

LTC11D051

Title: Confirmation of Chair's Action
Circulation: Learning and Teaching Committee – 28 March 2012
Agenda: LTC11A004
Status: Open
Version: Final

The Committee is asked to confirm Chair's action in approving

(1) New Prizes and Scholarships and amendments to existing ones (Document 1)

1. Ford Blue Oval Scholarship Programme
2. The Business Finance and Economics Scholarship
3. The Edith Riches Memorial Prize
4. The Kristopher Harper Prizes
5. Revised rules for the 50th Anniversary Undergraduate Scholarships
6. Revised rules for the 50th Anniversary Postgraduate Scholarships

(2) Amendment to General Regulation 17 (Document 2)

Document 1: New Prizes and Scholarships and amendments to existing ones

1. Ford Blue Oval Scholarship Programme

1. There shall be two Scholarships to be known as the Ford Blue Oval Scholarships to enable two undergraduate students to study at the University of East Anglia (three-year programmes only).
2. The Scholarship shall be awarded to a student registered on the BSc Climate Science undergraduate degree course in the School of Environmental Sciences.
3. Students ordinarily resident in the United Kingdom who are eligible to pay fees at the Home/EU rate, who achieve AAB at A-level and who come from a household where the total household income is less than £30,000 in accordance with the documents provided to the SLC, will be eligible to apply for the Scholarships. They must have also applied for the BSc in Climate Science at UEA, via UCAS, by 15 January 2012 as detailed on the UCAS website.
4. The Scholarships shall be available for one year only in academic session 2012/13.
5. Each Scholarship is worth £10,000, payable over three years, subject to satisfactory progress, i.e. achieving an overall mark of at least 60% in the year one assessment and in the year two assessment.
6. The Scholarships shall be awarded on a competitive basis and will become payable on completion of registration of the successful applicants. They shall not be divided.
7. In order to apply for the Scholarship, prospective students will need to complete an application form, available from the Development Office at UEA, and a 500-word essay explaining why they think they should be awarded this Scholarship. Their Scholarship application will be assessed on these two documents, along with their UCAS Personal Statement and their UCAS References. The deadline for applications for these Scholarships is Friday 30 March 2012.
8. The Scholarship will be awarded by the Vice-Chancellor or a Pro-Vice-Chancellor on the recommendation of a Selection Committee comprising the Head of the School of Environmental Sciences, the Director of Learning and Teaching in the School of Environmental Sciences and the Director of Admissions in the School of Environmental Sciences.
9. If there are no eligible candidates or no eligible candidate is considered of sufficient merit, the Scholarships shall not be awarded. They may be offered in a subsequent year.
10. The recipients of the Scholarships shall attend an event at which the Scholarship shall be conferred. Acceptance of the Scholarships is subject to allowing UEA to publicise as appropriate the success of the recipients.
11. The recipients of the Scholarships shall submit an annual report to Ford Motor Company, via the Development Office at UEA, detailing their academic progress and how the Scholarship has benefited them.

2. The Business Finance and Economics Scholarship

1. There shall be a Scholarship to be known as the Business Finance and Economics Scholarship to enable an undergraduate student to study for the BSc (Hons) in Business Finance and Economics in the School of Economics. (If, in the future, the course is discontinued, UEA will ensure that the funds are diverted to the course with the most similar aims and objectives.)
2. Students ordinarily resident in the United Kingdom who are eligible to pay fees at the Home/EU rate and who come from a household where the total household income is less than £25,000 in accordance with the documents provided to the Student Loans Company, will be eligible to apply for the Scholarship. They must have also submitted their application to UCAS by 15 January 2012 as detailed on the UCAS website.
3. The Scholarship is available for academic session 2012/13 and shall contribute £5,000 per annum towards the recipient's full course fees up to a maximum of three years, subject to satisfactory progress.
4. The Scholarship shall be awarded on a competitive basis and will become payable on completion of registration of the successful applicant. It shall not be divided.
5. Details of the Business Finance and Economics Scholarship will be publicised to all eligible students with appropriate information on selection criteria, application timescales and value of award.
6. The Scholarship will be awarded by the Vice-Chancellor or a Pro-Vice-Chancellor on the recommendation of a Selection Committee comprising the Head of the School of Economics, the Director of Learning and Teaching in the School of Economics and the Director of Admissions in the School of Economics.
7. If in any year there are no eligible candidates or candidates of sufficient merit, the Scholarship shall not be awarded. It may be offered in a subsequent year.

3. The Edith Riches Memorial Prize

This annual prize of £100 is awarded for distinguished performance in French honours language modules by a second year undergraduate student registered in the School of Language and Communication Studies.

Rules

1. There shall be a prize known as the Edith Riches Memorial Prize to be awarded annually at the discretion of the Board of Examiners for distinguished performance in French honours language modules by a second year undergraduate student registered on a degree programme in the School of Language and Communication Studies.
2. The value of the prize shall be £100.
3. If in any year no candidate is judged of sufficient merit, the prize shall not be awarded. If two or more candidates are judged to be of sufficient and equal merit, the prize may be divided.

4. The Kristopher Harper Prizes

1. There shall be two Prizes awarded annually by the University to be known as the Kristopher Harper Prizes. The Prizes will be awarded annually; one in the School of History and one in the School of World Art Studies and Museology.
2. The value of each Prize will be £100.
3. The primary purpose of the Prizes will be to reward a first year undergraduate student registered in the School of History and a first year undergraduate student registered in the School of World Art Studies and Museology who achieve the best overall performance in the year one assessment for their respective Schools.
4. The Prizes will be awarded by the Board of the School on the recommendation of the Board of Examiners concerned in the respective Schools of study.
5. If two or more candidates for the same Prize are judged to be of equal and sufficient merit, the Prize will be divided.
6. If in any year no candidates are judged to be of sufficient merit, the Prizes shall not be awarded.
7. The recipients shall be required to attend an event for publicity purposes at which the Prizes will be presented by Kristopher Harper or his representative.

5. Revised rules for the 50th Anniversary Undergraduate Scholarships

1. There shall be Scholarships to be known as the 50th Anniversary Undergraduate Scholarships to enable undergraduate students to study at the University of East Anglia.
2. Students ordinarily resident in the United Kingdom who are eligible to pay fees at the Home/EU rate, who achieve AAA at A-level and who come from a household where the total household income is less than £16,000 in accordance with the documents provided to the SLC, will be eligible to apply for the Scholarships. They must have also submitted their application to UCAS by 15 January 2012 as detailed on the UCAS website.
3. The Scholarships shall be available from September 2013 to students on any course but will only be awarded for a maximum three-year term.
4. The value of the Scholarship shall be £4,000 per annum.
5. The Scholarships shall be awarded on a competitive basis and will become payable on completion of registration of the successful applicants.
6. Details of the Scholarships will be publicised to all eligible students with appropriate information on selection criteria, application timescales and value of award.
7. The Scholarships will be awarded by the Vice-Chancellor on the recommendation of a Selection Committee acting with the authority of the Pro-Vice-Chancellor (Academic) and comprising the Head of Admissions and the Head of Recruitment. The Pro-Vice-Chancellor (Academic) may be called upon to make a final recommendation, if required.
8. The recipients of the Scholarships shall attend an event at which the Scholarships shall be conferred. Acceptance of the Scholarships is subject to allowing UEA to publicise as appropriate the success of the recipients.

6. Revised rules for the 50th Anniversary Postgraduate Scholarships

1. There shall be Scholarships to be known as the 50th Anniversary Postgraduate Scholarships to enable postgraduate students to study at the University of East Anglia.
2. The Scholarship recipients will be chosen on the basis of academic merit through open competition. A first class degree, together with evidence of potential for further progress, will be the usual criteria.
3. The Scholarships shall be available from September 2013 for one year only.
4. The value of the Scholarship shall be £3,000.
5. The Scholarships shall be awarded on a competitive basis and will become payable on completion of registration of the successful applicants.
6. Details of the Scholarships will be publicised to all eligible students with appropriate information on selection criteria, application timescales and value of award.
7. The Scholarships will be awarded by the Vice-Chancellor on the recommendation of a Selection Committee acting with the authority of the Pro-Vice-Chancellor (Academic) and comprising the Head of Admissions and the Head of Recruitment. The Pro-Vice-Chancellor (Academic) may be called upon to make a final recommendation, if required.
8. The recipients of the Scholarships shall attend an event at which the Scholarships shall be conferred. Acceptance of the Scholarships is subject to allowing UEA to publicise as appropriate the success of the recipients.

Document 2: Amendment to General Regulation 17

Note from the Manager - Learning and Teaching Services Postgraduate Programmes, Assessments and Quality Review:

The rationale for the amendments were three-fold:

- 1 To extend the regulation to coursework assessment and, in particular, to establish the offence of deception in research and coursework by students on taught programmes
- 2 To formally include mobile phones as unauthorised items in assessments
- 3 To update nomenclature to that of the Learning and Teaching Service

These amendments will be made to the 2011-12 online Calendar and, as students have already signed up to a set of regulations that don't include these amendments, they will be advised of these by e-mail.

'17 University Assessments

(1) General

(a) No student shall be eligible for assessment unless the appropriate fee has been paid to the University at the due time;

(b) Assessment fees are normally included in the annual tuition fee. Reassessment fees are charged in addition to the tuition fee;

(c) If a candidate withdraws from an assessment, or does not submit an assessment item, or leaves the University without undertaking an assessment, the candidate is not entitled to recover any proportion of the tuition fee paid and no proportion of the fee is transferable to a later assessment. The refund of any fee shall be made only in exceptional circumstances.

(2) Conduct in Examinations, Course Tests and Coursework

(a) Candidates for examinations, course tests and coursework are responsible for noting correctly the times and places of examinations and course tests and the submission dates of coursework. No special arrangements can be made for candidates who fail to attend an examination or course test at the proper time, or who fail to submit coursework by the deadline;

(b) In the event of illness or other extenuating circumstances on the day of the examination or course test, candidates are advised to sit the examination or course test and report the circumstances to their Learning and Teaching Hub.

Candidates too ill to attend an examination must go to the University Medical Centre on the day of the examination or, if too ill to do so, immediately inform the Medical Centre.

Candidates absent from an examination will need evidence from the Medical Centre, obtained on the day of the examination. Candidates prevented from attending an examination by circumstances other than illness must immediately inform their Learning and Teaching Hub.

Candidates too ill to attend a course test will be advised by the relevant Learning and Teaching Hub as to whether they need to obtain evidence of their illness from the Medical Centre as set out above or whether self-certification of the illness will be acceptable, having regard to the contribution to the overall module mark of the course test;

(c) Candidates are responsible for maintaining their own good order during examinations and course tests and are required to obey all instructions given to them by Invigilators concerning each examination and course test.

Invigilators may take appropriate action to ensure that the examination or course test is conducted under proper examination conditions;

(d) Candidates are not permitted to enter the examination/course test room more than thirty minutes after the scheduled start time of the examination or course test, or leave the examination/course test room until 30 minutes have elapsed. During the examination or course test, candidates may leave the examination/course test room only under supervision and, if visiting the toilet, must sign out and in again;

(e) Candidates may not leave the examination/course test room during the last fifteen minutes of the examination or course test;

(f) If candidates have to leave their desks for any reason they should move quietly and create as little disturbance as possible;

(g) Smoking is prohibited in the examination/course test rooms;

(h) Coats, jackets and bags may not be taken into the examination/course test room where there is provision for separate storage of these items;

(i) No unauthorised materials such as notes, texts, visual aids or audio equipment may be taken into the examination/course test room unless approved for use in an examination or course test. Where there is reasonable suspicion that a candidate may have brought into an examination or course test any unauthorised material(s), the Invigilator(s) may ask the candidate to empty his/her pockets. Non-compliance by any candidate with such a request shall be referred to the Director of University Services;

(j) No examination/course test answer booklets or other stationery may be removed from the examination/course test room; (k) Candidates are not permitted to communicate with anyone except an invigilator during the examination or course test;

(l) Answers to questions must be written legibly in ink unless otherwise specified;

(m) Candidates who do not wish to hand in an answer booklet at the end of the examination/course test must report this to the Invigilator, who will annotate the cover to this effect and ensure that it is retained;

(n) Unless prohibited by the Learning and Teaching Committee of the Senate, on the recommendation of the Board of the School, electronic calculators may be used in examinations and course tests under the following conditions:

(i) the calculator shall be of a non-programmable and non-communicable type, with no text retrieval or graphical capabilities, unless otherwise specified on the front of the examination/course test paper;

(ii) only those models of calculator that appear on the University's list of approved calculators shall be used;

(iii) the calculators shall be subject to checking by the examination/course test invigilators;

(iv) candidates are entirely responsible for the working order of their calculators and batteries;

(v) candidates must show on each answer booklet the type of calculator used, if any;

(o) Candidates whose first language is not English may use a dictionary in any examination or course test except where:

(i) the purpose of the assessment is to test competence in a language (unless the Learning and Teaching Committee has granted permission for the use of a dictionary or dictionaries);

(ii) the Learning and Teaching Committee has prohibited the use of dictionaries except where expressly permitted;

Where the use of a dictionary is permitted, it must be paper-based, unless there is an approved educational need. Technical dictionaries and dictionaries where the content includes more information than simple translations are prohibited. English to a foreign language, foreign language to English and foreign language to foreign language dictionaries are permitted unless excluded under (i) or (ii) above. Candidates must provide their own dictionaries, in accordance with the University's list of approved dictionaries, which will be checked by the Invigilator in the examination/course test room.

Dictionaries should contain no notes or annotations other than the candidate's name. Any notes or annotations discovered in a dictionary will be treated as evidence of an intention to cheat and the circumstances referred to the Director of University Services in accordance with 17 (2) (q) below;

(p) Candidates who are referred to Reassessment or who have been granted a concession or Good Cause ruling for a first sit attempt at Reassessment or who are granted a concession or Good Cause ruling for a first sit attempt at a course test are expected to sit the examinations or course test (as appropriate) at the University of East Anglia.

Candidates who have extenuating circumstances which prevents them from returning to the University may apply to the Learning and Teaching Committee of Senate for permission to sit at an overseas examination/test centre in their country of residence. The overseas examination/test centre will be subject to approval by the Academic Director of Taught Programmes.;

(q) Cheating is defined as an attempt to subvert the assessment process and may include, inter alia: Communication with another/others in an examination or course test; commissioning or otherwise allowing another person to pass himself/herself off as the candidate, or by impersonating another candidate; possession of, access to and/or use of any unauthorised materials in examinations and course tests such as, but not restricted to, notes, texts, mobile telephones, visual or audio material; continuing to write in examinations and course tests after candidates have been instructed to stop; deception in research and/or the production of CW assignments encompassing the falsifying, fabricating, or misrepresentation of data.

Where there is reasonable suspicion of cheating in a course test or examination, a candidate may be required to one or more of the following:

(i) empty pockets of all contents and turn pockets inside out;

(ii) remove outer items of clothing;

(iii) pull back long hair to reveal ears and/or neck;

(iv) roll up sleeves or trousers;

(v) remove socks and shoes.

Cheating is a serious offence. If a student is suspected of cheating or fails to comply with a requirement as set out above, University Assessments staff will, for those students suspected of cheating in a course test or examination, immediately inform the candidate of the fact, confiscate any

unauthorised materials, mark the answer booklet with the time at which the suspicion occurred and allow the candidate to continue with the examination or course test;

In all cases of suspected cheating the University Assessments Office will:

(ii) inform the Head of Learning and Teaching, who will act in accordance with (r) below;

(r) The Head of Learning and Teaching shall consider the evidence and determine the seriousness of the offence, classifying it as a low level (Level 1), medium level (Level 2) or high level offence (Level 3) using the grid below.'