

Academic and Programme Regulations Applicable to all students studying on UCEM Taught Programmes

2023/2024 Summary of changes

Introduction

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

The key changes for the 2023/2024 academic year are highlighted below. The changes include amendments and additions for clarity and futureproofing.

For clarity, additions are coloured in blue and underlined. Removals are coloured in red and stricken through.

The new regulations will be effective from **1st September 2023**.

Summary of changes

Section (as per the 2023/2024 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>
1.12 Introduction	A hyperlink to the Glossary of Terms on the VLE has been added.
2.2.9 Modules	Around maximum credits per semester, we have the addition of 50 credits per semester depending on the programme you are studying. This relates to the new MSc Innovation in Sustainable Built Environments programme where 50 credits are studied in Year 1 Semester 2 and Year 2 Semester 1.
2.2.13 Modules	Around maximum credits for apprentices, reference to “postgraduate” apprentices only has been removed. This has been broadened to also include undergraduate programmes to allow the apprenticeship team more flexibility to meet the needs of employers.
3.1.4 Registration	The sentence “Examples of the types or circumstances that we might consider can be found in the Student Handbook”, has been removed as they are not included in the current student handbook.
3.2.5 Interruption of study	<p>The following sentence has been amended for clarity:</p> <ul style="list-style-type: none"> You cannot interrupt your studies on a module(s) after the deadline, unless in extreme, unavoidable, personal <u>there are serious, unforeseen circumstances outside of your control which were not known to you, or for good reason could not be disclosed by you, prior to the deadline.</u> <p>A hyperlink to the Student Handbook has been added.</p>
3.2.7 Interruption of study	In summary, no refund is due if you interrupt your studies on a module <u>and you must continue to pay all outstanding fees until you have paid the module fees in full.</u>
3.2.10 Interruption of Study	<p>The following sentence has been amended for clarity:</p> <p>You will still be a UCEM student and subject to these regulations during your interruption of study <u>and expected to engage with any communication from UCEM,</u> even if you are not studying any modules.</p>

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4.1 Break in Learning (For apprenticeship students only)	<p>The following paragraph has been updated to reflect the ESFA regulations when active learning cannot be evidenced:</p> <p>A break in learning can <u>generally</u> 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. <u>The exception to this is where UCEM is unable to evidence active learning at least every four weeks in which case, ESFA regulations require a break in learning to be used.</u></p>
4.8 Break in Learning (For apprenticeship students only)	<p>The following sentence has been updated to reflect a change in responsibility:</p> <p>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 the Director of Apprenticeships <u>Dean of School / Dean of School (Academic).</u></p>
5.1.3 Introduction to assessment	<p>We have removed reference to the types of assessments as the variation in assessment types evolves on programmes.</p> <p>The type of assessment(s) used in each module is in the module descriptor. The types of assessments used will include coursework (such as essays, reports, portfolios, reflections, problem or short questions or video presentations), computer based assessments, and computer marked assessments (CMAs).</p>
5.3.1 Extensions and late submissions	<p>Around extensions and late submissions, the EPA module has been included in the list of assessments where 7 day extensions are not permitted:</p> <p>You are allowed one seven-day extension for each module you are registered on. However, you are not permitted to use this extension if:</p> <ul style="list-style-type: none"> the assessment is a CMA or portfolio; or <u>the assessment is part of an apprenticeship End-Point assessment module.</u>

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5.4 Examinations and Panel Interviews	<p>This new section has been added in reference to the Building Control End-point Assessment which will involve an examination and panel interview.</p> <p>5.4.1. For examination and panel interview guidance, please see the Guidance Notes for Candidates Taking Examinations or Panel Interviews on the VLE (opens new window).</p> <p>5.4.2. It is your responsibility to arrive in good time for timetabled examinations and panel interviews; you must check all the examination and panel interview information, including the timing and exact location of examination venues.</p> <p>5.4.3. If you do not attend an examination or Panel Interview and do not have written confirmation of valid, approved, mitigating circumstances which prevent you from attending (see section 7), you will be deemed to have failed and will be required to retake or resit the assessment(s) at the next available opportunity.</p>
6.1.2 Achieving module credit (marked modules)	<p>A statement around threshold standards has been included as these have been introduced on the new MSc Innovation in Sustainable Built Environments programme:</p> <p>Credit is awarded for a module if you have shown you have met the module's learning outcomes. To show this your overall module mark must be at least the module pass mark. You do not For certain modules you will also need to achieve meet a minimum mark threshold on each assessment element as detailed in individual assessments the Module Descriptor.</p>
6.3.4 Number of attempts	<p>The following sentence has been amended for clarity:</p> <p>If there are restrictions on the number of attempts allowed or eligibility requirements for resubmission, resit or retake on a particular programme or module this will be detailed in the programme specification or module descriptor.</p>
6.3.7 Number of attempts	<p>The following sentence has been amended for clarity:</p> <p>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 will allow two further attempts (a retake and a resubmission of the retake).</p>

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6.4.6 Resubmission for all modules except the 40 credit project module	<p>Regarding capping, reference to the award classification has been removed as it was misleading. This also applies to section 6.5.8, 6.6.3 f, & 6.6.4 e</p> <p>The overall module mark you achieve at resubmission will be capped at the module pass mark (see section 6.1.3). This will not affect the final classification of your award other than by the mark awarded. (Capping is resubmitting a module you achieve an overall module mark of 60 but the module pass mark where a limit is put on the mark you can achieve and, if you achieve more than this limit, only the limit mark will be recorded. For example, if after is 40 then your overall module mark will be capped at the module pass mark and recorded as 40.)</p>
6.4.9 Resubmission for all modules except the 40 credit project module	<p>The following sentence has been included in reference to viva voce examinations which will be included on the new MSc Innovation in Sustainable Built Environments programme.</p> <p>At the discretion of the Board of Examiners, a viva voce resubmission may be offered for certain modules on eligible programmes as detailed in the programme specification.</p>
6.5.1 Retakes for all modules except the 40 credit project module	<p>The following sentence has been amended as this is already implied in sections 6.3.2 and 6.3.5.</p> <p>6.5.1. You can normally only retake a module if you fail both your first sit and the resubmission (or where allowed by the Board of Examiners due to valid mitigating circumstances in a previous attempt).</p>
6.8.2 Academic compensation for postgraduates	<p>The following section has been amended to allow the Board of Examiners discretion to offer students the opportunity to move to a retake as opposed to a resubmission where they determine it is academically within a students best interests:</p> <p>Your overall performance at an academic level can make up for a failed module at the same academic level, so you can progress or be awarded. This is called “academic compensation”. Academic compensation is only allowed if:</p> <ol style="list-style-type: none"> a. Your overall module mark for the failed module is at least 40%; and b. Your average module mark (including the failed module) across your first 120 credits (excluding your 40 credit project including the failed module) at level 7 (and without any rounding) is at least 50%. c. The 40 credit Project module is excluded from the 120 credits set out in condition 6.8.2b above.

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10 Termination	<p>The following section has been updated to return to pre-Covid timescales:</p> <p>Your registration may be terminated on the following grounds, as per UCEM's Terms and Conditions of Contract (opens new window):</p> <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 <u>four</u> weeks of the programme start date, or you provide incorrect information on your qualifications or other important information within your application;