

Annexe 2

Procedures for Protecting the Interests of Students in the Event of Major Disruption

Approved by the Vice Chancellor acting on behalf of the Senate 26th May 2016
Minor changes can be approved by the Chair of Academic Quality and Standards Committee

1 Principles

In the event of major disruption, as agreed by the Senior Leadership Team, the University will be guided by its commitment to its students¹.

- 1.1 Pursuant to this commitment, the University will take all proper and legitimate steps to protect the rights and interests of its students, to maintain quality and standards, to facilitate assessment procedures and in particular to use its best endeavours to ensure that scheduled examinations and other forms of assessment are completed effectively and on time for all students.

Should the cause of the disruption be industrial action the University is committed to collegiality as the basis for managing professional relationships within the University community. The University will:

- 1.2 Endeavour by all proper and legitimate means to preserve within the University community a culture of mutual trust based on respect for shared values about the nature and purposes of higher education.
- 1.3 Operate on the basis that while individual staff may judge that the issues prompting strike action and/or “action short of a strike” override their obligations to a current cohort of students, the University at an institutional level has an absolute obligation to safeguard the interests of all its students.

2. Actions

In implementing these principles, the University will put in place the following arrangements and operating protocols. These protocols will only be implemented when disruption may affect student progression and graduation.

- 2.1 A University Board of Examiners shall, where necessary, be convened with overall authority and responsibility in relation to all assessment and examination processes within the University, and in particular with the authority to determine student marks in circumstances where the relevant procedures or parts of them have, in the judgement of the Vice-Chancellor, become unworkable. The University Board of Examiners once established shall determine all other matters relating to the progression of students and to the confirmation of classifications and awards.
- 2.2 The University Board of Examiners shall have the following membership:

Vice-Chancellor (Chair)
The three Executive Pro-Vice-Chancellors
The two Policy Pro-Vice-Chancellors
The three Associate Pro-Vice-Chancellors for Education
The University External Examiner
Member of the Corporate Governance and Support Office (Secretary)

¹ The term “student” includes apprentices on degree apprenticeship programmes

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In attendance: Senior member of Student Administration and Support and Academic Quality and Standards Division, the Faculty Heads of Education and Student Experience.

The Board will have powers to co-opt additional members as required.

The quorum shall be one representative from each Faculty and two additional members and the University External Examiner.

- 2.3 The University Board of Examiners shall be empowered to authorise changes or amendments to the requirements for examination, assessment, moderation, progression, awards of the University and other distinctions, as detailed in the Programme Ordinances and the regulations set out in the Code of Practice on Assessment and the Postgraduate Research Code of Practice, provided that any such changes or amendments do not disadvantage students. The University Board of Examiners shall provide all Boards of Examiners with detailed guidance on such changes or amendments.
- 2.4 The University Board of Examiners shall, where necessary, use its best endeavours to ensure that:
- (i) A final result is determined for each student for that academic year, and
 - (ii) The status of each student in relation to progression and, where appropriate, the award or non-award of degrees is determined in time to meet our obligations to students.
- 2.5 In meeting its over-riding commitment not to disadvantage students, the University Board of Examiners will use its best endeavours at all times to ensure that the scholarly integrity and rigour of assessment and examination processes is maintained and that results in that academic year are comparable with results in other years.
- 2.6 If it is not possible to complete all assessment processes at department or School level, the University shall, where necessary, establish a Faculty Board of Examiners for each of the three Faculties. Deans of School will notify the Faculty Executive Pro Vice Chancellor, the Associate Pro Vice-Chancellor (Education) and the Vice Chancellor, as Chair of the University Board of Examiners, that a Faculty Board of Examiners is necessary.

The Faculty Board of Examiners will operate where necessary, as Module Review Boards, Progression Boards and Final Boards of Examiners, to approve module marks, to determine students' progress to the next year/level of study and to approve final awards and any classification or other mark of differentiation of those awards, respectively

- 2.7 The membership of Faculty Examinations Board shall be as follows:

- The Executive Pro-Vice-Chancellor for the Faculty (Chair)
- All Deans of School/Institute within the Faculty (or senior nominee)
- The Faculty Associate Pro-Vice-Chancellor for Education
- At least one External Examiner
- The Director of Faculty Operations or nominee (Secretary)

In attendance: Head of Education and Student Experience.

The Faculty Board of Examiners will have powers to co-opt additional members as required.

- 2.8 Each Faculty Board of Examiners shall provide the University Board of Examiners with an update on the assessment processes in their Faculty, including where decisions need to be made for individual students. The timetable will be determined by the University Board of Examiners.. This information shall be provided on an agreed template set out for such instances.

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- 2.9 Where the required information in relation to the assessment, examination and progression of students and the confirmation of awards of the University and classifications is for any reason not available on a timely basis, the University Board of Examiners shall have the right to require such information from the Schools or Institutes concerned.
- 2.10 Faculty Board of Examiners and University Board of Examiners may approve the form and content of assessments where it is deemed necessary.
- 2.11 The University Board of Examiners should ensure that all External Examiners are informed and kept updated regarding interim approved changes to the Code of Practice on Assessment as a result of a major disruption.