

## Updates to Policy Documents and University Regulations - November 2024

The changes made to the suite of University policy documents and regulations in the most recent period are set out below for ease of reference.

### University Regulations

#### Postgraduate Research Regulations

Minor amendment to paragraph A.5.2 to make clear that a student's Confirmation of Studies must be submitted within 4 months of enrolment for full time students, and 8 months of enrolment for part time students. This has always been what is applied, but needed codifying to avoid any ambiguity.

#### Variation to Postgraduate Taught Regulations

The addition of the Postgraduate Certificate in Higher Education to our variation to regulations in response to accreditation requirements from Advance HE.

This variation requires students to achieve a mark of 50% in each assessment element in each of the modules in order to be awarded 'D2', which is Fellowship of Advance HE.

Students meeting University progression requirements but not achieving the requirements above, should have the right to resit the relevant element(s) of the module(s) that have not met the Advance HE requirements. The maximum number of reassessment attempts shall be limited to one for any element not meeting the AdvanceHE requirements.

### Policy Documents

The following policy documents have benefitted from review since our last update and have been approved for publication by one of Academic Board, the Board of Governors or SLT (as appropriate):

- Quality Assurance Manual
  - Poster Policy
  - Records Management Policy
  - University Policy Framework
- Estates / Sustainability policy updates:
- Biodiversity Policy
  - Car Parking Policy
  - Environment and Energy Policy
  - Space Management Policy
  - Sustainable Travel Policy
  - Thermal Comfort Policy
- Health and Safety policy updates:
- CE Marking Guidance
  - Chemical Storage Policy
  - Control of Noise at Work Policy
  - COSHH Policy and Guidance
  - DSEAR Policy and Guidance
  - Electricity at Work Policy
  - Health Surveillance Policy
  - LEV Policy and Guidance

#### **Student Participation Policy:**

At a meeting involving a range of key stakeholders in September about longer term development of the Student Participation Policy, it was noted that School Attendance Panels must be used as a last resort.

A range of factors, such as other forms of engagement including engagement with online materials, library access and ongoing academic attainment must also be taken into account before a Personal Tutor escalates the matter to consider a student's ongoing enrolment at a School Attendance Panel.

At the aforementioned meeting, it was agreed that if a Personal Tutor reached the stage that it was thought that such a panel meeting was necessary, they must submit a brief case to Professor Abi Moriarty for approval, before scheduling a panel event. This case should simply comprise a brief e-mail outlining the case, providing assurance that all relevant engagement factors have been taken into account when determining a panel is absolutely necessary.

A full review of our approach to student attendance, engagement and participation will be undertaken in Spring 2025 and will include review of the escalation process and supporting systems and processes.

Most policy documents are accessible via the [University Policies webpage](#).

Should you require any advice or support in relation to our policy documents and regulations, please contact the Legal and Compliance Services team via [policies@lincoln.ac.uk](mailto:policies@lincoln.ac.uk).