

Level 3 Academic and General Regulations for Students

Effective From: 3rd October 2016

Reference:

Version: 1.00

Status: Final

Author: Academic Regulations Subcommittee

Date: 29/09/2016

Table of Contents

1. Introduction.....	4
1.1 Purpose and Scope	4
1.2 Award titles	6
1.3 Programme approval.....	6
1.4 Approved programmes of study.....	7
1.5 Language of instruction/assessment.....	7
2. Registration.....	8
2.2 Registration.....	8
2.3 Time limits.....	8
2.4 Applicants with disabilities (including specific learning difficulties)	9
2.5 Disclaimer	9
3. Credits within Programmes	9
3.1 The UCEM credit framework	10
3.2 Assessment, Progression and Award Regulations.....	11
3.3 Condonation	11
4. Assessment	12
4.1 Principles	12
4.2 Assessment committees and boards.....	13
4.3 Conduct of assessment	14
4.4 Special provisions for portfolios	15
4.5 Unit grades.....	15
4.6 Programme grades	16
4.7 Moderation	16
5. Failure and Re-assessment	17
5.1 Failure to achieve unit credits	17
5.2 Failed units and awards	17
5.3 Failed units and withdrawal from the programme.....	17
6. Granting of Awards	18
6.1 Principles	18
6.2 Classification and grades	18
6.3 Posthumous awards.....	19
6.4 Conferment of awards	19

Academic and General Regulations for Students – Level 3

6.5	Suspension and discontinuation of units	20
6.6	Withdrawal of awards	20
6.7	Revocation of awards	21
6.8	Academic dress	21
7.	<i>Complaints and Academic Appeals</i>	22
7.1	Student complaints	22
7.2	Academic appeals	22
8.	<i>Obligations</i>	24
8.1	General conduct	24
8.2	Malpractice	24
8.3	Health and safety (including safeguarding)	25
8.4	Ownership of student work	26
8.5	Legalities	26
8.6	Copyright	27
8.7	Data protection	27
8.8	Equality of opportunity	27
8.9	Withdrawal	28
8.10	Break in Learning (Suspension of study)	28
9.	<i>Key Supporting Documents</i>	30
9.1	Key supporting documents	30

1. Introduction

1.1 Purpose and Scope

- 1.1.1 These regulations have been approved by the University College of Estate Management (UCEM) Academic Board and relate to the level 3 diploma awards.
- 1.1.2 The regulations thus represent the highest written authority influencing the design, development and management of UCEM awards and provide the necessary academic framework to enable UCEM to confer diplomas at qualification level 3 which are aligned with the Regulated Qualifications Framework (RQF)¹ and falls within the scope of Ofsted's remit to inspect.
- 1.1.3 Students should also refer to the Apprenticeship Handbook which is available as a key supporting document to these regulations, as listed in Section 9.1.
- 1.1.4 UCEM's degree-awarding powers are derived from Section 76 of the Further and Higher Education Act 1992 and level 3 qualifications fall within these powers.
- 1.1.5 These academic and general regulations represent a key means by which UCEM assures the standards of its awards and ensures that students receive equitable treatment throughout their studies.
- 1.1.6 Although responsibility for production, amendment, review and evaluation of these regulations lies with the Academic Regulations Subcommittee of the Quality Standards and Enhancement Committee, the regulations are monitored by the Academic Board, they may be varied in respect of individual programmes (as indicated in the programme specification) only with the express agreement of the Academic Board or one of its sub-committees.
- 1.1.7 In exceptional cases, a Board of Examiners² has the right to exercise discretion in the interpretation and application of these regulations.
- 1.1.8 All students studying a UCEM level 3 diploma award must familiarise themselves with these academic and general regulations as they will govern their dealings with UCEM at all times. An email link to the regulations will be sent to students on first registration, and it is essential

¹ Guidance on the Regulated Qualifications Framework (RQF) is available at <https://www.gov.uk/government/consultations/after-the-qcf-a-new-qualifications-framework>

² In the Academic and General Regulations for Students, the generic term *Board of Examiners* is used to refer to either Unit Boards or Progression and Award Boards (see Section 4.2).

Academic and General Regulations for Students – Level 3

for students to remain alert to the possibility of changes (as covered in paras. 1.1.9, 1.1.11 and 1.1.12 below) that may impact on their awards.

1.1.9 The current version of these academic and general regulations is maintained on the UCEM website and on the Virtual Learning Environment.

1.1.10 The regulations should not be read in isolation; but alongside other relevant UCEM documents (see section 9.1). These establish the overarching framework from which programme specifications are derived, but they may be adjusted in exceptional circumstances³.

The UCEM Code of Practice and the Student Charter are available as key supporting documents to these Academic and General Regulations for Students as listed in Section 9.1.

1.1.11 UCEM reserves the right to amend these academic and general regulations from time to time by resolution of the Academic Board in order to:

- Comply with external professional, accrediting and/or regulatory body requirements and/or changes in the law
- Implement changes for the benefit of students as a consequence of programme monitoring
- Ensure the curriculum is current and relevant to intended learning outcomes and/or standards of any relevant professional, accrediting and/or regulatory bodies and/or employer requirements and/or implement external examiner feedback.

1.1.12 Such amendment will normally come into effect at the beginning of the next academic session (normally the period of study commencing on 1st October in the year concerned).

1.1.13 Following consultation with relevant students, UCEM may, at its discretion, introduce changes with immediate effect where it is considered to be in the interests of the students to do so, and/or necessary to reflect changes in the law or regulatory framework. (Further details about the notification of changes to educational services are provided in para.8.5.3.).

1.1.14 Notice of any amendments to these academic and general regulations will be posted on both the UCEM website and the Virtual Learning Environment and, where appropriate, sent direct to students.

³ For example in response to the requirements of PSRBs
© UCEM 29/09/2016

Academic and General Regulations for Students – Level 3

- 1.1.15 Any student who has had a break in his/her programme of study and returns to UCEM to complete a programme will be governed by the regulations in force at the time of re-admission to UCEM.
- 1.1.16 The headings in these academic and general regulations are included for convenience and ease of reference; they shall not affect the interpretation of these regulations.

1.2 Award titles

- 1.2.1 UCEM confers the following awards aligned to Level 3 RQF:
Surveying Technician Diploma – (learning aim reference [00301593](#))
- 1.2.2 Details of classifications and grades for the award can be found in section 6.2.
- 1.2.3 The programme specification will prescribe the units that make up that programme, the level of each contributing unit and its credit value.
- 1.2.4 Responsibility for the academic standards of all UCEM academic and professional awards lies with the Academic Board. The Academic Board will ratify awards on behalf of UCEM in accordance with these regulations.
- 1.2.5 The academic standard of any award is the same irrespective of the mode of delivery or of the location of where provision occurs.

1.3 Programme approval

- 1.3.1 Programme approval, monitoring and review are conducted in accordance with defined processes approved and monitored by the Academic Board. Formal programme approval involves detailed scrutiny by a validation panel, including external representation, to ensure compliance with the expectations of the QAA UK Quality Code for Higher Education, as a Higher Education Institution, alignment with the RQF and the validity of the programme in terms of the range of UCEM awards and professional recognition.
- 1.3.2 Academic standards are set at validation with final responsibility for them resting with the Academic Board.

1.4 Approved programmes of study

- 1.4.1 All students registered for a UCEM award must follow an approved programme of study and are expected to participate fully in all learning activities. Information on programmes of study can be found in the Programme Handbook and on the UCEM website.
- 1.4.2 These academic and general regulations apply to all students pursuing a level 3 Diploma programme of study for a UCEM award.
- 1.4.3 Level 3 Diploma programmes are available through blended learning and comprise of supported distance learning via the UCEM Virtual Learning Environment and face-to-face workshops.
- 1.4.4 Students are required to observe all regulations and user policies relating to the UCEM Virtual Learning Environment.

1.5 Language of instruction/assessment

- 1.5.1 English will be the language used for, and in all, tuition delivery, study materials, assessment and administration.
- 1.5.2 UCEM stipulates the standard of English to be held by students as part of the entry requirements for a programme, as stated in the programme specification.

2. Registration

2.1 Registration

- 2.1.1 UCEM provides students with a set of Terms and Conditions of Contract once an offer of a place is made. These terms and conditions act as a key supporting document to these academic and general regulations (see section 9.1). On accepting a place on a UCEM programme students are accepting these terms and conditions and conform to UCEM's disciplinary requirements, the Student Charter and all regulations made from time to time by the Academic Board.
- 2.1.2 A student who has successfully completed a programme, and to whom an award is approved by the Progression and Award Board and ratified by the Academic Board, may not register for further units for the purposes of improving the grading, classification or division of that award.
- 2.1.3 UCEM may change the unit provision for a programme, but will ensure that students who have legitimately registered for an award have every opportunity to follow an appropriate programme of study to achieve that award within the specified timeframe (see section 6.6).
- 2.1.4 A student must advise their apprenticeship managing agency if he/she intends to withdraw from a programme (see section 8.9). Failure to comply with this requirement will result in any assessments not completed being recorded as failed.

2.2 Time limits

- 2.2.1 The maximum registration period for the award is 3 years.
- 2.2.2 Cases of mitigating circumstances will be considered separately (see para.4.2.3) and may exceptionally lead to an extension of the published time limit for the completion of the award concerned.
- 2.2.3 Apprenticeship students are normally expected to complete within 2 years unless a break in learning has been agreed.
- 2.2.4 In order to be eligible for a diploma award on the successful completion of 45 credits, a student must complete his/her programme of study within the time limit of the maximum registration period of 3 years. Any periods during which a student has taken a break in their studies (for whatever reason) are included in the maximum registration period.
- 2.2.5 UCEM will monitor student compliance with the prescribed timescales and offer advice / take interventions as appropriate. Those students

falling outside the specified period for completion and / or registration must withdraw from the programme concerned.

2.3 Applicants with disabilities (including specific learning difficulties)

- 2.3.1 Applicants with disabilities (including specific learning difficulties) requiring support should declare them to their apprenticeship managing agency who will in turn notify UCEM.
- 2.3.2 UCEM is committed to a policy of equal opportunity for students and will work with the managing agency.
- 2.3.3 Further details are contained in the UCEM Code of Practice on Disability and Additional Needs and the UCEM Code of Practice on Equality and Diversity. The relevant UCEM policies and procedures are maintained on the website and reviewed regularly in the light of good practice to enhance the learning experience for students with disabilities. Apprenticeship students should refer to the Apprenticeship Handbook and Programme Handbook.

2.4 Disclaimer

- 2.4.1 Where considered necessary to do so at any stage, UCEM may seek to make variations to programme content, entry requirements and methods of delivery, and to discontinue, merge or combine programmes in order to:
- Comply with external professional, accrediting and/or regulatory body requirements and/or changes in the law
 - Implement changes for the benefit of students as a consequence of programme monitoring
 - Ensure the curriculum is current and relevant to intended learning outcomes and/or standards of any relevant professional, accrediting and/or regulatory bodies and/or employer requirements and/or implement external examiner feedback.
- 2.4.2 This is subject to consultation with relevant students and other stakeholders, setting out the reasons for the proposed amendment(s), and compliance with the requirements of the UCEM Code of Practice on Programme Monitoring, Amendment, Review and Discontinuation.

3. Credits within Programmes

3.1 The credit framework

- 3.1.1 The term credit is used to summarise and describe an amount of learning. The number of credits awarded to a student is determined by the credit value assigned to a unit or qualification. All units within an approved programme of study carry a specific credit value. Credit is awarded to students who have shown that they have successfully completed a unit and is a simple way of indicating, using numbers, the amount of learning expected and achieved.
- 3.1.2 The size of units is determined by their credit value. These unit credits are indivisible, and students, who only pass individual assessments within the unit, without attaining the threshold requirements for the whole unit, are not eligible for any credits.
- 3.1.3 Units may be either compulsory or elective and their status is made clear to students within the programme specification, where specific pathway requirements are clearly shown.
- 3.1.4 Units are defined by their learning outcomes, level and notional study time and are part of a defined programme of study. The completion of the units required for the award, combined notional learning hours add up to the Total Qualification Time (TQT). Credit is awarded for successful completion of the specified learning outcomes of a unit. Each unit specification confirms the notional learning hours for that unit based on the nationally agreed guideline that one credit is the equivalent of ten notional learning hours. The notional learning hours cover all time dedicated to the achievement of the specified learning outcomes of each unit.
- 3.1.5 All credits are assigned an academic level benchmarked against national guidance on level requirements.⁴ These describe the characteristics and context of learning expected at each level, against which specific learning outcomes and assessment criteria can be developed for UCEM's programmes and units.
- 3.1.6 The levels and credit values of UCEM awards are set out in the Assessment, Progression and Award Regulations and programme specification.
- 3.1.7 Programmes lead to academic and/or professional awards with students eligible to request transcripts detailing the credits achieved at any point of their studies.

⁴ As defined in Regulated Qualification Framework <https://www.gov.uk/government/consultations/after-the-qcf-a-new-qualifications-framework>

Academic and General Regulations for Students – Level 3

- 3.1.8 Programmes comprise a specified set of units providing a planned, coherent learning experience. Where appropriate, programmes allow for student choice in terms of subjects and specialism.
- 3.1.9 A unit will normally include multiple assessment components, with the weighting of these components made explicit in the unit descriptors and guided by UCEM's teaching, learning and assessment strategies.
- 3.1.10 In order to be eligible for an award, students must obtain the minimum number of credits specified for that award.

3.2 Assessment, Progression and Award Regulations

- 3.2.1 The detailed assessment regulations for level 3 diploma programmes are derived from the principles set out in these Academic and General Regulations for Students. Their application, together with the UCEM Code of Practice, is designed to ensure consistent outcomes across programmes and thus fairness to all students.
- 3.2.2 The details of the regulations relating to the assessment and re-assessment of learning within programmes are set out in Sections 4 and 5.
- 3.2.3 Any amendment to the UCEM assessment regulations is subject to the approval of the Academic Regulations Subcommittee reporting to the Quality Standards and Enhancement Committee.

3.3 Condonation

- 3.3.1 Failure to reach threshold standards for individual unit grades or for average grades across a number of units (relevant to progression or award) may be condoned in certain extreme exceptional circumstances.
- 3.3.2 Such condonation is usually only at the point of an award and will normally relate to significant mitigating circumstances (see para.4.2.3 and the UCEM Code of Practice on Mitigating Circumstances for details).

4. Assessment

4.1 Principles

- 4.1.1 The over-arching rationale for assessment and assessment practices is to promote effective student learning. To this end, assessment provides the opportunity for students to either demonstrate that they have fulfilled the learning outcomes of a programme or to enhance their learning from appropriate assessment feedback.
- 4.1.2 For the purposes of these regulations, the term assessment is used to refer to all forms of learning evaluation; diagnostic, formative and summative.
- 4.1.3 Students whose performance in the assessments for the entire unit satisfies the unit learning outcomes and conditions prescribed in the in the Assessment Progression and Award Regulations will be awarded the appropriate number of credits.
- 4.1.4 UCEM maintains effective policies and procedures for the design, approval, monitoring and review of its assessment strategies for programmes and awards. The main body of these policies and procedures is set out in UCEM's Teaching, Learning and Assessment Strategy (available as a key supporting document to these Academic and General Regulations for Students – see Section 9.1) and is further defined through ancillary documentation, including the relevant programme specifications and unit descriptors.
- 4.1.5 The design and review process for assessment takes due account of the requirements of relevant Professional, Statutory and Regulatory Bodies.
- 4.1.6 The time that students are expected to devote to assessments is intended to ensure sufficient attention to achievement of the learning outcomes for the unit without imposing an inappropriate burden through over-assessment.
- 4.1.7 The timing of assessment for UCEM awards is either during or subsequent to the unit study periods.
- 4.1.8 The types of assessment include coursework, computer marked assessments and a portfolio.
- 4.1.9 Viva voce examinations will not routinely be used, but UCEM reserves the right to use them in exceptional but appropriate circumstances.⁵ The approval of the use and form of such exceptional examinations lies with the relevant Board of Examiners and will be discussed at appropriate boards (see Section 4.2 below). Students may not request to be

⁵ For example in response to certain mitigating circumstance cases, in investigating potential academic misconduct cases, or in special educational needs cases.

Academic and General Regulations for Students – Level 3

examined viva voce in addition to, or in lieu of, the prescribed assessment.

- 4.1.10 Students normally are expected to attempt all the assessments that contribute to their final unit grade. Failure to do so will jeopardise their chances of successful completion of their units (see para. 4.5.3 below). In addition, students may be given the opportunity to complete formative assessments to develop their knowledge and understanding of unit subject material but which do not contribute towards their final unit grade.
- 4.1.11 A unit descriptor and learning material may require students to develop knowledge and understanding of legal frameworks and practice associated with the subject of the unit concerned. If any new or amended law comes into effect up to six months prior to the assessments for the unit, students will be expected to familiarise themselves with any additional material provided about the general principles of such changes, although they will not be assessed on them in detail.
- 4.1.12 Regulations dealing with failure and re-assessment can be found in Section 5.

4.2 Assessment committees and boards

- 4.2.1 To apply the principles of UCEM's assessment policies and regulations, various panels and boards are convened as follows:
 - a) Scrutiny Boards
 - b) Mitigating Circumstances Committee
 - c) Unit Boards
 - d) Progression and Award Boards.

In addition, UCEM's Academic Misconduct Committee, is responsible for reviewing all forms of alleged student academic misconduct referred to it by Academic Reviewers.

Academic and General Regulations for Students – Level 3

- 4.2.2 Scrutiny Boards are responsible for the review of assessment components with a view to checking and advising on their alignment with UCEM assessment policy, the intended learning outcomes of the unit, the prescribed format of the assessment and the appropriate academic level.
- 4.2.3 UCEM acknowledges that mitigating circumstances can sometimes occur and be cited by students as reasons for potential or actual adverse effects on assessment performance. Such cases will be evaluated by the Mitigating Circumstances Committee.
- 4.2.4 The role of the Unit and Progression and Award Boards is detailed within the UCEM Code of Practice Board of Examiners.
- 4.2.5 External representation on each of the Boards of Examiners includes one or more External Examiners. They will be expected to have viewed a sample of marked assessments before the relevant boards.
- 4.2.6 The process and conditions relating to the appointment of External Examiners are set out in the relevant chapter in the UCEM Code of Practice.
- 4.2.7 Ratification of progression and award decisions is made by the Academic Board; the date of any award being that on which it was approved by the Progression and Award Board.

4.3 Conduct of assessment

- 4.3.1 UCEM is committed to making assessment arrangements that are efficient, equitable and accessible for a diverse student body. The quality of information made available to students concerning assessment expectations and procedures is periodically reviewed with a view to enhancing, where possible, clarity and utility. It is, however, the students' responsibility to read and abide by the published rules, regulations and procedures relating to assessment.
- 4.3.2 Students are expected to submit coursework assessments, computer marked assessments and portfolios by the required deadlines. Extensions are not permitted.
- 4.3.3 Where practical, coursework and portfolio submissions are checked for plagiarism with the aid of appropriate software. Guidance on how to interpret and act upon the results of these checks is set out in UCEM's Policy on Academic Misconduct - available as a key supporting document to these academic and general regulations (see Section 9.1). Guidance on how to avoid plagiarism is made available to all students. It remains the students' responsibility to ensure that coursework is predominantly their own work and that the contribution of others is properly acknowledged and referenced.
- 4.3.4 It is the students' responsibility to ensure that coursework submissions, computer marked assessments and portfolios are submitted. Students

Academic and General Regulations for Students – Level 3

are advised to retain copies of their submitted assessments together with the confirmation of receipt, if submitted electronically.

- 4.3.5 UCEM reserves the right to reject coursework or portfolio submissions which are not in the prescribed format.
- 4.3.6 Further details on the submission and marking of assessments are provided in the Programme Handbook.
- 4.3.7 With the exception of those examples retained for long term monitoring or research, assessment materials are kept for a specified period linked to the required registration period for the award concerned. Subsequently such material will be securely destroyed.

4.4 Special provisions for portfolios

- 4.4.1 If a portfolio arrives after the submission deadline the portfolio will be capped at a Pass unless mitigating circumstances have been approved prior to the submission date (see paragraph 4.2.3 on mitigation).
- 4.4.2 Students may not amend, add to or delete from the portfolio after it has been submitted for marking.

4.5 Unit grades

- 4.5.1 All unit assessment grades are subject to moderation procedures (see Section 4.7 below).
- 4.5.2 All assessment grades, and the awards to which they contribute, will be ratified by the Academic Board.
- 4.5.3 Students must have completed all Pass elements to gain a Pass.
- 4.5.4 Students must have completed all Pass and Merit elements to gain a Merit.
- 4.5.5 Students must have completed all Pass, Merit and Distinction elements to gain a Distinction.

4.6 Programme grades

- 4.6.1 Once unit grades are compiled and agreed by Unit Boards, they may need to be combined as an average for progression or award purposes. This average is weighted according to the credit value of each unit.
- 4.6.2 Details of units whose grades must be averaged and the appropriate weightings applied are made explicit in the Programme Assessment, Progression and Award Regulations (see Appendix).
- 4.6.3 Resulting weighted averages that are used for award purposes are classified according to the regulations set out in Section 6 of these academic and general regulations.
- 4.6.4 Unit, progression and award results are released to students as soon as possible once all quality control processes are complete. Such results will not be disclosed by telephone without the express permission of the Principal.

4.7 Moderation

- 4.7.1 UCEM has comprehensive assessment moderation processes with appropriate guidance for tutors to implement in respect of coursework submissions and portfolios.
- 4.7.2 Moderation includes the sampling of coursework and portfolios.
- 4.7.3 Any grades students receive during the study period are potentially subject to adjustment through moderation and should be regarded as provisional until the final ratification of the Progression and Award Board, after which confirmed unit results are released.

5. Failure and Re-assessment

5.1 Failure to achieve unit credits

- 5.1.1 A student who fails to be awarded credits for a first attempt at a unit has the right to have one further attempt through resubmission.
- 5.1.2 A student that has to retake a unit or an assessment component of the unit will have the unit grade capped at the Pass grade.
- 5.1.3 Students are not permitted to repeat or retake assessment in units for which credits have already been awarded.
- 5.1.4 Students with valid mitigating circumstances that do not pass the unit at the first attempt, may apply to use their second attempt at the unit without their grade being capped at the Pass grade. This provision also applies in cases where the mitigating circumstances involve any procedural failing on the part of UCEM or its agents.

5.2 Failed units and awards

- 5.2.1 Successful re-assessment, although subject to capping, is not a bar to higher award classifications above a Pass. Distinction and Merit classifications are still possible on the basis of grade profiles that include grades from re-assessments, albeit that those grades will have been subject to capping above a Pass.
- 5.2.2 In exceptional cases where condonation of a unit fail is granted by the Progression and Award Board, then up to a maximum of seven credits may be awarded to enable students to meet the minimum total credit requirements for awards. The condoned status of these units will be made explicit on results transcripts. In such cases, the grade carried forward from a condoned unit, will be determined by the Progression and Award Board, giving due consideration to the nature of the exceptional mitigating circumstances and the results profile of the student concerned.

5.3 Failed units and withdrawal from the programme

- 5.3.1 Students will not be allowed to continue with their chosen programme if they do not pass a unit within their two attempts (see para. 5.1.1). In such circumstances they will be deemed to have failed to achieve the appropriate number of credits.

6. Granting of Awards

6.1 Principles

- 6.1.1 The Academic Board will ratify awards on behalf of UCEM in accordance with these regulations. It delegates authority to confer academic awards to Boards of Examiners acting under the regulations and protocols approved by the Academic Board for that purpose.
- 6.1.2 External Examiners are appointed by UCEM, in line with nationally prescribed criteria, to oversee the standards set and confirm that they are consistently applied at the appropriate level, including in comparison with similar programmes at other institutions. External Examiners receive and review samples of all grades and levels of achievement; their provisional judgment on the grades awarded is confirmed by Boards of Examiners, comprising the External Examiners and UCEM staff.
- 6.1.3 Boards of Examiners operate in accordance with the Code of Practice Boards of Examiners; their decisions on students' performance are final (subject to any subsequent academic appeals).
- 6.1.4 The Academic Board monitors the awards made by Progression and Award Boards and the procedures require that External Examiners report annually on: academic standards, assessment processes, student performance, the operation of Board of Examiners and enhancement of quality.
- 6.1.5 In respect of certain awards, the appointment of External Examiners may be subject to report to sector Professional, Statutory and Regulatory Bodies. External Examiner appointments are approved by the External Examiners Appointments Subcommittee on behalf of the Quality Standards and Enhancement Committee
- 6.1.6 Holders of UCEM awards that offer registration for a professional membership or qualification, or any exemption in part or in whole towards such status or qualification, shall not necessarily or automatically be granted such right or exemption, which will remain at the discretion of the accrediting body.

6.2 Classification and grades

- 6.2.1 The aggregation of the element Pass, Merit and Distinction grades on the individual units contribute towards the overall classification of the award.
- 6.2.2 The award criteria for programme classifications are detailed in the Assessment, Progression and Award Regulations.

6.3 Posthumous awards

- 6.3.1 On the recommendation of a Progression and Award Board, the Academic Board will normally ratify a posthumous award where a student dies after completion of a programme but before graduation or, in exceptional circumstances, during study for a programme.
- 6.3.2 A posthumous award (i.e. to a student who has died after qualifying for, but before conferment of, such an award) will not be distinguished in any way from those given to other graduates.
- 6.3.3 In making an (exceptional) recommendation regarding a posthumous award, the Progression and Award Board concerned must take into account all available evidence, including progression (the student will be expected to have achieved no fewer than 50% of the credits required at the appropriate level); the possible impact of mitigating circumstances; the student's level of commitment and participation; and the quality of work submitted by the student prior to death.
- 6.3.4 Where it is not possible to recommend a posthumous award, a formal record of achievement will be provided.

6.4 Conferment of awards

- 6.4.1 After the formal conferment, each successful student shall be given a certificate confirming the award made. The certificate shall either be presented to the graduate or sent through the post if admitted in absentia.
- 6.4.2 A UCEM award may be conferred on one occasion only.
- 6.4.3 A replacement certificate shall be issued only on receipt of a written request from the holder of an award and where UCEM deems that such request is reasonable and genuine. Replacement certificates will be authorised only where the original has been lost or damaged, or the name is incorrect, and on payment of the required fee (if any).
- 6.4.4 The name recorded on any certificate or transcript issued by UCEM, or included in any publication (see below), will be that under which the student was last registered. Certificates and transcripts follow an approved style and are issued under the authority of the Academic Board.
- 6.4.5 At any time, and whether successful or not, a student may request an official transcript recording each unit for which the student has registered; the level of study; credits awarded (if any); grades awarded; and details of any award made.

6.5 Suspension and discontinuation of units

- 6.5.1 The relevant Board of Studies may decide to either suspend delivery of any unit for a defined period of time or discontinue any unit entirely from the curriculum of an award or awards to which it contributes. This may be in response to academic circumstances, such as the relevance and/or currency of the syllabus, the need to review the purpose and/or level of the unit or in response to feedback and/or annual monitoring or periodic review, or on the grounds of the level of student demand and/or resource availability.
- 6.5.2 In the event that a unit is suspended or discontinued, any student previously enrolled on it, but yet to pass it, will normally be re-enrolled either on its replacement or on a suitable alternative. Prior to being enrolled on a replacement unit, students will be provided with information and full reasons for the change, as well as options that are available.

6.6 Withdrawal of awards

- 6.6.1 The Academic Board may decide to discontinue any of the UCEM awards in response to academic circumstances, such as currency of the curriculum or student progression and retention, or in response to feedback and/or annual monitoring or periodic programme review.
- 6.6.2 The Principal has authority, following consultation with the Senior Leadership Team, to discontinue a programme on the grounds of financial viability and/ or resource availability.
- 6.6.3 In the event that an award is discontinued, no new students will be enrolled, but the award will be conferred on those already registered and continuing to complete the approved programme of study in accordance with the regulations. If, exceptionally, an accelerated closure is approved, the Academic Board must satisfy itself that appropriate arrangements are in place to protect the interests of existing students.

6.7 Revocation of awards

- 6.7.1 In exceptional circumstances, UCEM reserves the right at any time to revoke any award. This may occur, for example, where records later show that a student failed to meet the academic requirements, or where facts come to light which, if known at the time, would have resulted in a decision not to grant an award.
- 6.7.2 In any such case, an alumnus/alumna dissatisfied with the decision to revoke an award may request for the case to be considered in accordance with the procedures in respect of academic appeals and complaints (see Section 7).
- 6.7.3 UCEM reserves the right to report any incidence of malpractice and its consequences to any relevant professional, statutory or regulatory body.

6.8 Academic dress

- 6.8.1 Those members of UCEM who are entitled to wear academic dress shall do so on all appropriate ceremonial occasions.
- 6.8.2 Students shall wear academic dress of the approved pattern at ceremonies for the conferment of UCEM awards and at such other times as may be prescribed by the Academic Board.
- 6.8.3 Academic gowns for UCEM students are black. The design of the hoods will reflect the level of the award the graduand has achieved, with different colours. Gowns for the Presiding Officers are blue.

7. Complaints and Academic Appeals

7.1 Student complaints

- 7.1.1 A complaint is defined as ‘an expression of dissatisfaction by one or more students about UCEM’s action or lack of action, or about the standard of service provided by, or on behalf of UCEM’ other than an ‘appeal’ (see Section 7.2) and is deemed to exist where a student has drawn his/her concern to the attention of UCEM and is not satisfied with the response.
- 7.1.2 Students are expected to raise any issues promptly and to abide by UCEM codes and the published procedure for student complaints.
- 7.1.3 Information and guidance on the complaints procedure are maintained on the UCEM website and Virtual Learning Environment and set down in the Code of Practice and the guidance notes on UCEM Student Complaints Policy and Procedure, which are available as a key supporting document (see Section 9.1) to these Academic and General Regulations.
- 7.1.4 Students have a responsibility to familiarise themselves the Assessment, Progression and Award Regulations, deadlines and other requirements. A complaint should not be based on ignorance of, or misunderstanding of, such details.
- 7.1.5 The Academic Board holds ultimate responsibility for the approval and monitoring of the complaints procedure. When a student has exhausted the UCEM Complaints process the final arbiter is the Office of the Independent Adjudicator (OIA) <http://www.oiahe.org.uk/>

7.2 Academic appeals

- 7.2.1 An appeal is defined as a request for a review of a decision made by a body (i.e. one of the UCEM regulatory committees) charged with determining applications for admission and student progression, assessment and awards. Full details of the process for making an appeal are contained in the relevant chapter in UCEM’s Code of Practice (Student Appeals and Complaints) and UCEM’s policy on Academic Malpractice and set out in the Assessment, Progression and Award Regulations. The UCEM document ‘Student Appeals: Candidate Guidance Notes’ are available as a key supporting document to these regulations (see Section 9.1).
- 7.2.2 A fundamental tenet of the procedure is that there can be no appeal based solely on a challenge to the academic judgment of the examiner(s). Appeals submitted on such a basis will be ruled invalid.

Academic and General Regulations for Students – Level 3

- 7.2.3 The appeals procedure is approved and monitored by the Academic Board, which is positioned as the final arbiter within UCEM on decisions relating to individual cases. This power is delegated to an Independent Appeals Board (see below).
- 7.2.4 A student may appeal against the decision of a regulatory committee on the following grounds:
- a) There are mitigating or other circumstances potentially affecting the student which were not known to, or could not, for good reason, be drawn to the attention of, the regulatory committee at the time the decision was made;
 - b) There has been an administrative error or other irregularity, e.g. in the conduct of an examination or processing of grades; or
 - c) The committee did not follow its own rules and procedures under the regulations, or reached a decision that no reasonable body, properly directed and taking into account all relevant factors, could have arrived at.
- 7.2.5 If there are legitimate grounds for an appeal on these terms, the matter will be referred to an Independent Appeals Board, the Chair of which will be appointed by the Academic Board.
- 7.2.6 Where an appeal is turned down by the Independent Appeals Board, the student has no further right of appeal other than to the Office of the Independent Adjudicator.
- 7.2.7 Appeals submitted outside of the published deadlines (i.e. within 28 days of receiving the decision of a regulatory committee) will be ruled invalid unless accompanied by evidence of mitigating or other circumstances.
- 7.2.8 All appeals must be made in writing and accompanied by the relevant evidence and fee. Details of who to appeal to are contained in the Student Appeals: Candidate Guidance Notes. Appeals made by third parties on behalf of a student will not normally be accepted.
- 7.2.9 The academic appeals procedure cannot be used to bring any complaint related to teaching or academic services. Any such complaint must be raised through the appropriate channels and at the time it occurs (see Section 7.1).

8. Obligations

8.1 General conduct

- 8.1.1 Students are expected to conform to reasonable standards of behaviour, honesty and integrity and may be subject to disciplinary action by UCEM where they fail to do so, including where such failure threatens the safety of, or otherwise disturbs, fellow students and/or staff, damages UCEM property or brings the name of UCEM into disrepute.
- 8.1.2 Disciplinary action may include a requirement for a student to withdraw from a learning activity or programme of study with immediate effect. Any student withdrawn from a unit or programme will not entitle the student or employer to have the right to be reimbursed for any costs, including those for a programme of study.
- 8.1.3 The Terms and Conditions of Contract is available as a key supporting document (see Section 9.1) to these academic and general regulations, and sets out the range of disciplinary offences defined by UCEM. Students must also act at all times in accordance with the Terms and Conditions of Contract, which sets down the standards students can expect from UCEM as well as their responsibilities as students.

8.2 Malpractice

- 8.2.1 Malpractice is defined as any attempt by a student to gain improper advantage in any assessment by infringement of rules or through deception or fraudulent means, or any attempt to assist another student to gain improper advantage.
- 8.2.2 Such matters are defined in more detail in the UCEM Policy on Academic Misconduct (see Key Supporting Documents in section 9.1) and the UCEM Code of Practice on Academic Misconduct, with all reported incidents treated under the procedures outlined therein and, in the case of serious breaches, through the powers contained in the Royal Charter and Bye-Laws.
- 8.2.3 The sanctions available are detailed in the Academic Misconduct policy document and range from issue of a warning letter to expulsion. Penalties are determined both in accordance with the nature and scale of the misconduct and precedent.

- 8.2.4 Students must pay due regard to the assessment conduct policies maintained on the website and Virtual Learning Environment and incorporated in the Programme Handbook.

8.3 Health and safety (including safeguarding)

- 8.3.1 It is UCEM policy to take all necessary steps to ensure, so far as reasonably practicable, the health, safety and welfare of its students, employees and visitors. Provisions within this policy are made under the Health and Safety at Work etc Act 1974 and all other related legislation. Students have an obligation to co-operate with UCEM on all health and safety matters and to conduct themselves in a manner conducive to their own safety and the safety of others when on UCEM premises or other venues related to their programmes of study.
- 8.3.2 Students should bring any concerns they might have in this regard to the attention of their apprenticeship officer / coordinator.
- 8.3.3 Any act committed by a student that would constitute, if committed by a UCEM employee, a breach of the provisions of the Health and Safety at Work etc Act 1974, will be regarded also as a breach of these academic and general regulations.
- 8.3.4 Students have an obligation to co-operate with UCEM in relation to safeguarding. Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. Students that have a concern regarding their own health, wellbeing and human rights or the health, wellbeing and human rights of another UCEM student should inform a member of UCEM staff. The UCEM Safeguarding Policy is set out in full on the UCEM website.

8.4 Ownership of student work

- 8.4.1 UCEM does not automatically own the rights to students' intellectual property. However, there may be circumstances where UCEM will request students to assign their intellectual property to it.
- 8.4.2 When requests for the assignment of intellectual property rights are made, UCEM undertakes to acknowledge appropriately the authorship of such work created by students. Should UCEM derive any income from such work, it will share, by agreement, any net income with the student(s) concerned.
- 8.4.3 Any original work created by a student and submitted via, or posted on, the Virtual Learning Environment (VLE) is covered by the VLE terms of use.

8.5 Legalities

- 8.5.1 Any dispute, whether under these academic and general regulations or any other regulations or codes of conduct or any contract between UCEM and any students, shall be governed by, and construed in accordance with, English law.
- 8.5.2 UCEM will take all reasonable steps in its power to provide the teaching, assessment and other educational services as stated in the Prospectus and supporting literature. However, in the event of changes being considered necessary in order to vary the content of programmes and syllabuses previously announced (e.g. to allow for programme development) and to modify the facilities and arrangements for students, this is subject to consultation with relevant students and other stakeholders, setting out the reasons for the proposed amendment(s), and compliance with the requirements of the relevant provisions of the UCEM Code of Practice.
- 8.5.3 In the event of the educational services provided being changed following appropriate consultation and approval, UCEM will ensure that the students' best interests and maintenance of the quality of such services remain paramount considerations
- 8.5.4 In the event of the withdrawal of a programme following appropriate consultation and approval, and where satisfactory alternative programme arrangements cannot be made by UCEM, all fees paid by students who are actively participating in that programme will be refunded.
- 8.5.5 Students may be excluded from UCEM, either temporarily or permanently, on the authority of the Principal. Such exclusion may be sanctioned on the basis of academic or disciplinary grounds. Additionally, UCEM reserves the right to exclude or remove students from a programme if they make repeated and/or unfounded appeals or complaints regarding the programme and/or its delivery where, in the opinion of UCEM, such conduct is considered untruthful, malicious and/or frivolous. Any such decision is subject to the student's right of

appeal under the UCEM Code of Practice on Student Appeals and Complaints.

- 8.5.6 Students are liable for any loss, damage or defacement wilfully or negligently caused by them to the equipment or property of UCEM and/or of its staff or representatives, or the equipment or property of a partner institution or other organisation that is being used by UCEM in connection with the delivery of a programme of study.
- 8.5.7 Students are responsible for their personal property while on premises used in connection with their studies and assessment. UCEM shall have no liability in respect of any damage to personal property whether caused by negligence or by any other means. UCEM shall have no liability in respect of any personal injury unless caused by UCEM's negligence.
- 8.5.8 Students using their own motor vehicles, or any other form of transport, for any activity forming part of their studies do so at their own risk.
- 8.5.9 No person is eligible to commence study or to receive an award unless a written agreement and commitment statement has been signed by relevant parties.

8.6 Copyright

- 8.6.1 Copyright in the programme materials belongs to UCEM. They are supplied only for students' personal use whilst studying and must not be copied or transferred to any other party. Any breach may lead to legal action being taken to protect UCEM's interest.

8.7 Data protection

- 8.7.1 UCEM is committed to the protection of personal information in accordance with the principles of the Data Protection Act 1998. Its privacy policy, covering data protection, security and access to personal information, is set out in full on the UCEM website.

8.8 Equality of opportunity

- 8.8.1 UCEM is committed to equality of opportunity and respect for diversity in all aspects of its operations. In accordance with its Code of Practice on Equality and Diversity, UCEM acknowledges the rights of those with whom it interacts to be treated fairly and with respect and dignity and to receive encouragement to reach their full potential.
- 8.8.2 UCEM expects all staff and students and other stakeholders to recognise these rights and act accordingly.

8.9 Withdrawal

- 8.9.1 In appropriate circumstances, students who register for a programme may withdraw, or be withdrawn. Withdrawal from a programme is permanent, and only in exceptional circumstances will a student be permitted to re-apply for the programme. All students who wish to withdraw are therefore expected to discuss their reasons for withdrawing with their Apprenticeship officer/coordinator. On withdrawal a student's registration with UCEM is terminated, and VLE access will be removed.
- 8.9.2 The detailed procedures and ancillary regulations relating to withdrawal are set down and maintained on the UCEM website, on the Virtual Learning Environment and in the Terms and Conditions of Contract.
- 8.9.3 Where a student is withdrawn from UCEM due to a disciplinary offence or academic misconduct they will not be permitted to re-apply to that programme of study.

8.10 Break in Learning (Suspension of study)

- 8.10.1 A break in learning is defined as a student being permitted to interrupt and suspend their programme of study, and cease to complete work for all the units that they are currently studying. Students may opt to go on a break in learning due to personal or medical grounds.
- 8.10.2 A break in learning is for a specified period of time, not exceeding a 12 month period. A break in learning will not be permitted for short-term absences, such as holidays.
- 8.10.3 If the interruption to learning is for 5 weeks or less (one stage or less), mitigating circumstances may apply.
- 8.10.4 If the interruption to study is for 6 weeks or more (one stage or more), this will normally result in a break in learning.
- 8.10.5 The detailed procedures and ancillary regulations relating to taking a break in learning are set out in the Apprenticeship Handbook.
- 8.10.6 All students will still be counted as registered with UCEM for the period of their break in learning, and be subject to the conditions herein. This period of break in learning will be included within a students' maximum period of registration.
- 8.10.7 For the period of their break in learning a student will not be required to undertake academic study, and a student will not have access during this period to the Virtual Learning Environment (VLE) for units that have not commenced.
- 8.10.8 A student will usually return from a break in learning either at the start of the semester or at the point in which the break in learning was taken, one year later. Therefore, a break in learning may be for one year, over

Academic and General Regulations for Students – Level 3

which period there will be no apprenticeship funding for apprentice students.

- 8.10.9 Where a student does not return from a break in learning or maintain contact with their Apprenticeship Officer / Coordinator regarding ongoing suspension they will be deemed as having withdrawn from the programme.

9. Key Supporting Documents

9.1 Key supporting documents

9.1.1 The following supporting documents are provided on the UCEM website and VLE

- a) UCEM Assessment, Progression and Award Regulations (Level 3 Surveying Technician Diploma awards)
- b) UCEM Code of Practice (1.1.8) which sets down the mechanisms that exist to ensure the maintenance of academic standards and the enhancement of the quality of the student learning experience
- c) UCEM Student Charter (1.1.8) documenting the respective obligations that UCEM and its students hold to each other;
- d) Programme Specifications and Unit Descriptors, which set out the intended learning outcomes of a programme/unit and how their achievement is to be demonstrated. Programme specifications thus represent the *'definitive publicly available information on the aims, intended learning outcomes and expected learner achievement of programmes of study'*.⁶
- e) Programme Handbook (1.4.1)
- f) Apprenticeship Handbook (1.1.3)
- g) UCEM Terms and Conditions of Contract (2.1.1)
- h) UCEM Learning, Teaching and Assessment Strategy (4.1.4)
- i) UCEM Mitigating Circumstances Policy (3.3.2)
- j) UCEM Academic Misconduct Policy (4.3.3)
- k) UCEM Student Complaints Policy and Procedure (7.1.3)
- l) UCEM Student Appeals: Candidate Guidance Notes (7.2.1)
- m) UCEM Glossary of Terms (available via the VLE)
- n) Safeguarding Policy (8.3.4)
- o) Prevent Strategy: Raising Concerns: A Briefing Note for Students

The reference in brackets is to the first mention to the relevant document in these Academic and General Regulations for Students.

⁶ Quality Assurance Agency *Handbook for Institutional Audit*, 2006
© UCEM 29/09/2016