

UCEM Academic and General Regulations for Students (Level 4-7)

2019/20 - 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 2019/20 version of the UCEM Academic and General Regulations for Students (Level 4-7) (effective from 1st September 2019) are highlighted below. The changes made include formatting updates and additional information/ rewording for clarity (direct text from the regulations in italics with additions in blue and removals in red).

Section (as titled in 2019/20 regulations)	Details
All sections	<p>All hyperlinks updated to any relevant new versions.</p> <p>All references to further information on the VLE have been updated to a generic reference in light of the revised Student Services VLE structure.</p> <p>References to the Student Handbook have been reduced as the Handbook will no longer contain duplicated information from the regulations.</p>
1.2 Key supporting documents	<p>Additional key document noted.</p> <p><u>UCEM Student Protection Plan</u></p> <p><i>This sets out the measures that the institution has in place to protect students, should a risk to the continuation of studies arise, and the action UCEM will take to protect student interests and assure continuity of study in the event of a programme closure, or if UCEM is no longer able to operate.</i></p>
2.3 Award	<p><i>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, unless you have</i></p>

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	<p><i>been granted an exemption⁵. 3.1.6 Unless you have been granted an exemption¹⁶, you must complete all the modules you are registered for.</i></p> <p><i>Footnote 5 (was footnote 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.</i></p> <p>2.5 Intermediate Awards</p> <p>Changed “intermediary” in text to “intermediate” for consistency.</p>
<p>2.6 Changes to modules and programmes</p>	<p>Added footnote, 7, referencing UCEM’s Student Protection Plan.</p> <p><i>See also UCEM’s Student Protection Plan which assesses the level of risk in relation to continuity of study, the measures that UCEM will put in place to mitigate any risks, and how the institution will communicate any relevant information with you.</i></p>
<p>2.7 Suspension or withdrawal of modules</p>	<p>Removed reference to Board of Studies to allow for change of name of the deliberative committees.</p> <p><i>2.7.1 The relevant deliberative committee Board of Studies may decide...</i></p>
<p>3.1 Principles</p>	<p>3.1.4 Renamed “Oral exam” for clarity.</p>
<p>3.4 Coursework</p>	<p>3.4.3 Where practical, All coursework submissions are checked for plagiarism. Please see UCEM’s Code of Practice Chapter: Academic Misconduct Policy for further details on plagiarism.</p> <p>3.4.4 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. <i>Your final module results marks for your first and subsequent assessments will be withheld until you have successfully completed this element.</i> For more information on referencing and plagiarism please see the Student Handbook as well as the VLE.</p> <p>Removed references to postal submissions as all work is not submitted digitally.</p> <p>3.4.5 <i>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),</i></p>

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	<p>or proof of postage² (for postal submissions¹). You can access an electronic submission receipt from Turnitin as confirmation of receipt by UCEM. Coursework submitted by any method other than through the VLE or by post will not be accepted unless under exceptional 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.</p> <p>²A 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.</p> <p>Updated to note that dissertation submission is now via Turnitin only.</p> <p>3.4.7 UCEM dissertations and research-based projects take the form of research-based reports. There are particular requirements for their submission:</p> <p>a) You must submit a digital copy via Turnitin. 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 The copy may be retained within the UCEM Library and one copy may be returned to you.</p>
<p>3.5 UCEM Assessment, Progression and Award Regulations</p>	<p>3.5.1 Added that both progression and maximum and trailed credits are topics that are covered in the Assessment, Progression and Award Regulations.</p>
<p>3.6 Assessment committees and boards</p>	<p>3.6.1. c) Module Boards</p> <p>Confirm and agree module marks, and approve mitigating circumstances committee recommendations.</p>
<p>3.8 Module and programme marks</p>	<p>3.8.9 Updated senior leadership team terminology.</p> <p>Results will not be given over the telephone unless the Principal, or exceptionally the Deputy Principal Chief Executive Officer (CEO) in the Principal's absence, has given permission.</p>
<p>3.9 Retaking a failed module</p>	<p>What was previously "Section 7: Re-assessment" and "Section 8: Progression and trailing credits" have been moved under Section 3: Assessment.</p>

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	<p>The following information in that section, which is duplication of information from the Assessment, Progression and Award regulations, was removed:</p> <p>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) allowance² (see <u>UCEM Assessment, Progression and Award Regulations</u> for further information).</p> <p>7.7 You will not normally be allowed to continue with your chosen programme if you do not pass a module within the permitted 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 circumstances³ the Progression and Award Board has the discretion to recommend that you be allowed one further attempt (see <u>UCEM Assessment, Progression and Award Regulations</u>).</p> <p>8.1 You should refer to the <u>UCEM Assessment, Progression and Award Regulations</u> related to your programme of study for details on progression and the number of credits per semester you may take.</p> <p>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.</p>
<p>4.2 Extensions</p>	<p>4.2.1 Defined CMAs</p> <p>4.2.5 Added the fees required if deferring the project module.</p> <p><i>c) If you defer your project module you will be required to pay 50% of the module fee if you return to study at the agreed time. If you are unable to return to study at the first available opportunity you will be charged the full fee for the project module.</i></p>
<p>6.1 Withdraw</p>	<p>Updated refund upon withdrawal information.</p>

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	<p>New students:</p> <ul style="list-style-type: none"> If you withdraw <i>after 2 weeks but within 4 weeks of the semester start date</i> between day 15 and 30, you will receive a refund minus 20% of the programme fee. <p>Current students:</p> <ul style="list-style-type: none"> If you withdraw <i>within 4 weeks of the semester start date</i> 30 days of the programme start date you will receive a refund minus 20% of the programme fee <p>6.1.3 Where you do not pass a final retake of a module, <i>you will and are therefore not be</i> permitted to continue a programme, unless but where you have already registered for modules in the next study session.; Y<i>you will be given the choice of either withdrawing immediately and receive an appropriate refund of fees or completing the modules for which you have registered in that the following session. If you choose the former, then the appropriate refund of fees will be given. If you choose the latter, y</i> You will be granted credits on successful completion of those modules. <i>Whichever option you choose, you will be eligible for any intermediate terminating exit ward which your completed credits entitle you to. and such credits can contribute to any exit award that is due.</i></p>
<p>6.2 Termination</p>	<p>6.2.4 <i>If your study is terminated, re-admittance, re-admittance on any UCEM programme will not normally be permitted.</i></p>
<p>6.3 Deferral</p>	<p>Please take particular note of the deferral deadlines outlined in this section.</p> <p>Added the fees required if deferring the project module.</p> <p>6.3.2 <i>No refund is given for deferred modules, although no fee will be charged on re-joining the module when it is next offered, except for the project module. If you defer your project module you will be required to pay 50% of the module fee if you return to study at the agreed time. For all modules, if you are unable to return to study at the first available opportunity you will be charged the full fee. If you do not take the deferred module(s) at the first available session, a full module fee will be payable</i></p>
<p>6.4 Suspension</p>	<p>Please take particular note of the suspension deadlines outlined in this section.</p>
<p>8.1 General Conduct</p>	<p>8.1.3/8.1.4 <i>Addition of reference to the Disciplinary Policy and Procedure.</i></p> <p><i>UCEM's Disciplinary Policy and Procedure sets out the range of disciplinary offences defined by UCEM, the procedure for investigation and the sanctions applied. You must act at all</i></p>

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	times in accordance with the Terms and Conditions of Contract, which sets out the standards you can expect from UCEM, as well as your responsibilities as a student.
9.2 Academic appeals	Removed details on appeal procedure to avoid duplication with the procedure document.
10 Legalities	In 12.3 updated senior leadership team terminology. You may be excluded from UCEM, either temporarily or permanently, on the authority of the Principal Chief Executive Officer (CEO) . or on the authority delegated to the Deputy Principal Chief Executive Officer (CEO) .
11.5 Safeguarding	Changed reference to “Safeguarding Policy” to “Safeguarding Procedure” and added in safeguarding designated lead email safeguarding@ucem.ac.uk .
11.6 Prevent	Added reference to UCEM's Prevent Procedure.
Copyright and photocopying	Section removed as out of date.

The changes to the Academic and General Regulations for Students (Level 4-7) 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 2019**.

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