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

2024/2025 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 2024/2025 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 2024**.

Summary of changes

Section (as per the 2024/2025 regulations)	Details of change(s)
All sections	- Hyperlinks to linked documents updated as appropriate. - Links to other sections within the document updated as appropriate. - References to staff job titles, governance documentation, and legislation updated as appropriate. - Removal of reference to "termination", and the addition of "end of contract" where appropriate. - Removal of reference to programmes / modules that are no longer active.
1 Introduction	Information added about who to contact if students have questions about the regulations or policies. A hyperlink to the Glossary of Terms on the VLE has been added. The links to other important or related documents and policies have been moved to the end of the document, as it is considered more appropriate for students to access these, after they have firstly read the Academic and Programme Regulations document.
2.2.6 Modules	Addition of the following bullet point in reference to threshold standards information included within the module descriptor: defines the module pass mark and whether a threshold needs to be reached on individual assessment elements to pass the module overall;
2.2.9 Modules	The following sentence has been amended for clarity: You will normally study a maximum of 40 or 50 credits per semester depending on the programme you are studying. This credit total excludes ~~your~~ the 40 credit project module which ~~will~~ may be studied in addition to your normal modules.
2.2.11 Modules	Addition of reference to the part-time route regarding maximum credits per semester: If you are on the part-time route of an undergraduate programme, you can request to study a maximum of 60 credits per semester (including your 40 credit project module but excluding resubmissions), but this is subject to approval.
2.3.2 Maximum period of registration	Removal of reference to "break in learning": Any time when you have taken time out from your studies (see section 3 for non-apprenticeship students ~~or a break in learning~~ see section 4 for apprenticeship students is included in your maximum registration period.

Section (as per the 2024/2025 regulations)	Details of change(s)
2.3.2 Maximum period of registration	The following sentence has been amended for clarity: ~~Normally, your~~ Your maximum registration period cannot be extended even in the case of mitigating circumstances.
2.3.5 Maximum period of registration	The following information has been added regarding exemptions: If you have been granted module exemptions your maximum period of registration will be reduced in line with the number of credits exemption granted and this will have been confirmed to you in writing at the point of programme offer.
2.4.2 Changing your programme	The following section on transferring has been updated for clarity: Your request to transfer would normally be approved if the following criteria are met: • If the programme onto which you want to transfer is still accepting new students and the entry requirements of your current programme ~~and~~; and ~~the programme onto which you want to transfer are the same, and you have not previously withdrawn, or had your studies terminated from, the programme onto which you want to transfer, then your request will be approved.~~ • you have not previously withdrawn, or had UCEM end your contract from, the programme onto which you want to transfer.
2.4.8 Changing your programme	The following sentence around credit transfer has been updated for clarity: Credit can only be transferred for ~~full~~ successfully completed modules.
3.1 Time out from your studies (For non-apprenticeship students only)	The section on registration has had the follow points added: 3.1.1. You are expected to engage with modules that you have registered for, which includes completing all assessments (unless you have approved mitigating circumstances (see section 7) or an approved interruption (see section 3.2). 3.1.2. If you register but do not submit your assessments, you will fail your module. Module failure will show on your transcript and will count as one of your four attempts at the module. If you do not engage with the resubmission opportunity, you will fail your second attempt at the module. You are allowed up to four attempts to compete a module *(See section 6.3).* 3.1.3. If you register for a module(s) but fail to engage with your studies or with UCEM's policies and procedures, you may be at risk of having your contract ended on the grounds of failure to engage with your studies (see section 10).

3.2 Interruption of study	The following section on interruption of study has been updated to reflect amendments made to the Interruption of Study Procedure.
	3.2.2. UCEM's Interruption of Studies Procedure (opens new window) outlines the process of applying to interrupt your studies and the deadlines for making requests.
	3.2.3. You can request to interrupt your studies on any number of modules.
	3.2.4. For all modules (except 40 credit project modules) you must submit your request to interrupt your studies ~~on the relevant form~~ no later than the ~~Sunday at the end~~ original due date for the final assessment of ~~week 11 of the semester~~ that module.
	3.2.5. For 40 credit project modules you must submit your request to interrupt your studies no later than the original due date for the first assessment of that module.
	3.2.6. In all cases, you must submit your request to interrupt your studies on the relevant online form no later than the ~~original published submission~~ deadline ~~for the first assessment for that module~~ stated. You should contact the Student Advice Team to request a link to the Interruption of Studies form. Regardless of the payment method chosen, full payment for tuition fees is required for the interrupted module.
	~~3.2.7. We will decide whether to approve your request to interrupt your studies and we reserve the right to request relevant evidence before approving any request for interruption of studies. In practice:~~
	3.2.8. A request to interrupt your studies received by the deadline will normally be approved where you have not previously interrupted your studies.
	3.2.9. 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.
	• ~~You cannot interrupt your studies on a module(s) after the deadline, unless there are serious, unforeseen circumstances outside of your control. Examples of such circumstances are available in the Student Handbook (opens new window). In this case approval can only be given by a member of the Senior Leadership Team. There is no right to appeal this decision.~~
	• ~~You cannot interrupt your studies on a module in any circumstances after week 18 of the semester.~~

Section (as per the 2024/2025 regulations)	Details of change(s)
4.2 Break in learning (For apprenticeship students only)	The following update has been made to the section on break in learning: Annual leave, public holidays and short-term absences (up to four weeks) cannot be agreed as a break in learning. The exception to this is where UCEM are unable to evidence active learning at least every four weeks in which case, ESFA regulations require a break in learning to be ~~used~~ enforced.
5.1 Introduction to Assessment	The following sentences have been updated for clarity: 5.1.3 The type of summative assessment(s) used in each module is in the module descriptor. 5.1.5 It is your responsibility to read and follow these regulations relating to assessment as well as: • the assessment rules and guidance specific to each assessment which are published before the assessment.
5.2.1 Submission	The following section has been amended to reference word count equivalence: You must check whether your assessments have a word count or a word count equivalence. The word count or word count equivalence will be defined in the module descriptor and in the assessment brief. If you exceed a word count or word count equivalence this may limit the marks you can gain, as outlined in the **Assessment Handbook (opens new window).**
5.2.6 Submission	The following section has been updated for clarity: All assessment submissions are checked for ~~plagiarism~~ academic misconduct (see section 13) For certain ~~dissertation and/or~~ project modules, assessments may take the form of research-based reports. ~~There are particular requirements for their submission:~~ • ~~You must submit a digital copy via the online assessment platform used in the module. The copy may be retained within our Library.~~ If you wish ~~us to restrict access to~~ for your ~~dissertation and/or research-based~~ project~~, due~~ to ~~the~~ remain confidential ~~nature of any of its content,~~ you must ~~request~~ indicate this ~~in writing at the time of submission.~~ on the Declaration of Project Authorship Form which should be submitted with your Project via Turnitin.

Section (as per the 2024/2025 regulations)	Details of change(s)
5.3.1 Extensions and late submissions	The following section (and further sections where relevant) has been updated to advise that extensions are now permitted for Computer Marked Assessments (CMAs). You are allowed one seven-day extension for each module you are registered on. However, you are not permitted to use this extension if: • the assessment is a resubmission Computer Marked Assessment (CMA), or portfolio; or • the assessment is part of an apprenticeship End-Point assessment module.
5.3.3 Extensions and late submissions	The following section around mitigating circumstances has been updated for clarity: Extensions beyond seven days cannot be requested (except if you have an Additional Support Plan indicating this (see section 5.3.4 below)). However, if you have approved mitigating circumstances (see section 7) you can use the Mitigating Circumstances Procedure (see section 7)submit up to request14 days late (excluding CMAs and resubmissions) and any late penalties are penalty incurred will be removed. This is not guaranteed and will depend on the mitigating circumstances you experienced.
5.3.4 Extensions and late submissions	The following sentence has been updated for clarity: Extensions allowed by an Additional Support Plan will be automatically applied and your extended due date should be shown on your assessment tracking page.
5.4.3 Examinations and Panel Interviews	The following sentence has been updated for clarity: 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 for non-attendance (see section 7), you will be deemed to have failed and will be required to resit or retake or resit the assessment(s) at the next available opportunity.
6.3 Number of attempts	Where referenced, "first sit" has been replaced with "first take" throughout the document.

Section (as per the 2024/2025 regulations)	Details of change(s)
6.3 Number of attempts	For clarity, the following points have been added to the section: 6.3.3. When you first register on a module, you register for the first take and subsequent resubmission, if required. 6.3.4. For a resubmission you would be required to resubmit failed assessments, identified by the Board of Examiners, within a specified window. 6.3.5. If you need to retake a module you will be required to re-register to join the next delivery of the module. 6.3.11. The Progression and Award Board will decide if you are allowed to continue to study towards the exit award. If you are not allowed to continue studying but you already registered and paid fees for modules in the next study session, these fees will be refunded.
7.1 Mitigating circumstances	A direct link to Student Central has been added.
8.1.8 Awards, certificates, and graduation	The following sentence has been updated for clarity: Replacements of lost or damaged certificates will only be issued after payment of the required fee is ~~completed.~~ received.
10.1 End of contract	The following grounds on which a contract may be ended have been amended for clarity: d. You have not engaged with your studies over two consecutive semesters and the Board of Examiners determines your contract should be ended on the grounds of failure to engage in your studies. 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. 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~~
11.2 Consequences of end of contract	The following sentence around the end of contract for financial reasons has been amended: If your ~~study~~contract is ~~terminated~~ended, your registration with us will end, and you will no longer have access to the VLE.Re-admittance on any of our programmes will not normally be permitted unless your studies were ~~terminated~~ended for financial reasons in which case re-admittance will be considered on a case-by-case basis provided the debt has been settled.

Section (as per the 2024/2025 regulations)	Details of change(s)
13.1 Academic and behavioural conduct	The definition of Academic Misconduct has been updated as follows: UCEM defines Academic Misconduct ~~is defined~~ as ~~cheating, attempts to cheat, plagiarism, collusion, and any other attempts~~ acting without sufficient academic integrity and/or attempting to gain ~~an unfair advantage in assessments.~~ academic credit unfairly.
14. Fitness to study	The following sentences in relation to fitness to study have been updated for clarity: 14.1. Fitness to study is a student's ability to engage effectively ~~and safely~~ with their studies ~~as a student of UCEM in accordance with the expectations set out in the Student Charter~~ and to meet the academic requirements of their course, without unreasonably affecting their physical or mental wellbeing~~. This includes reaching,~~ or that of other members of UCEM. 14.2. Circumstances or behaviours that may indicate a student is not fit to study include (but are not limited to) an inability to participate effectively with the ~~academic~~ requirements of their programme, ~~undertaking the learning and personal development activities required for their programme and engaging with the disability and welfare service~~ due to physical or mental health issues, aggressive, violent or otherwise inappropriate behaviour. Consideration will also include whether the student is at ~~the earliest opportunity should the need arise.~~ risk of harm to themselves or to other students.
17 Health and safety	Direct links have been included to UCEM's online health and safety documents (for apprentices) and the Online Safety Guidance.
18. 3 Safeguarding and Prevent	The following sentence has been updated for clarity: You must co-operate with us as we fulfil our safeguarding and prevent duties. If you have a concern about your own or another student's health, ~~wellbeing,~~ safety, welfare or human rights, or have concerns relating to extremism, including extremist ideas, you should contact the Designated Safeguarding Lead by emailing safeguarding@ucem.ac.uk
19.2 Freedom of speech	The following sentence has been updated for clarity: Please refer to UCEM's Freedom of Speech Policy (opens new window) for further details including how you can make a complaint about a freedom of speech issue.
Appendix E Grade codes	The grade codes table has been removed to avoid confusion as it contained current codes and legacy codes.