

Summary of Academic Manual Changes for 2020-21

The following substantive regulatory changes will apply from 1 September 2020. The revised regulations apply to all students who are fully enrolled on the 2020-21 academic session.

Chapter	Section	Section Name	Change
All	Various		Change of terminology: 'SRM' to 'Student Recruitment and MarComms'.
	Various		Change of terminology: 'DEOLO' to 'Inclusion Lead'.
1 Student Recruitment and Admissions	1.3	Student Recruitment Communications	Removal of printed prospectus for 2020/21.
	1.4	Student Recruitment Activities	Recruitment events will be delivered virtually for 2020/21.
	1.1	Making an Application to Study at UCL	Online and paper application fees changed in response to Covid-19.
2 Qualifications and Credit Framework	Various		Intercalated degree added for external students.
	3.17	Degree Apprenticeships	New section defining the distinguishing features of degree apprenticeship programmes.
3 Registration Framework for Taught Programmes	Various		Addition of administrative week numbers for module selection etc.
	1.7	Closing and Re-Opening Records	New section.
	3.1	Attendance Requirements	Suspension of the 70% attendance requirement for the 2020-21 academic session due to the Covid-19 pandemic. See also: Chapter 4, Sections 3.6, 5.13, 6.10.3, 11.5, and Chapter 6, Section 4
	4	Affiliate Student Registration	Affiliate students who study at UCL for one term should now be registered until the start of the following term in order to access libraries and facilities while they complete assessments.

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	5	Interruption of Study	Revised procedure (please see separate Interruption of Study Recent Changes page for more details).
4 Assessment Framework for Taught Programmes	3.10	Requirements to Pass a Module	New method for combining component letter grades, reflecting existing practice at the IOE and Online MBA.
	3.12	Coursework Deadlines & Late Submissions	Clarification that UG students need to submit <i>assessable</i> work before the second week of the third term in order to receive a mark of 1.00%.
	4.2	Examination Timetable	Exams should be set at whole hour intervals, not half hours, to reduce disruption in exam halls.
	4.3	Examination Adjustments	Exam Adjustments should be submitted by 4pm to align with the SSW advisory drop-in session end time.
	6	Extenuating Circumstances	Updates to reflect new Interruptions regulations (please see separate Interruption of Study Recent Changes page for more details). Backdating of interruptions is no longer permitted – the EC procedures should be used if the student's attendance or performance have been affected in the period leading up to the interruption.
	9.3.3	Progression Mean	New section describing how the Progression Year Mean is calculated. Clarification that any capped marks must be included in the calculation of the Progression Mean.
	9.13.4	Progression and Award/ MBBS (Bachelor of Medicine, Bachelor of Surgery)	Clarifications to the MBBS progression and award rules.
	10.2.2	Classification Year Mean	New section describing how the Classification Year Mean is calculated.
	10.2.3	Weighting of Reassessment and Deferral Marks	Clarification that any capped marks must be included in the calculation of the classification.
	11.6	Consequences of Failure/ MBBS (Bachelor of Medicine, Bachelor of Surgery)	Clarifications to the MBBS reassessment rules.
13.8	Internal Examiners	This section will be updated during 2020-21 to align with the Teaching Concordat.	

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	Annexes	UCL Extenuating Circumstances Form 2020-21	Form updated to reflect new Interruptions regulations (see Chapter 3, Section 5 above) and to make the form more accessible.
	New Annex 4.3.6	Covid 19 Boards of Examiners Emergency Procedures	Procedures revised during 2019/20 in response to Covid-19. Replaces the former annexes: Annex 4.3.6: Procedures when Marks are Missing, Annex 4.3.7: Procedures when an External Examiner is unable to attend, and Annex 4.3.8: Procedures in the Event of an Emergency Affecting the Work of Boards of Examiners
	New Annex 4.3.7	Types of Exam Board	New annex on the different types of boards and their requirements for membership, external examining, reports and anonymity.
	Former Annex 4.4.2	Proforma for Delegation of Authority to a Sub Board	Removed – Departments no longer have to submit this form.
5 Research Degrees Framework	Part F	EdD Regulations	Inclusion of CRS in the Doctor of Education (EdD) regulations to reflect existing practice.
	Guidance	Definition of Registration Statuses for Research Students	New guidance document that defines all of the Portico/SITS enrolment statuses for Research Students.
6 Student Casework Framework	10	Student Complaints Procedure	Initial review of wording in advance of a substantive review in 2020/21.
7 Programme and Module Approval and Amendment Framework	2	Approval of New Taught Programmes	Inclusion of the UCL Apprenticeships Steering Group for Level 7 / Masters apprenticeship programmes and new Annex 7.2.10 Level 7 Masters Apprenticeship Form.
			Addition of statement, "Once outline approval is given, the relevant team in Academic Services will complete the initial set-up the programme in the student information system and confirm with the department, faculty and relevant professional services teams when this has been done. They will then carry out the relevant tasks in their respective areas."
			Improvements to the PGT New Programme Approval and Review Process, including new annexes 7.2.11 to 7.2.14. This includes greater scrutiny prior to outline programme approval and prior to submission to PMAP. Each PGT programme will also be subject to a Probationary Review by UCL Planning after the first two years the programme runs.

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	4	Programme Amendment	Amended terminology from Annual Academic Review to Curriculum Data Management (CDM).
			Added 'Required DBS level' to entry requirements (items 5 and 16 in table).
			Moved 'Other changes to the programme at the discretion of the Faculty Tutor' category from minor to moderate (item 12 in table).
			Added PSRB accreditation status to minor amendment category (item 18 in table).
	6	Programme Suspension or Withdrawal	Amended the name of the Programme Withdrawal Questionnaire (PWQ) to Programme Withdrawal Form (PWF).
	9	Research Degrees	Replacement of PMAP with PAWG.
8 Academic Partnerships Framework	4.6	Inclusion of a sub-heading for Academic Partnerships Amendments and Renewals	The Academic Policy and Quality Assurance Team provides support when amendment to an existing Academic Partnership agreement is required. The rationale for the inclusion of this paragraph is to mention about actions that must be taken when changes are proposed to a partnership. The usage of a 'Variation of Agreement letter' has been suggested in amending an existing MoA.
	Annex 8.6	8.6 Academic Partnership Termination Form 2020 – 21	Following an audit, the Academic Partnership Termination Form has been revised. The form now includes a request of asking for a copy of the Termination letter sent to the partner institution using the template provided by the Academic Services and Quality Assurance team. The old form must be replaced with this version.
	Annex 8.7	8.7. Template Termination letter to partner	To provide a standard template to be used by the proposer for drafting the Termination letter to the partner institution, as discussed above.
9 Quality Review Framework	2.2	Publication of and Circulation of ASER Data	Additions to the other additional data sources: New to UCL Survey, Student Experience Survey, Graduate Outcomes Survey, and Other (e.g. Town Hall meetings and Unitu etc.)
	2.5	ASER Commentaries	"ASER and Dissemination of Good Practice" replaced by instructions for (i) inclusion of information on contextual issues in the departmental commentary and (ii) writing the student co-author commentaries, to also be included in the department response.

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	Annex 9.2.2	ASER Departmental Student Evaluation Questionnaire (SEQ) Summary	Request that departments clarify how the SEQ was conducted (e.g. online, paper-based).
	3.2	Summary of IQR	Removal of the Outcome reports of ASER Follow-up meetings between the Vice-Provost (Education and Student Affairs) and academic departments. Amendment of the UCL Estates annual report to clarify that this will be in respect of all departments scheduled for review.
	3.3	The Review Team	Clarification that the Review Team will consist of five members with removal of the Quality Management and Enhancement external reviewer from IQR Teams (teams also have a Quality Review Manager and a Secretary). Clarification of UCL Arena' role in putting forward student reviewers from a pool of student volunteers for quality review activities.
	3.6	Self-evaluative Statement (SES) and supporting materials	Removal of Point 1 - that the SES should discuss both strengths and weaknesses in the department's provision.
	3.8	Summary of Findings	Additional text stating that the IQR Team Secretary will produce a summary of findings for the day following the IQR visit and that the full report will follow within fifteen days.
	3.9	The IQR Report	Addition of an "affirmations" category which may be used by Teams in addition to recommendations when they feel that the department has already acknowledged a particular issue and is starting to take action to address it.
	3.10	Follow-up	Clarification that the final IQR Report and action plans should be accessible to students in the Department, e.g. by making these public on departmental intranets.
	3.11	IQR Panel/Academic Committee	Removal of point that departments under-going IQR will be excused ASER in the same year as their IQR and the process of following-up IQR will replace ASER in the following year. Longer term actions will be followed up in ASER plans and monitored by the QRSC.
	4.2	Responsibilities of UCL	Clarifications on purpose of External Examiner appointment email and on status of PGT External Examiners for payment and tax claims.

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	4.4	Nomination and Appointment	Clarification that Board colleagues only complete the Portico task for those EEs who are not continuing for another year - all other EEs will be confirmed through a central process. Additional point to emphasise the Chair's responsibility to ensure the EE is aware their term has now come to an end (particularly when the Board team have decided not to reappoint the EE). Clarification on timescales on the reconfirmation process for all other EEs.
	6.4	Staff Student Consultative Committees (SSCC)	Clarification that meetings can be held through UCL-supported online platforms.
	6.5	SSCC Terms of Reference	Alignment of the SSCC terms of reference with the ASER Development and Enhancement Plan. Student representatives' areas of concerns moved to the first discussion point.
	Annex 9.1.2	Core Programme Information	Removal of Global Citizenship Programme which has been suspended for 2020-21.
	Annex 9.6.1	SSCC Agenda and Minutes Template	Template updated to align with SSCC Terms of Reference.
11 Teaching and Learning	-	Teaching on Wednesday Afternoons	Amendment to end all PGT as well as UG teaching at 12.55pm on Wednesday afternoons.
	-	E-Learning Baseline	Removal of E-Learning Baseline (now the Connected Learning Baseline on the Teaching and Learning Portal).
	-	Initial Teacher Education (ITE) Regulations	Addition of the Institute of Education Initial Teacher Education (ITE) Regulations
12 Duties and Responsibilities	10	Undergraduate Admissions Tutors/Selectors	Requirement for Departments to keep appropriate records for each applicant on UCL Select and of the decisions made.
13 Faculty and Departmental Committees	1	Departmental Teaching Committees (DTC)	Terms of Reference updated to include receiving the SEQ proforma and ASER dataset and Development and Enhancement Plan
	2	Faculty Teaching Committees (FTC)	Terms of Reference updated to require the FTC to receive and sign off ASER departmental Development and Enhancement Plans
14 Governance	-	UCL's Mission Statement	Removal of Mission Statement document (covered under UCL 2034)