

# Academic and General Regulations Level 3

## 2017/18

In response to feedback received, UCEM has carried out a review of the structure, format and style of the Level 3 **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**:

<b>Special provisions for portfolios</b>	Greater clarity added to specify that if a portfolio arrives more than seven days after the submission deadline the portfolio will be capped at a Pass unless mitigating circumstances approved (para 3.2.8).
<b>Delegated authority of the Deputy Chief Executive Officer (DCEO)</b>	In the absence of the Principal, the DCEO has authority to give permission (only in exceptional circumstances) for results to be released over the telephone (para 3.6.8). The Principal may also delegate authority to the DCEO to exclude a student (para 12.3).  <i>Authority previously rested solely with the Principal.</i>
<b>Student withdrawal</b>	Where a student does not return from a break in learning or maintain contact with their Apprenticeship Officer/Coordinator regarding ongoing suspension, this will be considered a withdrawal by default (para 6.3.8).  <i>Previously it was stated that UCEM may withdraw a student.</i>
<b>Termination</b>	The addition of the term, and the inclusion of a section on, 'termination' (section 6.2).  <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</i>

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	<i>disciplinary action. Re-admittance will <u>not be</u> permitted if your study is terminated.</i>
<b>Appeals</b>	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. Reference to the Office of the Independent Adjudicator (OIA) removed as the OIA has confirmed that level 3 students would not be entitled to seek a review by the OIA.

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

<b>Mitigating circumstances</b>	Additional information added regarding mitigating circumstances (see paras 4.2 to 4.5).
<b>Progression and trailing credits</b>	Section added to provide more information to students within the regulations (see section 8).
<b>Academic misconduct</b>	Replacement of the term 'malpractice' with 'misconduct' for consistency, in line with UCEM policies and procedures (section 10.2).
<b>Other policies and procedures</b>	Section added to signpost to key policies and procedures (section 13).

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 **1<sup>st</sup> October 2017**.

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