

Academic and General Regulations for Students

Applicable to all UCEM
Programmes at: Levels 4 to 7

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1. Introduction

1.1 Purpose and scope

- 1.1.1. These **Academic and General Regulations for Students** are a key means by which University College of Estate Management (UCEM) assures the standards of its awards and ensures that all students are treated fairly and equally throughout their studies.
- 1.1.2. These regulations have been approved by UCEM's Academic Board and relate to the awards listed in [UCEM Assessment, Progression and Award Regulations](#).
- 1.1.3. You must familiarise yourself with these Academic and General Regulations for Students as they apply to all aspects of your studies with UCEM. The regulations will be sent to you along with your invitation to register, and you must be aware that it is possible that changes may be made to these regulations (see Section 1.3) which may impact on your award.
- 1.1.4. These regulations do not cover admissions. For UCEM's Admissions Policy, please refer to [UCEM Code of Practice: Admissions and Recognition of Prior Learning](#).
- 1.1.5. These regulations should be read alongside other relevant UCEM documents (see Section 1.2 below).

1.2 Key supporting documents

- 1.2.1. Please read the following key supporting documents. Links are provided and the documents can also be accessed directly through [UCEM's virtual learning environment \(VLE\)](#) and/or the [UCEM website](#).
 - [Terms and Conditions of Contract](#)
You will receive these once an offer of a place has been made. By signing up to a UCEM programme you are agreeing to UCEM's terms and conditions.
 - [UCEM Student Charter](#)
This summarises what you can expect from UCEM, and outlines what your responsibilities are as a UCEM student. The Charter applies to all students, although it is not a contractual document.
 - [UCEM Code of Practice](#)
This is a series of chapters with accompanying documentation which set out UCEM's academic policies and procedures relating to the quality and standards of UCEM awards.
- 1.2.2. [The Glossary of UCEM Terms](#) is available through the glossary section of the e-library on the [VLE](#).
- 1.2.3. Further information and guidance can be found in the Student Handbook, available on your programme page on the [VLE](#).
- 1.2.4. You will be signposted to key supporting documents throughout these regulations.

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1.3 Amendment to regulations

- 1.3.1. UCEM may amend these regulations from academic year to academic year, if agreed by the Academic Board, in order to:
 - meet the requirements of an external professional, accrediting and/or regulatory body¹;
 - comply with changes in the law;
 - implement changes for your benefit.
- 1.3.2. Changes will usually be effective from the beginning of your next academic session (defined as the period of study commencing on 1 September of that academic year).
- 1.3.3. Following consultation with the relevant students, UCEM may introduce changes with immediate effect:
 - where these are considered to be in your best interests, and/or;
 - the change is needed to reflect changes in the law or regulatory framework.
- 1.3.4. Notice of any amendments to these regulations will be posted on the UCEM website and the VLE and, where appropriate, sent directly to you.
- 1.3.5. If you take a break in your studies and then return to UCEM to complete your programme at a later date, the regulations in force at the time of readmission will apply.

1.4 Language and method of delivery

- 1.4.1. All tuition and all study, assessment and administrative materials are delivered in the English language.
- 1.4.2. UCEM programmes are delivered by supported online learning².

¹ Bodies which provide accreditation and/or recognition for courses or programmes which can lead to particular qualifications, if requirements are met. For example, the Royal Institution of Chartered Surveyors (RICS) is a professional, statutory and regulatory body (PSRB).

² Programme delivery is through UCEM's virtual learning environment (VLE). Academic teaching and support is provided online, giving students access to UCEM tutors and other students worldwide.

2. UCEM programme, modular and credit framework

2.1 Programme

2.1.1. Programmes are made up of modules, which, where appropriate, allow you to choose subjects and specialisms.

2.1.2. **Programme specifications** provide key programme information, such as:

- Programme entry requirements;
- Modules that make up the programme, including the level of each module and the corresponding number of credits;
- Programme learning outcomes and how you can show that you have met these.

Programme specifications are available on the [UCEM website](#) and on your programme page of the [VLE](#).

2.1.3. **Module descriptors** provide key module information, such as:

- Module learning outcomes and how you can show that you have met these;
- How the module is assessed;
- Learning materials.

Module descriptors are available on your programme page on the [VLE](#).

2.2 Module

2.2.1. The status of a module within a programme may be core (i.e. compulsory for the programme) or elective (i.e. a selection from a specified set of modules within the programme). You must meet any pre- and co-requisites defined within the programme specifications and module descriptors.

2.2.2. All modules have an academic level based on national guidance.³

2.2.3. All modules, with the exception of the Induction Module⁴, carry a specific credit value. Credit is awarded if you have shown, through assessment, that you have successfully met the module's learning outcomes.

2.2.4. The term 'credit' is a simple way of indicating, using numbers, the amount of learning required. Credits cannot be divided. If you only pass individual assessments within the module, without gaining the necessary requirements for the whole module, you are not eligible for any credits.

³ See the Quality Assurance Agency (QAA) '*Framework for Higher Education Qualifications in England, Wales & Northern Ireland (FHEQ)*', in the [UK Quality Code for Higher Education](#)

⁴ The Induction Module is compulsory for all students at the start of their studies with UCEM. See the [Terms and Conditions of Contract](#) and your [Programme Specification](#) for more details.

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- 2.2.5. Each module descriptor confirms the indicated (referred to as 'notional') number of hours of study (known as 'learning hours') required for that module. 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 module.
- 2.2.6. A module will normally include a number of assessments. Module descriptors will clearly state what percentage each piece equates to in terms of the overall assessment.
- 2.2.7. You must ensure that registration and payment arrangements for your modules are complete at least 2 weeks prior to the start date. You must ensure that the modules you select are available for the applicable semester and are part of your programme (please refer to your programme specification). Where two or more modules are being studied at the same time, you must be aware that it is possible that the timings of the assessments may conflict with each other.

2.3 Award

- 2.3.1. The awards that UCEM may confer⁵, and details of classifications and grades for the awards, can be found in the [UCEM Assessment, Progression and Award Regulations](#).
- 2.3.2. In order to be eligible for an award, you must achieve the minimum number of credits at the appropriate framework for higher education qualifications (FHEQ) levels.
- 2.3.3. The levels and credit values of UCEM awards are set out in the [Assessment, Progression and Award Regulations](#) and your [Programme Specification](#).
- 2.3.4. You may request a transcript detailing the credits you have achieved at any point in your studies.

Final Awards

- 2.3.5 You will be granted a final award if you fully and successfully complete all requirements for the programme you have registered for.

Intermediate Awards

- 2.3.6. If you end your study with UCEM, for whatever reason, prior to completing the whole programme, you may be eligible for an intermediary award.⁶ This is provided you have completed the required number of credits and modules for that award. This may be:
- a) an unclassified unnamed intermediate terminating exit award. The requirements for such awards are defined in the [UCEM Assessment, Progression and Award Regulations](#);

⁵ Conferment is the final granting of an award by UCEM. Conferment takes place at an awards ceremony or graduation.

⁶ An award (typically a certificate, diploma or non-honours degree) for which you may be eligible if you have successfully achieved a defined number of credits from within a complete programme of studies and have exited without completing the full programme.

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or

b) a classified named intermediate terminating exit award. The requirements for such awards are defined in your [Programme Specification](#).

- 2.3.7. If you have been granted an intermediate terminating exit award, but are still eligible to progress to a higher award within the same programme, you may apply to return. This is not an automatic right: you must apply for permission to return, and, if granted, your return is subject to any conditions set out in an offer letter.
- 2.3.8. The maximum gap between exiting an award and returning to study for progression to the higher award is two years, i.e. you must return within three academic years. Any such gaps will be included in maximum programme durations, as set out in the [Assessment, Progression and Award Regulations](#).
- 2.3.9. If you have been granted an intermediate terminating award, and afterwards your application to return to achieve a higher award is accepted, your intermediate terminating award will be withdrawn. You will be required to return the certificate to UCEM.

2.4 Changes to modules and programmes

- 2.4.1. UCEM may vary programme content, the modules within a programme, entry requirements and methods of delivery, and merge or combine programmes. This is subject to consultation with relevant students and other stakeholders, setting out the proposed amendment(s), and in line with the [UCEM Code of Practice on Programme Monitoring, Amendment, Review and Discontinuation](#).
- 2.4.2. You will have every opportunity to follow an appropriate programme of study to achieve the award you have registered for within the timeframe stated. Please see sections 2.5 and 2.6 below.

2.5 Suspension or withdrawal of modules

- 2.5.1. The relevant Board of Studies may decide to either suspend delivery of any module for a defined period of time or discontinue any module. This may be on the grounds of the level of student demand and/or resource availability, or 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 module;
 - annual monitoring⁷ or periodic review⁸.
- 2.5.2. If a module is suspended or discontinued, you will be offered a suitable alternative. Before this happens, you will be provided with information regarding the change, as well as the options available.

⁷ The process of module and programme review which looks at areas of good practice and areas for improvement. It takes into account qualitative and quantitative data, including feedback from students and externals (examiners, PSRBs and employers).

⁸ All programmes are subject to a major 'periodic review' after being delivered for a period of time specified at the programme approval event (known as 'validation'). This is usually every 5 years. Periodic review has a wider remit than annual monitoring.

2.6 Withdrawal of programme/award

- 2.6.1. The Academic Board may decide to discontinue UCEM programmes/awards on academic grounds; for example, in response to:
- academic circumstances, such as currency of the curriculum or student progression and retention;
 - annual monitoring or periodic programme review.
- 2.6.2. The Principal has the authority, following consultation with the Senior Leadership Team, to discontinue a programme on the grounds of financial viability and/or resource availability.
- 2.6.3. If you are registered on an award which is discontinued, you will be given the opportunity to complete the programme of study in accordance with these regulations and the [Assessment, Progression and Award Regulations](#). In exceptional circumstances, the Academic Board may approve an accelerated programme closure, but in this instance, appropriate arrangements will be put in place to protect your interests.
- 2.6.4. 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, fees paid by students who are actively participating in that programme will be refunded. Where you are eligible for an exit award, pro rata fees will be refunded for the portion of the programme which cannot be taken.

3. Assessment

3.1 Principles

- 3.1.1. Assessment is the means by which you demonstrate you have met the required learning outcomes. These are the skills, understanding or aptitudes that you should gain from your study, i.e. the goals of your learning.
- 3.1.2. The term 'assessment' is used in these regulations to refer to all forms of learning evaluation; diagnostic⁹, formative¹⁰ and summative¹¹.
- 3.1.3. The type of assessment used in each module is set out in the module descriptor, which is available on your programme page on the [VLE](#). Types of assessment at UCEM include: coursework¹², computer marked assessments¹³ (CMAs), and examinations¹⁴ – these will take place either during or after the module study period.

⁹ Assesses existing knowledge.

¹⁰ Assessment providing feedback on your performance, designed to help you learn and improve your progress. It does not contribute to the final mark, grade or class of award.

¹¹ A formal assessment of your work, where the grade contributes to the final result.

¹² 'Coursework' is the generic term for an assignment, project, portfolio, report or dissertation.

¹³ Assessments carried out via computer.

¹⁴ A formally convened, timed assessment of a module under prescribed conditions.

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- 3.1.4. *Viva voce*¹⁵ examinations may be used in exceptional circumstances, as determined by the relevant Board of Examiners. You may not request to be examined *viva voce* in addition to, or in instead of, the prescribed assessment.
- 3.1.5. Information on assessment strategies can be found in [UCEM's Learning, Teaching and Assessment Strategy](#).
- 3.1.6. Unless you have been granted an exemption¹⁶, you must complete all the modules you are registered for.
- 3.1.7. A module descriptor or learning resource may require you to develop knowledge and understanding of legal frameworks and/or practice relevant to the module content. Where any new or amended law comes into effect up to six months prior to the assessments for the module, you will be expected to familiarise yourself with any additional material provided about the general principles of such changes; however, you will not be assessed on them in detail.

3.2 Conduct of assessment

- 3.2.1. UCEM is committed to making arrangements for assessments that are fair and accessible for all students. It is your responsibility to read and follow the published rules, regulations and procedures on assessment.

Examinations

- 3.2.2. For examination guidance, please see the Guidance Notes for Candidates Taking Examinations, available through the [Examinations Team section of the VLE](#).
- 3.2.3. It is your responsibility to arrive in good time for timetabled examinations; you must check all examination information, including the timing and the exact locations of examination venues. If, due to religious observance, you are unable to attend an examination, you must let the Student Advice Team know immediately and no later than four weeks after the start of your module. Please see the Policy on Religious Observance, available on the [Examinations Team section of the VLE](#).

If you need to change your examination centre, you must contact the Student Advice Team at least eight weeks before the examinations are due to take place. Requests made after this time will be refused, unless documentary evidence is provided clearly showing why you were not able to inform UCEM by the stated deadline.
- 3.2.4. If you do not attend an examination and do not have written confirmation of valid, approved, mitigating circumstances which prevented you from attending (see section 4), you will be deemed to have failed and will be required to retake the module and resit the examination at the next available opportunity, usually one year hence.

¹⁵ An examination where you are expected to provide spoken answers to questions posed by the examiner, in real time, either in person or via appropriate electronic media.

¹⁶ Where it has been determined by UCEM, on the basis of documented prior learning in equivalent or similar modules elsewhere, that you do not have to take a certain module.

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Coursework

- 3.2.5. You are expected to submit coursework assessments and CMAs by the required deadlines. Extensions will only be granted in exceptional circumstances (see Section 4).
- 3.2.6. You should check whether your coursework assessments have a word count and ensure that you make best use of any identified word count. Where there is a designated word count a proportion of the marks will be attributed to structure, presentation and grammar which includes word count.
- 3.2.7. Where practical, coursework submissions are checked for plagiarism¹⁷. Please see [UCEM's Code of Practice Chapter: Academic Misconduct Policy](#) for further details on plagiarism. It is your responsibility to ensure that coursework is your own work and that the contribution of others is properly acknowledged and referenced.
- 3.2.8. You will learn about referencing and plagiarism in the Induction Module. You are required to complete the Induction Module and pass the compulsory element entitled 'Writing in your own words' prior to submitting your first assessment. Your marks for your first and subsequent assessments will be withheld until you have successfully completed this element. Please also see the Student Handbook and the 'Study Skills' section of the [VLE](#) for more information on referencing and plagiarism.
- 3.2.9. It is your responsibility to ensure that you submit your coursework. You must keep copies of your coursework and confirmation of receipt by UCEM (for electronic submissions), or proof of postage¹⁸ (for postal submissions¹⁹). Coursework submitted by any method other than through the VLE or by post will not be accepted under any circumstances. You should only submit a piece of coursework once. You may not submit multiple versions. If you submit more than one version, then your first submission will be the version that is marked.
- 3.2.10. UCEM may reject coursework which is not submitted in the correct format. Any resubmissions may be subject to penalty if submission deadlines are exceeded (see Section 4.2). It is your responsibility to familiarise yourself with the formatting and submission requirements provided in the Student Handbook, available on your programme page of the [VLE](#). Please also see the Coursework team section of the [VLE](#) for further information and guidance.
- 3.2.11. UCEM dissertations and research-based projects take the form of research-based reports. There are particular requirements for their submission:
- a) You must submit three copies (two hard copies and one electronic). These copies will remain the property of UCEM and may be made openly available. One copy may be retained within the UCEM library and one copy may be returned to you.

¹⁷ The fraudulent misrepresentation of the work of others – including ideas, arguments, words, diagrams, images and data – as your own.

¹⁸ A franked envelope is not proof of postage. An envelope with a 'post by' date instead of a postmark is unacceptable as proof of postage. You must retain proof of postage and provide it when required. Please note that normal Post Office receipts are not accepted as proof of postage, although proof of postage certificates and tracking numbers are accepted.

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- b) If you wish UCEM to restrict access to your dissertation and research-based project due to the confidential nature of any of its content, you must request this in writing at the time of submission.
- c) On submission, you will be required to include a signed statement with the work to indicate either:
- i. that the work may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations;
 - or
 - ii. that the work may be made available after expiry of agreed restrictions to access.

3.3 Assessment, Progression and Award Regulations

3.3.1. The [UCEM Assessment, Progression and Awards Regulations](#) are based on the principles set out in these regulations. They are separated into distinct postgraduate and undergraduate assessment, progression and award regulations and include specific information on:

- requirements to pass the module;
- retakes;
- number of attempts at assessment permitted;
- compensation²⁰;
- condonation²¹;
- mitigation;
- time limits for awards;
- deferral²²;
- suspension and withdrawal;
- award credit and grade requirements;
- the appeals procedure.

3.3.2. The [UCEM Assessment, Progression and Awards Regulations](#) are designed to ensure consistent outcomes across programmes and therefore fairness to all students.

²⁰ The arithmetic offsetting of marks below a threshold by other marks above that threshold.

²¹ Where, in very exceptional circumstances, a failed module is excused. This is not standard practice and can only be authorised by the Progression and Award Board.

²² When you have started a module but have decided for personal, medical, financial or academic reasons that you are not able to complete that module during a semester, and therefore opt to defer that module and pick it up again at the next available opportunity.

3.4 Assessment committees and boards

3.4.1. The following boards and committees are held to ensure that UCEM's assessment policies and regulations are applied consistently:

a) **Scrutiny Boards**

Review assessments to check that they are in line with:

- UCEM's Learning, Teaching and Assessment Strategy;
- the Assessment Handbook;
- the module's learning outcomes;
- the required assessment format;
- the appropriate FHEQ academic level.

b) **Mitigating Circumstances Committee**

Makes recommendations to the Module Boards on cases of mitigating circumstances.

c) **Module Boards**

Confirm and agree module marks.

d) **Progression and Award Boards**

Verify progression through a programme to awards, and where applicable the classification²³ of an award.

3.4.2. In addition, UCEM's Academic Misconduct Committee is responsible for reviewing all forms of alleged student academic misconduct (see Section 10.2).

3.4.3. Decisions on awards are ratified by the Academic Board. The date of any award will be the date of approval by the Progression and Award Board.

3.4.4. Please see the [UCEM Code of Practice: Board of Examiners](#) for more information.

3.5 Moderation

3.5.1. Moderation²⁴ includes the sampling of assessment scripts and/or double/triple marking, in order to ensure consistent standards of marking²⁵.

3.5.2. All coursework goes through a moderation process which may adjust the marks you have received. Examination marks are also subject to moderation. It should be therefore understood that marks are provisional until the final approval of the Progression and Award Board, after which confirmed module results are released. Marks may be adjusted up or down following moderation.

²³ i.e. pass, merit distinction, first class, second class higher, second class lower, third class.

²⁴ The academic monitoring and review of marking for accuracy and fairness.

²⁵ In this respect, an important principle is that of a '*second pair of eyes*'.

3.6 Module and programme marks

- 3.6.1. Modules at UCEM are usually made up of 20 or 40 credits. For 20 credit modules, typically there are up to two summative assessment components. 40 credit modules are normally research-based and their assessment components may vary. The final module mark is the total of these components.
- 3.6.2. Each summative assessment component is weighted to reflect its contribution to the overall module mark.
- 3.6.3. Normally the pass requirements for the module are based on the appropriately weighted average of all the summative assessment components, and do not apply to individual components. See the [Assessment, Progression and Award Regulations](#) for more details. In certain cases (e.g. in compliance with the requirements of Professional, Statutory and Regulatory Bodies), individual assessment components must be attempted and a specified mark must be attained in order for a pass to be achieved in the module.
- 3.6.4. Occasionally, assessment components or complete modules are not given a numerical mark but instead are graded as Satisfactory or Not Yet Satisfactory.
- 3.6.5. The number, weightings and the nature of the pass requirements are detailed in the programme specifications and module descriptors.
- 3.6.6. All assessment marks, and the awards to which they contribute, will be ratified by the Academic Board.
- 3.6.7. Once module marks have been agreed by Module Boards, they may need to be combined to calculate an average for progression or award purposes. This average is weighted according to the credit value of each module.²⁶ Please see the [Assessment, Progression and Award Regulations](#) for more details.
- 3.6.8. Weighted averages that are used for award purposes are classified according to the regulations set out the [Assessment, Progression and Award Regulations](#).
- 3.6.9. Module, progression and award results are released to you as soon as possible once all quality control processes have been completed. Results will not be given over the telephone unless the Principal, or exceptionally the Deputy Chief Executive Officer (CEO), in the Principal's absence, has given permission.

²⁶ Therefore, the weighted average of a module mark of 60 in a 40-credit module and a 72 in a 20-credit module would produce a weighted average mark across those two modules of 64.

4. Mitigating circumstances and extensions

- 4.1. UCEM acknowledges that you may cite mitigating circumstances²⁷ as potentially having, or actually having had, adverse effects on assessment performance. Such cases will be evaluated by the Mitigating Circumstances Committee.
- 4.2. You should notify UCEM immediately if you believe that you have mitigating circumstances. It is your responsibility to submit the Mitigating Circumstances Form, accompanied by valid supporting evidence, by the relevant deadline:
 - a) **For coursework:** within 28 days of the coursework deadline
 - b) **For examinations:** no later than 7 days after the examination date.Mitigating circumstances submitted after the specified deadlines will only be considered if insurmountable circumstances prevented you from submitting the form.
- 4.3. UCEM's Policy on Submission and Approval of Mitigating Circumstances, available via the [Coursework team section of the VLE](#), provides information on deadlines, acceptable cases, appropriate evidence and the range of provisions. Further details on mitigating circumstances can also be found in the [Assessment, Progression and Award Regulations](#).
- 4.4. You are expected to submit coursework, assessments and CMAs by the required deadlines. You should make a note of the submission date and time (10.00 a.m. UK time) for your coursework.
- 4.5. In exceptional circumstances, extensions to deadlines may be granted. Please note that:
 - a) You are allowed a set number of extensions per semester irrespective of the number of modules you are studying. Please refer to 'Extensions on Assignments' under 'Assignment Extensions' in the 'Coursework Team' or 'Programme Administration Team' sections of the VLE for information on the number of extensions permitted on your programme;
 - b) Each extension is for 7 days from the original deadline;
 - c) You cannot use more than one extension per piece of coursework;
 - d) You must apply for an extension before 10.00 a.m. on the due date (retrospective extensions will not be granted);
 - e) No extensions are permitted for the second assessment for coursework-only modules.

²⁷ Where your personal circumstances may affect your study. Please see the Policy on Submission and Approval of Mitigating Circumstances for a detailed definition.

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- 4.6. Coursework submissions that arrive late at UCEM with respect to deadlines or extended deadlines are subject to the following mark deduction penalties*:

Number of days after original submission date**	1–7 days	8–14 days	15–21 days	Over 21 days
No extension requested via the VLE	10 marks deducted	Score recorded as 0 Feedback only	Score recorded as 0 Feedback only	Work will not be marked. Score Recorded as 0 No Feedback***
Extension requested but not granted (number of permitted extensions used up)	10 marks deducted	Score recorded as 0 Feedback only	Score recorded as 0 Feedback only	Work will not be marked. Score Recorded as 0 No Feedback***
Extension requested and granted via the VLE (within quota permitted)	No penalty	10 marks deducted	Score recorded as 0 Feedback only	Work will not be marked. Score Recorded as 0 No Feedback***

*If you are assessed as having valid mitigating circumstances, such penalties may be lifted or reduced.

**Please note that the 10.00 a.m. UK-time deadline will still apply.

*** You may have already provided an outline answer and/or received general feedback prior to your final submission, however no further feedback will be provided.

- 4.7. If your coursework has been marked as arriving late and you have proof of postage to the contrary, you must provide the Programme Administrator with the proof of postage within 10 working days of your mark being made available. Any requests received outside of this timescale will not be considered.

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- 4.8. For dissertations and research-based projects:
- a) No extension to the submission date is normally permitted;
 - b) The deferral deadline is two weeks before the submission date;
 - c) If you do not submit and have not made a deferral in good time, or do not have proven mitigating circumstances, the dissertation/research-based project will be classed as a fail due to non-submission;
 - d) If you submit late, and have notified UCEM of mitigating circumstances prior to the submission date, each case will be managed individually. If sufficient time is available for the research-based project or dissertation to be marked before the Module Board takes place, that mark will be presented to the board for consideration along with the mitigating circumstances;
 - e) If you have proven mitigating circumstances, late submissions not presented in time for marking will be considered and confirmed by the next available relevant board of examiners.
- 4.9. It is your responsibility to familiarise yourself with the additional information provided in the Student Handbook, available through your programme page of the [VLE](#) and the 'Extension Information' section under the [Coursework team section of the VLE](#).

5. Maximum period of registration

- 5.1. The 'maximum period of registration' refers to the time limit for completing each programme from initial registration. Please see the [Assessment, Progression and Awards Regulations](#) for details of programme time limits.
- 5.2. UCEM will monitor your progress towards completing the programme within the time limits and offer advice as appropriate. If you fall outside of the specified period for completion, your study will be terminated.

6. Withdrawal, termination, deferral and suspension of study

6.1 Withdrawal

- 6.1.1. If you choose to withdraw from a programme, this will be permanent, and only in exceptional circumstances will you be permitted to re-apply for the programme. If you wish to withdraw, you are expected to discuss your reasons for withdrawing with a member of UCEM staff, usually the Programme Leader, or the Student Advice Team.
- 6.1.2. On withdrawal, your registration with UCEM will end, and your access to the VLE will be rescinded. The following refunds are applicable:

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New students*:

- If you withdraw within 14 days of the programme start date, a full refund will be given.
- If you withdraw between day 15 and 30, you will receive a refund minus 20% of the programme fee.

Current students:

- If you withdraw within 30 days of the programme start date you will receive a refund minus 20% of the programme fee

All students:

- If you withdraw outside of the 30 day period, you are liable to pay full programme fees.

*New students have a 14 day period in which to withdraw from the programme from the date at which they first register (See [Terms and Conditions of Contract, section 10](#)).

- 6.1.3. Where you do not pass a final retake of a module, and are therefore not permitted to continue a programme, but where you have already registered for modules in the next study session, you will be given the choice of either withdrawing immediately or completing the modules for which you have registered in that session. If you choose the former, then the appropriate refund of fees will be given. If you choose the latter, you will be granted credits on successful completion of those modules and such credits can contribute to any exit award that is due.
- 6.1.4. Failure to re-register to study for a 12-month period and to inform UCEM of the reasons for your absence will be considered to be a 'withdrawal by default'.
- 6.1.5. You may be applicable for a lesser award, dependent upon the point at which you withdraw. The granting of lesser awards will be considered by the Progression and Awards Board, at the next available opportunity.

6.2 Termination

- 6.2.1. Termination may be brought about by UCEM, under the circumstances stated under Section 6.2.2.
- 6.2.2. UCEM may terminate your study on a programme and/or module, for reasons including:
- Failure to meet the requirements of these regulations;
 - Cases of academic misconduct;
 - Disciplinary offences;
 - Failure to pay your tuition fees;
 - Exhausting all of the three permitted attempts at a module (sit, resit and retake are all considered to be attempts) and there is no ability to achieve a higher exit award (see section 5.1 of the UCEM Single Undergraduate and UCEM Single Postgraduate Assessment, Progression and Award Regulations);
 - Exceeding the maximum period of registration for the programme, as set out in the Assessment, Progression and Award Regulations;

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- 6.2.3. If your study is terminated, re-admittance will not be permitted under any circumstances. Your registration with UCEM will end, and VLE access will be removed.
- 6.2.4. You may be applicable for a lesser award, dependent upon the point at which study is terminated and upon the nature and scale of the offences leading to the termination. Please see [UCEM's Code of Practice Chapter: Academic Misconduct Policy](#) for more details. The granting of lesser awards will be considered by the Progression and Awards Board, at the next available opportunity.
- 6.2.5 Procedures relating to withdrawal and termination can be found in the Student Handbook, available through your programme page of the [VLE](#). Please also see your [Terms and Conditions of Contract](#).

6.3 Deferral

- 6.3.1. Deferral applies to modules rather than programmes. Deferral may be considered where you have started a module but decide for personal, medical, financial or academic reasons that you are not able to complete the study of that module during the semester. You opt to 'defer' that module, and recommence the module at the next available opportunity.
- 6.3.2. No refund is given for deferred modules, although no fee will be charged on re-joining the module when it is next offered. If you do not take the deferred module(s) at the first available session, a full module fee will be payable.
- 6.3.3. Permission to defer module registration for a second time in consecutive registration periods will be granted only in exceptional circumstances. This period of deferral will be included in the maximum period of registration.
- 6.3.4. Requests to defer a module must be submitted on the relevant form (available from the Student Advice Team) in accordance with the following deadlines:

Type of module	Deadline for requests to defer or suspend
Examined	No later than four weeks before the date of the examination
Non-examined, e.g. coursework only, plus projects and work-based learning portfolios, dissertation	No later than two weeks before the due date of the final submission

- 6.3.5 Under no circumstances may a module be deferred retrospectively. A request to defer for personal or work reasons received after the deadlines stated above will not be accepted.
- 6.3.6. If your request to defer your module is approved:
- You will receive written notification.
 - Approximately three months before the next available session, you will receive a registration request to re-join the module. Registration must be completed and any payment due must be made by the date specified by UCEM. Acceptance of registrations and/or payments after this date will be at UCEM's discretion.

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- c) Coursework may be carried forward to the next period of study if you meet the criteria laid out in the Assessment, Progression and Awards Regulations.
 - d) You will sit the examinations under the syllabus in force at the time the examinations are held. Your new study material will reflect any changes.
- 6.3.7. Permission to defer module registration for a second time in consecutive registration periods will be granted in exceptional circumstances only.
- 6.3.8. If your request to defer is refused, you will receive written notification and will be required to sit the examinations. If you fail to attend any part of these examinations at the time and place indicated, except where prevented from doing so by circumstances beyond your control, you will be deemed to have failed that part of the examinations.
- 6.3.9. Please also see the [VLE](#) and Student Handbook, available through your programme page of the [VLE](#) for information on deferral.

6.4 Suspension

- 6.4.1. Suspension is when you are permitted to interrupt your programme of study, and stop work for all your current modules. You may opt to suspend your study due to personal, financial, or evidenced medical grounds. Where suspension has been granted on medical grounds, you will be required to provide medical evidence confirming that you are fit to return to study.
- 6.4.2. Suspension will usually be for either one or two semesters. The maximum period of suspension that can be granted at one time is 12 months
- 6.4.3. No refund will be given in respect of modules that have already started during the semester in which you choose to suspend your studies, although no fee will be charged on re-joining the programme.
- 6.4.4. You will remain registered as a UCEM student for your period of suspension, and therefore all associated conditions will still apply. This period of suspension will be included within your maximum period of registration.
- 6.4.5. If you have suspended your studies, you will not be given VLE access to modules that have not yet started, throughout the period of suspension.
- 6.4.6. Where a student does not contact UCEM after their period of suspension has expired, or does not take up the invitation to re-register, this will be considered to be a withdrawal by default (See Section 6.1).
- 6.4.7. The deadlines for suspension are the same as the deadlines for deferral (see Section 6.2).
- 6.4.8. Please also see the Student Handbook, available through your programme page of the [VLE](#) for information on suspension.

7. Re-assessment

- 7.1. If you have not passed a module or assessment component, including any assessments to which mitigating circumstances apply, please refer to the [Assessment, Progression and Award Regulations](#) for details regarding retake requirements and the implications retakes may have on marks.
- 7.2. When retaking modules, it is your responsibility to note any amendments to the module descriptor or to the format of the assessment publicised in the interim by UCEM.
- 7.3. You are not permitted to repeat or retake assessment in modules for which credits have already been awarded.
- 7.4. A fee will be charged for retaking assessments.
- 7.5. You can defer re-assessment attempts (see the UCEM Student Handbook available via your programme page of the [VLE](#) for details) but this may have implications for module fees, and/or module availability in respect of maximum registration periods.
- 7.6. In exceptional circumstances the Progression and Award Board may condone up to a maximum of 20 credits. Your results transcript will clearly show any modules that have been condoned. In addition, where the condoned module is relevant to a weighted average for an award (or progression), the Progression and Award Board will give due consideration to the nature of the exceptional mitigating circumstances and the results profile of the student concerned. Such condonation provisions are independent of the below threshold standard (BTS) allowance²⁸ (see [Assessment, Progression and Award Regulations](#) for further information).
- 7.7. You will not normally be allowed to continue with your chosen programme if you do not pass a module within three attempts. In such circumstances, you will be deemed not to have achieved the appropriate number of credits for successful completion of the programme award. However, in very exceptional circumstances²⁹ the Progression and Award Board has the discretion to recommend that you be allowed one further attempt (see [Assessment, Progression and Award Regulations](#)).
- 7.8. If you are unable to achieve your programme award as you have not passed specific modules, you may still be eligible for intermediate awards (see Section 2.3 and the [Assessment, Progression and Award Regulations](#)).

²⁸ Refers to a marginally failing grade which comes close enough to a pass to be eligible, under certain conditions, to be compensated by sufficiently high pass marks in other modules within the same course. The conditions under which such marks can be compensated are set out in the relevant progression and award regulations.

²⁹ Good marks must have been achieved at the first attempt in all other modules taken and you must have already successfully completed at least half the credits in the relevant award. The agreement of the External Examiners is also required.

8. Progression and trailing credits

- 8.1. You should refer to the [Assessment, Progression and Award Regulations](#) related to your programme of study for details on progression and the number of credits per semester you may take.
- 8.2. Permission to trail retake modules is granted only at the discretion of the Progression and Award Board. It may be denied if the board determines that you are making insufficient academic progress.

9. Granting of awards

9.1 Classification and grades

- 9.1.1. The classification of awards is calculated from the summative assessment marks gained in each module studied. Credits awarded at different levels may be weighted differently towards a classification. The details can be found in the [Programme Specification](#) and [Assessment, Progression and Award Regulations](#).

9.2 Aegrotat awards

- 9.2.1. An aegrotat award is an award to a student who, because of serious illness or other major mitigating circumstance, is unable to complete the assessment requirements of a programme. This may be ratified by the Academic Board, following recommendation by the Progression and Award Board.
- 9.2.2. In accepting an aegrotat award, you are thereby confirming that you will be unable to complete the remaining assessment(s) and you **will not** be permitted to complete any outstanding assessments at a later date. If you decline the award, you **will** be permitted to complete any outstanding assessment(s) (subject to the regulations).
- 9.2.3. An aegrotat degree will be awarded without classification, but may be Master's, Honours, Bachelor's or Foundation degrees. A Progression and Award Board may, in exceptional circumstances, recommend a classified degree in circumstances where the evidence of academic achievement justifies this, and all other requirements of the programme have been met.
- 9.2.4. If recommending such an award, the Progression and Award Board must be satisfied that all of the criteria below have been met:
 - The case is supported by appropriate evidence;
 - Prior performance shows beyond reasonable doubt that the student in question would have passed had it not been for the illness/related event;
 - The student in question is unlikely to return to study at a later date.

9.3 Posthumous awards

- 9.3.1. A posthumous award is an award given after the death of a student. On the recommendation of a Progression and Award Board, the Academic Board will normally ratify a posthumous degree where a student dies after completion of a programme but before graduation or, in exceptional circumstances, during study for a programme.
- 9.3.2. A posthumous award will not be distinguished in any way from other awards.
- 9.3.3. All available evidence will be considered when granting a posthumous award, including:
- progression (the student will be expected to have achieved no fewer than two-thirds 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.
- 9.3.4. Where it is not possible to recommend a posthumous award, consideration will be given to granting an alternative, lower level award and/or provision of a formal record of achievement (transcript).

9.4 Conferment of awards and graduation

- 9.4.1. Responsibility for the academic standards of all UCEM higher education and professional awards lies with the Academic Board. The Academic Board will ratify³⁰ awards on behalf of UCEM in line with these regulations. Please refer to the [UCEM Code of Practice - Board of Examiners](#) for more information. The decision of the Academic Board is final (subject to any subsequent academic appeals).
- 9.4.2. External Examiners are appointed by UCEM to ensure that standards are consistently applied in the granting of awards. Please refer to the [UCEM Code of Practice – External Examining](#) for further details.
- 9.4.3. Degrees and other awards are conferred³¹ at an awards ceremony or graduation. You will not normally be allowed to use the attaching rights and privileges of a degree or any linked award until the award has been formally conferred.
- 9.4.4. Once your award has been formally conferred, you will be given a certificate as proof of the award received.
- 9.4.5. A UCEM award may be conferred on one occasion only.
- 9.4.6. Replacement certificates will only be issued if UCEM receives a written request from the holder of the award. 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).

³⁰ Ratifying an award is defined as making it official i.e. this is the final step in the approval of the award.

³¹ Conferment is the final granting of an award by UCEM. Conferment happens at the awards ceremony or graduation.

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- 9.4.7. The name recorded on any certificate or transcript issued by UCEM, or included in any publication (see below), will be the name that you were last registered under. It is your responsibility to ensure that your personal details are up to date and to inform UCEM of any changes.
- 9.4.8. On graduation, you shall wear UCEM academic dress at ceremonies for the conferment of UCEM awards.
- 9.4.9. In circumstances where a module certificate is issued, for example in respect of continuing professional development, this does not represent an award. The associated credits remain notional and cannot be used to contribute towards an academic award without prior agreement and subsequent registration on the programme concerned.
- 9.4.10. If you have successfully completed a programme and the award has been granted³², you may not register for further modules in order to improve your grade.

9.5 Revocation of awards

- 9.5.1. In exceptional circumstances, UCEM reserves the right at any time to officially cancel an award given. This is known as 'revocation' of an award. This may occur, for example, where records later show that the academic requirements have not been met, or where facts come to light which, if known at the time, would have resulted in a decision not to grant an award.
- 9.5.2. On notification that an award may be revoked, you may appeal against the decision (see Section 11.2).

9.6 Professional membership

- 9.6.1. Holders of UCEM awards that offer registration for a professional membership or qualification, in whole or in part towards such status or qualification, shall not necessarily or automatically be granted such right or exemption; this is at the discretion of the accrediting body.

10. General and academic conduct

10.1 General conduct

- 10.1.1. You are expected to conform to reasonable standards of behaviour, honesty and integrity; UCEM may take disciplinary action if you fail to do so, including where such failure threatens the safety of, or disturbs, fellow students and/or staff and/or damages UCEM's property or reputation.
- 10.1.2. UCEM may terminate your learning or programme of study with immediate effect as a result of disciplinary action. If termination of a module or programme occurs for this reason, you will not receive a refund for fees paid or any additional study costs you may have incurred.

³² i.e. the award has been approved by the Progression and Award Board and ratified by the Academic Board.

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- 10.1.3. The [Terms and Conditions of Contract](#) set out the range of disciplinary offences defined by UCEM. You must act at all times in accordance with the Terms and Conditions of Contract, which sets down the standards you can expect from UCEM, as well as your responsibilities as a student.

10.2 Academic misconduct

- 10.2.1. Academic Misconduct is defined as a form of cheating, which is the attempt to gain an advantage for oneself or another by deceit, which is punishable by a range of sanctions. This is defined in more detail in [UCEM's Code of Practice Chapter: Academic Misconduct Policy](#). All reported incidents are treated under these procedures.
- 10.2.2. The [UCEM Code of Practice Chapter: Academic Misconduct Policy](#) also sets out the penalties that can be applied; these range from the issue of a warning letter to expulsion. Penalties are determined in accordance with both the nature and scale of the misconduct and with precedent.
- 10.2.3. You must approach your assessments with academic integrity and ensure you have read the [UCEM Code of Practice Chapter: Academic Misconduct Policy](#) and accessed supporting information and resources in the Student Handbook, Induction Module and on the [VLE](#).

11. Complaints and academic appeals

11.1 Complaints

- 11.1.1. UCEM defines a complaint 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*'³³.
- 11.1.2. You are expected to raise any issues promptly and to abide by [UCEM's codes of practice and the published procedure for student complaints](#), which includes the support available.
- 11.1.3. Information and guidance on the complaints procedure can be found on the [UCEM website](#) and [VLE](#).
- 11.1.4. You have a responsibility to familiarise yourself with the [Assessment, Progression and Award Regulations](#), deadlines and other requirements. A complaint should not be based on ignorance of, or misunderstanding of, such details.
- 11.1.5. The Academic Board holds ultimate responsibility for the approval and monitoring of the complaints procedure. If you have reached the end of UCEM's complaints process, you have the right to take your complaint to the [Office of the Independent Adjudicator \(OIA\)](#).³⁴

³³ [UCEM Code of Practice: Student Appeals and Complaints](#)

³⁴ As stated on the [OIA's website](#), accessed 26.09.16, the OIA is "an independent body set up to review student complaints. Free to students, the OIA deals with individual complaints against Higher Education Providers in England and Wales."

11.2 Academic appeals

11.2.1. UCEM defines an appeal as ‘a request for a review of a decision made by a body (i.e. one of the UCEM committees) charged with determining applications for admission and student progression, assessment and awards’.³⁵ Full details of the process for making an appeal are contained in:

- i. [UCEM's Code of Practice: Student Appeals and Complaints](#);
- ii. [UCEM's Code of Practice Chapter: Academic Misconduct Policy](#);
- iii. [Assessment, Progression and Award Regulations](#).

Please also refer to the [Student Appeals: Candidate Guidance Notes](#).

11.2.2. In line with standard practice in the higher education sector, there can be no appeal based solely on a challenge to the academic judgment of the examiner(s). Appeals submitted on this basis will therefore not be accepted.

11.2.3. You may appeal against the decision of a UCEM committee on the following grounds:

- i. There are mitigating or other circumstances potentially affecting you, which were not known, or could not, for good reason, be drawn to the attention of the UCEM committee at the time the decision was made;
- ii. There has been an administrative error or other irregularity, e.g. in the conduct of an examination or processing of marks; or
- iii. 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.

11.2.4. If there are legitimate grounds for an appeal on these terms, the matter will be referred to an Independent Appeals Board.

11.2.5. Where an appeal is turned down by the Independent Appeals Board, you have no further right of appeal, other than to the [Office of the Independent Adjudicator \(OIA\)](#).

11.2.6. Appeals submitted outside of the published deadlines (i.e. within 10 working days of receiving the decision of a regulatory committee) will not be considered unless accompanied by evidence of mitigating or other circumstances.

11.2.7. 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 Policy](#). Appeals made by third parties on your behalf will not normally be accepted.

11.2.8. The academic appeals procedure cannot be used to complain about teaching or academic services. Any such complaint must be raised through the appropriate channels and at the time it occurs (see Section 11.1).

³⁵ [UCEM Code of Practice: Student Appeals and Complaints](#)

12. Legalities

- 12.1. Any dispute, whether under these regulations or any other regulations or codes of conduct or any contract between UCEM and any students, shall be governed by, and interpreted in accordance with, English law.
- 12.2. In the event of educational services, facilities and arrangements provided being changed following appropriate consultation and approval, UCEM will ensure that your best interests and maintenance of the quality of such services are the main consideration.
- 12.3. You may be excluded from UCEM, either temporarily or permanently on the authority of the Principal, or on the authority delegated to the Deputy Chief Executive Officer (DCEO). This may be sanctioned on the basis of academic or disciplinary grounds. Additionally, UCEM reserves the right to exclude you or terminate your study if you 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, vexatious, malicious and/or without sound reason. Any such decision is subject to the student's right of appeal under the [UCEM Code of Practice: Student Appeals and Complaints](#).

13. Other policies and procedures

13.1 Ownership of student work

- 13.1.1. UCEM does not automatically own the rights to your 'intellectual property'³⁶. However, there may be circumstances where UCEM will request that you assign your intellectual property to UCEM.
- 13.1.2. Should UCEM request assignment of intellectual property rights, UCEM will acknowledge appropriately the authorship of the work. Should UCEM gain any income from such work, it will share, by agreement, any net income with the student(s) concerned.
- 13.1.3. Any original work created by a student and submitted through, or posted on, the VLE is covered by the VLE terms of use provided to you.
- 13.1.4. Please refer to the [Intellectual Property Policy](#) for more details.

13.2 Equality

- 13.2.1. UCEM is committed to equality of opportunity and respect for diversity in all aspects of its operations. In accordance with the [UCEM Code of Practice: Equality and Diversity Policy](#), UCEM will treat all students fairly, equally and with respect in order to provide an environment in which to encourage you to reach your full potential.
- 13.2.2. UCEM expects all staff, students and other stakeholders to recognise these rights and act accordingly.

³⁶ Any inventions, designs, information, know-how, specifications, formulae, data, processes, methods, techniques and other technology that are conceived or developed by UCEM staff, UCEM students, collaborators and sponsors along or jointly with others (UCEM Intellectual Property Policy).

13.3 Disabilities and additional needs

- 13.3.1. UCEM is committed to creating an environment within which students with disabilities and additional needs have access to facilities and a learning environment that are, wherever possible, compatible with those experienced by their non-impaired peers. Further details can be found in the [UCEM Code of Practice Disability and Additional Needs](#) and the [UCEM Code of Practice: Equality and Diversity Policy](#).

13.4 Health and safety

- 13.4.1. It is UCEM policy to take all necessary steps to ensure, as far as reasonably practicable, your health, safety and welfare as well as that of its employees and visitors. Provisions within this policy are in line with the Health and Safety at Work etc. Act (1974) and all other related legislation. You have an obligation to co-operate with UCEM on all health and safety matters and to conduct yourself in a manner that assures your own safety and the safety of others when on UCEM premises or other venues related to your programmes of study.
- 13.4.2. If you have any concerns about health and safety, you must contact your tutor or a member of UCEM staff.
- 13.4.3. 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 regulations.

13.5 Safeguarding

- 13.5.1 You have an obligation to co-operate with UCEM in relation to safeguarding³⁷. If you have a concern regarding your own health, wellbeing and human rights or the health, wellbeing and human rights of another UCEM student you should inform a member of UCEM staff. The UCEM Safeguarding Policy is set out in full on the [UCEM website](#).

13.6 Prevent

- 13.6.1. UCEM has a responsibility under the Counter-Terrorism and Security Act (2015) to *“have due regard to the need to prevent people from being drawn into terrorism”* and to ensure that students are aware of the procedures in the event that a concern is raised. This aligns with the [UK government's Prevent Strategy](#).
- 13.6.2. Please refer to the [Prevent Strategy: Raising concerns – a briefing note for students](#) for details of your responsibilities and the action you should take, should you have any concerns relating to extremism, including extremist ideas.

³⁷ Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

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13.7 Freedom of speech

13.7.1 UCEM is committed to the freedom of speech for the benefit of students and staff at the institution.

13.7.2 Please refer to [UCEM's Freedom of Speech Policy](#) for further details.

13.8 Privacy and data protection

13.8.1. Any personal information given to UCEM will be treated with the highest standards of security and confidentiality, in accordance with the United Kingdom Data Protection Act 1998.

13.8.2. Please [click here for the Privacy and Data Protection Policy](#).

13.9 Copyright and photocopying

13.9.1. Please refer to the Student Handbook for information on copyright and photocopying.

13.10 Virtual learning environment

13.10.1 Students are required to observe all regulations and user policies relating to UCEM's virtual learning environment (VLE).

14. Further support

If you have any queries, please contact Student Central by:

- logging an enquiry through the [Student Services Section of the VLE](#)
- telephoning +(0)44 118 921 4696