

UCEM Level 4-7 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 4-7 Academic and General Regulations for Students (effective from 1st September 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**):

1.2 Key Supporting documents	1.2.2. The Glossary of UCEM Terms is available through the induction section Glossary section of the e-Library on the VLE .
4.1 Mitigating Circumstances	<i>Section on Mitigating Circumstances and Extensions separated for clarity</i> 4.1.3. UCEM's Policy on Submission and Approval of Mitigating Circumstances, available via the ' Programme Administration Team 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 .
4.2 Extensions	4.2.2. In exceptional circumstances, extensions to deadlines may be granted. Please note that: a) One extension per semester is permitted; 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) The extension is for 7 days from the original deadline; You cannot use more than one extension per piece of coursework; c) You must apply for an extension before 10.00 a.m. on the due date (retrospective extensions will not be granted); d) No extensions are permitted for the second or final assessment for coursework-only modules.

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	4.2.3.	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	Grade above pass threshold: 10 marks deducted but not taking the mark below the pass threshold. Grade below pass threshold: no penalty applied.	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	Grade above pass threshold: 10 marks deducted but not taking the mark below the	Score recorded as 0 Feedback only	Work will not be marked. Score Recorded as 0 No Feedback**

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				<p>pass threshold.</p> <p>Grade below pass threshold: no penalty applied.</p>		<p>*</p>						
<p>*If you are assessed as having valid mitigating circumstances, such penalties may be lifted or reduced.</p> <p>**Please note that the 10.00 a.m. UK-time deadline will still apply.</p> <p>*** 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.</p>												
<p>4.2.4. Only students with approved mitigating circumstances may submit after 21 days.</p>												
<p>4.2.5. For the Project Module, if your coursework submission 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.</p>												
<p>6.3 Deferral</p>	<p>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:</p> <table border="1" data-bbox="435 1386 1272 1832"> <thead> <tr> <th data-bbox="435 1386 759 1494">Type of module</th> <th data-bbox="759 1386 1272 1494">Deadline for requests to defer or suspend</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1494 759 1599">Examined.</td> <td data-bbox="759 1494 1272 1599">No later than four weeks before the first date of the examination period.</td> </tr> <tr> <td data-bbox="435 1599 759 1832">Non-examined, e.g. coursework only, plus projects and work-based learning portfolios, dissertation.</td> <td data-bbox="759 1599 1272 1832">No later than two weeks before the due date of the final submission.</td> </tr> </tbody> </table>						Type of module	Deadline for requests to defer or suspend	Examined.	No later than four weeks before the first date of the examination period .	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.
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<p>6.4 Suspension</p>	<p>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 at the next available session.</p>											

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<p>9.4. Conferment of awards and graduation</p>	<p>9.4.4. Certificates of Higher Learning and Advanced Certificates of Higher Learning are exit awards only. Students achieving these are not eligible to attend the graduation ceremony, nor are those achieving professional awards including the Certificate of Personal and Professional Development. Students achieving professional awards including the Certificate of Personal and Professional Development are not eligible to attend the graduation ceremony.</p> <p>9.4.5. The following awards are conferred at a graduation ceremony: Master of Science (MSc) degrees; Master of Business Administration (MBA) degrees; Postgraduate Diplomas (PGDip); Postgraduate Certificates (PG Cert); Bachelor of Science (BSc) degrees (honours and ordinary); Foundation Degrees Science (FdSc); Certificates of Higher Education (Cert HE) and Diplomas of Higher Education (Dip HE).</p>
<p>11.2 Academic Appeals</p>	<p>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’. Full details of the process for making an appeal are contained in:</p> <ul style="list-style-type: none"> i. <u>UCEM's Code of Practice: Student Appeals and Complaints</u>; ii. <u>UCEM's Code of Practice Chapter: Academic Misconduct Policy</u>; iii. <u>Assessment, Progression and Award Regulations</u>. <p>Please also refer to the Student Appeals Candidate Guidance Notes <u>Student Appeals Procedure</u>.</p> <p>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 <u>Student Appeals Procedure</u>. Appeals made by third parties on your behalf will not normally be accepted.</p>
<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 <u>contact the Designated Safeguarding Lead by e-mailing safeguarding@ucem.ac.uk</u>. Further details can be found in the <u>UCEM Code of Practice: Safeguarding and Prevent</u> and in the <u>Safeguarding Procedure</u>.</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 <u>Code of Practice: Safeguarding and Prevent</u> and <u>Prevent Procedure</u> for details of your responsibilities and the action you should take, should you have any concerns relating to extremism, including extremist ideas.</p>
<p>13.8 Privacy and Data Protection</p>	<p>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 <u>European General Data Protection Regulation (GDPR) (2018)</u>.</p>

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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 September 2018**.

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