

Amendments and additions to University Regulations and Procedures for 2021/22¹

1. This paper lists amendments to the Regulations for 2021/22. Technical amendments have been made as required, for example to reflect any changes to role titles/ structures/committees or re-wording for clarity, but are not listed here.
2. During summer 2019/20 and throughout the entire 2020/21 academic year, the University received a large number of regulatory, policy and procedural proposals submitted by the Students' Union, staff members from academic and professional services and external examiners. These proposals had been reviewed by the Regulations writing groups, discussed by the University Education Committee and University Research & Innovation Committee and their sub-committees, and approved by Senate.
3. Visa changes and a move to electronic submission of the PhD thesis and online examination during 2020 requires amendments to the regulations for research degrees. The requested changes, included in this paper, are regarded as a positive step forward in the Doctoral College's submission and examination processes. Changes also include merging former A2 (*Regulations for research degrees*) and A3 (*Regulations for research degrees on the basis of published works*) into one set of regulations. The benefit of having a single document is that all Surrey postgraduate research degree provision will be visible in one place, including our two programmes based on the 'by publication' format.
4. Award classifications for undergraduate honours degrees and integrated Master's degrees (regulation 23, *A1 Regulations for taught programmes*): Senate agreed a proposal to use more neutral definitions for describing second class degrees: ~~Second Class Honours (Upper Division)~~ **Class II Honours Division I** and ~~Second Class Honours (Lower Division)~~ **Class II Honours Division II**. However, due to technical implementation issues (development work in SITS, etc), this amendment may be delayed until 2022/23.
5. The amendments and additions to the regulations listed on the following pages (new text is shown in **bold**, deletions in ~~strikethrough~~).

Introduction to the Regulations		
Regulation reference	Amendment/addition	Rationale for amendment/ addition
Superseded by the new Introduction to the Quality Framework		

A0 Regulations for the Foundation Year		
Regulation reference	Amendment/addition	Rationale for amendment/ addition
Relevant amendments to the <i>Regulations for taught programmes</i> are also made to these Regulations		

¹ Approved by Senate in June 2021

[A1 Regulations for taught programmes](#)

Regulation reference	Amendment/addition	Rationale for amendment/addition
7	<p>Modules can be either 15, 30, 45 or 60 credits and, additionally for some Master's dissertations, 90 credits either 15 credits or multiples of 15 credits.</p>	<p>To add extra flexibility due to the introduction of large size core modules in accredited programmes (up to and including 120-credit modules)</p>
9	<p><i>Table 1: University awards and credits</i></p> <p>Master's degree (two year's full time, including Master of Fine Arts, EuroMasters, Master's degrees with integrated professional training period)</p>	<p>To rectify an omission: a few recently validated 240-credit/2-year Masters' programmes include a 60-credit placement module and the Table of University awards should reflect this</p>
40	<p>To be offered a place on one of the University's taught programmes students are required to meet the University's general entrance requirements, the English Language requirements and any requirements for entry to specific programmes. Further information is given in the Admissions Policy (Undergraduate) and Admissions Policy (Taught postgraduate). These Policies are updated on a regular basis and any amendments are considered and approved by Senate and its subcommittee.</p>	<p>To clarify the academic governance structure lines of responsibility</p>
51	<p>Where a student has withdrawn from the University they may apply to the University to be admitted to the same or another programme and to have the credits they formerly accrued exempt them from some part of the programme (see Regulation 52 below). Where exemptions are granted the student will be required to relinquish any intermediate exit awards they have taken before they register. upon receiving the intended award.</p>	<p>To clarify the process for relinquishing intermediate exit awards</p>

54	<p><i>Table 5: The minimum number of credits that must be taken by transferring students to achieve a University award</i></p> <p>Bachelor's degree (honours), three years: 120 out of 360 credits; a minimum of 90 must be at FHEQ level 6 of which 120 credits must be at FHEQ level 6</p> <p>Integrated Master's degree: 240 out of 480 credits of which 120 credits must be at FHEQ level 6 and 120 credits at FHEQ level 7</p>	<p>The overall minimum number of credits remains the same, however, due to the higher weighting ratio of FHEQ level 6 in the undergraduate degree classification algorithm, these credits must be taken at Surrey, whereas a max of 240 credits at Level 4 and 5 can still be awarded via the RPC/RPL. PSRB restrictions may apply.</p>				
55	<p>Where a student admitted to a taught programme has been exempted from completing part(s) of the programme on the basis of prior higher education credit and/or prior experiential learning, having satisfied the University's requirements, their final result (including the classification of their degree, where relevant) is determined on the basis of the work they have undertaken at the University after being admitted to the programme. In cases where exemption from completing part(s) of the programme was granted on the basis of prior credit previously achieved at the University of Surrey, marks associated with this recognised prior credit will also be considered when determining the student's final result (including the classification of their degree, where relevant).</p>	<p>To ensure that this process is consistent with the general regulatory principle for determining the final result/degree classification that recognises only those marks that were awarded by the University. This principle should be extended to those marks that were previously achieved at Surrey and recognised as part of the Recognition of Prior Credit (RPC) process.</p>				
Table 6 (follows after)	<p><i>Table 6: Indicative maximum periods for registration for undergraduate programmes</i></p> <table border="1" data-bbox="387 1809 1139 1895"> <thead> <tr> <th data-bbox="387 1809 683 1895">Award title</th> <th data-bbox="683 1809 1139 1895">Indicative maximum period for registration²</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Award title	Indicative maximum period for registration ²			<p>To ensure consistency with postgraduate taught programmes'</p>
Award title	Indicative maximum period for registration ²					

² 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

Regulation 56)		Full time	Part-time	maximum period of registration. 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 temporary withdrawal and course suspension. Any exceptions are to be considered on a case-by-case basis. The <i>Code of practice for temporary and permanent withdrawals</i> will be updated to provide further guidance.
	Certificate of Higher Education	Two Three years	Three Four years	
	Diploma of Higher Education	Three Four years	Four Five years	
	Foundation Degree	Three Four years	Four Five years	
	Certificate in Education	Two Three years	Three Four years	
	Bachelor's Degree (Ordinary)	Four Five years	Five Six years	
	Graduate Certificate	Two Three years	Three Four years	
	Graduate Diploma	Three Four years	Four Five years	
	Professional Graduate Certificate in Education	Two Three years	Three Four years	
	Bachelor's degree (honours)	Four Five years	Five Six years	
	Bachelor's degree (honours), with professional training period	Five Six Years	Six Seven years	
	Integrated Master's degree	Six Seven years	Seven Eight years	
Postgraduate Certificate in Education	Two Three years	Three Four years		
67	<p><i>Simultaneous registration</i></p> <p>A student may not simultaneously register for two full-time programmes or a full-time and a part-time programme either at the University or at the University and another institution, with the following exceptions:</p> <ul style="list-style-type: none"> • if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months • the programme of study has been approved as a dual or double award with another institution • if a student is registered to the Graduate Certificate in Learning and Teaching Postgraduate Certificate in Learning and 			<p>From January 2022, the GradCert in Learning and Teaching programme will be closed and it was revalidated as the PG Cert in Learning and Teaching programme. During 2021/22, applicants can register only on to the PG Cert programme. It was also</p>

suspension and temporary withdrawal. Any exceptions are to be considered on a case-by-case basis.

	<p>Teaching or the Postgraduate Certificate in Management in Education</p>	<p>recognised that the part-time Postgraduate Certificate in Management in Education programme is equally important for Masters' and PhD students who are planning their future academic career. This addition is included in both A1 (taught degrees) and A2 (research degrees) regulations.</p>
92	<p>Suspension Temporary withdrawal of registration</p> <p>A student who is in difficulties, with their studies or through personal circumstances, may apply to the Executive Dean and Pro Vice-Chancellor of Faculty for the temporary withdrawal of their registration. A student will not normally be able to withdraw their registration for longer than one two academic years.</p>	<p>To make this regulation consistent with the maximum period of registration (tables 6 and 7) and to ensure consistent use of terminology</p>
126	<p><i>Exchange students: credits and marks</i></p> <p>The University encourages its students to participate in educational exchange arrangements it has established with other Universities and in other recognised international study arrangements (with its approval) such as ERASMUS and ERASMUS Mundus such as the Turing Scheme. However, the final year of undergraduate programmes must be undertaken at the University of Surrey.</p>	<p>In December 2020, the government announced that it will no longer participate in the EU's Erasmus Programme. The Turing Scheme was launched in February 2021 to provide grants to students to help fund their international educational exchange experience.</p>

144	<p><i>Examination of Master's dissertations</i></p> <p>The Executive Dean and Pro Vice-Chancellor of Faculty University may invite those students who have produced a dissertation that has been awarded a Distinction to have an electronic copy of their dissertation permanently hard bound so that it can be placed added to a database in the University Library which will be accessible for academic purposes to University of Surrey staff and students in the Library. If the student accepts this invitation, it is on the understanding that they bear the cost of binding to the University's specifications.</p>	To reflect the current practice
149	<p>Copies of dissertations with a mark of 70% or higher may be placed in the University Library and will be available for consultation or loan as indicated in Regulation 144 above. An electronic copy of such dissertations will also be added to the University Library a database which will be accessible for academic purposes to University of Surrey staff and students.</p>	Remove as it repeats Regulation 144 above
150	<p>As noted in Regulation 139 above, students are advised to mark their dissertations as copyright. It is, however, a condition of the University's acceptance of a dissertation that the University Director of Library and Learning Support Services is granted the authority to reproduce the dissertation by photocopy or otherwise, and to lend copies to those institutions or persons who, in the Director's opinion, require them for academic purposes.</p>	Technical change
151	<p><i>Commercial of other confidentiality of the contents of a Master's dissertation with a Distinction</i></p> <p>If a student's sponsoring organisation and/or a collaborating body considers that the dissertation contains matter of a confidential nature or where they wish to seek a patent based on material in the dissertation, the student should complete the relevant section of the Confidentiality Form³, stating the grounds on which the restriction is sought. The University Library may not accept copies of such dissertation that contains confidential or restricted materials. may request the University Director of Library and Learning Support Services, through the Programme Leader, to restrict all access to their dissertation for a period not exceeding five years. If the Director agrees to this request, access to the dissertation may be allowed during this period only with the permission of the author, or those specified by them. If it is desired to extend the restriction beyond the agreed period, or restrict access on other grounds, further application must be made in writing to the Director stating the grounds for the request.</p>	To reflect the existing practice and to streamline the process

³ The Confidentiality Form is accessible through the Academic Hive

152	<p>Where the author, their sponsoring organisation, or a collaborating body wishes to seek a patent based on material in the dissertation, the author may request the University Director of Library and Learning Support Services, through the Programme Leader, to restrict all access to their dissertation for a period not exceeding one year. Requests for such restrictions must be in writing, stating the grounds on which they are sought and the requested duration of the restriction. If it is desired to extend the restriction beyond the agreed periods, or restrict access on other grounds, further application must be made in writing to the Director stating the grounds for the request.</p>	Remove as it repeats Regulation 151 above
156	<p><i>Alternative assessment</i></p> <p>Alternative assessment can be employed for reassessment when it is not possible to reassess students in the methods used in the original assessment. Alternative assessment should allow students to demonstrate achievement of the relevant learning outcomes in a comparable way to the original assessment. Where applicable, alternative assessment is included in the module assessment strategy and has to be specifically approved at the validation or periodic review of the relevant module(s) or through a subsequent programme amendment formally agreed by a Board of Studies. Alternative reassessment mechanisms can also be employed when it is no longer possible to reassess students in the original assessment method due to the module or programme withdrawal in subsequent years.</p>	To clarify a process when a failed/deferred module is no longer available and cannot be retaken next year in its original format
172	<p>Where a programme provides for a period of professional training, students are required to have passed modules with a value of 120 credits in the level or stage that precedes the Professional Training year in order to progress to the Professional Training year. However, a student who has passed modules with a minimum value of 105 credits may commence the Professional Training year but is required to be reassessed in the University-appointed reassessment period and pass the failed module before being allowed to continue with the Professional Training year. Students who have achieved a minimum of 105 credits may be permitted to commence the Professional Training year and subsequently progress to the next academic level/stage of study and undertake outstanding trailing credits from the previous level/stage of study alongside the standard 120 credits on a full-time basis, in accordance with Regulation 110.</p>	To rectify an omission (to allow students to trail a maximum of 15 credits into the next academic level/stage of study).
182	Compensation can be applied if the following two conditions are met:	To reduce the level average mark eligibility for compensation

	<p>the weighted level aggregate of all the student's module marks at a level or stage (including the failed modules) is 45.00% 40.00% or higher (55.00% 50.00% or higher for FHEQ Level 7 modules on integrated Masters' programmes); the weighted level aggregate mark is not rounded up</p> <p>the lowest overall mark achieved in a failed module is at least 30% (40% in a failed FHEQ level 7 module on Integrated Master's programmes)</p>	<p>requirement to Pass mark. Using the Pass mark ensures overall level of understanding equates to a Pass or third class degree</p>
183	<p>For the BVMSci Veterinary Medicine and Science programme 30 credits can be compensated in year 1 and 15 credits in subsequent years. Compensation can be applied if the following two conditions are met:</p> <ul style="list-style-type: none"> the weighted level aggregate of all the student's taught module marks at a level (including the failed module(s)) is 55.00% 50.00% or higher; the weighted level aggregate mark is not rounded up the lowest overall mark achieved in a failed module is at least 40% 	As above
184	<p>Where, a student following a taught postgraduate programme has failed module(s) with a value of 15 credits compensation can be applied if the following two conditions are met:</p> <ul style="list-style-type: none"> the weighted level aggregate of all the student's module marks (including the failed module(s) and the dissertation) is 55.00% 50.00% or higher; the weighted level aggregate mark is not rounded up the lowest overall mark achieved in a failed module is at least 40% (30% in a failed FHEQ level 6 module) 	As above

A2: Regulations for research degrees:

Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Medicine (MD), Doctor of Business Administration (DBA), Doctor of Clinical Practice (DClinPrac), Doctor of Engineering (EngD), Doctor of Psychology (PsychD), **Doctor of Philosophy (PhD) by Prior Publication**

Minor change to the title to reflect the addition of a new section, part of the former A3 Regulations (**Doctor of Philosophy (PhD) by Prior Publication**)

10	<p><i>Simultaneous registration</i></p> <p>A student may not simultaneously register for two full-time programmes or a full-time and a part-time programme either at the University or at the University and another institution, with the following exceptions:</p>	<p>From January 2022, the GradCert in Learning and Teaching programme will be closed and it was</p>
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	<ul style="list-style-type: none"> • if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months • the programme of study has been approved as a dual or double award with another institution <p>if a student is registered to the Graduate Certificate in Learning and Teaching Postgraduate Certificate in Learning and Teaching or the Postgraduate Certificate in Management in Education</p>	revalidated as the PG Cert in Learning and Teaching programme. During 2021/22, applicants can register only on to the PG Cert programme. It was also recognised that the part-time Postgraduate Certificate in Management in Education programme is equally important for Masters' and PhD students who are planning their future academic career. This addition is included in both A1 (taught degrees) and A2 (research degrees) regulations.
29 and footnote	<p>Students in receipt of funding are advised to check the terms of their scholarship. International students Students holding visas are also advised to check their visa status before making a request for extension.</p> <p>Students on Tier 4 Visas Students holding visas are subject to Home Office regulations that may determine matters such as maximum length of study and opportunities to change a programme or extend registration. In such cases those regulations supersede the University's regulations. The current regulations for student visas extensions can be viewed in the Immigration Control Policy at visas.surrey.ac.uk or further information can be sought from visacompliance@surrey.ac.uk</p>	The Tier 4 visa has been replaced by the Student Visa
36 and footnote	<p>Students in receipt of funding are advised to check the terms of their scholarship. International students Students holding visas are also advised to check</p>	The Tier 4 visa has been

	<p>their visa status before making a request for temporary withdrawal.</p> <p>Students on Tier 4 Visas Students holding visas are subject to Home Office regulations that may determine whether the University can continue to sponsor a student through a period of absence, or whether sponsorship of the current visa will need to be withdrawn. In such cases those regulations supersede the University's regulations. The current regulations for absences whilst studying on a Tier 4 Visa student visa can be viewed in the Immigration Control Policy at visas.surrey.ac.uk or further information can be sought from visacompliance@surrey.ac.uk</p>	replaced by the Student Visa
48	<p>As a minimum, all research students will have at least one supervisory session per month. The Visa Compliance team monitor the monthly contact activity of research students on a Tier 4 Visa student visa.</p>	The Tier 4 visa has been replaced by the Student Visa
60 and footnote	<p>A student's registration may be terminated on the grounds of unsatisfactory academic progress. If the Principal Supervisor judges a student's progress to be unsatisfactory they will first consult the Director of the Doctoral College for the Faculty* Associate Dean (Doctoral College) for the Faculty*. The details of this consultation will be documented and both parties must be in agreement that the student's progress is unsatisfactory. If there is a disagreement between the parties then the case will be referred to the Admission Progression and Examination Sub-committee for a decision.</p> <p><i>*If the Director of the Doctoral College Associate Dean (Doctoral College) for the Faculty is a supervisor to the student in question then they will consult the Faculty Associate Dean (Research and Innovation).</i></p>	Revert to 2018/19 regulations wording as a mistake was made in subsequent years
62	<p>Following the specified period, the student's case will be reviewed by a panel consisting of an Director of the Doctoral College for the Faculty* Associate Dean (Doctoral College) for the Faculty and an academic member of staff not involved with the supervision of the student. Prior to the panel meeting both the student and their supervisor will be asked to submit a written statement to the panel and/or attend the panel in person. If the panel members agree that the student has failed to meet the targets to the required standard then a recommendation for programme termination will be made to the Admission Progression and Examination Sub-</p>	Revert to 2018/19 regulations wording as a mistake was made in subsequent years.

	committee. If there is a disagreement between the parties then the case will be referred to the Admission Progression and Examination Sub-committee for adjudication.	
<p>New <i>MD and PhD by Publication Format</i></p>	<p>85. Students registered for the degrees of PhD or MD are permitted to submit a thesis that includes chapters prepared in publication format. It is not a requirement that those chapters have been submitted to a publisher or accepted for publication at the point the thesis is submitted, although this is encouraged.</p> <p>86. The decision to submit a thesis by publication format must be endorsed by the student and all members of the supervisory team, including the co-supervisor(s) and any collaborative supervisor(s). This is to ensure that expectations are clear and that suitable planning of the research project can be facilitated.</p> <p>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 after entering completing status.</p> <p>88. Students should not be obligated to pursue the publication format route, and nor should this option be unreasonably withheld. If there is a disagreement between the student and the supervisory team about the most suitable thesis option for the project, then it should be raised with the Postgraduate Research Director, in the first instance, for arbitration.</p> <p>89. A thesis presented in the publication format must meet the requirements set out in paragraph 18 to merit the award of a PhD degree. To that end, the thesis itself will comprise of the relevant inter-connected chapters in publication format, contextualised by a coherent narrative, and will demonstrate the student’s original contribution to knowledge.</p>	<p>Submission of a thesis that includes published or publishable chapters is permitted</p>

	<p>90. The precise structure of a thesis by publication will vary based on the nature of the research project and the discipline(s) in which it is based. The thesis would also normally include: i) an introductory chapter to provide a literature review setting the research in context; ii) a discussion chapter to state the contributions of the research, areas for future research, and implications of the research for academia and/or practice, and iii) a stand-alone methodology chapter may also be included if not covered in enough detail in the publications. In some cases, a publication may be used instead of points i), ii) or iii).</p> <p>91. These regulations do not specify the form a publication should take. What counts as a publication is a matter best determined by practitioners in the discipline. The most common examples of a publication include journal articles, peer-reviewed conference proceedings, book chapters and technical reports.</p> <p>92. There is no minimum requirement for the number of publications to be included in a thesis and neither is there a minimum journal quality requirement.</p> <p>93. In cases where the student has included a co-authored publication, the student is required to include a statement in the thesis to specify their relative contribution to the research and publication.</p> <p>94. Paragraphs 85 – 94 of these regulations do not apply to projects using the thesis format prescribed in paragraph 84.</p>	
73 Confirmation of registration	At the end of the examination, the supervisors will be asked to leave the room remove themselves from proceedings and the student will be offered the opportunity to raise any matters with the examiners	The amendment reflects the move to online confirmation vivas
New 97	A full or part-time The PhD by Prior Publication is open to (i) a member of staff ⁴ of the University of	This route to a PhD has been

⁴ Staff is defined as persons holding the appointment of: Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, Principal Research Fellow, Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Professorial Teaching Fellow, Principal Teaching Fellow, Senior Teaching Fellow, Teaching Fellow, Emeritus/a, Visiting Academic, Honorary NHS Appointments, Associate Tutors, Professor in Practice. The Admission Progression and Examination Sub-committee may extend this provision to other members of current or retired staff as appropriate.

<p>Doctor of Philosophy (PhD) by Prior Publication</p> <p>Eligibility</p>	<p>Surrey or ii) members of staff or organisations with an established teaching and/or research collaboration with the University of Surrey. may apply to the Admission Progression and Examination Sub-committee (APESC) to become a candidate for the degree of Doctor of Philosophy on the basis of published works on the conditions that:</p> <ul style="list-style-type: none"> • the applicant has held the appointment for at least three years • a substantial proportion of the research underpinning the papers must have been conducted during the applicant's appointment • the publications on which the application is based must have been accepted for publication or published • the applicant has at least five publications as sole or co-author 	<p>opened up beyond staff at the University. This enables the University to tap into new markets of prospective PhD candidates and grow relationships with new and existing collaborators seeking to train and upskill their staff base through a PhD.</p>
<p>New 98</p>	<p>There is no minimum requirement for the number of publications to be included in a thesis and neither is there a minimum journal quality requirement. All publications on which the application is based must have been accepted for publication or published.</p>	<p>These additions provide consistency with the amendments to other sections of these regulations. Given the range of disciplines covered by the University and diversity of research, it would not be possible to specify a minimum number of publications that would satisfy all disciplines. Similarly, it is not possible to specify every form of publication that applies across all discipline</p>

New 99	<p>These regulations do not specify the form a publication should take. What counts as a publication is a matter best determined by practitioners in the discipline. The most common examples of a publication include journal articles, peer reviewed conference proceedings, book chapters and technical reports.</p>	As above
New 100	<p>The applicant will send to the Secretary of the Admission Progression and Examination Subcommittee submit an application via the University's admissions system. It will include:</p> <ul style="list-style-type: none"> (i) a list of the publications on which the application is based; (ii) a cover letter of no more than 500 words outlining: <ul style="list-style-type: none"> • the area(s) in which the applicant has been working • a brief description of the research undertaken • a statement as to when and where the research was undertaken • for any co-authored works, a statement as to the contribution the applicant made to the publication • the applicant will also declare if any of the works on which the application is based have formed part of the submission for any other degree awarded to the candidate. Works submitted for another degree awarded to the candidate will not be accepted in the submission; (iii) an academic reference a letter of support for the application from an academic a referee who knows the applicant professionally 	<p>APESC is not resourced to be able to deal with the forecast increase in applications to this programme. Departments are closer to the research area and better placed to make an informed decision about the viability of the application for a PhD and the contribution of the papers. Admissions staff are better placed to ensure that all regulatory checks on applications are conducted, including visas</p>
New 102 Submission of published works	<p>Within twelve months of confirmation of candidature, a candidate is required to submit to the Doctoral College one temporarily bound copy of the submission for each examiner an electronic copy of the submission for examiners.</p>	<p>The amendment reflects the move to online confirmation vivas</p>
New 103	<p>The precise structure of a thesis by publication will vary based on the nature of the research project and the discipline(s) in which it is based. It is a requirement that the thesis includes the publications on which the submission is based. Any co-authored papers will be accompanied by</p>	<p>The revision to the presentation of the thesis provides greater flexibility for</p>

	<p>a statement declaring the contribution of the candidate. Normally, this statement should be reviewed and signed by the other authors.</p>	<p>different disciplines and projects. It also consistent with other changes to these regulations, which was informed by a regulations workshop and extensive literature review.</p>
New 104	<p>The thesis would also normally include: i) an introductory chapter to provide a literature review setting the research in context; ii) a discussion chapter to state the contributions of the research, areas for future research, and implications of the research for academia and/or practice, and iii) a stand-alone methodology chapter may also be included if not covered in enough detail in the publications. In some cases, a publication may be used instead of points i), ii) or iii). The submission may also have appendices including, for example, a full CV and any additional publications which do not form a part of the submission but which may help the examiners to see how the candidate's research has developed over time.</p>	<p>The revision to the presentation of the thesis provides greater flexibility for different disciplines and projects. It also consistent with the proposed changes to Section A2 of the regulations, which was informed by a regulations workshop and extensive literature review</p>
New 106 Requirements for the award of PhD	<p>In accordance with the level 8 of the QAA Framework for Higher Education Qualifications (FHEQ), the thesis will demonstrate:</p> <ul style="list-style-type: none"> • the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication; • a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice; • the general ability to conceptualise, design and implement a project for the 	<p>The description of the PhD requirements was hidden. This addition makes it more overt. Along with the existing examination process, it also provides quality assurance for the standard of PhD awards via these regulations.</p>

	<p>generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;</p> <ul style="list-style-type: none"> • a detailed understanding of applicable techniques for research and advanced academic enquiry 	
108 Format of thesis	<p>The thesis shall be temporarily bound before it is examined. One copy per examiner shall be submitted to the Research Degrees Office for distribution and, if required, a copy shall be submitted for use by the supervisors. Where appropriate, a copy of the thesis may also be required by a collaborating organisation. The thesis shall be submitted in an electronic format to the Doctoral College Research Degrees team. The thesis may be temporarily bound before it is examined but this is not a requirement of submission. Examiners should contact the Doctoral College Research Degrees team for advice on obtaining a printed copy.</p>	<p>Electronic submission has been a requirement since April 2020 due to Covid 19 restrictions. Whilst a minority of examiners request a printed copy of the thesis, the move to electronic submission has been positive and is being embraced as a permanent change within the sector.</p> <p>Removal of the requirements for printing the thesis on A4 sized paper and reference to 'each copy'</p>
109	<p>The thesis shall be typed on A4 sized paper. All pages should be numbered. The title page shall bear the approved title, and student's name, the degree for which the student is registered and the year in which the thesis is presented. A summary of the work, not exceeding 300 words in length and a signed Statement of Originality must be included in each copy following the title page. Whenever possible, any other material should form part of the thesis, but a student is at liberty to submit such material separately for consideration by the examiners.</p>	As above

<p>117 External examiner nominations</p>	<p>Nominees for consideration for appointment as external examiners should normally:</p> <ul style="list-style-type: none"> (i) have expertise in the area relevant to the student's field of research and be demonstrably research active; (ii) hold an academic appointment (a curriculum vitae should accompany any nomination to the Admission Progression and Examination Sub-committee); (iii) have experience of examining at doctoral level; (iv) not have, nor have previously had, a personal relationship with the student or member of the supervisory team; (v) not have had any professional relationship with the student which may give rise to a conflict of interest (for example supervisory, collaborative research, co-authoring of papers); (vi) not have had a significant research relationship (for example, co-authoring of numerous research outputs such as papers and conferences) with any member of the supervisory team within the last five years; (vii) not hold (or have held) any appointment of the University, other than that of external examiner, during the period in which the student has been registered for the degree; (viii) be appointed from within the European Economic Area (EEA) and have the right to work in the United Kingdom. In cases where the candidate is located outside of the EEA and is experiencing extenuating circumstances which render them unable to travel to the UK it would be permissible to appoint an examiner from outside of the EEA. 	<p>Removal of the requirement to appoint from within the EEA and have the right to work within the UK. The move to online examinations enables external examiners from outside of the EEA to examine remotely and as a consequence of not entering the UK they are not subject to right to work checks.</p>
<p>124 Viva voce examination</p>	<p>The viva voce examination should normally be held not less than 30 days and not more than 90 days after submission of the thesis. Only with the approval of the Admission Progression and Examination Sub-committee may the viva voce examination exceptionally be held earlier outside of this period.</p>	<p>This change was requested for the 2020/21 regulations but was omitted. It is important that examinations are not delayed beyond 90 days after submission without approval from the Admission Progression and</p>

		Examination Sub-committee
126	Each appointed examiner will receive an electronic copy of the thesis to be examined in advance of the viva voce examination and will prepare an independent, written report on the content and style of the thesis in advance of the examination. The reports will be submitted and considered at the viva voce examination. The examiners should ensure they have a copy of their report for discussion at the pre-viva meeting.	Amendment to reflect that the copy of the thesis provided to the examiner will be an electronic copy. The pre-viva reports need to be available for discussion at the pre-viva meeting.
128	The viva voce examination shall be conducted in the presence of the examiners at the University in Guildford. Exceptionally, and subject to the approval of the Admission Progression and Examination Sub-committee, the examination may be arranged at another venue, provided all parties, including the student, agree. Exceptionally, and subject to the approval of the Admission Progression and Examination Sub-committee, the viva voce examination may take place via video-conference. The student would normally be accompanied by at least one of the examiners. The viva voce examination may take place via video conference provided that the student has given their consent to this mode of examination. The following protocol should be followed for a remote viva: 107 (i) all examiners, the Chair and the student arrange a time to test their chosen video conferencing platform and internet connection reliability in advance of the viva and in time to remedy any technical issues; (ii) The internal examiner/chair may recommend terminating and rescheduling the viva in exceptional cases such as technical failure; (iii) all examiners and the Chair arrange a time to discuss the pre-viva reports and plan the question format in advance of the viva; (iv) pre and post viva reports are submitted to the Doctoral College Research Degrees team within the required timeframes as set out in these regulations.	Amendment to reflect the successful move to online vivas and the expectation that this type of viva will become more common in the future
131 Examiners' recommendation	After the examination, the examiners shall report on the viva voce examination, together with any reports that may have been submitted by the supervisors in response to a request by the examiners, to the Doctoral College Research Degrees team within	Addition to reinforce the expected timeline for submission of

	10 working days. They shall preferably present a joint report but are at liberty to present separate ones if they so wish.	the viva reports to the Doctoral College.
A3 Regulations for research degrees on the basis of published works		
These regulations were merged with the A2 Regulations for research degrees		

B1 Regulations for extenuating circumstances

Regulation reference	Amendment/addition	Rationale for amendment/addition
9 Evidence required for the recognition of extenuating circumstances	<p>(iii) for a late diagnosis of additional learning requirements a disability resulting in the need for reasonable adjustments, confirmation from Disability and Neurodiversity of the diagnosis and the date it was made and details of any delays to the implementation of the required reasonable adjustments</p> <p>(iv) for a student awaiting a diagnosis of an illness or condition for themselves or a close relative or dependent other:</p> <ul style="list-style-type: none"> • a signed and dated letter from a medical practitioner (GP or clinical specialist) or from Disability and Neurodiversity if the student is awaiting a diagnosis that D&N have arranged an assessment for, that states the dates when the student or patient attended for treatment, when tests were undertaken, and when a diagnosis is expected; 	To reflect existing practice
11 not sufficient grounds for the recognition of extenuating circumstances	<p>(viii) problems with network facilities, personal computers, or printers, other than those provided and maintained by the University expressly to support the student;</p>	Removal of technical issues from grounds not accepted to mirror the removal of financial difficulties from the grounds that are not accepted. This would also support distance learners and those learners who continue to work from home throughout the pandemic, but only in exceptional circumstances
26	If the extenuating circumstances application is not deemed valid this is confirmed by a second member of staff within the Academic Registry. If the two members of staff cannot come to an agreement a third will be consulted and a majority decision will be	To confirm existing practice and to comply with the Office of the Independent Adjudicator (OIA) <i>Good Practice Framework</i>

	<p>made. The student will be notified of the outcome and also that:</p> <ul style="list-style-type: none"> • where the deadline or event is yet to happen they can, provided they are able to obtain the necessary information, submit a new request for the recognition of extenuating circumstances. The student additionally has the right to submit an academic appeal against the decision using the Regulations for academic appeals. • where the deadline or event has passed but the Board of Examiners (for taught programmes), or academic body (for postgraduate research programmes) has not yet met, provided they are able to obtain the necessary evidence, submit a new request for the recognition of extenuating circumstances. The student additionally has the right to submit an academic appeal against the decision using the Regulations for academic appeals. • where the deadline or event has passed and the Board of Examiners or academic body has met they have the right to submit an academic appeal against the decision using the Regulations for academic appeals 	
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<u>B2 Regulations for academic integrity</u>		
Regulation reference	Amendment/addition	Rationale for amendment/addition
18	<p>collusion - where two or more students share answers or work together on an assessment which is to be assessed on an individual basis. This means sharing materials and/or findings and/or using the same wording collusion is a form of academic misconduct which occurs when students work together or share work with another to develop a submission for an assessment that was to be assessed on an individual basis</p>	For clarification purposes
30	<p>Instances of possible academic misconduct which require academic judgement – Formal Discussion</p> <p>Where a tutor identifies that work submitted for assessment appears to contain the products of academic misconduct as described in Regulations 16 - 23 above, they consult another academic colleague (this does not have to be an Academic Integrity Officer) and jointly reach an initial view as to whether this is the case. Where no agreement can be</p>	To reflect existing practice in light of the increased volume of online assessment.

	<p>reached, a third academic colleague is consulted and a majority decision is reached. In coming to this view consideration is given, where relevant, to any reports provided by testing services authorised by the University such as Turnitin® and Turnitin® Authorship Investigate.</p>	<p>The flow diagram at the beginning of the B2 Regulations will be updated to reflect this change.</p>												
47	<p>Instances of possible academic misconduct during assessment which do not require an academic judgement</p> <p>Where there is evidence that a student has committed academic misconduct as described in Regulations 16 - 23 above brought unauthorised material or devices into an assessment venue or ancillary area or has them on their person and has not complied with the requirements for the storage of mechanical or electronic devices, as described in Regulation 20 (iv) and (v) above the tutor, invigilator, or other person who has identified the possible academic misconduct reports the matter to the Assessment and Awards Office.</p>	<p>To reflect existing practice in light of the increased volume of online assessment.</p> <p>The flow diagram at the beginning of the B2 Regulations will be updated to reflect this change.</p>												
New appendix	<table border="1" data-bbox="384 1106 1179 1630"> <thead> <tr> <th data-bbox="384 1106 780 1182">Questions normally involving academic judgment</th> <th data-bbox="780 1106 1179 1182">Questions of fact that do not normally involve academic judgment</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 1182 780 1272">Is the standard of work so out of line with the student's other work that it suggests cheating?</td> <td data-bbox="780 1182 1179 1272">Did the student advertise for someone to do the work for them?</td> </tr> <tr> <td data-bbox="384 1272 780 1361">Are the ideas copied from someone else's work?</td> <td data-bbox="780 1272 1179 1361">Did the student buy an essay online?</td> </tr> <tr> <td data-bbox="384 1361 780 1451">Is the plagiarism major or minor?</td> <td data-bbox="780 1361 1179 1451">Did the student take notes into the examination?</td> </tr> <tr> <td data-bbox="384 1451 780 1541">Do the student's working notes support their case that the submitted work is theirs?</td> <td data-bbox="780 1451 1179 1541">Are the quotations marked by indented text or quotation marks?</td> </tr> <tr> <td data-bbox="384 1541 780 1630">Are the ideas the student is referring to in such common usage that it is not plagiarism?</td> <td data-bbox="780 1541 1179 1630">Did the student intend to cheat?</td> </tr> </tbody> </table> <p>The following list further illustrates the types of academic misconduct where an academic judgement is usually not deemed necessary. This list is not exhaustive:</p> <ul style="list-style-type: none"> • Having unauthorised material during an assessment • Discussing assessment questions and/or answers with others during a timed assessment event when the work is meant to be completed individually 	Questions normally involving academic judgment	Questions of fact that do not normally involve academic judgment	Is the standard of work so out of line with the student's other work that it suggests cheating?	Did the student advertise for someone to do the work for them?	Are the ideas copied from someone else's work?	Did the student buy an essay online?	Is the plagiarism major or minor?	Did the student take notes into the examination?	Do the student's working notes support their case that the submitted work is theirs?	Are the quotations marked by indented text or quotation marks?	Are the ideas the student is referring to in such common usage that it is not plagiarism?	Did the student intend to cheat?	<p>Taken from the <i>OIA Good Practice Framework for Disciplinary Procedures</i> to help illustrate the dual approach to be adopted.</p>
Questions normally involving academic judgment	Questions of fact that do not normally involve academic judgment													
Is the standard of work so out of line with the student's other work that it suggests cheating?	Did the student advertise for someone to do the work for them?													
Are the ideas copied from someone else's work?	Did the student buy an essay online?													
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Do the student's working notes support their case that the submitted work is theirs?	Are the quotations marked by indented text or quotation marks?													
Are the ideas the student is referring to in such common usage that it is not plagiarism?	Did the student intend to cheat?													

	<ul style="list-style-type: none"> Submitting a translation that is available verbatim on a translation tool, such as Google Translate, where the assessment is/was to translate a text from own knowledge 	
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B2.1 Regulations for academic integrity - appeals

Regulation reference	Amendment/addition	Rationale for amendment/ addition
To replace the current wording around “good reasons” for students providing evidence late with “ reasonable in all of the circumstances ”		

B3 Student disciplinary regulations

Regulation reference	Amendment/addition	Rationale for amendment/ addition
To include a web link to the <i>Guide to Disciplinary Action in the Residences</i> .		
To replace the current wording around “good reasons” for students providing evidence late with “ reasonable in all of the circumstances ”		
8	Under University Statute 3, the President and Vice-Chancellor has general responsibility for ensuring the good order of the University. The discharge of responsibility for overseeing and managing student conduct is delegated by the President and Vice-Chancellor to: <ul style="list-style-type: none"> • Authorised Persons in respect of initial investigations of misconduct; and • Disciplinary Panels and Disciplinary Appeal Panels in respect of major offences which includes complex cases requiring further investigation and/or where legal representation is requested (see Regulation 22 21 below) 	Typographical error
9 (viii)	where the misconduct involves the University’s computer systems, or misconduct on a social network (as defined in the Student Social Media Policy), including social media forums that are not public , the Chief Information and Digital Officer or their nominee;	In line with OIA recommended good practice, the Student Disciplinary Regulations should explicitly include abuse within social media forums that were not public.

B4 Regulations for academic appeals

Regulation reference	Amendment/addition	Rationale for amendment/ addition
To replace the current wording around “good reasons” for students providing evidence late with “ reasonable in all of the circumstances ”		

B5 Procedure for Support to Study

Regulation reference	Amendment/addition	Rationale for amendment/ addition
Title change: <u>B5 Regulations for Support to Study</u>		
To replace the current wording around “good reasons” for students providing evidence late with “ reasonable in all of the circumstances ”		
18	<p>The membership of a Support to Study Panel comprises three members from the pool of trained panel members as follows:</p> <ul style="list-style-type: none"> • a senior member of academic staff nominated by the Pro Vice-Chancellor, Education (Chair) • a member of academic University staff • a sabbatical officer or a student member nominated by the Student’s Union <p>A member of OSCAR is in attendance as Secretary to the Panel.</p>	To give more consideration to the panel membership of Support to Study procedures and their knowledge and understanding of mental health difficulties, where this is applicable

B6 Regulations for fitness to practise

Reference	Amendment/addition	Rationale for amendment/ addition
To replace the current wording around “good reasons” for students providing evidence late with “ reasonable in all of the circumstances ”		
12	<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 professional conduct or practice including the Registration Body’s requirements with respect to the use of social media (as defined in the <u>Student Social Media Policy</u>), including social media forums that are not public; and</p>	As per the proposed amendment above to the Student Disciplinary Regulations

[B7 Procedure for complaints](#)

Reference	Amendment/addition	Rationale for amendment/ addition
Title change: <u>C1 Procedure for complaints</u>		
To replace the current wording around “good reasons” for students providing evidence late with “ reasonable in all of the circumstances ”		
1	<p>This <i>Procedure for complaints</i> applies to the following students:</p> <ul style="list-style-type: none">(i) those the University has formally accepted to study for its awards or academic credit prior to registration as a student (Complaints relating to the admissions process should be made via the <u>Admissions complaints procedure</u>);(ii) those registered on the Foundation Year and award-bearing programmes delivered by the University;(iii) those registered to study for the award of academic credit delivered by the University;(iv) those registered to study for non-credit bearing modules/courses and non-award-bearing programmes delivered by the University;(v) those former students who have received their award from the University or who have left the University no more than three months previously.(vi) 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): complaints from this group of students are restricted to University service and facilities only.	<p>To confirm existing practice. Students, studying with SISC are specifically included in the B3. Student Disciplinary Regulations (ref para 1) and, therefore, should be included in this section of regulations as well (complaints are restricted to service and facilities only).</p>

[B8 Regulations for Hearings by Panel](#)

Reference	Amendment/addition	Rationale for amendment/ addition
Title change: C3 Procedure for hearings by panel		
To replace the current wording around “good reasons” for students providing evidence late with “ reasonable in all of the circumstances ”		
5	Academic Registry maintains a register of staff and students trained to serve as panel members and those nominated for training as members of the pool. Individuals who have been nominated to join the pool of potential panel members may not serve on panels (whether as members or secretaries) until they have received training to undertake their responsibilities. Panels must include individuals from more than one School/department in the interests of supporting and enhancing the consistency with which matters put to panels are treated	The current restriction is unhelpful and leads to delays in arranging hearings. There are existing safeguards against conflicts of interest which make this unnecessary.
20	A student may appeal against the granting of a MEO, or its terms, with the exception noted in paragraph 21 below, by writing to the Provost or their nominee (Pro-Vice-Chancellor, Executive Dean of Faculty) , via OSCAR, providing evidence that one or more of the following grounds applies in their case:	This is to designate a Pro-Vice-Chancellor, Executive Dean as the Provost’s nominee to consider appeals where necessary