

Memo

To: Deputy Vice-Chancellor
Pro Vice-Chancellors
Deans of Faculty
Faculty Education Directors
FQAT Chairs
Heads of School
School Heads of Teaching
Faculty Education Managers
School Managers
Members of FQATs
Registrar
Deputy Registrar
Academic Registrar
Relevant Divisional Heads



Professor Avril Waterman-Pearson
PhD, BVSc, FRCVS, DVA, DipIECVA, MRCA
Pro Vice-Chancellor
Senate House
Tyndall Avenue
Bristol BS8 1TH
T +44 (0)117 331 7089
a.e.waterman@bristol.ac.uk
www.bristol.ac.uk

From: Professor Avril Waterman-Pearson

Date: 22 August 2011

Subject: Revised 'Regulations and Code of Practice for Taught Programmes' in 2011-12 and Associated Actions for Faculties/Schools

Dear Colleagues,

This academic year has seen the development of a large number of policies relating to this Regulations and Code of Practice which have been developed by the Assessment Steering Group as a result of its review of student progression and assessment, as well as other practices relating to the education of students within the University. Following approval by Senate, the new policies, along with other minor revisions, have been incorporated into the newly titled: 'Regulations and Code of Practice for Taught Programmes' (**the Code**) for 2011-12, which is enclosed as part of a limited paper circulation. The changes that have been made to the **Code** from 2010-11 to 2011-12 are specified in section 2 of the **Code**.

The **Code** can also be found on the Education Support Unit website at: www.bris.ac.uk/esu/assessment/,

You will see that the Undergraduate Regulations, which were previously located in the 'Charter, Acts, Statutes, Ordinances and Regulations of the University', and the Taught Postgraduate Regulations have been incorporated into the Code, so as to enable Education Committee to manage the process of updating these Regulations from year to year more efficiently and effectively.

I particularly draw your attention to sections 22 – 24 and also annex 23 in the Code which explain the process for calculating the unit mark, year mark, taught component mark and ultimately the final programme mark for determining both student progression and degree classification. Please note that for this purpose all unit marks should be recorded to one decimal place in SITS. Those schools that still use alphabetical grades for marking will need to translate these into a numerical mark for SITS entry. Further guidance provided by the Student Systems and Information Office with regard the recording of marks in SITS is enclosed.

The new regulatory changes will apply to newly registered students from the 2011-12 academic year; students who registered before 2011-2012 will continue to be governed by the regulations that were in place in the 2010-11 academic year. Annex 2 in the Code summarises the timelines for implementing the new regulations.

Students who initially registered for their programme before the stated implementation date of the new regulations, but suspend their studies, will become subject to the new rules on their return if they join a cohort that is governed by the new regulations. Such students should be notified of this before they resume their studies.

With the implementation of these changes in University policy it is now important to also review all sub-University policy to ensure consistency and complementarity. I would, therefore, be grateful if Faculty

Standing Orders (or equivalent) and any Regulations for Specific Programmes could be reviewed in due course in light of the new regulations, specifically:

- 'the new common rules for the progression of students on taught modular programmes';
- 'the new common rules for the calculation of the final programme mark and the award of merit or distinction in the professional programmes';

Please could you also review the relevant information that is provided on faculty and school websites as well as any other information that is provided to students. When referring to sections of the Code please ensure that the relevant sections are repeated verbatim or by reference to the Code itself rather than being paraphrased or summarised.

Finally I would like to thank you and all colleagues in the faculties for your contributions over the last academic year. The work to put in place a common and consistent set of regulations and procedures for assessing, marking and determining progression and completion for the University is now largely complete, though of course Education Committee will continue to review and improve the Code in response to both internal feedback and external developments.

With best wishes,

Yours sincerely,

A handwritten signature in black ink that reads "Avril Waterman-Pearson". The signature is written in a cursive style with a large initial 'A' and 'P'.

Professor Avril Waterman-Pearson
Pro-Vice Chancellor (Education and Students)

Further Guidance on the Recording of Marks in the Central Student Record System

Entering marks into SITS

All unit marks (including those given for research postgraduate students on taught units) will need to be recorded (in SITS) to one decimal place (see paragraph 22.1 of the Code). Therefore any local systems that are used to calculate the unit mark will need to be amended to generate the mark in the correct format before being entered into SITS. Once the unit mark is calculated it can be entered into SITS as normal.

Schools entering assessment marks in SITS will not need to change their practices as SITS will be configured to calculate marks to one decimal place. However please note that while it is expected that assessment marks are entered as integers the system will allow assessment marks to be entered to one decimal place as stated in paragraph 22.2.

Instructions on how to enter marks in SITS/E:vision are available here:

www.bris.ac.uk/ssio/userguide/marksassessmentprogression/marksentry/

Displaying Marks in Systems

The following systems/reports will be amended to show the rounded integer unit mark, as required in paragraph 22.7:

- Oracle Standard Jobs
- MyStudents (used by Academic and Support Staff to view marks)
- StudentInfo (used by students to view unit and assessment marks)
- SITS Standard Reports and Letters
- Official and Interim Transcripts

The decimal mark will be available to view in the SITS Client and E:vision Mark Entry. The decimal mark will also be used in any centrally supported Exam board reports used to determine progression or the final programme mark.

The Datahub

The Datahub is used by Schools and Faculties to populate their systems with data from SITS. The current unit mark field will store the rounded integer unit mark and an extra field will be added to display the mark to one decimal place. Once this change is made a separate communication will go out to Datahub users.

If you have a local system to display and/or calculate marks this must be amended to comply with the policy changes

*Student Systems and Information Office
August 2011*