

# UCEM Academic and Programme Regulations – Applicable to all students studying on UCEM Programmes at Levels 4 - 7

## 2021/22 - Summary of Changes

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

The key changes to the 2021/22 version of the UCEM Academic and Programme Regulations – Applicable to all students studying on UCEM Programmes at Levels 4 - 7 (effective from 1<sup>st</sup> September 2021) 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 2020/21 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>
Title page	<p>Coronavirus (Covid-19) Addendum has been removed. The temporary amendment to 5.3.1 has now been incorporated into the regulations.</p> <p><del>Coronavirus (Covid-19) Addendum</del></p> <p><del>Update made 3 March 2021.</del></p>

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<p><i>Section 1.6 of these regulations allows for Academic Board to change these regulations with immediate effect in order to implement changes that are in your best interests. Due to the coronavirus (COVID-19) pandemic, the following temporary amendments to these regulations have been approved in order to support students:</i></p>				
<b>Topic</b>	<b>Section</b>	<b>Original regulation</b>	<b>Temporary regulatory update</b>	<b>Effective from</b>
<i>Extension and late submission</i>	<i>5.3.1</i>	<i>You are allowed one seven-day extension per semester. However, you are not permitted to use this extension if:  the assessment is a CMA or portfolio; or the assessment is a resubmission.</i>	<i>You are allowed one seven-day extension per module.  However, you are not permitted to use this extension if:  the assessment is a CMA or portfolio; or the assessment is a resubmission.</i>	<i>3 March 2021</i>
<p><i>For more information about UCEM's response to Coronavirus (COVID-19) visit the <a href="#">Coronavirus section on the VLE Help page</a>.</i></p>				
<b>1. Introduction</b>	<p>1.2. Content has been broken into 2 points. The purpose of these regulations is now 1.3.</p> <p>1.3. <i>The purpose of these regulations is to make sure:</i></p> <ul style="list-style-type: none"> <li>• <i>We (University College of Estate Management (UCEM)) keep high quality and standards across all our (UCEM's) awards;</i></li> <li>• <i>there are consistent outcomes across programmes; and</i></li> <li>• <i>you are treated equally and fairly throughout your studies with us (UCEM).</i></li> </ul> <p>Addition of 1.3 has renumbered subsequent points i.e. previous 1.3 becomes 1.4 through to 1.14</p>			
<b>3.1 Registration</b>	<p>3.1.2 Change subsection and update terminology.</p> <p><i>You can choose not to register for any modules in a semester if you were registered for at least one module in the previous semester (including if you registered and then <b>suspended interrupted</b> (see section <b>3.3 3.2</b>)).</i></p>			
	<p>3.1.5 Update to terminology used.</p> <p><i>...to unregister from that module. If the module commencement date has passed you cannot reduce the modules you are studying, except by</i></p>			

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	<del>deferring (see section 3.2) or suspending (see section 3.3)- interrupting your studies (see section 3.2).</del>
<b>3.2 Interruption of study</b>	<p>This is a significant change which impacts students that want to defer/suspend/interrupt their studies.</p> <p>Previous <del>3.2-Deferral</del> now replaced by <i>3.2 Interruption of study</i>.</p> <p>The section is a significant update from what was previously presented in the 'Deferral' section. The regulation update provides more flexibility to support students in their studies. The section provides clarity about timescales for interrupting studies.</p> <p>The new Interruption of study regulation includes a fee for interrupting studies and rejoining the module(s) at the next opportunity.</p>
<b>3.3 Suspension</b>	<del>3.3 Suspension</del> has been removed and superseded by the new regulation <i>3.2 Interruption of study</i> .
<b>4. Break in learning (For apprentices hip students only)</b>	<p>4.2 updated to be more specific on the reasons for taking a break in learning</p> <p><i>A break in learning may can only be agreed in relation to medical treatment, parental leave or leave for other personal reasons that prevent you from progressing with your apprenticeship. Annual leave, public holidays and short-term absences (up to four weeks) cannot be agreed as a break in learning.</i></p>
	<p>4.3 Updated to make first discussion with Apprenticeship Outcomes Officer with subsequent collaborative discussion with employer.</p> <p><del>If you want to go on a break in learning, you must first discuss this with your employer. If your employer is supportive of a break in learning, your employer should contact your Apprenticeship Outcomes Officer to discuss the request. Your Apprenticeship Outcomes Officer will log the request in Student Central.</del></p> <p><i>If you want to go on a break in learning, you must first discuss this with your Apprenticeship Outcomes Officer. If your Apprenticeship Outcomes Officer agrees your circumstances could be considered for a break in learning, we will discuss with your employer together. If your employer is supportive of a break in learning, your Apprenticeship Outcomes Officer will log the request in Student Central. At this stage we must collectively agree a planned-return date (which can be changed if required by mutual agreement).</i></p>
	<p>4.5 Updated to specifically include engaging with communication from UCEM.</p> <p><i>...and you are expected to engage with any communication from UCEM.</i></p>
	4.6 Updated to include link to relevant section 2.3

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	<p><i>Any breaks in learning will still count towards your maximum registration period for your academic programme (see section 2.3).</i></p> <hr/> <p>4.7 Minor editorial update</p> <p><i>You are not allowed to participate in the resubmission period for a module that you <del>started before your break in</del> have taken a breaking learning on. Instead, you should join the next delivery of the module.</i></p> <hr/> <p>4.8 Updated to state that marks on incomplete modules due to interruption of study will only be carried forward to future attempts if exceptionally agreed by a Director of Apprenticeships.</p> <p><del><i>Any pass standard assessment marks (see section 6.1 or 6.2) that you have achieved in modules that you started before your break in learning will automatically be carried forward to the next time you study the module, unless the module descriptor has changed.</i></del></p> <p><i>Any marks achieved on a module that you did not complete due to taking a break in learning are not carried forward to any future attempts, unless exceptionally agreed by a Director of Apprenticeships.</i></p> <hr/> <p>4.9 New subsection, <i>See section 9 for what will happen if you do not return after your agreed break in learning.</i></p>
<p><b>5.3 Extensions and late submission s</b></p>	<p>5.3.1 Minor editorial update</p> <p><i>You are allowed one seven-day extension <del>per</del> for each module you are registered on. However, you are not permitted to use this extension if...</i></p> <hr/> <p>5.3.3 Update clarifying that extensions beyond seven days can only be requested by students with an Additional Support Plan. Directs other students to Mitigating Circumstances Procedure.</p> <p><del><i>Extensions beyond seven days will only be allowed if you have valid mitigating circumstances (see section 7) or you have an Additional Support Plan indicating this.</i></del></p> <p><i>5.3.3. Extensions beyond seven days cannot be requested (except if you have an Additional Support Plan indicating this, see 5.3.4). However, if you have mitigating circumstances you can use the Mitigating Circumstances Procedure to request that any late penalties are removed. This is not guaranteed and will depend on the mitigating circumstances you experienced.</i></p> <hr/> <p>5.3.4 Updated to improve clarity about extensions and Additional Support Plans.</p> <p><del><i>5.3.1, 5.3.2 and 5.2.3 do not apply to you if you have an Additional Support Plan which provides automatic extensions on all assessments.</i></del></p> <p><i>Extensions allowed by an Additional Support Plan will be automatically applied. Extensions allowed by an Additional Support Plan normally exclude CMAs and resubmissions</i></p>

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5.3.5 Update changing zero award timescale from 21 days to 14 days. <i>... you are not allowed to submit more than <del>21</del> 14 days after the original submission deadline. If you do, you will receive a mark of zero.</i>	
5.3.6 Minor editorial update. <i>If you do not submit <del>your</del> a CMA...</i>	
5.3.7 Minor editorial update. <i>If you do not submit <del>any</del> a resubmission <del>assessments</del> assessment by the required deadline</i>	
5.3.8 Late submission penalty table has been simplified, including the change to the time when zero marks will be awarded. <i>a. If you have no extension, no approved mitigating circumstances, and no Additional Support Plan, the following penalties will apply:</i>	
<i><b>Time after original published submission deadline</b></i>	<i><b>Penalty</b></i>
<i>+ 1 day</i>	<i>5 marks will be taken off</i>
<i>+ 2 - 7 days</i>	<i>10 marks will be taken off</i>
<i>+ 8 – 14 days</i>	<i>Your mark will be capped at the module pass mark</i>
<i>+ 15 days</i>	<i>You cannot submit and you will receive a mark of zero</i>
<i>b. If you have a 7-day extension, no approved mitigating circumstances, and no Additional Support Plan, the following penalties will apply:</i>	
<i><b>Time after original published submission deadline</b></i>	<i><b>Penalty</b></i>
<i>+ 7 days</i>	<i>No penalty</i>
<i>+ 8 days</i>	<i>5 marks will be taken off</i>
<i>+ 9 – 14 days</i>	<i>10 marks will be taken off</i>
<i>+ 15 days</i>	<i>You cannot submit and you will receive a mark of zero</i>
<i>c. If you have a 14-day extension specified by your Additional Support Plan, the following penalties will apply:</i>	
<i><b>Time after original published submission deadline</b></i>	<i><b>Penalty</b></i>

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	+ 14 days	No penalty
	+ 15 days	You cannot submit and you will receive a mark of zero
	<p>5.3.9 Additional subsection.</p> <p><i>Penalties will not be applied fully if they would take your mark below the module pass mark (see section 6.1.3). If your unpenalised mark is already below the module pass mark, a penalty will not be applied.</i></p>	
	<p>5.3.10 Additional subsection.</p> <p><i>If a late penalty has been applied to any of your assessments and without that penalty you otherwise would have passed the module, you will not be required to resubmit and you will receive an overall module mark capped at the module pass mark.</i></p>	
	<p>5.3.11 Additional subsection.</p> <p><i>You will be able to view your unpenalised mark through Turnitin so you understand the quality of your work submitted. Your recorded penalised mark is stored on the Assessment Tracking page.</i></p>	
<b>5.4 Quality assurance of assessment and award</b>	<p>5.4.10 Update to title from Academic Registrar to Director of Registry and Student Services.</p> <p><i>...or exceptionally the <del>Academic Registrar</del> Director of Registry and Student Services in the Principal or Deputy Principal's absence...</i></p>	
<b>6.1 Achieving module credit (marked modules)</b>	<p>6.1.2 Updated to clarify it is the overall module mark that must be a pass.</p> <p><i>You do not need to achieve a minimum mark in individual assessments.</i></p>	
<b>6.3 Number of attempts</b>	<p>6.3.2 Additional point which increments all points following by 1.</p> <p><i>Normally for all modules (with the exception of the 40 credit project module) the four attempts will include: a sit (i.e. first sit) and a module retake; and in both instances you may have a resubmission.</i></p> <p>6.3.3 Additional point, increments all following points by 1.</p> <p><i>For 40 credit project modules the four attempts will consist of a first attempt followed by either a resubmission or a retake for the remaining three attempts, see section 6.6.</i></p> <p>6.3.5 Update to specify the number of attempts.</p> <p><i>A resubmission means resubmitting the assessments identified by the Board of Examiners by a set deadline, as a second attempt after having previously failed the module, or after a retake as a fourth attempt having failed the retake.</i></p>	

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	<p>6.3.9 Exit award table updated to change BSc (Hons) Level 6 Highest exit award available to Pass degree.</p> <table border="1" data-bbox="411 353 1388 481"> <tr> <td data-bbox="411 353 738 421"><i>BSc (Hons)</i></td> <td data-bbox="738 353 1066 421"><i>Level 6</i></td> <td data-bbox="1066 353 1388 421"><del>Ordinary degree</del></td> </tr> <tr> <td colspan="2"></td> <td data-bbox="1066 421 1388 481"><i>Pass degree</i></td> </tr> </table>	<i>BSc (Hons)</i>	<i>Level 6</i>	<del>Ordinary degree</del>			<i>Pass degree</i>
<i>BSc (Hons)</i>	<i>Level 6</i>	<del>Ordinary degree</del>					
		<i>Pass degree</i>					
<p><b>6.4 Resubmission</b></p>	<p>6.4 Heading amended.</p> <p><i>Resubmission for all modules except the 40 credit project module</i></p> <p>6.4.4 Minor editorial update.</p> <p><i>... this mark will be carried forward to your resubmission and you will not need to resubmit this piece of assessment, unless you tell us otherwise.</i></p> <p>6.4.7 Additional point following points increment by 1.</p> <p><i>You will be able to view your uncapped mark through Turnitin so you understand the quality of your work submitted. Your capped recorded mark is stored on the Assessment Tracking page.</i></p>						
<p><b>6.5 Retakes</b></p>	<p>6.5 Heading amended.</p> <p><i>Retakes for all modules except the 40 credit project module</i></p> <p>6.5.3 content moved up from previous 6.5.5 A fee will be charged for retaking a module. See the <a href="#"><u>Terms and Conditions (opens new window)</u></a> for more fee information.</p> <p>6.5.7 <del>Unless agreed in advance, you must submit the assessment for each module by the due dates.</del></p>						
<p><b>6.6 Resubmission and retakes for 40 credit project modules</b></p>	<p>Additional section added, bringing content from 6.5.5 specific to resubmissions and retakes of 40 credit project modules to a separate section. All sections from 6.6-6.8 have been incremented by .1</p> <p><del><b>6.5.5 To retake your 40 credit project module</b></del></p> <p><del>a. You must join the specific shortened “project retake” module.</del></p> <p><del>b. The project retake module will begin after the release of your resubmission results (i.e. mid-way through the semester after you finished your first attempt), unless you choose to take time out from your studies (see section 3 for non-apprenticeship students) or a break in learning (see section 4 for apprenticeship students).</del></p> <p><del>c. If you take time out from your studies or a break in learning you will be registered on the next project retake module available upon your return. If you wish to instead join a full delivery of the project module as your retake (as outlined in 6.5.3) then</del></p>						

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	<p><del>you must first agree this with the Module Leader before registration. Section 6.5.4.d will still apply.</del></p> <p><del>d. If you failed the module but achieved the module pass mark (see section 6.1.3) in any of the assessments for the module in your first sit or resubmission, this mark will be carried forward to your project module retake and you will not need to resubmit this piece of assessment, unless you tell us otherwise.</del></p> <p><b>6.6.4. To retake of the 40 credit project module:</b></p> <p>a. You must join the project module at the next available opportunity, unless you choose to take time out from your studies (see section 3 for non-apprenticeship students) or a break in learning (see section 4 for apprenticeship students).</p> <p>b. If you take time out from your studies or a break in learning you will be registered on the next project module available upon your return. Section 6.6.4.c will still apply.</p> <p>c. If you failed the module but achieved the module pass mark (see section 6.1.3) in any of the assessments for the module in your first sit or retake, this mark will be carried forward to your project module retake and you will not need to resubmit this piece of assessment, unless you tell us otherwise.</p>
<p><b>6.7 Academic compensation for undergraduates</b></p>	<p>6.6.7 Minor editorial update.</p> <p>6.7.7 Once we know your average mark:</p> <ul style="list-style-type: none"> <li><b>If you do not meet the average mark required</b> to be eligible for academic compensation this means <del>you have failed</del> any module with a grade of “On hold” <del>will be failed</del>.</li> </ul>
<p><b>6.8 Academic compensation for postgraduates</b></p>	<p>6.7.2 b. Updated to specify first 120 credits Your average module mark (including the failed module) across <b>your first</b> 120 credits (excluding your 40-credit project module) at level 7 (without any rounding) is at least 50%.</p> <p>6.7.7 Minor editorial update.</p> <p>6.8.7 Once we know your average mark:</p> <ul style="list-style-type: none"> <li><b>If you do not meet the average mark required</b> to be eligible for academic compensation this means <del>you have failed</del> any module with a grade of “On hold” <del>will be failed</del>.</li> </ul>
<p><b>8 Awards, Certificates and Graduation</b></p>	<p>8.1.2 Updated to clarify awards are conferred on receipt of certificate.</p> <p><del>The final granting of the following awards takes place at an awards ceremony or graduation. This is</del> (called conferment <del>and can only occur once</del>.) <del>occurs when you receive your certificate of award (including in digital form if applicable).</del> You will not normally be allowed to use the rights and privileges of a degree or any linked award (for example the use of</p>



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	<p><i>designatory letters) until the award has been formally conferred through receipt of your certificate (including in digital form if applicable)</i></p> <p>List of Awards have been split into additional sub point 8.1.3</p>
	<p>8.1.4 (previously 8.1.3) Update to specify graduation.</p> <p><i>You will wear UCEM academic dress at <del>any awards ceremony or</del> graduation.</i></p>
	<p>8.1.5 (previously 8.1.4) Updated to add clarity about professional awards and graduation.</p> <p><del><i>Once your award has been conferred, you will be given a certificate as proof of the award received.</i></del></p> <p><i>For professional awards, including the Certificate of Personal and Professional Development, you cannot attend a graduation and will normally receive your hardcopy certificate via post.</i></p>
	<p>8.1.6 Minor editorial update.</p> <p><i>In addition to the <del>award</del> certificate of award...</i></p>
	<p>8.1.8 Update to specify requirement for documentary evidence of name change.</p> <p><i>... We will only update the name held on your student record for certificate or transcript purposes if you submit accepted documentary evidence confirming your name change.</i></p>
<b>9 Withdrawal</b>	<p>9.3 Additional sub point added for apprentices who do not return from a break in learning.</p> <p><i>If you are an apprentice and you do not return from a break in learning when agreed, and do not agree a further break in learning, you will be considered to have withdrawn.</i></p> <p>All subsections from 9.3 moved on one i.e. 9.3 has become 9.4 through to 9.7.</p>
<b>10 Consequences of termination</b>	<p>10.3 Update to specify termination for financial reasons.</p> <p><i>...unless your studies were terminated for financial reasons in which case re-admittance will be considered on a case by case basis.</i></p>
<b>13 Fitness to Study</b>	<p>13.2 Minor editorial update.</p> <p><i>...the procedure that will be followed <del>is</del> if there are concerns...</i></p>
<b>21 Further support</b>	<p>21.1 Additional guidance on telephoning.</p> <p><i>telephoning +(0)44 118 921 4696 (option 2).</i></p>

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<b>Appendix A. Undergraduate Awards</b>	A.2.1 Award credit table updated to change name of 300 credit award from <del>Ordinary Degree</del> to <i>Pass Degree</i> .
	A.3.2 Award classification table updated to change <del>Ordinary Degree</del> to <i>Pass Degree</i> .
<b>Appendix B. Postgraduate Awards</b>	B.3.2. Minor editorial update. Continuation page has been incorporated to main point.
<b>Appendix C. Progression on BSc (Hons) and RICS Associate 900 Study Hours programmes</b>	C.3.3. Update to clarify that suspension and deferral is now termed interruption of studies. <i>Any periods of suspension or deferral (the previous words for interruption of studies) you had before September 2020...</i>
	C.4.6. Clarifying that suspension and deferral is now termed interruption of studies. <i>...suspended or deferred (the previous words for interruption of studies)...</i>
	C4.7. Previous removed due to currency of information. <del><i>If you only have the project module left to study in autumn 2020, you will be allowed to register on the PRJ6PRO Project module (commonly known as the one semester project).</i></del>
	All points following C4.7 have been moved up i.e., C4.8 now becomes C4.7 through to C4.10
	C4.10 (previously C4.11) Updated for terminology. <i>... You are not allowed to <del>defer or suspend</del> interrupt your studies on this module... You are allowed to <del>defer or suspend</del> interrupt your studies on the PRJ6PRA/S Project module...</i>
<b>Appendix D Postgraduate Transition Regulations</b>	D3.3 Update to terminology. <i>Any periods of suspension or deferral (the previous words for an interruption of study) you had...</i>
	D5.5 Update to terminology. <i>...suspended or deferred (the previous words for interruption of study), the module</i>
	D5.10 Update to terminology. <i>You are not allowed to <del>suspend or defer</del> interrupt your studies of this module.... You are allowed to <del>suspend or defer</del> interrupt your studies on the...</i>
<b>Appendix E Grade Codes</b>	Table has been updated.
	Table row Interrupted IN updated terminology.

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<p><i>This grade indicates that you <del>either suspended or deferred</del> interrupted your studies on this module in this semester and therefore have not attempted this module.</i></p> <p>Rows added to the table:</p>		
<i>Suspended</i>	<i>S</i>	<p><i>Note: This grade was only in use prior to autumn 2020.</i></p> <p><i>This grade indicates that you suspended your studies on this module in this semester and therefore have not attempted this module.</i></p>
<i>Deferred</i>	<i>D</i>	<p><i>Note: This grade was only in use prior to autumn 2020.</i></p> <p><i>This grade indicates that you deferred this module in this semester and therefore have not attempted this module.</i></p>
<i>Disregard attempt</i>	<i>AD</i>	<p><i>The attempt in question is disregarded. Your next attempt, which should be at the next available opportunity provided by UCEM, will have no capping applied (unless your mark has previously been capped, for example because you failed, in which case the capping remains).</i></p> <p><i>If any of your attempts are disregarded, but ultimately you fail the module at the final (fourth) attempt, you will automatically be granted two further attempts: a retake and a resubmission.</i></p>
<p>Row <i>Deemed not sat NS</i> update to clarify date in use.</p> <p><i>Note: This grade was only in use prior to autumn 2020.</i></p>		

The changes to the Academic and Programme Regulations – Applicable to all students studying on UCEM Programmes at Levels 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 **1<sup>st</sup> September 2021**.

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