level or stage of their programme, or to take their award.¹ Reassessment</p>	<p>Many academic programmes introduced larger size modules (multiple of 15 credits) and this</p>

¹ Students on the BVMSci Veterinary Medicine and Science programme are permitted two reassessment attempts for all core barrier units of assessment in years 3, 4 and 5 of the programme.

	<p>takes the form of the original assessment as specified in the module descriptor, unless alternative assessment is being employed (see regulation 154 above).</p> <p>Additionally, a student who has failed a single module with a credit value of up to and including 3045-credits 45-credit module² at the second attempt may repeat the assessment on one further occasion during the next University-appointed assessment period. A student is permitted to trail a single 15-credit failed module into the next level of study, which they must successfully complete during this period the outstanding module in order to be eligible for further progression. Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements. Where a student passes the reassessment, the mark used in calculating the student's overall module mark is the pass mark for the unit. Where a student fails a reassessment in modules other than core modules they may be entitled to pass the module via compensation (see regulations 175-182 below).</p>	<p>amendment would enable students to take their 3rd attempt at either one 15-credit or one 30-credit module.</p>
158	<p><i>Failure to make a reasonable assessment attempt or attend for an examination</i></p> <p>Where a student has failed an assessment, or reassessment, for a module through not making (in the judgement of the Board of Examiners) a reasonable attempt to address the assignment's tasks or questions, or failing to attend a required examination (or being late by more than 30 minutes), or by attending a required examination (including online timed open book examinations and online examinations available within a defined window), but not making (in the judgement of the Board of Examiners) a reasonable attempt to address the examination questions, and there are no confirmed extenuating circumstances, the student has failed that unit of assessment at that attempt and will be given a mark of zero. If, as a consequence, the attempt was the first attempt and the student fails the module overall as a consequence but is eligible for a further (second or third) assessment attempt, they may not progress without reassessment, as described in regulation 155 above., and Compensation will only be is not available where a student failed a module overall through failing to attend an examination or to make a reasonable attempt at any type of the failed module's assessment task. after a re-assessment</p>	<p>To clarify this regulation and to reflect the current practice</p>
166	<p>In circumstances where a final year undergraduate student has failed or deferred a module in Semester 1 they may resit the failed or deferred unit(s) of assessment of one module of any credit volume in</p>	<p>The amendment allows final year students to retake two modules as long as their</p>

² Assessment for eligible modules must have taken place after 13 March 2020.

	Semester 2, or two modules if the combined total credit volume for these modules does not exceed 30 credits.	combined credit total does not exceed 30 credits to enable more students to have the choice to graduate on time.
176	Where the conditions set out in regulations 158 , 179-181 or 182 below are met the student's overall performance compensates for their failed unit(s) of assessment and the student is allowed to progress to the next level or stage of their programme or be awarded	To include a reference to regulation 158 regarding eligibility for compensation

A2 Regulations for research degrees, including by published work

Regulation reference	Amendment/addition	Rationale for amendment/ addition
14, Mode of study A new bullet point	• on a full-time or part-time basis by distance-learning on approved programmes	To introduce the distance-learning mode of study for postgraduate research students
66	Subject to regulation 60 above , for students registered on a traditional PhD or MD degree, the confirmation viva will normally take place twelve to fifteen nine to fifteen months after initial registration for full-time students and 18 to twenty-four to thirty months for part-time students. Students may be placed on unsatisfactory academic progress if the confirmation exceeds this timeframe. With the agreement of the Admission Progression and Examination Sub-committee, students may undergo the confirmation viva earlier. The confirmation report must be submitted at least ten working days prior to the viva.	The PGR lifecycle audit recommended consideration of an earlier confirmation. The proposed update to paragraphs 66-68 would allow for the confirmation viva to take place earlier, from nine months of registration for a full-time student.
67	In the cases of an EngD or a PhD programme that contains a structured taught element, the confirmation viva must take place no later than 24 months for full-time students and no later than 48 months for part-time students	Addition of the word 'viva' to distinguish between submission of the confirmation report and the oral exam
68	The Principal Supervisor shall take responsibility for making arrangements for the confirmation of registration viva examination.	Addition of the word 'viva' to distinguish between submission of the confirmation report and the oral exam.
87	Students are permitted to switch between the 'thesis by publication format' and the 'monograph format' throughout their registration, and up to the point at which they enter completing status. The decision to follow either route must be recorded in a progress review or confirmation examination at the earliest opportunity, and cannot be changed	Removal of current requirement to confirm whether the thesis is in monograph or papers format before transferring to completing status. PGRs can submit their thesis in the form of a monograph or as

	after entering completing status.	papers prepared for publication. Regulation 87 currently restricts a change to the format of the thesis after transfer to completing status, despite not all PGRs transferring to completing status. Students have found that it is sometimes beneficial to change the format of their thesis during the writing up stage. Rather than regulate for the timing of a potential change of format, APESC would like to develop clearer guidance for PGRs, supervisors and examiners on the 'by papers' format.
--	-----------------------------------	---

All B Regulations and C Processes

Regulation reference	Amendment/addition	Rationale for amendment/ addition
B1, B2, B2.1, B3, B4, B5, B6, C1, C2, C3, C5.	In exceptional circumstances it may be appropriate to amend the procedures set out in these Regulations, for example, where strict application of the Regulations would result in substantial unfairness to the a student or the a student is in some way at risk because of health or disability. Such cases will be rare and each will be treated on their own merits.	Existing Regulation. Grammatical change.
B2, B2.1, B3, B5, B6, C1.	Any reference to "representation" or "representatives" should be amended to "supporters". Except where this refers to representatives of the University.	Consistency.
B1, B2, B2.1, B3, B4, B5, B6, C1, C3.	If at any stage evidence put forward to support the appeal can be shown to have been dishonestly acquired or is itself dishonest, the appeal will be dismissed closed and the evidence submitted to the University's disciplinary procedures as specified in the <i>Student disciplinary regulations</i> , where applicable. The same approach will be taken if it can be shown that the student has tried to mislead the University about their case.	This is standard wording across the Student Regulations and Processes. To mirror the approach taken by the Office of the Independent Adjudicator (OIA).

B1 Regulations for extenuating circumstances

Regulation reference	Amendment/addition	Rationale for amendment/ addition
9	Requests for the recognition of extenuating circumstances can be made where there has been: (iv) for students enrolled on part-time	To reflect existing practice and for clarify the status of the programme.

	programmes and distance learning programmes students who are in employment, an increase in their workload due to circumstances beyond their control, or being required by their employer to work through periods normally available for study and/or assessment;	
21	Students who are experiencing valid extenuating circumstances may submit a maximum of one self-certified application for extenuating circumstances in each academic semester and the Late Summer Assessment period ³ . The student is not required to submit evidence with a self-certified application. When submitting the application the student is required to select which valid ground applies to their case. Students who are able to submit an application with evidence should do so. BMBS students are not able to submit self-certified applications for extenuating circumstances. All applications from BMBS students should be accompanied by evidence.	To align with Exeter Medical School and GMC requirements.
New 24	Students may convert a previous self-certified application for extenuating circumstances into an evidenced application if they submit valid and contemporaneous evidence before the end of the relevant semester. The application will continue to be classified as self-certified until the new evidence has been approved.	To reflect existing practice and for transparency.
26	... <ul style="list-style-type: none"> Evidenced applications: 10 University working days from the date of the original assessment deadline <p>Students who request more than 10 University working days will be required to defer the assessment until the next available assessment period. In exceptional cases, the relevant academic member of staff will be consulted to determine whether to allow an exceptional extension to the coursework deadline by another five University working days or to offer an alternative assessment.</p>	To reflect existing practice. This decision does not always require an academic judgement, and this can often delay decision making.

[B2 Regulations for Academic Integrity](#)

Regulation reference	Amendment/addition	Rationale for amendment/ addition
6	Where academic misconduct is discovered or suspected in work for which credits have already been awarded but before a final award has been made, the Pro-Vice-Chancellor, Academic will consult with the Head of OSCAR Academic Registrar to determine the process to be followed. The outcome of this could result in the removal of credits.	The Academic Registrar post no longer exists.
9	It may be appropriate for the University to reconsider an allegation if new evidence emerges which, for good	The Academic Registrar post no longer exists.

	<p>reason, could not have been obtained at the time. In deciding whether it is appropriate to consider an allegation for a second time, the University will consider:</p> <ul style="list-style-type: none"> (i) whether the outcome of the first process has been called into question, and if so why (ii) the strength and reliability of the evidence (iii) the length of time that has elapsed and the effect of this on the reliability of any evidence to be considered (iv) the severity of the alleged offence² (v) the impact on the student of undergoing a second misconduct process; (vi) whether leaving the matter unaddressed would impact on matters of fitness to practise, or on any obligations the provider has to professional or regulatory bodies in respect of the particular student's character. <p>Reconsideration of an allegation will only take place in exceptional circumstances and following approval from the Head of OSCAR Academic Registrar.</p>	
18	<p>The University defines plagiarism as:</p> <ul style="list-style-type: none"> • inserting words, concepts, or images or other content from the work of someone else into work submitted for assessment without acknowledging the originator's contribution and • representing the work of another as one's own, whether purchased or not, or taken with or without permission. This could include work submitted for assessment by current or former students of the University or from generative Artificial Intelligence 	Clarity
19	<p>Plagiarism can take a number of forms including, but not limited to, the following:</p> <p>...</p> <ul style="list-style-type: none"> (v) passing off work as original that has already been-assessed (or is awaiting assessment) whether by the University or another institution and whether in a different module or programme (also known as self-plagiarism); vi) passing off work as original that may have been generated by Artificial Intelligence. This could be, but is not limited to, text, images, music, or code. 	Clarity.
20	<p>Other forms of academic misconduct include, but are not limited to:</p> <ul style="list-style-type: none"> (i) failure to declare third party assistance, including from generative Artificial Intelligence, in the presentation of assessed work (other than assistance by a department of the University), 	Clarity.

	<p>including language, syntax, spelling and layout, or failure to provide the draft material submitted to the third party to proof-read and/or correct. Guidance on the appropriate use of generative Artificial Intelligence for specific assessments will be communicated by the Module Team;</p> <p>(ii) assistance in the completion of assessed work from third parties, including from generative Artificial Intelligence, through proof-reading and correcting English or a target language (not including use by the student of dictionaries, thesauruses and spell-checkers) where the learning outcomes for a module include a specific requirement to demonstrate facility with written English or a target language;</p> <p>...</p> <p>(vi) passing off the work of others as your own during an online assessment, including content and/or writing produced by generative Artificial Intelligence.</p>	
36	<p>The formal discussion is also attended by the Module Leader or, in the case of dissertations, by the first marker. The student and the AIOs will receive details of the allegation and the supporting evidence (e.g. a Turnitin®/Authorship Investigate report), where relevant, but. Except in the case of potential third offences, the AIOs will not be informed of any previous findings of either poor academic practice or academic misconduct until after they have made their decision and, if relevant, are determining the penalty. The only other exception is when the student misleads the AIOs in relation to any previous findings. If this occurs, the Administrative Team will correct any inaccurate information.</p>	For fairness and transparency.
51	<p>Two staff from the Assessments and Awards Office will decide whether the evidence is such that it is more likely than not that academic misconduct has occurred. The individuals considering the matter will not be informed about any previous findings of poor academic practice or academic misconduct against the student until after they have made their decision and, if relevant, are determining the penalty. The only other exception is when the student misleads the individuals in relation to any previous findings. If this occurs, the Administrative Team will correct any inaccurate information.</p>	For fairness and transparency.
67	<p>... The Panel will not be informed about any previous findings of poor academic practice or academic misconduct against the student until after they have made their decision and, if relevant, are determining the penalty. The only exception is if a student misleads the Panel in relation to any previous findings the Administrative Team will correct any inaccurate information.</p>	To address feedback from Academic Integrity Officers (AIOs) and administrative colleagues about the unsatisfactory existing arrangement in which Panel members are confused about why

		<p>a hearing is taking place.</p> <p>The amendment will allow Panel members to know why the hearing is taking place (i.e. because there is a suspected third offence and the decision of the AIO(s) at the formal discussion was that academic misconduct has occurred).</p>
Table 1: Penalties for proven cases of academic misconduct	Give greater visibility to the existing footnote which refers to the ability to apply a lower penalty when the volume academic misconduct is proven to be low.	Transparency.

B2.1 Regulations for Academic Integrity - appeals

Regulation reference	Amendment/addition	Rationale for amendment/ addition
16	If an appeal is received after the 10 University working days deadline the student will be asked to provide reasons and accompanying independent supporting evidence as to why the appeal is late. The reasons and supporting evidence will be considered by an OSCAR Case Manager to determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student . If the reasons are not deemed valid, the appeal will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons, the appeal will be accepted and assigned to a Case Manager.	To reflect existing practice and to aid transparency.
18	Once assigned an appeal, the OSCAR Case Manager compiles information from relevant parties including the Faculty, Department or School to create the dossier which contains the evidence base for the appeal. This is normally done within 20 University working days of receiving the full appeal submission from the student . The dossier contains the appeal lodged by the student, the supporting evidence for their appeal, the information provided by the person or body that made the decision that is the focus of the appeal, and any other relevant information gathered by OSCAR. In cases where, upon initial review of an	To reflect existing practice and to aid transparency.

	academic appeal dossier by the OSCAR Case Manager, an appellant appears to have not submitted any or enough sufficiently compelling evidence, the OSCAR Case Manager advises the student to provide further evidence in order to prevent their appeal being closed. The student may choose to provide additional evidence or to request a review based on initially submitted information.	
--	--	--

<u>B3 Student disciplinary regulations</u>		
Regulation reference	Amendment/addition	Rationale for amendment/ addition
1	<p>These <i>Student disciplinary regulations</i> apply to the following students:</p> <ul style="list-style-type: none"> • applicants to the University who have accepted an offer of a place (see regulation 14 below) • those registered on the Foundation Year and award-bearing programmes delivered by the University; this includes new students who have been through the online registration process and have yet to complete the main registration process and students on their Professional Training Year • those registered to study for the award of academic credit delivered by the University • those registered to study for non-credit bearing modules/courses and non-award-bearing programmes delivered by the University • those registered as a student with another organisation operating in collaboration with the University and using University facilities, for example, Surrey International Study Centre (SISC) • formerly registered students in exceptional circumstances (see regulation 85 below) <p>Students registered with one of the University's Associated and Accredited Institutions to study for an award of the University, do not come within the scope of these <i>Regulations</i> and are subject to the regulations of those institutions for disciplinary matters, or their equivalents.</p>	See rationale for regulation 85 below.
10	<p>For the purposes of these Regulations Authorised Persons are:</p> <p>...</p> <p>(xi) the Expulsions and Criminal Convictions Group and Professionalism Group will act as an 'Authorised Person' in cases involving criminal convictions.¹</p> <p>...</p>	Updated to reflect the proposed requirement to declare expulsions from other educational institutions.
18	<p>The University timeframes do not include the time taken for police criminal investigations or prosecution.</p> <p>Complex cases may take longer to resolve, and</p>	Transparency.

	the student will be kept updated as to progress and likely timescales.	
22	<p>Where a student who is alleged to have committed an offence informs the relevant Authorised Person that they wish wishes to be legally supported before the Authorised Person has made their decision, the Authorised Person refers the matter to during any stage of the student disciplinary process, they should notify the Office of Student Complaints, Appeals and Regulation (OSCAR) of this promptly by email. In such cases OSCAR will normally write to the student to inform them that the misconduct will be dealt with under the procedures relating to major offences, as set out in these Regulations and that the University will be similarly legally supported before the Disciplinary Panel. In these circumstances it may take longer to convene the Panel circumstances, the University may choose to consult its own legal counsel. If the case is under investigation by an Authorised Person at the time the student instructs legal support, the Authorised Person will normally refer the matter to OSCAR. In such cases, OSCAR will normally write to the student to inform them that the misconduct will be dealt with under the procedures relating to major offences, as set out in these Regulations. If a student wishes to be legally represented at a hearing by a Disciplinary Panel, this should be considered in accordance with the process set out in the Procedure for hearings by Panels.</p>	To reflect existing practice.
23	<p>The University may take disciplinary action where the student's behaviour has affected:</p> <ul style="list-style-type: none"> (i) a University student or employee; (ii) the University of Surrey Students' Union or Union employee; (iii) members of the public; (iv) others visiting, working or studying at the University; (v) the University itself (for example, reputational) or its property. <p>In addition to misconduct which happens on campus and during a Professional Training Year, the University may take disciplinary action in response to misconduct which:</p> <ul style="list-style-type: none"> (vi) happens during off-campus activities such as placements and field trips; (vii) happens whilst studying at partner/external organisations; (viii) affects the University's reputation in the local community or more widely; (xi) takes place on social media or the digital environment; 	<p>Transparency.</p> <p>To capture misconduct that has occurred during the application process, during previous periods of registration and, in exceptional circumstances, prior to application.</p>

	(xii) in exceptional circumstances, takes place prior to the student's registration period starting.	
25	<p>Actions which cause actual or potential distress or harm (physical or psychological and in person or through any other medium) to other people irrespective of whether or not distress or harm was intended:</p> <p>...</p> <p>(xi) breach of a University code, rule or regulation which includes but is not limited to:</p> <p>...</p> <ul style="list-style-type: none"> • Procedure for Expulsions and Criminal Convictions Policy 	Updated to reflect the proposed requirement to declare expulsions from other educational institutions.
46	<p>If an appeal is received after the 10 University working days deadline, the student will be asked to provide reasons and accompanying independent supporting evidence as to why the appeal is late. The reasons and supporting evidence will be considered by an OSCAR Case Manager who will determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student. If the reasons are not deemed valid the appeal will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons the appeal will be accepted and assigned to an OSCAR Case Manager.</p>	To reflect existing practice and to aid transparency.
New 49	<p>The Case Manager may come to one of six findings:</p> <p>(i) that the findings of the Authorised Person should be confirmed and the appeal dismissed;</p> <p>(ii) that a penalty imposed by the Authorised Person should be varied. This could result in a lesser or more severe penalty being imposed;</p> <p>(iii) that there has been a failure to follow the University's regulations and/or procedures or to follow them with due care such as to deny the student a fair process;</p> <p>(iv) that there was bias or prejudice towards the student in the way the Authorised Person reached their findings or in other aspects of the disciplinary procedure;</p> <p>(v) that relevant new evidence that was not available to the Authorised Person at the time for valid reasons should be taken into account;</p> <p>(vi) that the decision of the Authorised Person was unreasonable and/or that the penalty was not proportionate with the evidence presented in all the circumstances.</p>	To address a lack of clarity in relation to the handling of appeals against minor misconduct decisions or penalties. This is in response to a recent appeal against a minor misconduct penalty.
New 50	Where the finding is as in (iii), (iv), (v) and/or (vi) above the Case Manager may:	To address a lack of clarity in relation to the

	<ul style="list-style-type: none"> • direct that the matter be heard anew by a different Authorised Person • substitute the findings of the Authorised Person with their own findings. This could result in a lesser or more severe penalty being imposed • or, where the unfairness to the student is extreme, nullify the findings of the Authorised Person, and end the disciplinary procedure 	handling of appeals against minor misconduct decisions or penalties. This is in response to a recent appeal against a minor misconduct penalty.
63	<p>Where a Disciplinary Panel has determined that the misconduct merits a major offence penalty, the penalties that it can apply are listed below:</p> <p>one or more of the penalties listed in regulation 37 above, with or without one of more of the following:</p> <p>...</p> <ul style="list-style-type: none"> • that the student is prohibited from attending graduation events (their own and/or for others). 	Transparency.
70	<p>If an appeal is received after the 10 University working days deadline, the student will be asked to provide reasons and accompanying independent supporting evidence as to why the appeal is late. The evidence will be considered by an OSCAR Case Manager, who will determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student. If the reasons are not deemed valid, the appeal will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons, the appeal will be accepted and assigned to an OSCAR Case Manager.</p>	To reflect existing practice and to aid transparency.
81 (ii)	<p>A Disciplinary Appeal Panel may come to one of six findings:</p> <p>...</p> <p>that a penalty imposed by the Disciplinary Panel should be varied. This could result in a lesser or more severe penalty being imposed;</p>	For transparency.
84	<p>Where the finding is as in (iii), (iv), (v) and/or (vi) above the Disciplinary Appeal Panel may:</p> <p>...</p> <p>substitute the findings of the Disciplinary Panel with its own findings. This could result in a lesser or more severe penalty being imposed;</p>	For transparency.
86	<p>It may be appropriate for the University to reconsider an allegation if new evidence emerges which, for good reason, could not have been obtained at the time. In deciding whether it is appropriate to consider an allegation for a second time, the University will</p>	The Academic Registrar post no longer exists.

	<p>consider: (i) whether the outcome of the first process has been called into question, and if so why;</p> <p>(ii) the strength and reliability of the evidence;</p> <p>(iii) the length of time that has elapsed and the effect of this on the reliability of any evidence to be considered;</p> <p>(iv) the severity of the alleged offence;</p> <p>(v) the impact on the student of undergoing a second misconduct process;</p> <p>(vi) whether leaving the matter unaddressed would impact on matters of fitness to practise, or on any obligations the provider has to professional or regulatory bodies in respect of the particular student's character.</p> <p>Reconsideration of an allegation will only take place in exceptional circumstances and following approval from the Head of OSCAR Academic Registrar.</p>	
New 87	<p>In exceptional circumstances, and following consultation with the University Secretary and General Counsel, the University may proceed with the disciplinary process after a student has voluntarily withdrawn from their programme, or after a student's registration with the University has ended for any other reason. In these circumstances, the student will have a reasonable opportunity to provide written representations to the University Secretary and General Counsel as to whether a disciplinary process should be undertaken and the University Secretary and General Counsel's decision in this regard shall be final. If the University Secretary and General Counsel's decision is to proceed with the disciplinary process, the process will then follow the usual procedures set out in these Regulations, as far as reasonably practicable. This will only apply to alleged major offences involving harm against another individual. The case must already have been under the formal consideration of these Regulations at the time that the student's registration ended.</p>	<p>This new provision would exceptionally allow for disciplinary proceedings to continue after a student's registration has ended for any reason. As per existing arrangements, it would not be possible to withdraw or withhold academic credits or awards. However, findings would be able to be made in these cases and other penalties could be applied.</p> <p>This mirrors the approach outlined in the <i>Regulations for Fitness to Practise</i>.</p>

[B4 Regulations for academic appeals](#)

Regulation reference	Amendment/addition	Rationale for amendment/ addition
7	<p>Academic appeals and requests to review the decision to dismiss an appeal are made by the student. Exceptionally, and only where a student is unable to do so on their own behalf, whether through illness or other unforeseen circumstances, an application can be made by a third party on behalf of the student. In such cases the third party must show</p>	<p>To reflect existing practice and aid transparency.</p>

	<p>why the student is unable to make the appeal, or request to review the decision to decline an appeal, on their own behalf, and provide supporting evidence. The student must give their consent before the appeal, or request to review the decision to decline an appeal, can be processed. The evidence is submitted to the Office of Student Complaints, Appeals and Regulation (OSCAR) and an OSCAR Case Manager will determine whether the appeal or request to review the decision to decline an appeal should be accepted. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision will normally be made within five University working days of receiving the final submission of information.</p>	
26	<p>If an appeal is received after the 10 University working days deadline the student will be asked to provide reasons and accompanying evidence as to why the appeal is late. The evidence will be considered by an OSCAR Case Manager who will determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student. If the reasons are not deemed valid the appeal will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons the appeal will be accepted and assigned to an OSCAR Case Manager.</p>	<p>To reflect existing practice and aid transparency.</p>
28	<p>Once assigned an appeal, the OSCAR Case Manager compiles information from relevant parties including the Faculty, Department or School to create the dossier which contains the evidence base for the appeal. This is normally done within 20 University working days of receiving the final appeal submission from the student. The dossier contains the appeal lodged by the student, the supporting evidence for their appeal, the information provided by the person or body that made the decision that is the focus of the appeal, and any other relevant information gathered by OSCAR. In cases where, upon initial review of an academic appeal dossier by the OSCAR Case Manager, an appellant appears to have not submitted any or enough sufficiently compelling evidence, the OSCAR Case Manager advises the student to provide further evidence in order to prevent their appeal being closed. The student may choose to provide additional evidence or to request a review based on initially submitted information.</p>	<p>To reflect existing practice and aid transparency.</p>
36	<p>If a request for a review is received after the 10 University working days deadline, the student will be asked to provide reasons and accompanying</p>	<p>To reflect existing practice and aid transparency.</p>

	independent supporting evidence as to why the request is late. The evidence will be considered by an OSCAR Case Manager who has not been involved in Stage one of the appeal who will determine whether the reasons are valid. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student . Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. If the reasons are not deemed valid the request will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons the request will be accepted and assigned to an OSCAR Case Manager who has not been involved in Stage one of the appeal.	
40	The Panel hearing will normally be held within 10 University working days of receipt of the final submission of information from the student submitting an appeal against the outcome of Stage one. Where it is going to take longer than this, the student will be kept updated as to progress and likely timescales.	To reflect existing practice and aid transparency.

[B5 Regulations for support to study](#)

Regulation reference	Amendment/addition	Rationale for amendment/ addition
New 9	The University complies with the Equality Act 2010 and ensures that individuals are not unfairly discriminated against based on lifestyle, culture, or social or economic status. This includes characteristics protected by legislation.	To reflect existing practice.
12	For the purposes of these <i>Regulations</i> Authorised Persons are: ... <ul style="list-style-type: none"> ▪ the Faculty Student Support Managers ... the Chairs of the following Panels and corresponding Appeal Panels: <ul style="list-style-type: none"> ▪ Academic Misconduct ▪ The lead Academic Integrity Officer, the Head of Academic Administration, the Programme Manager Assessment & Awards and the Head of OSCAR Academic Registrar in relation to the consideration of allegations of academic misconduct ...	The Academic Registrar post no longer exists.
14	The University defines fitness to study as: 'Being able to participate, with reasonable adjustments where necessary, in the programmes of study and/or research that the University provides and/or in University life in general without negatively impacting the safety or well-being of themselves or	To reflect existing practice.

	others, and with full opportunities to meet the learning outcomes for their programme. This includes engaging with Disciplinary, Fitness to Practise and similar University processes.'	
27	In response to a trigger event an Authorised Person may request in writing that OSCAR initiates the support to study procedure. Such requests must be accompanied by details of: <ul style="list-style-type: none"> • the trigger event(s) which has(have) necessitated the request • a chronology of concerns and associated supporting actions • support measures already in place, including details of any Managed Support Plan, with details of how the support measures are not ameliorating improving the behaviours/health condition 	Clarity.
31	Within five University working days of receiving a completed referral from an Authorised Person, OSCAR will come to one of the following decisions: ...	To reflect existing practice.
53	If an appeal is received after the 10 University working days deadline the student will be asked to provide reasons and accompanying independent supportive evidence as to why the appeal is late. The reasons and supporting evidence will be considered by an OSCAR Case Manager, who will determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student . If the reasons are not deemed valid, the appeal will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons the appeal will be accepted and assigned to an OSCAR Case Manager.	To reflect existing practice.
61	Support to Study Appeal Panels are convened by OSCAR and conduct their business in accordance with the <i>Procedure for hearings by Panels</i> which detail how Panels work, including, where relevant, the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the <i>Regulations</i> . The University aims to complete a support to study Appeal Hearing within 20 University working days of the completed appeal being lodged. Where it is going to take longer than this, the student will be kept updated as to progress and likely timescales.	To reflect existing practice and aid transparency.

[B6 Regulations for fitness to practise](#)

Regulation	Amendment/addition	Rationale for
------------	--------------------	---------------

reference		amendment/ addition
8	<p>Reasonable adjustments to the processes within these <i>Regulations</i>, including the extending of deadlines for student responses, will be made upon the production by the student of relevant third party evidence which demonstrates the need for those adjustments. The University complies with the Equality Act 2010 and ensures that individuals are not unfairly discriminated against based on lifestyle, culture, or social or economic status. This includes characteristics protected by legislation.</p>	Required by GMC.
12	<p>Registration of a person onto the relevant Registration Body's Register constitutes a formal and public statement that the person meets the Professional Body's standards for their training, professional skills, behaviour and health and is fit to practise. The University is not a Registration Body. Some Registration Bodies rely on statements and declarations made by the University when admitting students onto the Register that they maintain. In other cases, Registration Bodies accept statements and declarations by a member of University staff who is a Registrant of the Registration Body. Some Registration Bodies require the student to declare any matters relating to their fitness to practise when applying for registration. For example, the GMC is responsible for decisions about registration, and this includes a separate test of fitness to practise. A list of the Registration Bodies with which the University works is provided below.</p> <ul style="list-style-type: none"> • British Psychological Society (BPS) • General Medical Council (GMC) • Health and Care Professions Council (HCPC) • British Association for Behavioural and Cognitive Psychotherapies (BABCP) • Nursing and Midwifery Council (NMC) • The Royal College of Veterinary Surgeons (RCVS) • The Association for Nutrition (AfN) 	<p>Required by GMC.</p> <p>Addition of AfN.</p>
13	<p>...</p> <p>The University requires that students following those programmes which include a placement in a clinical or professional setting and either require or lead to eligibility to apply for Registration by a Registration body, behave at all times in a manner that:</p> <p>(i) conforms to the relevant code of document(s) that set out expectations for professional conduct or practice including the Registration Body's requirements with respect to the use of social media (as defined in the Student Social Media Policy), including social media forums that are not public; and</p> <p>(ii) is consistent with the behaviour required by the relevant profession and by the employers of such professional staff; and</p>	Clarity.

	(iii) does not jeopardise or put at risk the welfare, wellbeing, or safety of either themselves and/or others. ...	
14	The <i>Procedure for Expulsions and Criminal Convictions Policy</i> should be read in conjunction with these Regulations. A failure to disclose any Expulsion or Relevant Criminal Conviction(s) (whether at application stage or once registered as a student) is taken seriously and could result in the student being expelled in accordance with the <i>Student disciplinary regulations</i> or found unfit to practise in accordance with these <i>Regulations</i> .	Updated to reflect proposed requirement to declare expulsions from other educational institutions.
30	The Academic Registry staff member OSCAR Case Manager works in consultation with a member of the University academic staff who is a Registrant of the relevant Registration Body, and who is also independent of the student (GMC registrants must have a license to practise). The role of this Registrant in the investigation is to: <ul style="list-style-type: none"> • confirm which Professional Body's professional conduct or practise code is applicable • advise on the matters that need to be checked and the information that needs to be gathered • attend review the Case Manager's meeting with the student and the Academic Registry staff member and advise on any professional protocols that should be observed for such a meeting. Students may request that the Registrant attends this meeting. • advise once all the information is gathered on the most appropriate outcome as detailed in regulation 34 below. 	This will allow for greater flexibility in scheduling investigation meetings, and allow cases to progress more quickly. The requirement for the Registrant to advise in advance of the meeting and to review the meeting afterwards remains.
31	Within five University working days of receiving the allegation, the Academic Registry staff member OSCAR Case Manager will write to the student to inform them: <ol style="list-style-type: none"> (i) that an allegation has been made about their professional behaviour; (ii) about the nature of the allegation and that it is being investigated as part of these <i>Regulations</i> (a copy of which will be supplied to the student); (iii) which Registration Body's professional conduct or practice requirements are applicable (a copy of which will be supplied to the student); (iv) invite the student to a meeting with themselves and the assisting Registrant; (v) that the student may provide a written response to the allegations within 10 University working days of the Academic Registry staff member's OSCAR Case Manager's letter; (vi) that the student can obtain advice and support from the University of Surrey Students' Union and/or the student's own professional association or trades union; 	To reflect existing practice and a requirement of the GMC.

	(vii) about the range of internal and external support services available.	
33	The Academic Registry staff member OSCAR Case Manager will aim to complete their investigations as quickly as is possible and as is consistent with thoroughness and due process; this will normally be within 20 University working days. Complex cases may take longer. Where it takes longer than 20 University working days, the student will be informed of this and the reasons why.	To reflect existing practice and aid transparency.
34	The outcome of the investigation will be one of four findings*: (i) that no further action is necessary and the issue is closed; (ii) that no further action is necessary under the <i>Regulations for fitness to practise</i> but that a recommendation is made to a named Authorised Person for them to progress this under the University's <i>Student disciplinary regulations</i> ; (iii) that warning(s), condition(s) or undertaking(s) are applied. (iii) (iv) that OSCAR is requested to convene a Support to Study Panel under the <i>Regulations for support to study</i> as the matter in question is not one of fitness to practise but is serious enough to warrant panel consideration; (iv) that OSCAR is requested to convene a Fitness to Practise Panel. * Findings for GMC cases will be confirmed by the Director of Faculty Operations or their nominee.	Required by GMC.
39	Fitness to Practise Panels are convened by and organised by OSCAR. Fitness to Practise Panels conduct their business in accordance with the <i>Procedure for hearings by Panels</i> which detail how Panels work, including, where relevant, the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the <i>Regulations</i> . In cases involving the GMC, students may request for the hearing to be open to members of the public (except hearings involving health issues, which should be held in private).	Required by GMC.
41	The membership of a Fitness to Practise Panel comprises three members from the pool of trained panel members plus an external member as follows: <ul style="list-style-type: none"> • member of staff from the pool of trained Chair persons • a member of University staff • a sabbatical officer or a student member nominated by the Students' Union 	Required by GMC.

	<ul style="list-style-type: none"> • a Registrant of the relevant Registration Body who is external to the University (GMC registrants must have a license to practise) <p>A member of OSCAR is in attendance as Secretary to the Panel.</p>	
44	<p>A Fitness to Practise Panel may come to one of three findings:</p> <p>(i) that the student has not breached the University's requirements for professional behaviour, that no further action is required and that the matter is concluded;</p> <p>(ii) that the student has breached the University's requirements for professional behaviour, but that having considered the matter, and taken such advice as the relevant Registration Body has been able to offer, the Panel is satisfied that the breach has already been repaired or can be repaired via completion of a Corrective Action Plan (undertakings) and that once remedied, the breach is unlikely to compromise the student's eligibility to apply for Registration (see regulation 46 below);</p> <p>(iii) that the student has breached the University's requirements for professional behaviour and that their programme of study will be terminated as the student cannot continue on a programme that leads to eligibility to apply for Registration.</p> <p>For each of the three findings above the Panel may additionally impose one of the penalties detailed in the <i>Student disciplinary regulations</i>. Warning(s), condition(s) or undertaking(s) may also be applied.</p>	Required by GMC.
46	<p>Where a Fitness to Practise Panel finds that there has been a breach of the University's requirements for professional behaviour that can be repaired (see regulation 44 (ii) above) the Panel will produce a Corrective Action Plan (undertakings) which will specify what the student needs to do to repair the breach and how the completion of the repair is to be monitored and confirmed. If a Corrective Action Plan to repair the breach cannot be identified, the student's programme of study will be terminated, as the student cannot continue on a programme that leads to eligibility to apply for Registration.</p>	Required by GMC.
47	<p>Following a hearing by a Fitness to Practise Panel the Secretary conveys the findings of the Panel to the student and all relevant parties in writing. The student is informed of their right to appeal against the findings of the Panel within the specified time limit (see regulation 50 below), and that, if they have no grounds to appeal (see regulation 51 below), that they may request a Completion of Procedures letter.</p>	Typo.
48	<p>When writing to the student the Secretary to the Panel will also explain that subsequent decisions by a</p>	Required by GMC.

	Registrant and/or Registration Bodies are made by them independently, and that the Panel's findings in this matter have been made under the University's <i>Regulations</i> , not those of the relevant Registration Body, which may take a different view. Students will be reminded of their responsibility to disclose findings to the Registration Body when applying for provisional registration and for students applying to the GMC, when they complete the TOI form.	
New 49	When a student who is subject to GMC requirements has their registration terminated, the outcome letter will notify them that they will be added to the Medical School Councils excluded student database. The letter will also confirm that any appeal of the University decision is also an appeal of the decision to add them to the database.	Required by GMC.
51	If an appeal is received after the 10 University working days deadline, the student will be asked to provide reasons and accompanying independent supportive evidence as to why the appeal is late. The reasons and supporting evidence will be considered by an OSCAR Case Manager, who will determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student . If the reasons are not deemed valid, the appeal will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons the appeal will be accepted and assigned to an OSCAR Case Manager.	To reflect existing practice and aid transparency.
53	When OSCAR receives an appeal against the findings and/or penalty imposed by a Fitness to Practise Panel the Case Manager checks whether: <ul style="list-style-type: none"> •the appeal has identified the grounds on which it has been made •the grounds are consistent with regulation 52 above •the grounds are supported by relevant evidence OSCAR will normally complete these checks within 5 University working days of receipt of the completed appeal.	To reflect existing practice and aid transparency.
59	Fitness to Practise Appeal Panels are convened by OSCAR and conduct their business in accordance with the <i>Procedure for hearings by Panels</i> which detail how Panels work, including, where relevant, the right of a student to attend a hearing and to be accompanied. The Appeal Panel hearing will normally be completed within 20 University working days of the decision set out in regulation 54 3 above. Where it is going to take longer than this, the student will be kept	Typo.

	updated as to progress and likely timescales. It is expected that those asked to attend a hearing will acquaint themselves with the <i>Regulations</i> .	
61	<p>The membership of a Fitness to Practise Appeal Panel comprises three members from the pool of trained panel members plus an external member as follows,</p> <ul style="list-style-type: none"> • member of staff from the pool of trained Chair persons • a member of University staff • a sabbatical officer or a student member nominated by the Students' Union • a Registrant of the relevant Registration Body who is external to the University (GMC registrants must have a license to practise) <p>A member of OSCAR is in attendance as Secretary to the Appeal Panel.</p>	Required by GMC.
64	<p>Where the finding is as in (ii), (iii), (iv) and/or (v) above the Fitness to Practise Appeal Panel may*:</p> <ul style="list-style-type: none"> • direct that the matter be heard anew by a differently constituted Fitness to Practise Panel • substitute the findings of the Fitness to Practise Panel with its own findings • or, where the unfairness to the student is extreme, nullify the findings of the Fitness to Practise Panel, end the fitness to practise procedure and, if relevant, reinstate the student <p>* For BMBS students (only): if the finding is that there has been a failing in process, this will not overrule any decision about whether a student is fit to practise. This outcome will always require the initial matter to be reconsidered following appropriate procedures but still giving due consideration to any potential impairment of the student's fitness to practise.</p>	Required by GMC.
67	Reconsideration of an allegation will only take place in exceptional circumstances and following approval from the Academic Registrar Head of OSCAR .	The Academic Registrar post no longer exists.

C1 Procedure for complaints

Section reference	Amendment/addition	Rationale for amendment/ addition
10	Complaints and requests to review a complaint outcome are made by the student. Exceptionally, and only where a student is unable to do so on their own behalf, whether through illness or other unforeseen circumstances, an application can be made by a third party on behalf of the student. In such cases, the third	To reflect existing practice and aid transparency.

	<p>party must show why the student is unable to make a complaint or request a complaint review on their own behalf and provide supporting evidence. The student must give their consent before the complaint or complaint review can be processed. The evidence is submitted to the Office of Student Complaints, Appeals and Regulation (OSCAR) and an OSCAR Case Manager will determine whether the appeal or request to review the decision to decline an appeal should be accepted. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded.- A decision will normally be made within five University working days of receiving the final submission of information.</p>	
23	<p>If a Stage 2 complaint is received after the deadline, the student will be asked to provide reasons and accompanying evidence as to why the complaint is late. The evidence will be considered by an OSCAR Case Manager who will determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student. If the reasons are not deemed valid, the complaint will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons the complaint will be accepted and assigned to Complaint Handler.</p>	<p>To reflect existing practice and aid transparency.</p>
51	<p>If it is not possible to come to a remedy at the meeting, the Complaint Handler will investigate the complaint further. After making any necessary enquiries, the Complaint Handler will come to a view as to whether or not it is possible for the University to provide a remedy for the student's complaint. If it is not possible for the University to provide a remedy for the student's complaint, the Complaint Handler will explain why this is so, and offer suggestions for alternative courses of action. The outcome of the further investigation will be communicated to the student in writing normally within 50 University working days from receipt of the final submission of information from the student formal-written-complaint. If it is not possible for the student to provide all supporting evidence with their complaint form, they may request an extension to the deadline to provide this. The Complaint Handler may not be able to commence their investigation until all evidence is received and the submission is confirmed as complete by the student.</p>	<p>Sentences re-ordered.</p> <p>To reflect existing practice and aid transparency.</p>
56	<p>If a request to review a complaint outcome is received after the 10 University working days deadline, the student will be asked to provide reasons and</p>	<p>To reflect existing practice and aid</p>

	<p>accompanying evidence as to why the request is late. The reasons and supporting evidence will be considered by an OSCAR Case Manager who will determine whether the reasons are valid. Consultation may take place with other members of staff in complex or unusual cases, and this will be recorded. A decision on the validity of the reasons will normally be made within 20 University working days of receiving the final submission of information from the student. If the reasons are not deemed valid, the request will not be considered and the student will be offered a Completion of Procedures letter. If there are valid reasons, the request will be accepted and assigned to an OSCAR Case Manager.</p>	<p>transparency.</p>
62	<p>When convening a Complaint Review Panel OSCAR writes to the student to confirm that the Complaint Review Panel will take place. The student does not attend the Panel, unless requested to under paragraph 64 below. The University will aim to conclude Stage 3 of this Procedure within 20 University working days of receipt of the final submission from the student. Complex cases may take longer and the student will be kept informed of the progression of their request. OSCAR will write to the student with: ...</p>	<p>To reflect existing practice and aid transparency.</p>

<u>C2 Procedure for hearings by Panels</u>		
Section reference	Amendment/addition	Rationale for amendment/ addition
23	<p>Where a student attends a Panel hearing and is accompanied by a third party, having not previously notified the University that they wish to be accompanied, the Chair will ask the person to identify themselves and confirm that they understand the role of a Supporter. If the person is legally trained, the Chair will normally adjourn the hearing until the University can confirm whether it wishes for a legally trained person to attend also be legally represented. This may result in the hearing being delayed.</p>	<p>To reflect existing practice and aid transparency.</p>
New 24	<p>In exceptional circumstances, a student may submit a request to be legally represented at a Panel hearing. A legal representative is distinct from a Supporter and may take a more active role in a hearing, for example by addressing the Panel directly on the student's behalf. Where a student wishes to be legally represented, a request should be made to OSCAR within 48 hours of being notified of the arrangements for the hearing. In the request, the student should set out the reasons why they wish to be legally represented and</p>	<p>To reflect existing practice.</p>

	<p>provide details of the prospective representative. Requests for legal representation will be considered on a case-by-case basis by the Chair, in consultation with OSCAR. Normally, legal representation will only be permitted for the most serious cases of misconduct, and where valid reasons for the request have been provided by the student. Where a student's request for legal representation is approved, the University will normally instruct its own legal counsel to be present at the hearing. The University may also arrange for the complainant in the case to be legally represented. This may result in the hearing being delayed.</p>	
25	<p>When deciding whether to agree to a student's request to adjourn or postpone a Panel hearing the Chair will take into consideration the following:</p> <ul style="list-style-type: none"> • the grounds and supporting evidence advanced by the student for requesting the adjournment or postponement • any unfairness to the student if the hearing is or is not postponed or adjourned • the consequences for the University of rearranging the hearing, possibly with another Panel. 	To reflect existing practice and aid transparency.
New 27	<p>Requests to postpone or adjourn a Panel hearing will not normally be agreed where the reasons advanced by the student include the detrimental impact of attending a hearing and/or associated processes on a student's wellbeing. Reasonable adjustments would be applied to the hearing process as an alternative to postponement if a student is acutely anxious about undergoing the process. This may include a referral to the <i>Regulations for Support to Study</i>.</p>	To prevent unreasonable delays to proceedings and students delaying hearings until their registration lapses.
30	<p>Exceptionally, where a student can demonstrate a rationale that is reasonable in all the circumstances ("reasons") with supporting evidence why they are unable to attend a scheduled Panel hearing, they may request the University, through the body administering the relevant Panel procedure, to be represented by a Supporter, so that the hearing can be held in a timely manner.</p>	Typo.

<u>C3 Procedure for Managed Exclusion Orders</u>		
Section reference	Amendment/addition	Rationale for amendment/ addition
New 3	<p>The University is committed to providing a fair, consistent and accessible service. The University believes that everyone who interacts with it has the right to be heard, understood and respected. The University believes that its staff have the</p>	This applies to all B Regulations and C Procedures and was mistakenly omitted in

	<p>same rights, and the University must provide a safe working environment for its staff. The University must also ensure the efficient and effective operation of its work, so that it can provide a good service to everyone. <i>The Procedure for managing behaviour in respect to Student Regulations and Procedures</i> applies to everyone who interacts or communicates with the University, including students and their supporters and describes types of actions and behaviour that may have a negative effect and what the University is expected to do in these circumstances.</p>	2023/24.
24	<p>Where the Provost receives such an appeal from a student, a different OSCAR Case Manager from the one involved in granting the MEO investigates the matter and reports back to them. The MEO remains in force until the Case Manager has completed their investigation and the Provost has ruled on the matter. An appeal against an MEO is normally processed within 10 working days of receipt of the final submission from the student.</p>	To reflect existing practice and aid transparency.

C4 Procedure for awarding aegrotat and posthumous degrees

Section reference	Amendment/addition	Rationale for amendment/ addition
Various	All references to Academic Registrar are replaced by the Associate Director, Student and Academic Administration	The post of Academic Registrar no longer exists.

C5 Procedure for Managing behaviour in respect to Student Regulations and Procedures

Section reference	Amendment/addition	Rationale for amendment/ addition
14	<p>It may be necessary to apply restrictions to someone's contact with the University. A decision to do this may be taken by any Case Manager. Some of the options that the University may consider are:</p> <p>...</p> <p>(v) Suspend or terminate consideration of a student's case. In exceptional cases, the University may also decide not to consider a future case from the person. The University will take into account the impact on them and also whether there is a broader public interest in considering the case further. This action can only be taken following the approval of the Academic Registrar Head of OSCAR.</p>	The post of Academic Registrar no longer exists.