

UCEM Academic and General Regulations for Students (Level 3)

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 3) (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 VLE structure.</p> <p>References to the Student Handbook have been trimmed down as the Handbook will no longer contain duplicated information from the regulations.</p>
1.1 Purpose and Scope	<p><i>1.1.2. These regulations have been approved by the University College of Estate Management Academic Board and relate to the level 3 diploma awards. They apply to all students following a level 3 Diploma for a UCEM award who started their studies with UCEM before September 2019. These regulations do not apply to students on the Facilities Management Supervisor Apprenticeship programme.</i></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</i></p>

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	<i>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>
1.3 Amendment to regulations	<i>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 October September of that academic year).</i>
2.4 Changes to modules and programmes	Added footnote, 3, referencing UCEM's Student Protection Plan. <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>
2.5 Suspension or withdrawal of modules	<i>2.7.1 The relevant deliberative committee The Apprenticeship Standards and Enhancement Committee (ASEC) may decide...</i>
3.1 Principles	3.1.4 Renamed "Oral exam" for clarity.
3.2 Conduct of assessment	<i>Special provisions for portfolios</i> <i>If a portfolio arrives up to seven days after the final submission deadline the portfolio will be capped at a Pass unless mitigating circumstances are approved (see paragraph 4.2.3 on mitigation).</i>
3.5 UCEM Assessment, Progression and Award Regulations	<i>3.5.1 Added that both progression and maximum credits are topics that are covered in the Assessment, Progression and Award Regulations.</i>
3.4 Assessment committees and boards	<i>a) Scrutiny Boards</i> <i>Before you are given assessments, we undertake internal quality assurance (IQA) where we review the assessments to check that they are in with:</i> <i>Review assessments to check that they are in line with:</i> <ul style="list-style-type: none"> • UCEM's Learning, Teaching and Assessment Strategy; • the Assessment Handbook; • the unit's learning outcomes; • the required assessment format; • the appropriate academic level.
3.5 Internal Quality Assurance	Renamed "moderation" as "internal quality assurance" to better reflect the quality assurance steps taken at UCEM.
3.6 Unit and programme grades	Updated senior leadership team terminology. <i>Results will not be given by telephone without the express permission of the Principal, or exceptionally the Deputy</i>

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	<i>Principal</i> Chief Executive Officer (CEO), in the Principal's absence.
3.7 Re-assessment	<p>What was previously "Section 7: Re-assessment" and "Section 8: Progression and trailing credits" have been moved under Section 3: Assessment.</p> <p>The following information in that section, which is duplication of information from the Assessment, Progression and Award regulations, was removed:</p> <p>7.1 If you fail to be awarded credits for your first attempt at a unit, you have the right to one further attempt through resubmission.</p> <p>7.2. If you have to retake a unit or an assessment component of the unit, the unit grade will be capped at the Pass grade.</p> <p>7.4. If you have valid mitigating circumstances and do not pass the unit at your first attempt, you may apply to use your second attempt at the unit without your grade being capped at the Pass grade. This also applies in cases where the mitigating circumstances involve any procedural failing by UCEM or its agents.</p> <p>7.5. Successful re-assessment, although subject to capping, does not prevent you achieving higher award classifications above a Pass. Distinction and Merit classifications are still possible on the basis of grade profiles that include grades from re-assessments, albeit that those grades will have been subject to capping above a Pass.</p> <p>7.6. In exceptional cases where condonation of a unit fail is granted by the Progression and Award Board, then up to a maximum of seven credits may be awarded to enable students to meet the minimum total credit requirements for awards. The condoned status of these units will be made explicit on result transcripts. In such cases, the grade carried forward from a condoned unit will be determined by the Progression and Award Board, giving due consideration to the nature of the exceptional mitigating circumstances and the results profile of the student concerned.</p> <p>7.8. You will not be allowed to continue with your chosen programme if you do not pass a unit within your two attempts (see paragraph 7.1). In such circumstances you will be deemed to have failed to achieve the appropriate number of credits.</p> <p>8.1. You should refer to the Assessment, Progression and Award Regulations related to your programme of study for</p>

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	<p>details on progression and the number of credits per semester you may take.</p> <p>8.2. Permission to trail retake units 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>
6.1 Withdrawal, termination and break in learning	6.1.1 If you wish to permanently leave your programme of study this is defined as withdrawal.
	6.1.2 You must advise your apprenticeship managing agency (UCEM/Rathbone/ Chartered Surveyors Training Trust /Eastleigh College/Kaplan) if you intend to withdraw from a programme.
	6.2.3 If your study is terminated, your registration with UCEM will end, and <u>VLE</u> access will be removed.
	6.2.4 If your study is terminated, re-admittance, re-admittance on any UCEM programme will not normally be permitted.
7.2 Posthumous awards	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.
8. General and academic conduct	<p>Addition of reference to the Disciplinary Policy and Procedure.</p> <p>8.1.3. The Terms and Conditions of Contract and Apprenticeship Student Conduct Expectations set out UCEM's student conduct expectations. You must act at all times in accordance with these expectations. the Terms and Conditions of Contract, which sets down the standards you can expect from UCEM, as well as your responsibilities as a student.</p> <p>8.1.4 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 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.</p>
9.2 Academic appeals	Removed details on appeal procedure to avoid duplication with the procedure document.
10 Legalities	<p>In 10.3 updated senior leadership team terminology.</p> <p>You may be excluded from UCEM, either temporarily or permanently, on the authority of the <u>Principal Chief Executive</u></p>

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	Officer (CEO) . or on the authority delegated to the Deputy Principal Chief Executive Officer (CEO) .
11.4 Health and Safety	<i>11.4.4 Further details can be found in UCEM's online health and safety documents.</i>
11.5 Safeguarding	Changed reference from "Safeguarding Policy" to "Safeguarding Procedure" and added in safeguarding designated lead email safeguarding@ucem.ac.uk . Updated footnote defining Safeguarding, as follows: <i>Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect, in accordance with British Values.</i>
11.6 Prevent	Added reference to UCEM's Prevent Procedure.
11.7 Privacy and data protection	Reference to GDPR added.
11.8 Copyright and photocopying	Renamed section to <i>11.8 Copyright and photocopying</i>

The changes to the Academic and General Regulations for Students (Level 3) 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.