

Summary of Changes to the University Regulations and Academic Procedures and Processes

Area of Change	Nature of Change for 2023/24 and Rationale
Academic Regulations (Malpractice)	<p>An additional section has been added to malpractice regulations (see bold text below) to further raise awareness and understanding of the potential impact of unauthorised, or unacknowledged use of artificial intelligence (AI):</p> <p><i>F10.2 Malpractice includes all forms of cheating, plagiarism, collusion, fabrication, and falsification and impersonation (including unattributed content created by artificial intelligence or any other content generating technology)</i></p> <p>Additionally, housekeeping updates (eg. changes to internal structures and roles).</p>
Appendix 1 - Exceptions	Updated to reflect the portfolio operating in 2023/24.
Appendix 2 - Qualification Descriptors	None.
Appendix 3a - University Grade Descriptors	The addition of Threshold Level Descriptors for Technical Proficiency in the English Language (Written Coursework only) – as approved by Academic Board in January 2023.
Appendix 3b - Marking and Moderation	<p>The following statement from Collaborative Provision Procedures and Processes has been added, for completeness:</p> <p><i>"The University academic link will actively engage with the Partner as part of its operation of the assessment process and be involved in the moderation of assessment for programmes running at the Associate Partner."</i></p> <p>Additionally, housekeeping updates including:</p> <ul style="list-style-type: none"> • Setting out the expectation of academic teams' moderation of assessment briefs • Clarifying the role of the Quality Enhancement Board in reflecting on the effectiveness of moderation of assessment
Appendix 3c - The conduct of assessment	<p>From 2023/24 students are required to include a declaration of ownership as part of their assessment/cover page, stating the work being submitted is their own work:</p> <p><i>"I declare that the material contained in this assessment is the result of my own work and that due acknowledgement has been given in the bibliography and references to ALL published and unpublished sources. I confirm that I have reviewed the guidance on academic integrity at Academic Malpractice MyCumbria to ensure that I understand the requirements."</i></p>

	<p>The hyperlink within the above will take students to StudentHUB Malpractice pages has been updated over the summer to read:</p> <p><i>"When you submit work for assessment, you are required to include a declaration that you have followed these guidelines and that the work is your own, including a bibliography and references that show how you have used the work of others. The material referenced must include everything you have used, for example words, images, film or audio found in printed books and journals, content accessed online, material generated by any online service or Artificial Intelligence, and information received through personal contacts (such as interviews and surveys)."</i></p> <p>Additionally, the following paragraph (which appears in Appendix 3b) has been <u>added</u> to Appendix 3c to ensure that requirements are fully understood when planning assessment:</p> <p><i>"Where there is no physical evidence for assessment (eg non text-based assignments), appropriate systems should be in place to enable internal and external moderation activity. This could be through joint observation of performance or presentation, or capturing of performance or presentation by audio or visual recording mechanisms. In these cases, the sample size should be as set out in section 2.4."</i></p> <p>Additionally housekeeping updates including:</p> <ul style="list-style-type: none"> • Adding information on the timing of deadlines, as set out in the University's Curriculum Design Framework (Tues/Weds/Thurs, with preferred time of 9am/1pm/4pm) • Adding the expectation of a programme level approach to assessment deadlines added as set out in the University's Curriculum Design Framework • Updating of sections to more reflect current, technology, systems and equipment • Addition of information setting out the requirement for academic teams to consider how to provide feedback on examinations, given that examination scripts are not returned to students
Appendix 3d Malpractice	<p>Housekeeping updates including:</p> <ul style="list-style-type: none"> • Reference to the student declaration of ownership within work submitted for assessment (as set out for 3c above) • Specific reference to Artificial Intelligence in line with Academic Regulations change
Appendix 3e - Extenuating Circumstances	Housekeeping only.
Appendix 3f - Assessment Boards	Housekeeping only.
Appendix 3g Transcripts and Certificates	Housekeeping only.
Appendix 4 -	Housekeeping only.

External Examiners	
Appendix 5 - Academic Appeals	<p>To clarify the route of appeal for students deregistered under the 4-week rule, the following addition has been made:</p> <p><i>"1.3.1.5 NEW [other numbering to then be updated]</i> Students may lodge an appeal at any point in the academic session against withdrawal from their programme of study, when the withdrawal results from non-attendance/non-engagement via the 4-week rule process. An appeal against a decision to withdraw a student from a programme of study, which is taken outside a Board of Examiners meeting, must be submitted to the Student Casework Team within 10 days of the date of notification of withdrawal."</p> <p>Additionally, housekeeping.</p>
Appendix 6 - APL	<p>Housekeeping updates including</p> <ul style="list-style-type: none"> • Adding a references to consultation with the Apprenticeships Team (for Apprentice learners) • Clarifying no charge for APL charge for Apprenticeships
Appendix 7 - Ceremonies	Housekeeping updates.
Appendix 8 - 4-week rule	<p>Again to clarify the route of appeal for students deregistered under the 4 week rule, the following change will be made:</p> <p><i>"3.1.3 A student wishing to appeal the 4-week rule decision should do so by writing formally to the Student Casework Team stating clearly the grounds under which they wish to appeal this outcome. SAAS with reasonable explanation for their absence and assurance of future appropriate engagement."</i></p> <p>Additionally, housekeeping.</p>