

### Temporary Amendments to University Policies and Procedures

From Monday 16<sup>th</sup> March 2020, temporary amendments were made to the following University's Policies and Procedures 2019-20. Those temporary amendments have been revised to apply to the University's Policies and Procedures 2020-21. These temporary amendments to policies and procedures apply only to registered students of the University and its academic partners.

Section	Amended policy/procedure for 2020/21	Amended policy/procedure for 2019/20:	Prior to the amendment, the policy/procedure had stipulated:
<b>EXTENUATING CIRCUMSTANCES POLICY AND PROCEDURES</b>			
3	Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim	Procedure suspended. The requirement to submit an Extenuating Circumstances claim, either self-certified or corroborated, for any assessment that was due to be submitted on or after Monday 16 <sup>th</sup> March 2020 has been removed. This means all students will automatically be granted Extenuating Circumstances and assessments will not be subject to any penalty.	Completed claim forms should be submitted to the Faculty Office or equivalent in partner institutions.
3.1	Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim	Procedure suspended. The requirement to submit an Extenuating Circumstances claim, either self-certified or corroborated, for any assessment that was due to be submitted on or after Monday 16 <sup>th</sup> March 2020 has been removed. This means there will be no late or retrospective claims for assessments due on or after Monday 16 <sup>th</sup> March 2020	Completed claim forms must be submitted no later than ten working days after the deadline for submission of the assessment or the date of the time-specific assessment such as presentation, performance or test. ECs claims for formal examinations should be submitted no later than Monday after the end of the formal examination weeks, in the appropriate semester
3.2	Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an	Procedure suspended. Given that the requirement submit an Extenuating Circumstances claim has been removed, there is also no requirement to submit independent,	All claims, other than those that are self-certified, must be accompanied by independent supporting documentation that shows the nature, timing and evidence of the

	assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim	supporting documentation or evidence or to self-certify a claim.	problem, and the effect the problem has had on the student's performance. Supporting evidence should not be retrospective. Claims may be self-certified for circumstances which affect a student for five working days or fewer.
3.2.1	This section is suspended for 2020-21 as students will either be allowed a maximum of ten working days from the original deadline or the claim will be deemed valid for non-submission.	N/A	Self-certification of short-lived circumstances, affecting students for five working days or fewer may result in an extension of no more than five working days for coursework assessment in a taught module.
8	Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim	Students who are unable to submit assessments during the referral period do not need to submit a claim for ECs. They will either be offered an extended referral at the same attempt in up to 40 credits or repeat at the same attempt in more than 40 credits	Students who are unable to complete referred assessments should complete an ECs claim form
MARKING AND MODERATION POLICY			
3.2	Change revoked. Policy returns to standard requirements, as it was prior to 2019/20 amendment.	There may be discretion in the sample size for pre-final stage student assessments in order to prioritise first and second marking of final stage project/dissertation modules. Where the sample size is reduced, programme teams should ensure External Examiners are informed of the rationale for doing so.	The minimum sample for each component is: <ul style="list-style-type: none"> <li>• All fails</li> <li>• 10 pieces of work or 5% (whichever is the greater) from the First (or Distinction) range to demonstrate the lowest and highest marks awarded in that classification band</li> <li>• 10 pieces of work or 5% (whichever is the greater) from the remaining</li> </ul>

			classification bands with a focus on work at borderlines
<b>OPERATIONAL INSTRUCTIONS FOR SUBJECT ASSESSMENT PANELS</b>			
1.1	Module Leaders are advised that “virtual” attendance at the SAP is expected in the usual way as if a face-to-face meeting was being convened. Brief written comments should also be prepared on module delivery and assessment and confirming the marks, to be read on behalf of the Module Leader in case of unexpected sickness relating to COVID-19.	Module Leaders are advised that “virtual” attendance at the SAP is expected in the usual way as if a face-to-face meeting was being convened. Brief written comments should also be prepared on module delivery and assessment and confirming the marks, to be read on behalf of the Module Leader in case of unexpected sickness relating to COVID-19.	Module leaders must notify the chair in advance of if they are unable to attend a SAP and nominating an alternate who can act in his/her place or, providing comments in advance of the meeting.
1.3	Subject External Examiners are advised that “virtual” attendance at SAP is expected in the usual way as if a face-to-face meeting was being convened. A brief statement should also be submitted to confirm they are satisfied with the standards of assessment in the modules and they confirm the marks, to be read on behalf of the Subject External Examiner in case of unexpected sickness relating to COVID-19.	Subject External Examiners are advised that “virtual” attendance at SAP is expected in the usual way as if a face-to-face meeting was being convened. A brief statement should also be submitted to confirm they are satisfied with the standards of assessment in the modules and they confirm the marks, to be read on behalf of the Subject External Examiner in case of unexpected sickness relating to COVID-19.	In the unavoidable absence of a Subject External Examiner, the Panel may proceed provided the External Examiner has provided comments on the standard of all modules for which s/he has responsibility, and any queries regarding marks have been resolved in advance with the Internal Examiner.
<b>OPERATIONAL INSTRUCTIONS FOR AWARD ASSESSMENT BOARDS</b>			
3	Procedure is reinstated for 2020-21 as students must submit a claim for Extenuating Circumstances which is subsequently reviewed by the Faculty/Doctoral College/Partner	Extenuating Circumstances for assessments due on or after Monday 16th March 2020 will not have been reviewed by the Faculty/Doctoral College/institution as students were not required to submit claims in order for the ECs to	All ECs will have been reviewed by the Faculty/Institution to determine whether the circumstances are validated within the definitions established in the Extenuating Circumstances policy.

	Institution to determine whether the circumstances are validated within the definitions established in the Extenuating Circumstances policy.	be deemed valid. ECs for assessments submitted before Monday 16th March 2020 will have been reviewed in the usual way.	
8.3	The criteria for progression or awards, and the rules for compensation and reassessment are specified in the Academic Assessment Regulations and Temporary Amendments to Academic Regulations 2020-21.	The criteria for progression or awards, and the rules for compensation and reassessment are specified in the Academic Assessment Regulations and Temporary Amendments to Academic Regulations 2019-20.	The criteria for progression or awards, and the rules for compensation and reassessment are specified in the Academic Assessment Regulations.
EXTERNAL EXAMINERS NOTES FOR GUIDANCE			
3.1.2iv	Where the University has implemented alternative assessment strategies following the move to online teaching, learning and assessment, the University will inform the Subject External Examiner of these changes but not seek approval in consideration of the EEs increased workload at their own institution and to ensure swift dissemination to students. All alternative assessments will ensure programme learning outcomes are met.	Where the University has implemented alternative assessment strategies following the move to online teaching, learning and assessment, the University will inform the Subject External Examiner of these changes but not seek approval in consideration of the EEs increased workload at their own institution and to ensure swift dissemination to students. All alternative assessments will ensure programme learning outcomes are met.	The University will expect a Subject External Examiner to approve the assessment scheme for all modules in the agreed sample. This will normally include approval of the form of coursework assessment and the form and content of 'initial' and 'resit' examination papers, together with accompanying marking schemes
3.2	An interim engagement may not have been carried out in 2020-21 due to the COVID-19 pandemic. Where an interim engagement has not taken place it should be noted at the Subject Assessment Panel.	An interim engagement may not have been carried out in 2019-20 due to the COVID-19 pandemic. Where an interim engagement has not taken place it should be noted at the Subject Assessment Panel.	The University expects all Subject External Examiners to carry out at least one interim engagement per year.
3.3.2v	The University will expect an Award External Examiner to attend meetings of the Award Assessment Board via	The University will expect an Award External Examiner to attend meetings of the Award	The University will expect an Award External Examiner to attend meetings of the Award Assessment Board and the Award External

	remote attendance, even if this is the first year of his/her term of office	Assessment Board via remote attendance, even if this is the first year of his/her term of office	Examiner must attend the Board held in the first year of his/her term of office
RESEARCH DEGREES HANDBOOK			
p.15	Full time PGR students may negotiate more than 8 weeks' leave per year with their Director of Studies. Similarly, part-time PGRs may negotiate more than 4 weeks and writing up candidates more than 6 days. It does not always have to be negotiated in advance.	Full time PGR students may negotiate more than 8 weeks' leave per year with their Director of Studies. Similarly, part-time PGRs may negotiate more than 4 weeks and writing up candidates more than 6 days. It does not always have to be negotiated in advance.	Full time research degree students are entitled to 8 weeks leave per year, including public holidays. Part-time students are entitled to pro-rata number of days based on 0.5 FTE. Students in the writing up phase of their research degrees are entitled to pro-rata number of days based on 0.1 FTE.
p.20	Students may apply for an extension to their current deadline of up to four months on GradBook due to COVID-19. They will not be charged extension fees for this additional period.	Students may apply for an extension to their current deadline of up to four months on GradBook due to COVID-19. They will not be charged extension fees for this additional period.	If you submit your thesis after your deadline, you will be responsible for paying extension fees at the appropriate level (See Item 7 below, as well as the section entitled 'Fee Amendments for Withdrawing, Extending and Suspending Registration, and for Deregistration' in this Handbook).
p. 25 and 28	Change revoked. Policy returns to standard requirements, as it was prior to 2019/20 amendment.	For non-submission of Project Approval or Confirmation of Route by the deadline, students will automatically be entitled to submit assignment at the same attempt (1st or 2nd) within 10 days or to apply for extenuating circumstances (as per Research Degrees Handbook).	If your project is not approved at first attempt (including non-submission by the deadline without an approved extension), you are allowed a second attempt. If you do not succeed at your first attempt, you are allowed a second attempt. The deadline for submission for your second attempt will be 3 months from the official notification, via GradBook, of the outcome in the first attempt. If you do not submit by your deadline, this will be considered an 'attempt' unless extenuating circumstances have been granted.
pp. 33-34	Electronic copies of thesis may be submitted to the Doctoral College.	Electronic copies of thesis may be submitted to the Doctoral College. Described in document	You must submit copies of your thesis, by your deadline (i.e. the end of your 'writing

	Described in document “Guidelines for PGR remote viva voce examinations due to COVID-19 pandemic”	“Guidelines for PGR remote viva voce examinations due to COVID-19 pandemic”	up’ period or any approved extension) for examination to the Doctoral College office. One copy must be submitted for each examiner and (if appointed) the non-examining independent Chair.
p. 35 and 64	Conducting a viva voce remotely (ie via video-conferencing) does not have to be approved by the Director of the Doctoral College in advance. Arrangements of vivas just need to be reported to Doctoral College as per any other viva.	Conducting a viva voce remotely (ie via video-conferencing) does not have to be approved by the Director of the Doctoral College in advance. Arrangements of vivas just need to be reported to Doctoral College as per any other viva.	The Director of the Doctoral College (or delegate) must approve in advance any viva voce examination which takes place via video conferencing or Skype.
pp. 38 and 39	If students require additional time to submit corrections or a deferred thesis, their request can be approved by either the Director or Deputy Director of the Doctoral College. Students who do not submit their corrected or revised thesis by deadline will have an additional 3 months to submit or to apply for formal approval without penalty.	If students require additional time to submit corrections or a deferred thesis, their request can be approved by either the Director or Deputy Director of the Doctoral College. Students who do not submit their corrected or revised thesis by deadline will have an additional 3 months to submit or to apply for formal approval without penalty.	Student requests for extensions to the deadlines for corrections and resubmitted theses must be approved by their examiners. Students who do not submit their corrected or revised thesis by the deadline without such approval are deemed to have failed.
p.58	If the examiners have been approved but a Chair has not already been appointed via the RDC3 process, DoSs may propose a Chair EITHER to the Director or the relevant Deputy Director of the Doctoral College, who will confirm approval by email (that is, there is no need to go through the usual RDC3 resubmission process to add a Chair).	If the examiners have been approved but a Chair has not already been appointed via the RDC3 process, DoSs may propose a Chair EITHER to the Director or the relevant Deputy Director of the Doctoral College, who will confirm approval by email (that is, there is no need to go through the usual RDC3 resubmission process to add a Chair).	It is the Director of Studies’ responsibility to nominate the examination team via GradBook. This should take place at least 4 months before the student is due to submit their thesis for examination, and always at least 4 months before their final deadline as indicated on GradBook.

p.64	Change revoked. Policy returns to standard requirements, as it was prior to 2019/20 amendment.	The viva may be scheduled to take place between 4 weeks and 3 months of the thesis being sent to the examiners by the Doctoral College (although this may be extended due to illness).	The viva voce should be scheduled no sooner than 6 weeks and no later than 3 months from the date that the thesis is sent to the examination team by the Doctoral College.
pp. 77-97	While the principles and regulations for viva voce examinations remain unaltered, the University has enabled the examination of PGR theses in alternative digital/online forms until further notice. A new document entitled "Guidelines for PGR remote viva voce examinations due to COVID-19 pandemic" describes these changes, operational processes and offers practice guidelines where appropriate.	While the principles and regulations for viva voce examinations remain unaltered, the University has enabled the examination of PGR theses in alternative digital/online forms until further notice. A new document entitled "Guidelines for PGR remote viva voce examinations due to COVID-19 pandemic" describes these changes, operational processes and offers practice guidelines where appropriate.	Because vivas expected to take place face-to-face, there were no guidelines for examiners, chairs or candidates were in place for remote (video conferenced) vivas.