

Student Briefing

Student Regulations: Things You Need to Know

We are ambitious for you and know you can achieve. To help you, we have made some important changes to your course regulations. These will support you to achieve your full potential and encourage you to make it through your course on time. By the time you complete your Staffordshire University award, you will be ready for work and able to meet real world expectations.

Here are some of the important changes;

Academic Regulations

Academic Regulations govern how your course is delivered and how you are assessed. There are Staffordshire University regulations which will be supported by course regulations. The changes listed below apply to the Staffordshire University regulations.

These changes apply to all students other than those studying on the final year (level 6) of an Honours Degree in 2019/20. If you joined a Staffordshire University course before September 19, you will move to the new regulations when you next re-enrol which is normally on the anniversary of joining your course. A list of exceptions that will not join the new regulations in 19/20 is given in Appendix A.

Staff at the institution where you are studying will make clear to you if/when it is that you will transition to the new academic regulations.

- You will need to submit your work first time, on time. Work hard to do this and you will get better marks and finish your course on time.
- We want to encourage you to stay in study and move ahead. Because of this, Staffordshire University and your institution want you to think carefully about taking a break in study (previously called intermission). A break in study can be for a minimum of one semester and a maximum of one academic year. If you need to take a longer break, this will be considered by the University Award Board for Exceptions. If you take a break in study part way through a module, any assessments you have completed for that module will need to be repeated on your return. It will also not be possible for you to take a break within a month of the assessment period. We want you to stay in study if you can, and we will support you to do so.
- We know you are ambitious, and we want to help you meet your ambitions. Ensuring that you are work-ready is part of this. Staffordshire University and your institution will no longer be compensating failed marks. We are moving to a new system of condonation. Condoning means that we will accept, for a small number of your assessments, that you have not quite met the pass level and we will still allow you to proceed with the mark you actually achieved. We will condone failed marks for students at levels 3, 4 and 5 but only where you have failed by no more than 5% and where you've already passed 90 credits at the level. There will be no condonation at levels 6 (final year Honours Degree) and 7 (Postgraduate Degree).

- We recognise we are raising expectations in some things, but we are also giving you more chances to achieve. When you start your course, (levels 3 and 4) to help you understand what is required of higher study, your institution will let you re-work any failed assessments during your first assessment period. When you are in the final stage of an undergraduate course, your institution may give you an extra chance to pass at re-sit and meet your course outcomes.
- The way that your undergraduate degree is classified is also changing. We won't take account of the module you got the lowest marks on. This is to prevent a one-off bad mark impacting on your degree. However, the new regulations also limit the circumstances in which your classification can be raised. This is in line with many other UK Universities.

Exceptional Circumstances

These changes apply to all students.

- There may be times where it might be tempting not to submit your work and claim Exceptional Circumstances, but the rules are changing and it may not be in your best interest to do so. Your institution and Staffordshire University is following new guidelines for Exceptional Circumstances and they will only be granted where they are really needed. For example-if there is something you could have done to overcome your circumstances, or you had time to plan for what has affected you, Exceptional Circumstances will not be upheld. Instead your institution will try to support you and help you to submit your assessment, on time.
- We've also simplified the system to make it easier for you to make a claim where it is needed. You will no longer have to specify whether you are going to submit your work, submit it late or not submit your work at all. Make every effort to submit your work on time and the University or your institution will work out what is in your best interest if your claim is upheld.

Academic Conduct

These changes apply to all students.

- Staffordshire University awards have value. This is because employers know that we have processes in place to ensure that any students achieving an award, really have met the required standards. In this new Academic Conduct Procedure Staffordshire University is more carefully explaining what good academic conduct is, helping you to understand the standards expected of you.
- To further protect those standards, and the value of your award, Staffordshire University and your institution will take a stricter approach to instances of academic misconduct. Repeated or widespread instances of misconduct are now more likely to result in you having to leave your course.
- Your institution will apply the Academic Conduct Procedure using the Staffordshire University guidelines. However, if you want to appeal against an academic conduct decision, your appeal will be considered by Staffordshire University directly.

Complaints and Appeals

These changes apply to all students.

- Staffordshire University has a combined Complaints and Appeals Procedure that makes it clear that complaints should be considered, in the first instance, by your institution. Your institution wants the opportunity to investigate and resolve any concerns if it can. Staffordshire University will look into any concerns if you remain unhappy with the outcome.
- Appeals are considered by Staffordshire University directly. There are very few reasons that we can accept an appeal. There has to be evidence of a mistake that your institution has made with your assessment that has affected your mark. In line with the changes to the Exceptional Circumstances Procedure, appeals on the grounds of exceptional circumstances will only be accepted in very limited circumstances and only where you could not possibly have used the Exceptional Circumstances Procedure. We want to encourage you to pass your assessments first time, on time, not needing to appeal.
- Any student who has complained or appealed and is not happy with the outcome can apply to the Office of the Independent Adjudicator. This is an independent scheme that reviews student complaints including those of students studying with our partners.

Fitness to Study and Fitness to Practise

The Fitness to Study changes apply to all students.

- This policy is how your institution ensures that you are well enough and demonstrating the right behaviours to achieve on a Staffordshire University course.
- Your fitness to study will be considered by your institution, using the Staffordshire University guidelines. However, if you want to appeal against a decision which has been made about your fitness to study, Staffordshire University will consider this.

Fitness to Practise changes will apply to all students on courses leading to professional registration. You will be able to see if this applies to you in your Course Handbook.

- Being fit to practise means that you are well enough and demonstrating the right values and behaviours to work safely and effectively in practice.
- Any concerns will be dealt with fairly and transparently by Staffordshire University.

Staffordshire University hopes that the changes made will help you to understand and meet real world expectations whilst supporting you to achieve your real potential!

To see a full copy of all of Staffordshire University's new regulations click [here](#)

If you have any questions, please contact regulations@staffs.ac.uk and we will be happy to help.

Appendix A:

In the academic year 2019/20, **all** students will move to the new Academic Regulations at the point of re-enrolment with the below exceptions:

- Any student commencing level 6 study during the 2019/20 standard academic calendar. This includes 'top-up students.
- Any student progressing to level 7 study of an Integrated Masters course during the 2019/20 standard academic calendar.
- Any student who started a full-time Masters course prior to September 2019.
- Any student who is undertaking flexible provision (often known as roll on-roll off) who will be enrolling on level 6 modules during the 2019/20 standard academic calendar.