

UCEM Level 3 Academic and General Regulations for Students

2018/19 - Summary of Changes

The Academic and General Regulations for Students are reviewed annually and can be found on our [website](#).

The key changes to the 2018/19 version of the UCEM Level 3 Academic and General Regulations for Students (effective from 1st October 2018) are highlighted below. The changes made are mostly formatting updates and additional information/rewording for clarity (additions are in blue and removals are in red):

<p>2.5 Suspension or withdrawal of units</p>	<p>2.5.1. The relevant Board of Studies Apprenticeship Standards and Enhancement Committee (ASEC) may decide to either suspend delivery of any unit for a defined period of time or withdraw any unit. This may be on the grounds of the level of student demand and/or resource availability, or in response to:</p> <ul style="list-style-type: none"> • academic circumstances, such as the relevance and/or currency of the syllabus; • the need to review the purpose and/or level of the unit; • feedback; • annual monitoring or periodic review.
<p>3.2 Conduct of Assessment</p>	<p>3.2.5. UCEM may reject coursework or portfolio submissions which are not submitted in the correct format.</p>
<p>4 Mitigating Circumstances</p>	<p>4.4. UCEM's Policy on Submission and Approval of Mitigating Circumstances, and the Mitigating Circumstances Form are available via the Student Services section of the VLE, under 'Coursework Team' 'Programme Administration Team' or 'Examinations Team' Programme Administration Team' or 'Examinations Team'. It is your responsibility to familiarise yourself with this policy, which provides information on deadlines, acceptable cases, appropriate evidence and the range of provisions.</p>
<p>6. Withdrawal, termination and break in study</p>	<p>6.1.1. You must advise your apprenticeship managing agency (UCEM/Chartered Surveyors Training Trust /Eastleigh College) if you intend to withdraw from a programme. Failure to comply with this requirement will result in any assessments not completed being recorded as failed.</p>

Continuation page

<p>13.5 Safeguarding</p>	<p>13.5.1. You have an obligation to co-operate with UCEM in relation to safeguarding. 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 contact the Designated Safeguarding Lead by e-mailing <u>safeguarding@ucem.ac.uk</u>. Further details can be found in the UCEM Code of Practice: Safeguarding and Prevent and in the Safeguarding Procedure.</p>
<p>13.6 Prevent</p>	<p>Please refer to the Prevent Strategy: Raising concerns – a briefing note for students, available on the VLE, Please refer to the Code of Practice: Safeguarding and Prevent and Prevent Procedure for details of your responsibilities and the action you should take, should you have any concerns relating to extremism, including extremist ideas.</p> <p>13.6.3. UCEM's Policy on Prevent is available on the UCEM Website.</p>

The changes to the Regulations 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 October 2018**.