

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

2022/2023 Summary of changes

Introduction

UCEM's Academic and Programme Regulations are reviewed annually and are available via [UCEM's website](#).

The key changes for the 2022/2023 academic year are highlighted below. The changes include amendments and additions for clarity and futureproofing.

The new regulations will be effective from **1st September 2022**.

Please do not hesitate to raise any queries you may have via Student Central.

Summary of changes

Section (as per the 2022/2023 regulations)	Details of change(s)
All sections	<p>Hyperlinks to linked documents updated as appropriate, and permalinks incorporated where possible</p> <p>Links to other sections within the document updated as appropriate</p> <p>References to staff job titles, governance documentation, and legislation updated as appropriate</p> <p>References to level 3, FdSc, DipHE, and CertHE programmes and legacy modules removed as appropriate</p> <p>References to Turnitin replaced with standard wording ("the online assessment platform used in the module") to allow for the introduction of an online assessment platform</p>
1.2 Introduction	<p>New sentence for clarity: "If you began to study the 40 credit project module in the spring semester, the latest version of the regulations will nevertheless apply to you from the autumn semester."</p>

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Section (as per the 2022/2023 regulations)	Details of change(s)
2.2.10 Modules	New section: "UCEM has the authority to restrict the number of modules you can register on in any given semester, on the advice of the Board of Examiners and/or if it is considered to be in your best academic interests."
3.1.4 Registration	<p>Clarified that a request not to register for any modules for two semesters in a row is subject to approval "by a member of the Senior Leadership Team".</p> <p>Removed sentence: "Examples of the types or circumstances that we might consider can be found in the Student Handbook." (This sentence was no longer applicable following updates to the Student Handbook.)</p>
3.2.5 Interruption of study	<p>Clarified that a request to interrupt your studies received by the deadline will normally be approved "where you have not previously interrupted your studies".</p> <p>New bullet point: "Where you have previously interrupted your studies, due consideration will be given to the reason for interruption and the impact that interruption would have on your progression through your programme before the outcome of your request is decided."</p>
5.3 Extensions and late submissions	<p>5.3.5: New sentence for clarity: "The penalty will be applied from 10.00am (UK time) on the required deadline."</p> <p>Removed sentence: "If you do, you will receive a mark of zero." (This sentence was deemed unnecessary, given that it is already stated that "you are not allowed to submit more than 14 days after the original submission deadline".)</p> <p>5.3.8: Simplified table headers: "Time after original published submission-deadline"</p>
5.4.7 Quality assurance of assessment and award	Amended sentence for accuracy: "The Progression and Award Board approves <u>confirms</u> awards."
6.3 Number of attempts	<p>6.3.2: Amended sentence for clarity: "Normally for all modules (with the exception of the 40 credit project module) the four attempts will include: a sit (i.e. first sit), a resubmission of the first sit, and a module retake; <u>and in both instances you may have a resubmission of the retake.</u>"</p> <p>6.3.7: New section: "If any of your attempts are disregarded due to mitigating circumstances and you are unsuccessful at the module after four attempts, the Board of Examiners may allow two further attempts (a retake and a resubmission of the retake)."</p>

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6.6.1 Resubmission and retakes for 40 credit project modules	Amended section for clarity: “If you are unsuccessful at the 40 credit project module (or subsequent resubmission) and are within 10 marks of the module pass mark (see section 6.1.3) (or where allowed by the Board of Examiners due to valid mitigating circumstances) , you will be invited by the Board of Examiners to resubmit the identified assessments within the resubmission window. <u>You may also be allowed by the Board of Examiners to resubmit due to valid mitigating circumstances or to support your timely completion, if they think it is in your best academic interests.</u> See section 6.6.3 below on project resubmission. Alternatively, you can elect to retake the 40 credit project (see section 6.6.4 below).”
8.1.4 Awards, certificates, and graduation	New section: “You will receive information about graduation via the contact details which you have provided. It is your responsibility to make sure that your personal details are up to date and to inform us of any changes.”
10.1 Termination	Incorporated section from UCEM’s Terms and Conditions of Contract for information: “Your registration may be terminated on the following grounds, as per UCEM’s Terms and Conditions of Contract (opens new window) : <ul style="list-style-type: none"> a. You do not pay your fees when they become due; b. You fail to provide evidence of the qualifications disclosed on your application form within eight weeks of the programme start date, or you provide incorrect information on your qualifications or other important information within your application; c. You exhaust all of the permitted attempts at a module, and you are not permitted to achieve an intermediate exit award; d. You will be unable to complete the remaining requirements of the programme within the maximum registration period or you have exceeded the maximum registration period for the programme (see section 2.3); e. The Fitness to Study Panel determines that your fitness to study is impaired and/or you have not demonstrated a sufficient level of academic engagement on your programme (see section 14); f. You commit an act that constitutes a breach of the Health and Safety at Work Act (1974); g. Your conduct constitutes a serious disciplinary or academic misconduct offence (see section 13).”

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16 Equality, diversity, and wellbeing	Amended section header: "Equality, diversity, and additional needs wellbeing" 16.3: Amended sentence for inclusivity: "...we will work to create an environment where students with disabilities, <u>neurodiversity</u> and additional wellbeing related needs have access to facilities and a learning environment that is, wherever possible, compatible with that experienced by their peers without disabilities or additional such needs."
B.3.2 Postgraduate award classification	Amended sentence to reflect that, from autumn 2022, exemptions may be offered on postgraduate programmes: "Calculations for Master's (MSc/MBA) are normally based on your best 180 credits at award level; <u>however, if you have received exemptions the calculation will be based on the credits that you have been awarded by UCEM and not the exempted credit.</u> "