

Academic and General Regulations L4-7

2017/18

In response to feedback received, UCEM has carried out a review of the structure, format and style of the L4-7 **Academic and General Regulations for Students** to make them more accessible and reader friendly. We have aimed to condense and refine the regulations as much as possible and structure them in a more logical manner.

The new look Academic and General Regulations for Students are available on our website: <https://www.ucem.ac.uk/study-with-ucem/studying-with-ucem/programme-specifications-and-academic-regulations/>

In addition to the overall change to the style and structure of the regulations, we would like to draw your attention to **key regulatory changes**:

<p>Withdrawal of programme/award</p>	<p>If a programme or award is withdrawn and you are eligible for an exit award, pro rata fees will be refunded for the portion of the programme which cannot be taken (para 2.6.4).</p> <p><i>The regulations were previously silent on this matter</i></p>
<p>Delegated authority of the Deputy Chief Executive Officer (DCEO)</p>	<p>In the absence of the Principal, the DECO has authority to give permission (only in exceptional circumstances) for results to be released over the telephone (para 3.6.9). The Principal may also delegate authority to the DCEO to exclude a student (para 12.3).</p> <p><i>Authority previously rested solely with the Principal.</i></p>
<p>Mitigating circumstances and extensions</p>	<p>Penalties will apply if you submit work over 21 days after the submission date:</p> <ul style="list-style-type: none"> Your work will not be marked, your score will be recorded as zero and no feedback will be received (para 4.6). <p><i>This is new information within the regulations and will not affect students with mitigating circumstances. Students are encouraged to submit by the assessment deadlines in order to keep them on track with their studies.</i></p>

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Student withdrawal	<p>If you fail to re-register to study for a 12-month period and to inform UCEM of the reasons for your absence <i>will be</i> considered to be a 'withdrawal by default' (para 6.1.4).</p> <p><i>Previously it was stated that UCEM may withdraw a student.</i></p>
Termination	<p>The addition of the term, and the inclusion of a section on, 'termination' (section 6.2).</p> <p><i>This is to offer clarity over the reason for a student's relationship with UCEM coming to an end i.e. withdrawal is where a student has decided to end their relationship with UCEM and termination is where UCEM takes action to end a student's study, for example as a result of disciplinary action. Re-admittance will <u>not be</u> permitted if your study is terminated.</i></p>
Appeals	<p>The deadline to submit an appeal is within 10 working days of receiving the decision of a regulatory committee (para 11.2.6), as per the new UCEM Student Appeals and Complaints Code of Practice and Student Appeals Policy.</p>

We have also endeavoured to provide **greater clarity** regarding the existing regulations in the following areas, by providing additional information:

<u>Intermediate awards</u>	<p>Clarity added that:</p> <p>If you were to exit the programme and receive an intermediate terminating exit award, the maximum gap between when you exit and return is two years, i.e. you must return within three academic years.</p> <p>You may be permitted to return to a programme after you have exited with an intermediate terminating exit award; however you will have to apply and this will be subject to the conditions set out in you offer letter i.e. returning is a possibility, rather than a right. If you do return to achieve a higher award, your intermediate terminating award <i>will be</i> withdrawn (paras 2.3.7 to 2.3.9)</p>
<u>Examinations</u>	<p>Information added from the Student Handbook regarding what happens if you are unable to attend an examination, the associated deadlines and the consequences if you do not attend (paras 3.2.3 to 3.2.4).</p>
<u>Coursework</u>	<p>Information added from the Student Handbook regarding coursework submission requirements and the consequences of failing to submit by the correct method, in the correct format and on time (see paragraphs 3.2.9 to 3.2.11 and also section 4). Additional information also provided on word counts (para 3.2.6).</p>

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<u>Mitigating circumstances and extensions</u>	Information added from the Student Handbook regarding deadlines, extensions to deadlines and mark deduction penalties (para 4.2 to 4.7). <i>Additional information has been added into the regulations for greater transparency and clarity.</i>
<u>Withdrawal</u>	Greater clarity included regarding refunds if you withdraw from a programme (section 6.1.2).
<u>Deferral</u>	Information added from the Student Handbook regarding the consequences of deferring modules and the deadlines for requesting to defer modules (paras 6.3.1 to 6.3.8).
<u>Suspension</u>	Information added from the Student Handbook regarding the deadlines for requesting to suspend study and specific requirements where suspension has been granted on medical grounds (paras 6.4.1 to 6.4.7).
<u>Aegrotat awards</u>	Clarity added that: An aegrotat award is only awarded in cases of <i>serious</i> illness or other <i>major</i> mitigating circumstances (para 9.2.1).
<u>Academic misconduct</u>	Replacement of the term 'malpractice' with 'misconduct' for consistency, in line with UCEM policies and procedures (section 10.2).

The changes to the Academic and General Regulations for Students are for greater clarity and consistency and are made in the interests of the UCEM student body.

The new regulations will be effective from **1st September 2017**.

If you have any comments or queries, please do not hesitate to contact Student Central.