**KINGSTON UNIVERSITY**
Academic Services

**Summary of key changes to General and Academic Regulations, Policies and Guidance for 2024-5**

This table presents the key changes to the General and Academic Regulations for 2024-5 approved by Academic Council sub-committees in 2023/24 and 2024/25 to date.

Policies and regulations - 2024/2025 - Kingston University London

| Regulation, Guidance or Policy | Details |
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| **Awards of the University – AR1** | • Removal of the level 3 Foundation Certificate and Foundation Diploma as approved awards of the university. <br><br>• Addition of the Master in Science (MSci) as an approved award in recognition of;<br><br>    • at least 480 credits at level 4 or above<br>    • of which at least 360 credits must be at level 5 or above<br>    • and of which at least 240 credits must be at level 6 or above<br>    • and of which at least 120 credits must be at level 7 |
| **General Regulations – GR1** | • Clarification that the University reserves the right to place students on a compulsory study break of withdrawal under the wellness to study procedure when their health or behaviour significantly impairs their ability to engage with their studies or causes significant, ongoing disruption or risk to the University experience of other students and/or staff members, and when reasonable adjustments have been made as far as is possible.<br>• Clarification that students are issued a photographic I.D. by default, as opposed to at their request.<br>• Inclusion of additional guidance directing students to engage with appropriate advice and guidance services (CAS and Visa Compliance, Student Money Advisors) prior to requesting an interruption of study. |

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| **Undergraduate, Postgraduate, and Degree Apprenticeship Regulations – AR2, AR3, AR10** | • Inclusion of a new clause confirming the Pro Vice-Chancellor (PVC) for Education has the discretion to ensure that student outcomes are not adversely affected by pilot activities, including but not limited to prototype modules, teaching or assessment methods, and/or mandatory co-curricular initiatives. This discretion ensures that students are not unfairly disadvantaged by innovative practices being tested within the institution.<br><br>• Clarification that periods spent by a student as a KSU elected officer will not count towards the maximum period of registration for their intended award. |
| **Undergraduate Regulations – AR2** | • Removal of the level 3 Foundation Certificate and Foundation Diploma as approved awards of the university.<br><br>• Addition of the Master in Science (MSci) as an approved award in recognition of;<br><br>• at least 480 credits at level 4 or above<br>    • of which at least 360 credits must be at level 5 or above<br>    • and of which at least 240 credits must be at level 6 or above<br>    • and of which at least 120 credits must be at level 7<br><br>• Clarification that the standard period of registration may be extended by one course year, and the maximum registration period may be extended by two course years where an award includes an integrated foundation year.<br><br>• Clarification that the University provides entry routes from foundation degree into level 6 qualifications leading to the award of Bachelor's degree with entry routes taking the form of a stand-alone "top-up" award (120 credits), or by awarding advanced standing at 240 credits onto an existing Bachelor's degree programme at level 6.<br><br>• Inclusion of a new clause confirming that an External Examiner audit is not required for the approval of module marks for consideration at Assessment Boards. The exception being if there is a specific PSRB (Professional, Statutory, and Regulatory Body) requirement to do so. |

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| **Undergraduate Regulations – AR2** | • Clarification that the presence of an external examiner is not required for an Assessment Board to be quorate.  An Assessment Board will normally be chaired by a senior member of staff responsible for the course(s) nominated by the Dean. It will normally include two academic representatives nominated by the Faculty, one Programme Assessment Board External Examiner and any other members as required by PSRB for relevant courses. An independent monitor will provide impartial advice and ensure consistency of approach.<br><br>• |
| **Postgraduate Regulations – AR3** | • The amendment to the postgraduate placement progression regulations stipulates that students must have successfully completed a total of 120 credits from a combination of taught and/or project modules to progress to a professional placement year.<br><br>• Clarification that periods spent by a student as a KSU elected officer will not count towards the maximum period of registration for their intended award.<br><br>• Inclusion of a new clause confirming that an External Examiner audit is not required for the approval of module marks for consideration at Assessment Boards. The exception being if there is a specific PSRB (Professional, Statutory, and Regulatory Body) requirement to do so.<br><br>• Clarification that the presence of an external examiner is not required for an Assessment Board to be quorate.  An Assessment Board will normally be chaired by a senior member of staff responsible for the course(s) nominated by the Dean. It will **normally** include two academic representatives nominated by the Faculty, one Programme Assessment Board External Examiner and any other members as required by PSRB for relevant courses. An independent monitor will provide impartial advice and ensure consistency of approach. |
| **Mitigating Circumstances Regulations – AR5** | • The potential grounds for mitigating circumstances have been updated to explicitly reference kinship and foster parenting. |

| Degree Apprenticeship Regulations – AR10 | • Addition of paragraphs to explain the difference between degree apprenticeships and standard degrees – an end point assessment (EPA) of Knowledge, Skills and Behaviours (KSBs) that relate to the occupation and of which not all are assessed through the defined modules.<br><br>• Clarification on the admissions requirement that Postgraduate Degrees entrants meet the DA requirements for functional skills (level 2 skills).<br><br>*Student registration*<br>• Removed item 38 and 39 conditions of student registration to reflect the breadth of different apprenticeship standards across specific occupations since not all students will be registered on 120 credits or 4 modules in one academic year.<br><br>• Added detail regarding the DA-specific regulations for interruptions of study which requires a student to be put on a break after 1 month of non-engagement (any absence leads to non-compliance in academic study, employment or both). This is different to the University's threshold for interruption, and will be managed locally through the EMPTA system unless a student requires a longer break and are then encouraged to apply for a University interruption of study (see GR1) which may affect the DA tripartite contracts. It is also clarified that long term non-engagement may result in the student being withdrawn from the course in accordance with the existing attendance policy.<br><br>*Assessment Boards and Assessment regulations*<br>• Addition of delegated power to the Apprenticeship Monitoring Committee to consider significant non-compliance as equivalent to non-engagement and recommend withdrawal on this basis.<br><br>• Addition of a formal reporting mechanism between AMC and PAB to enable appropriate decisions on student progression and award.<br><br>  - PAB withholds an award until successful completion of the EPA. This will only apply for non-integrated EPAs with a time-limit linked to the relevant funding model for withholding awards.<br><br>  - PAB withhold progress to EPA on integrated programmes until AMC report completion of gateway requirements. |
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| **Degree Apprenticeship Regulations – AR10** | • Inclusion of the 24-hour grace period for extended deadlines, in line with UG and PG regulations.<br><br>• Addition of permission to trail mitigated elements when there is no failure of other elements in the modules, over and above the standard trailing allowance. The regulation must be applied consistently by PAB Chairs. |
| **Pregnancy and Paternity Policy – AP2** | • Information about Report & Support added for students to report discrimination or harassment based on their pregnancy.<br><br>• The regulations now clearly stipulate that the course leader has oversight for reasonable adjustments for pregnant students, to ensure that academic staff members are not working in isolation to support the student.<br><br>• A process of escalation has been added to the policy for incidents where students have requested a Study Plan, but no action has been taken by staff. Following feedback from the University's EDI committee, the faculty staff responsible for the escalation of this process has been clarified as both the relevant Head of Department, and EDI Faculty Action Group Chair.<br><br>• Highlighting support available to staff completing Risk Assessments, as well as linking to the Risk Assessment form.<br><br>• Embedding examples of academic flexibility within the policy for the staff member to refer to when completing the Study Plan. |

| Fitness to Practise Regulations<br><br>Student Conduct - GR4a<br>Student Health and Disability - GR4b | • Minor amendments for clarification on processes, the role of the Lead Investigator, decision making and the appeal process.<br><br>• Standardised language in relation to interview and hearings, and use of gender neutral pronouns throughout.<br><br>**GR4a – Student Conduct**<br>• Clarification on the link with the Student and Conduct Behaviour Procedure and what happens when a case is referred to FtP following an initial investigation under the SCBP.<br><br>• Clarification on conditional outcomes and the process if these are not met, as well as clarifying the process for making appeals.<br><br>**GR4b – Student Health and Disability**<br>• Clarification on Stage 1 – Notification of Concern: enhanced details about the process to be followed and role of the Lead Investigator and the outcomes that can be issued as well as the right to appeal.<br><br>• Clarification on Stage 2 – Panel: removal of inappropriate references to 'misconduct'. |
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| **Fairness in Assessment Policy – AP14** | • Removal of mandatory double marking for postgraduate dissertations and replacement of this with standard moderation for all assessments.<br><br>• Amendments to reflect the approved changes to AR2 Undergraduate and AR3 Postgraduate regulations relating to the Subject External Examiner audit process. Specifically, the changes clarify that an External Examiner audit is not required for the approval of module marks for consideration at Assessment Boards, except where there is a specific PSRB (Professional, Statutory, and Regulatory Body) requirement to do so. |

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| **Throughout all policies and regulations** | • Updated references to faculty, student and course support office and student achievement advisors as appropriate to align with Student Hub structures (Course Support and Administration team). <br><br> • Updated reference to 'Kingston Students' Union' instead of 'Union of Kingston Students'. <br><br> • Updated references relating to 'Notice to Vacate' instead of 'Notice to Quit' in line with legal and regulatory terminology. |