

CHANGES TO REGULATIONS, POLICIES AND PROCEDURES FOR 2019/20

New and revised student and academic regulations, policies and procedures for 2019/20 are listed below.

NEW – Student Attendance and Engagement Policy

What's changed?

As from September 2019, the University Attendance Statement has been replaced with the [Student Attendance and Engagement Policy](#). The aim of this new University policy is to improve retention and progression by:-

- clearly setting out expectations in terms of attendance and engagement
- identifying processes whereby students who are not engaging can be offered support in an efficient way across a range of roles and services.

The aim is not to increase or encourage withdrawal for non-engagement. Withdrawal is very much seen as a last resort whereby we have made significant attempts to support and engage a student.

Do I need to do anything?

Yes, you need to familiarise yourself with the process for attendance monitoring which is available [here](#) and take action as outlined on page 3 of the guidance.

NEW – University Grade Descriptors

What's changed?

[University Grade Descriptors](#) have been produced for implementation across the University from September 2019. Benefits of this approach include:-

- a consistent student experience with established expectations
- clarity from a University perspective of how marks are awarded
- a shift away from borderline decisions
- enhanced support for new markers and moderation processes.

Do I need to do anything?

Yes, the application of University Grade Descriptors is mandatory for Level 4 assessment as from September 2019. Staff guidance on the implementation is available [here](#).

NEW - Study Abroad Mark Conversion

What's changed?

Instead of each subject area/department setting up a mark conversion scheme for students who are studying abroad as part of their course, a [University Study Abroad Mark Conversion](#) document is now published for implementation from September 2019. The purpose of this is to ensure that undergraduate students receive a fair and equitable mark of their study abroad which is in line with the University Grade Descriptors.

Do I need to do anything?

If you are responsible for the management of students studying abroad, you must ensure that marks received from overseas institutions are converted in line with the Study Abroad Mark Conversion schemes. If a partnership is established in a country not currently included in the document, please inform the Student Policy and Compliance Team via email - regulationsandpolicy@shu.ac.uk

REVISION - Coursework submission deadline (Principles and Procedures for Assessment)

What's changed?

Instead of each Faculty setting different times for student to submit work, one University-wide deadline time for submission of work has been set.

The deadline time for submission of work is 3 pm for all students.

Do I need to do anything?

You need to be aware of this. The deadline times published on Blackboard have automatically been updated to 3 pm.

REVISION – Extenuating Circumstances Policy and Procedure (RESDs)

What's changed for Requests to Extend a Submission Deadline (RESD)?

As from 1 October 2019, the ability to exceptionally grant a 10 working day extension is removed. Instead, extensions will be granted for 5 working days. Extensions are intended to allow students to complete coursework, rather than start it. Therefore, students are required to submit work in progress to support their request for an extension. Students are no longer automatically required to submit medical evidence to support the circumstances they are reporting, although they may be required to subsequently provide such evidence upon request.

What's not changed?

There is no change to extensions in relation to dissertations or other large projects where students can be granted up to a maximum of 20 working days (subject to timing of the assessment board). Evidence is still required to support the circumstances reported as well as work in progress.

This change does not relate to students with a Learning Contract. Extended deadlines for these students are managed via the [Assessment Support for Students with Learning Contracts](#) process and there is no change to this process for 2019/20.

Do I need to do anything?

You need to be aware of this change, direct any student queries to their Student Support Adviser, or to information published on [My Hallam](#).

REVISION – Extenuating Circumstances Policy and Procedure (RRAAs)

What's changed?

As from January 2020, Level 6 and 7 students with an approved Request to Repeat an Assessment Task on a module which is passed, can ask to repeat the task affected subject to the following criteria being met:-

- the final award classification/grade of achievement has been confirmed by an Assessment Board and published on My Student Record
- the RRAA was submitted prior to publication of the final award in line with the timeframes in the policy
- the module(s) affected is a Level 6 or 7 module
- repeating the task(s) could make a difference to the final award classification/grade of achievement
- the request to take the affected task(s) again was made within 5 working days of the final award being published.

Do I need to do anything?

You need to be aware of this change, direct any student queries to their Student Support Adviser.

Student Policy and Compliance

September 2019

Email any queries to [! Regulations and Policy](#)