

General University Regulations

APPLICATION AND INTERPRETATION

1. Unless stated otherwise, these and the following Regulations apply to students in all Faculties, including the International Faculty:

General Regulations for First Degrees;

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates;

General Regulations as to Examinations;

General Regulations as to the Progress of Students;

General Regulations as to Academic Appeals;

General Regulations relating to Student Fitness to Practise;

Regulations as to the Discipline of Students;

Regulations relating to Intellectual Property Rights;

Regulations on the Use of Computing Facilities;

Regulations relating to the Library.

2. In the General Regulations and all other Regulations relating to programmes of study and degrees, unless the context otherwise requires,

“approved” in relation to a unit means one approved as one of those available to a candidate in a particular phase of that programme;

“candidate” means a candidate for the degree or other qualification or one of the degrees or qualifications governed by the Regulation in question;

“candidate without attendance” means a candidate who is a graduate of this University of not less than two years’ standing admitted as a candidate with no requirement of attendance during the programme of study or research;

“credit” means a value assigned to a programme of study or a part of a programme of study or a unit comprised therein;

“date of notification of the first result” means the date of the letter by which the Registrar and Secretary informed the candidate of the result of the first examination;

“days” means working days;

“Department” includes, where appropriate, Centre, Division, School or other academic unit;

“EPSRC Doctoral Training Centre” means a centre providing doctoral training in specific research areas which are funded by the Engineering and Physical Sciences Research Council;

“examination” means a process of assessment (whether by written examination papers, viva voce examinations, written or practical assignments (including placements), continuous assessment of coursework, or other means) which enables the Examiners to return a mark or grade; and “examined” shall be construed accordingly;

“Faculty” means the Faculty (including the Board of Collaborative Studies and any International Faculty) in

which the relevant degree or other qualification is located;

“FHEQ” means the Framework for Higher Education Qualifications in England, Wales and Northern Ireland published by the Quality Assurance Agency;

“full-time student candidate” means a candidate who is a registered student of the University and who is admitted as a candidate with a requirement of full-time attendance at a programme of study or research;

“Head of Department” means the Head or Chairman of the relevant Department (and, where two or more Departments are concerned, the Heads of those Departments) or a person nominated by the Head of Department to act on his or her behalf;

“higher Degree” includes a Postgraduate Diploma and Postgraduate Certificate;

“Hospital Staff candidate” means a candidate who is a member of staff or a research worker in a hospital or centre which is a functional part of one of the Schools of the Faculty of Medicine, Dentistry and Health;

“Integrated Master’s Degree” means the First Degree of MArch, MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MLA, MMath, MPhys or MPlan;

“jointly awarded Degree” means a programme of study or research that is jointly developed, delivered and quality assured by the University of Sheffield in conjunction with one or more partner institutions and leads to a Degree awarded by the University of Sheffield in conjunction with the partner institution(s) to a student who has met, in the case of a programme of study, the University of Sheffield minimum credit threshold, or, in the case of a programme of research, the University of Sheffield’s requirements for research away from the University;

“Level” is to be interpreted in accordance with Regulation 3 below;

“part-time student candidate” means a candidate who is a registered student of the University and who is admitted as a candidate with a requirement of attendance at a programme of study or research which is wholly or mainly part-time;

“prerequisite” means a requirement which a candidate must meet before taking a unit or other part of a programme of study;

“Pro-Vice-Chancellor” means the Pro-Vice-Chancellor of the Faculty, the Chairman of the Board of Collaborative Studies or the Principal of City College or a designate nominated by that person;

“recognised graduate” means holder of a degree awarded by a University, institute or body recognised for the purpose by the Senate;

“Research Fellowship or Independent Research Worker candidate” means a candidate who is *either* the holder of a Research Fellowship specified for this purpose in the regulations for the relevant Degree or Diploma *or* an Independent Research Worker;

“session” means a period of two consecutive semesters beginning with the Autumn Semester;

“special candidate” means a candidate who ceases to fall within the category applicable at the time of admission but desires to complete the programme of study or research;

“unit” means a component of a programme of study in respect of which the Examiners return a grade and which in the case of modular programmes is assigned a value in terms of credits;

“University Staff candidate” means a candidate for a programme of research who is a member of the Academic, Administrative, Clerical, Computer, senior Library, Other Related, Research or Technical Staff of the University, and any International Faculty, and who

- (a) holds an appointment which is either full-time or part-time; *and*
- (b) holds an appointment for the duration of the minimum period of registration (usually two years for the Degree of PhD, two years during the research element of the degrees of DMedSci and EdD, one year for the Degrees of MPhil and LLM, and nine months for the Degree of MMus); *and*
- (c) in the case of a person holding an appointment arising from external finance, is not prevented from becoming a candidate by the terms of the contract between the sponsoring body and the University and any International Faculty or the member of staff concerned;

“unrestricted unit” means a unit offered in any programme of study;

“weighted mean grade” means

- (a) the mean of the grades awarded to a candidate (expressed to one decimal place, 0.05 and higher values being rounded up and values below 0.05 being rounded down), the grades being weighted in proportion to the number of credits assigned to the work to which it relates; and
- (b) in respect of a programme of study
 - (i) (in the case of a candidate commencing Level 2 of a programme of study prior to September 2006) where the Faculty has so decided, a grade awarded at Level 3 or Level 4 has twice or, as the case may be, three times the weight of a grade at Level 2; or
 - (ii) (in the case of a candidate commencing Level 2 of a programme of study in or after September 2006) a grade awarded at Level 3 or Level 4 has twice the weight of a grade awarded at Level 2;

“year” means a period of twelve months.

3. In these Regulations and all other Regulations relating to programmes of study and degrees, “Level” means a phase of a programme of study corresponding to a session of full-time study, provided that

- (a) sessions spent in study at Level 0 are to be ignored in counting sessions for this purpose; and
- (b) a phase of a programme of study intercalated in the programme of study for a Bachelor’s Degree (such as the session spent abroad by certain students in

modern languages) is deemed for this purpose to be a Level corresponding to the session of full-time undergraduate study which immediately follows.

Subject to the above provisions,

“Level 0” means a phase of a programme of study comprising foundation studies to be undertaken before Level 1;

“Level 1” means that phase of a programme of study corresponding to the first session of full-time undergraduate study;

“Level 2” means that phase of a programme of study corresponding to the second session of full-time undergraduate study;

“Level 3” means that phase of a programme of study corresponding to the third session of full-time undergraduate study; and

“Level 4” means, in the case of Integrated Master’s Degrees, that phase of a programme of study corresponding to the fourth session of full-time undergraduate study.

SEMESTERS

4. There shall be two semesters in each academic year, to be known as the Autumn and Spring semesters. A semester shall comprise a period of fifteen weeks.
5. The dates of semesters shall be fixed by the Council on the recommendation of the Senate.

MINIMUM AGE FOR ADMISSION

6. There is no minimum age for admission. Applicants who will be under the age of eighteen at the point of admission will, however, be required to demonstrate that they have the required level of maturity to study in an adult environment and that they have guardianship in the UK.

ACADEMIC REQUIREMENTS FOR ADMISSION¹

7. Before admission an applicant must satisfy the requirements for entry prescribed by the Senate and any particular requirements prescribed by relevant Faculty. An applicant whose mother tongue is not English may be required to pass a test in English.
8. The admission of a person as a candidate for a higher Degree shall be determined by the Senate on the recommendation of the Faculty. Application for admission shall be made through the Head of Department to the Faculty. A person seeking to follow a programme of research for the Degree of PhD or MPhil in which their own creative work would form a significant part of the intellectual enquiry shall set out the form of their intended submission and proposed method of assessment in their application.

¹ Additional Regulations apply for admission to programmes of study in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

ETHICS APPROVAL

9. A person seeking to undertake research which would involve human participants, personal data or human tissue must comply with the University's Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue, and prior to the commencement of the research, must ensure that appropriate ethics approval has been obtained. Any breach of this Regulation may be dealt with under the Regulations as to the Discipline of Students.

DISCLOSURE OF CRIMINAL CONVICTIONS

10. Where admission to or continued registration on a programme is dependent on a disclosure of convictions, any registration shall be regarded as provisional until a disclosure acceptable to the Head of Department has been obtained. Any registration may be revoked in the case of an unacceptable disclosure.

HEALTH REQUIREMENTS

11. Where the Faculty is satisfied, by virtue of a certificate to that effect of the Medical Director in the University Health Service or of another registered medical practitioner, that an applicant's or student's state of health is such that it is not in their interest or that of the University or (in the case of the Faculty of Medicine, Dentistry and Health) of patients with whom there will be contact that the applicant should begin or the student should continue a programme of study, the Faculty may

- (a) at the request of the applicant, grant a deferral of entry for a stated period, which period may be renewed from time to time;
- (b) at the request of the student, grant the student leave of absence for a stated period, which leave of absence may be renewed from time to time;
- (c) require the applicant to defer admission until the Faculty is satisfied that the applicant may begin the programme of study;
- (d) require the student to discontinue the programme of study either permanently or until the Faculty is satisfied that the student may resume.

Before exercising the power under (c) or (d) above, the Faculty shall invite the applicant or student to make any observations in writing and to tender any further medical evidence. Where the circumstances of the case are such that a student required to discontinue a period of study may properly be permitted to transfer to some other programme of study, the Board may permit such transfer on such conditions as it deems appropriate.

12. A student who has been granted leave of absence on medical grounds may only be permitted to return to the University on conditions specified by the Medical Director in the University Health Service or (in the case of students in the Faculty of Medicine, Dentistry and Health) conditions specified by the relevant Occupational Health Service.

13. A student in the Faculty of Medicine, Dentistry and Health who is to have contact with patients in a clinical

setting as part of a programme of study or research is required to have, and to produce on request evidence of, appropriate immunity as agreed between the University and the NHS Trust or other relevant authority.

REGISTRATION

14. No student shall be permitted to attend lectures, classes or examinations or to receive materials issued by the University under distance learning arrangements until fully, provisionally or temporarily registered in accordance with the following Regulations. A registered student shall be issued with a U-Card.

15. On registration, a student must sign a declaration undertaking to observe the Charter, Statutes, Ordinances and Regulations of the University from time to time in force, and to observe the Code of Practice relating to Health and Safety.

16. The Regulations may require or permit a candidate to complete clinical, practical or other placements, or periods of study or research or work experience in other institutions or abroad. During such periods, students may be subject to supervision, disciplinary and health and safety requirements of an institution, agency or body other than the University and, when abroad, to the requirements of a foreign system of law. A student must comply with all such requirements in addition to those of the Statutes, Ordinances and Regulations of the University.

17. A full-time undergraduate student is required to register each session at a time determined by the Registrar and Secretary.

18. A part-time undergraduate student is required to register in each session forming part of the programme of study at a time or times determined by the Registrar and Secretary.

19. A postgraduate student and any student pursuing a programme of study outside Sheffield under Distance Learning arrangements is required to register at the start of the programme of study and annually thereafter at the start of each year forming part of the programme of study at a time or times determined by the Registrar and Secretary.

20. A student following a programme of study validated under the Regulations for Validated Programmes of Study shall comply with such registration procedures as are specified in the Regulations applying to the relevant programme of study.

21. A student shall keep the Registrar and Secretary informed of his or her current address, and any alteration must be communicated to the Registrar and Secretary without delay.

22. A student in the UK subject to immigration regulations shall keep the Registrar and Secretary informed of information relating to their immigration conditions, in accordance with statutory requirements.

DATA PROTECTION

23. It shall be a condition of registration of a student that the student agrees to comply with the terms of any relevant Data Protection legislation, and with the University Statement, Policy, and Guidelines on Data Protection.

FEES²

24. Fees are determined from time to time by the Council, which reserves the right to alter fees at any time.

25. The composition fee falls due at the beginning of each session (or at other appropriate times for students entering later in the session) and payment will be sought from the student or from the institution or body (if any) sponsoring the student. In respect of particular programmes of study, Regulations may provide that the composition fee is payable at the start of the programme of study and in respect of the whole period of the programme of study.

26. Before admission a student must provide satisfactory evidence of ability to pay all academic fees, cover maintenance expenditure and pay other dues. A student who does not provide such evidence may be granted temporary registration by the Registrar and Secretary. A temporary registration shall lapse if the evidence is not provided within three weeks.

27. Except with the express permission of the Registration Panel, neither provisional nor full registration shall be granted for any session to a student who has not paid all monies due to the University from any previous session. Such monies shall include composition fees, accommodation fees and rents and loan repayments.

28. Subject to the preceding Regulation, a student who has completed registration procedures and has paid the composition fee which then falls due or has made arrangements acceptable to the Registrar and Secretary for the planned payment of that fee shall be fully registered.

29. A student who is not able to pay the composition fee or make arrangements acceptable to the Registrar and Secretary for the planned payment of that fee may only be granted provisional registration by the Registrar and Secretary or (on appeal from a decision of the Registrar and Secretary) the Registration Panel. The student shall be given a statement of the payments required as a condition of the provisional registration.

30. A student who is provisionally registered will become fully registered on making the last of the payments required as a condition of the provisional registration. A student who is fully registered may be made provisionally registered if agreed payments are not made.

² Regulations 24-39 apply to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

31. A provisional registration shall lapse if the payments required are not made, unless it is extended or renewed by the Registrar and Secretary or the Registration Panel on conditions agreed with the student.

32. Should the Registrar and Secretary refuse to grant, extend or renew a registration, notice in writing shall be given to the student and the Registration Panel. The student may appeal to the Panel by giving notice in writing to the Chairman. The Panel shall consider the case and may vary, reverse or uphold the earlier decision.

33. The Registration Panel shall consist of a University or Faculty Pro-Vice-Chancellor (or ex Pro-Vice-Chancellor) as Chairman, an Officer of the Union of Students and a member of the Academic, Administrative or Managerial and Professional Staff appointed annually by the Senate.

34. A student who is temporarily or provisionally registered shall not be eligible to receive the emoluments of any fellowship, studentship, scholarship or prize awarded by the University.

35. A student permitted to repeat an examination without attendance at lectures or classes is not required to register under these Regulations but shall not be permitted to attend the examination without completion of an entry form and payment of the prescribed fees by a date determined by the Registrar and Secretary.

36. In the case of a continuing postgraduate student the payment of the appropriate fee is required even if the candidate has completed the minimum period of study or research specified in the relevant Regulations.

37. In the case of the withdrawal from the University of a student, it shall be for the University to decide whether or not to grant any remission of the liability to pay fees.

38. Students considering withdrawing from programmes of study or research to which they have been admitted should consult the Head of Department and seek appropriate advice before leaving the University.

39. The award of any qualification shall be withheld until four weeks after the student has paid all monies due to the University.

ATTENDANCE³

40. Any reference to a programme of study or research implies the attendance of the candidate to pursue that programme in the University or at some place approved in the case of a particular candidature under these Regulations.

41. Except where other provision is made in the relevant Regulations, a full-time student is required to pursue a programme of study in the University

³ Regulations 40-42 apply to students in the Sheffield-based Faculties. Additional Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

throughout the whole of each semester. A student unable to comply with this requirement may seek leave of absence from the Pro-Vice-Chancellor. In case of enforced absence without such leave, a written explanation must be sent to the Pro-Vice-Chancellor as soon as possible. However, an Affiliated Institutions Staff candidate may pursue a programme of research in the Affiliated Institution, a Hospital Staff candidate in the relevant hospital or centre, and a designated college candidate in the designated college.

42. Every student is required (a) to attend punctually and regularly lectures and classes; (b) to complete all written assignments, practical or other coursework; (c) to keep appointments to meet with the candidate's supervisor; and (d) to attend all examinations, as appropriate in each case to the relevant programme of study or research. A candidate who fails to comply with this Regulation may be failed in the examination for, and (in the case of modular programmes) be denied the credits assigned to, the relevant units or other parts of the programme of study or dealt with under the General Regulations as to the Progress of Students.

STUDY FOR OTHER DEGREES

43. Registered study for any other Degree or qualification of any university shall not be undertaken during a programme of study or research without the special permission of the Senate except that a full-time or part-time student candidate may register for the programme of study leading to the Certificate in Higher Education and a full-time student candidate for the Degree of PhD in this University may register for the programme of study leading to the Postgraduate Certificate in Higher Education.

TRANSCRIPTS

44. Where a person has
- (a) completed a programme of study for a Degree, Diploma or Certificate; or
 - (b) requires evidence of credits obtained in the University

the Registrar and Secretary shall, at the request of such a person, provide a Transcript in a form approved by the Senate which shall specify for each unit for which that person registered the Level at which it was offered and its value in terms of credits, and shall certify the grades awarded and the credits (if any) obtained.