

EXTRAORDINARY REGULATIONS POLICY

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Extraordinary Regulations

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1. Introduction

- (1) As established in the General Regulations, there may be cause for the University to vary its provision of courses or facilities in the event that it experiences unforeseen circumstances including, but not limited to, adverse weather or natural disaster, pandemic or other contagious disease, fire, interruption in power supplies or substantial systems breakdown, or other circumstances beyond the reasonable control of the University.
- (2) These Extraordinary Regulations establish how the University will manage the varying of the Academic Taught Regulations, the Regulations on the Conduct of Assessment and any relevant policy or policies to limit the impact of unforeseeable circumstances which affects the University's ability to execute the Regulations or policies as written.
- (3) The Extraordinary Regulations are intended to support the University to make decisions which protect the interests of students whilst ensuring and maintaining academic standards. When invoking the Extraordinary Regulations, the University will have due regard for relevant sector guidance which may be available.

2. Principles

- (4) Any action taken under the Extraordinary Regulations will be consistent with the following principles:
 - (a) Academic standards and the value of the award will be maintained.
 - (b) There will be no variation to the application of the academic misconduct regulations, ensuring academic integrity.

- (c) Assessment methods, where adjusted, will maintain consistency, validity, and fairness.
- (d) Consideration will be given to whether Course Learning Outcomes as a whole, or specific to a particular stage of study, have been met.
- (e) Our obligations to professional, statutory, and regulatory bodies (PSRB) will continue to be fulfilled.
- (f) Students and staff will be treated fairly and equitably.

3. Application of Extraordinary Regulations

- (5) These Regulations can only be recommended for invocation by the Pro-Vice-Chancellor (Education & Student Experience) or nominee when circumstances mean that it is no longer possible to deliver the academic provision in accordance with the standard University regulations.
- (6) These Regulations will come into effect when they have been formally invoked by the University's Academic Board. The Chair of the Academic Board, or nominee if the Chair is unavailable, has the authority to invoke these regulations if in their reasonable opinion the circumstances do not allow a meeting of the Academic Board to be convened for this specific purpose.
- (7) The Pro-Vice-Chancellor (Education & Student Experience) or nominee will Chair a committee to determine the approach required. The size and membership of the committee will depend upon the nature of the unforeseen circumstances but may comprise the following members:
 - (a) Associate Pro-Vice-Chancellor Inclusive Learning & Teaching
 - (b) Director of Student Administration or nominee
 - (c) Director of Education and Innovation
 - (d) Head of Academic Quality and Policy and/or senior members of AQPO
 - (e) The Vice Dean (Education and Student Experience) of each School or their nominee
 - (f) Two Vice Deans Equality, Diversity and Inclusion
 - (g) Students' Union Vice President Education
 - (h) Any other member of staff as determined by the Pro-Vice-Chancellor
 - (i) The Principal External Examiner may be invited at the discretion of the Pro-Vice-Chancellor.
- (8) The Chair of the Academic Board will be advised by the Pro-Vice-Chancellor (Education & Student Experience) when the adjustments required to the standard regulations are no longer required and will confirm that standard regulations may be returned.
- (9) Where relevant, PSRB requirements take precedence over these Regulations. In the event that there is a wish to have the regulations apply in cases that conflict with PSRB requirements written confirmation must be obtained from the PSRB(s) as to whether the proposed course of action is acceptable.

4. Adjustments to Teaching, Learning and Assessments

- (10) Where required, these regulations may allow for in-year changes to teaching, learning and assessment arrangements to be made.
- (11) The Pro Vice Chancellor's committee will determine the set of measures available to Schools which may include, but are not limited to:
 - (a) Changing the normal location or mode of teaching;
 - (b) Setting different assessment content, format and type;
 - (c) Adjusting assessment deadlines;
 - (d) Adjusting the weighting of assessments.
- (12) The Pro Vice Chancellor's committee will determine the method of communication to students of any approved changes to teaching, learning and assessment arrangements. It will not normally be necessary for centrally published course and module information to be amended in emergency situations when changes to teaching and assessment are required.

5. Rescheduling Assessment Periods

- (13) In the case of more serious circumstances that have impacted, or are likely to impact, the academic business of the University for a lengthier period, the Pro Vice Chancellor's committee may propose to revise the assessments timetable. This may include, but is not limited to, rescheduling the whole assessment period if it is feasible to do so within the published term time dates or deferring it to the next University-appointed (re)assessment period.
- (14) The University may also move the advertised assessment period where recommended and approved by Academic Board.

6. Marking and Moderation

- (15) Where assessment activity has been significantly impacted, Executive Deans, in liaison with Vice Deans, Education and Student Experience (VDESE), may adjust standard marking and moderation procedures in line with contingency regulatory arrangements set out by the Pro Vice Chancellor's committee.
- (16) Subject to the procedure for consideration and approval of emergency amendments to marking and moderation procedures, academic Schools/Departments may designate substitutes as follows:
 - (a) Where summative assessment has not been marked or moderated by the originally allocated member of staff, the Pro-Vice-Chancellor or Executive Dean or nominee may permit the use of a member of staff as an alternative internal examiner. Consideration should also be given to employing appropriately trained postgraduate research students to mark or moderate marking in line with the Guidelines for Examiners and Assessors;

- (b) Where summative assessments have been marked but the mark has not been submitted to the relevant system, the Pro-Vice-Chancellor, Executive Dean or nominee may permit the use of an alternative internal examiner/moderator, as described above. In such cases, the mark provided by the alternative examiner/moderator will be the recognised mark for consideration by the Board.
- (17) The University will exceptionally allow single marked results for assessments for which double marking is required to permit outcomes to be considered by Boards of Examiners.

7. External Examiners

- (18) Where an External Examiner resigns or is unable to undertake their external examiner duties due to the unforeseen circumstances, including sampling of work and attending Boards of Examiners meetings, the Pro Vice Chancellor's committee will decide whether it is possible and appropriate to extend the responsibilities of other existing external examiners. If this is not possible, a former external examiner or a new external examiner may be appointed to undertake the external examining duties. All cases where external examiners cannot be substituted for various reasons, should be reported to the Assessments and Academic Regulations Sub Committee for further scrutiny.
- (19) If an External Examiner is not available to moderate work for a module which leads to classification in time for the Board of Examiners this work should be completed at a later date.
- (20) If an External Examiner cannot complete the work, the Pro Vice Chancellor or nominee will consult with the relevant Chief External Examiner for the School, or the Principal External Examiner for guidance.

8. Missing Marks and Incomplete Module Results

- (21) There may be circumstances that lead to missing marks at module level due to assessments not being set, implemented, or marked, or because individual students are unable to engage with set assessments due to the unforeseen circumstances. The Board of Examiners can agree overall module outcomes on the basis of completed assessments or individual assessment components as long as:
 - (a) The Board determines that sufficient information is available to enable a decision to be reached on a consistent basis about each student's overall performance and achievement of the learning outcomes;
 - (b) At least 50% of the weighted module assessment is available to the Board.
- (22) If the Board considers that it is not possible to determine an overall mark for a particular module, it may consider whether the student has achieved a pass standard overall so that the Board can agree progression or award including decisions on resits. In these cases, the Board should be reconvened at such time that marks are available to allow for full outcomes to be determined.
- (23) No action will be taken in relation to modules which are required for PSRB accreditation.

9. Progression requirements for Students with Missing Marks

- (24) The Pro Vice Chancellor's committee may agree to change the condone mark threshold to zero for specified modules normally up to a maximum of 30 credits per

student, provided that the module is not designated mandatory non condonable. This will normally only happen where a module has missing marks and will apply to all students with missing marks registered for the module.

- (25) Where applicable, a student may have an opportunity to retake the failed assessment in the next University appointed (re)assessment period providing that there is sufficient time between notification of the result and the start of the reassessment.
- (26) Where applicable, a student may be considered eligible for a third assessment attempt.
- (27) Exceptionally, the University may appoint an alternative assessment period. Any assessment papers for the alternative (re)assessment period should be provided in accordance with timescales as determined by Student Administration.
- (28) In the event that the Pro Vice Chancellor's committee considers the impact of the unforeseen circumstances warrants a review of the progression regulations, any decision taken by the committee will be in the context of a minimum requirement of 60 credits to be passed to enable progression.

10. Calculating Degree Awards

- (29) The award of a final qualification is normally dependant on a student's accumulation of all necessary credit for that award. However, under these regulations and where it can be determined, Boards may permit impacted students at the final stage/level of a degree to graduate with a pending classification outcome.
- (30) Where up to 30 credits from taught modules at level 7 are unavailable as modules have been affected by unforeseen circumstances, a Master's Degree may be awarded to a student who has passed 150 credits at level 7.
- (31) The transcript and degree certificate will not be issued/finalised until the outcome of the module(s) and award including the classification is confirmed.
- (32) In circumstances that require it, the Pro Vice Chancellor's committee may adopt additional measures to ensure students can achieve a fair outcome representative of their performance across the period of study, taking into account performance before and after the time the emergency situation occurred.

11. Operation of Assessment Boards

- (33) In line with the Regulations on the Conduct of Assessment, Boards of Examiners should convene at the scheduled times utilising the standard Terms of Reference for such Boards and, if necessary, the pre-existing minimum quoracy. In circumstances where this is not possible, the University will consider the best course of action based on the specific circumstances.

12. Students on Placements/ Year Abroad/YIB/YII

- (34) If required, the Pro Vice Chancellor's committee will make determinations about relevant actions to be taken for students registered on degrees involving placements, a compulsory year abroad, a year in business or a year in industry.

13. Extenuating Circumstances and Appeals

- (35) In applying these regulations, there will be no reduction to a student's right of appeal or complaint.
- (36) The grounds for appeal will continue to apply including the prohibition against appeals against the academic judgement exercised by Boards of Examiners.
- (37) The administration of these procedures and related procedures may be impacted by the unforeseen circumstances. For example, there may be delays to the time periods within which students can expect to receive outcomes to submitted academic appeals or complaints. Students will be informed of any variance to the point at which the procedure is invoked if possible.

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