



GENERAL STUDENT REGULATIONS

These General Student Regulations must be read in conjunction with any regulations specific to programmes of study

Approved by the Student Services and Standards Sub-Committee

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UNIVERSITY COLLEGE BIRMINGHAM

GENERAL STUDENT REGULATIONS

FOREWORD

These regulations are published by authority of the Student Services and Standards Sub-Committee of the Board of Governors on the recommendation of the Vice-Chancellor & Principal and Academic Board. The rules and procedures separately made by the Vice-Chancellor & Principal, the Board of Governors or Academic Board and included in these regulations may only be amended or revoked by the authority which made them.

These regulations shall have effect from the 1st August 2023 and will be made public.

All students will be subject to the General Student Regulations in force at any time during the period of their programme of study. This document will use “student” to refer to all further education, Sixth Form, undergraduate, taught postgraduate and Block students (for example, Hong Kong Block students) and apprentices who are enrolled and registered at UCB.

These regulations must be read in conjunction with the relevant programme information which may place extra requirements or conditions on students or staff.

DEFINITIONS

‘UCB’ means any location at which official activity takes place relating to students who are following a programme approved by the Academic Board of University College Birmingham. This includes UK off-site teaching locations, international block mode teaching locations, student residential accommodation and any venue for an official educational visit/exchange/placement.

‘Local Administrator’ means:

For students following programmes at Summer Row, McIntyre House, Camden House, Moss House, James Cond, Baskerville House and the ‘Link’: any member of UCB staff.

For students at any UK off-site teaching locations: the senior manager at the location, or their designated member of staff.

For students at international block mode locations: the official person designated as the local administrator of the collaborating organisation.

Section A - Registration and General Conditions of Entry

1. Registration

A person will be recognised as a registered student of UCB in a particular academic session when the following conditions have been met:

- 1.1 Online enrolment has been completed by the student and they have been fee assessed by the Finance Unit.
- 1.2 A personal identification card has been issued to the student if they have not received one in a previous session and are studying at a UCB campus.
- 1.3 All the appropriate fees have been paid on time and no sums are owing, or the student has entered into a payment schedule approved by the Executive Director of Finance and Corporate Services or their delegate.

A student's registration lasts until the scheduled end of the programme, including any extensions that may be given. The minimum and maximum periods of study are set out in the Academic Regulations:

<https://www.ucb.ac.uk/media/cjfd004j/ucbacademicregulationspart1awardsandprogrammes-may-2023-update.pdf> and
<https://www.ucb.ac.uk/media/ajifm3dw/academicregulationspart2assessmentprogressionandawardmay-2023.pdf>.

For apprentices, FE and Sixth Form students, the end date will be when the award or qualification is confirmed by the awarding body. For Higher Education students, the end date will be the final Examination Board meeting date or the withdrawal date.

A student may also write to their personal tutor at UCB to formally end their registration, or they may be withdrawn from their programme by a member of UCB staff.

A student may request permission for leave of absence (deferral) from their studies by applying online through their Dashboard on the Portal.

2. **Payments to UCB**

Students are required to pay any monies owed to UCB promptly. If a student faces difficulty in paying, they are strongly advised to inform UCB at the earliest opportunity at payments@ucb.ac.uk or can receive advice on financial support directly at Student Services. All tuition fees for international students are required to be paid before enrolment.

Where a student is enrolled on the basis that a sponsor or agency (such as an employer or the appropriate student finance company) will be responsible for the payment of fees, UCB reserves the right to charge the student directly if the sponsor or agency subsequently fails to pay.

All tuition fees are required to be paid in full before final award certificates, written transcripts or references are released to students. The current fees are available on request.

UCB reserves the right to offset any refunds due to students against any other debts they may have to UCB.

A student in UCB residential accommodation must undertake to pay the appropriate residence fees in accordance with the terms of their contract with UCB, or in

accordance with a payment schedule approved by the Executive Director of Finance and Corporate Services or their delegate.

Any student whose payment of tuition fees is in arrears will be monitored by the Finance Department, who may impose requirements and limitations on the use of UCB facilities if payment is not forthcoming. This may include preventing students from sitting assessments and/or receiving confirmation of examination or assessment results until payment is made. All tuition fees for international students are required to be paid before enrolment.

If a student has not paid accommodation or tuition fees by the due date or honoured the payment schedule agreed with the Executive Director of Finance and Corporate Services (or their delegate), their case will be referred to the Disciplinary Panel who will invite the student to a Debtor's Hearing and encourage them to seek advice from the Guild of Students throughout the process. This hearing will assess the circumstances regarding payment and if the Disciplinary Panel is of the opinion that the student has made no effort to pay the outstanding fees, and/or that the student is not likely to be able to pay the fees in the near future, the student's registration at UCB may be ended and/or they may be required to leave the Halls of Residence. In such cases it may also be necessary to inform agencies such as the appropriate student finance company. International students may be referred by the University to the Home Office in line with the requirements of its Student Visa Sponsor Status.

Students will have a right of appeal against the ending of their registration by following the appeal process outlined in the [Code of Practice on Discipline](#).

In addition to the above, UCB recognises the role of the Office of the Independent Adjudicator (OIA) in respect of student grievances, University of Warwick (UoW) for all UOW-accredited programmes and the University of Birmingham (UoB) for all UOB-accredited programmes. Full details on this process can be found within the [Code of Practice on Discipline](#).

3. Reasonable Diligence

Students should demonstrate reasonable diligence in their studies and other work at UCB as defined in the [Code of Practice on Student Engagement and Reasonable Diligence](#).

4. Change of Name or Address (including mobile phone number and email address)

During online enrolment, students must give details of a home address and local residential address, where appropriate, and a mobile phone number and email address. The name given on the enrolment form must be the same as that on a student's formal document such as a Passport or Birth Certificate and will be used for all formal purposes within UCB, including on any certificate awarded.

A student must keep their personal details, such as any change of name, address, UCB email address and contact details, up-to-date always via the Student

Dashboard. Name changes must be made by presenting evidence of the new name (such as a marriage certificate or deed poll) to the Finance and Information Services Unit who will update the name on the student's behalf. Students following programmes at centres other than at the main UCB sites should contact their local administrator.

5. Data Protection Act

By signing the enrolment form or submitting an online declaration, a student agrees to UCB's use of the information provided on it under the terms of its registration under the Act. All privacy notices are available on the University website.

6. Intellectual Property Rights

This Policy refers to all intellectual property rights including patents, registered designs, trademarks, and service marks (both registered and unregistered), copyright and related rights, design rights and any application for these rights in any part of the world, rights in and to confidential information and know-how, and database rights.

In the interest of encouraging the development of new ideas by its students, UCB does not assert ownership over Intellectual Property Rights developed, made, or created by its students during their study or research at UCB, unless a student:

- 6.1 Holds a sponsored studentship under which the sponsor has rights to the arising Intellectual Property Rights.
- 6.2 Is employed by UCB (in which case they will be treated as an employee and the ownership of Intellectual Property Rights resides wholly with UCB).
- 6.3 Participates in a research programme under the terms of which arising Intellectual Property Rights are committed to the research sponsor.
- 6.4 Generates Intellectual Property Rights which build upon the existing Intellectual Property rights of UCB; or
- 6.5 Creates Intellectual Property Rights making more than incidental use of UCB facilities, equipment, or resources.

In such cases, Intellectual Property Rights will automatically vest in UCB to the extent possible in law and equity. If any such Intellectual Property Rights do not automatically vest in UCB, the student will assign their Intellectual Property Rights to a) UCB or b) any party designated by UCB.

Students will be required (at the expense of UCB) to sign and execute all documents and do all acts and things as UCB may reasonably require, conferring in UCB, or in any third party which UCB might nominate, and to protect and/or exploit any Intellectual Property Rights as described in this Policy.

7. Health and Safety

All students admitted to UCB agree to observe and comply with UCB's Health, Safety and Welfare Policy <https://www.ucb.ac.uk/college-student-handbook/health-safety-and-welfare-policies/>

Students must also agree to observe and comply with the Health and Safety Regulations <https://www.ucb.ac.uk/higher-education-student-handbook/health-and-safety-regulations/>, a printed copy of which is available at each of the centres where our programmes are delivered. Students on placement are required to follow the Health and Safety policy of the employer.

Students following a programme which involves the handling of food must comply with specific legal regulations of which they will be made aware at the start of their programme. Appropriate clean protective clothing must be worn, where required.

Neither UCB nor the local centre accept responsibility for loss of, or damage to, property belonging to students. If private insurance cover is required for personal possessions brought into UCB, it is the student's responsibility to ensure that it is arranged. (This regulation does not affect students' statutory rights provided by laws of the local country.)

Any theft of, or damage to, personal property should be reported to the local administrator – as given in the programme details.

In all cases of injury, students should obtain the assistance of an approved first aider (UCB Security or the local administrator will advise). A UCB accident report form, available from the University Nurse, must be completed to record the incident in detail – no matter how trivial it may seem.

8. Fitness to study at UCB

On rare occasions, the present fitness or general state of health of an applicant to a programme or an existing student may be such that their admission to, or continuing attendance at, UCB represents a risk to the health and safety of the student and/or the UCB community, or a significant impediment to the progress of the student or their group.

If the matter relates to an application from a person with a criminal conviction, the [Admissions Policy](#) for such applications will be followed.

Fitness to Study Procedure

If a member of staff is of reasonable opinion that a student's present fitness or general state of health is such that their continuing attendance at UCB may represent a risk to the health and safety of the student and/or the UCB community, or be a significant impediment to the progress of the student or their group, they shall report their opinion, and any evidence which supports their opinion, to a member of the Executive Management Team (EMT) or Senior Leadership Team (SLT).

If the student is in imminent danger or considered to be placing other students and staff at risk, any member of the EMT or SLT may suspend the student until such time as it is suitable for the student to return. During a suspension, the student is excluded from any property owned or controlled by UCB. The student concerned may not enter these areas without the permission of an EMT/SLT member. Suspension in this case is not a disciplinary sanction and is intended to ensure the safety of all in the UCB community. At the same time, an EMT /SLT member will initiate contact with any external agency that may be relevant in the circumstances.

The case will be immediately forwarded to the Executive Dean of School/FE Principal/Sixth Form Principal who will convene a panel to consider the evidence provided and may request additional information as relevant. In some cases, such as those involving medical issues, it may be required that the student obtain an opinion from UCB's medical advisor (this would necessitate the consent of the student for UCB to contact their Medical Practitioner) as whether they are medically fit to be on UCB premises and to attend the programme of study on which the student is enrolled. In the case of a student under the age of eighteen, UCB will involve the parent or guardian of the student from the outset, unless there is very good reason not to.

If, on receipt of the evidence and other information, the panel is no longer of the opinion that the student's attendance at UCB represents a risk, the student will be informed in writing of the decision to not pursue the matter further.

If, on receipt of the evidence and other information, the panel is still of the reasonable opinion that the student's attendance at UCB represents a risk, or they refuses to give consent to a medical opinion being sought, the student will be notified of the time and date of a Fitness to Study meeting at which their case will be discussed. The student shall be given at least 5 days' notice in writing of the time, date, and place of the meeting.

Past and Present Conduct and Concerns over Fitness to Study

If information comes to light about a student suggesting concerns over their fitness to study, it should be reported immediately to the Executive Dean of School/FE Principal/Sixth Form Principal who will carry out a risk assessment and, if this concludes that the student may be a risk, a Fitness to Study meeting will be called.

The Fitness to Study Meeting

The procedure for the meeting shall be determined by the Executive Dean of School/FE Principal/Sixth Form Principal. The student may be accompanied by one other person ('companion'). Advice, support, and representation can be supplied by an employee of the Guild of Students. During the meeting the student will be given every opportunity to ask questions and to make a statement.

If, at the conclusion of the meeting, having considered all the evidence (including any medical opinion which has been provided) the Executive Dean of School/FE Principal/Sixth Form Principal is of the reasonable opinion that the student's attendance at UCB represents a risk to the health and safety of the student and/or the UCB community, or a significant impediment to the progress of the student or their group, the Executive Dean of School/FE Principal/Sixth Form Principal may exclude

them on the grounds of unsatisfactory state of health, or posing a potential risk to members of the UCB community, or others.

After the meeting outlined above has been concluded, UCB will notify the student in writing of the outcome of the meeting.

A student may only appeal against the decision of the Executive Dean of School/FE Principal/Sixth Form Principal on the grounds covered in 8.1-8.4 on page 10.

Appeals Process

The student will be permitted to appeal against a fitness to study decision. The appeal will be considered by a panel, chaired by an Executive Dean/Senior Manager independent of your programme of study, who has not been involved at any previous stage of this process. UCB can require a student (or their companion) to submit an appeal in writing, by email, as indicated in the decision letter.

The appeal stage will involve a review of the formal stage, or a complete rehearing of the case. It is good practice to set out the grounds on which a student may appeal. Those grounds might include:

- 8.1 That the procedures were not followed properly.
- 8.2 That the decision maker(s) reached an unreasonable decision.
- 8.3 That the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process.
- 8.4 That there is bias or reasonable perception of bias during the procedure.

~~Appeal hearing~~ The Chair of the Appeal Hearing should be clear about the remit of an appeal to ensure that the students understands its purpose and scope. If the student's expectations appear to exceed the scope of the appeal stage, the Chair should explain this to the student as soon as possible in writing so that they understand the possible outcomes.

If the Chair of the Appeal Hearing is not satisfied with the outcome of the first previous stage, the matter will be referred to the Executive Dean of School/FE Principal/Sixth Form Principal for reconsideration.

If the student successfully appeals the outcome of a fitness to study decision, the Chair of the Appeal panel will need to consider whether there has been an adverse impact upon the student, and whether UCB should provide a remedy.

In addition to the above, UCB recognises the role of the Office of the Independent Adjudicator (OIA), University of Warwick (UoW) for all students on UoW-accredited programmes, and the University of Birmingham (UoB) for all students on UoB-accredited programmes, in respect of student grievances. Full details will be provided within the written communication from the Chair of the Appeal Hearing.

9. Equal Opportunity Policy

UCB is committed to a policy of equal opportunities. The aim of the policy is to ensure that all applicants, students, employees, and all those involved in its work and other users of UCB facilities receive fair and equal treatment. UCB aims to provide a service that, in its teaching, administration and support actively promotes equality of opportunity and freedom from discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief (including lack of belief), sex or sexual orientation.

UCB continues to have due regard to the need to:

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act (Equality Act 2010);

Advance equality of opportunity between people who share a protected characteristic and those who do not.

Foster good relations between people who share a protected characteristic and those who do not.

UCB has a duty to promote and foster an environment where discrimination is seriously challenged. It is committed to equality and justice by attempting to eradicate discrimination in all spheres of its influence. The principles of fairness, justice, equality, dignity, and respect are central to UCB's Equality of Opportunity strategy Policy <https://www.ucb.ac.uk/about-us/equality-of-opportunity/>

10. Student Attendance

Students are required to attend both regularly and punctually for their programme of study, including any periods of work placement. FE Students must always refer to the FE Student Attendance and Punctuality Policy, Sixth Form students to the Sixth Form Attendance and Punctuality Policy (<https://portal.ucb.ac.uk/#/documents/index>) and HE Students to the [Code of Practice on Student Engagement and Reasonable Diligence](#) for instructions on the procedure to be followed when absent due to ill health. All students should be aware that missing scheduled teaching/learning sessions and independent study sessions may affect their chances of achieving their qualification. Any Further Education/Sixth Form student in receipt of travel passes through the Discretionary Bursary Scheme payment will also be subject to close monitoring of attendance. A low attendance rate may impact their entitlement in the future.

Further Education and Sixth Form students have a responsibility to report any absences, their cause and duration, on the Absence Hotline, the number of which is provided on induction. This should be done at the earliest date possible, and in all cases before 9 am on the day of the absence. Retrospective reporting of absences is not permitted other than in exceptional circumstances, that would be considered on an individual basis. A medical certificate will be required for periods of absence due to illness of more than 5 days or earlier in cases where illness is regular or recurring. These, however, will only be accepted where a record exists that the relevant absence was correctly reported.

This evidence would be required, for example, in the event of a claim for special consideration by an Examination Board, Awarding Body or an Assessment Appeal hearing.

If a student is prevented by illness from attending an examination on the due date, it is essential that a medical or other documentary evidence for that date is produced and submitted in a timely manner for consideration by the Extenuating Circumstances

Board of the Examination Board and/or the Awarding Body as detailed in these Regulations.

If the student's absence is not agreed, UCB has a responsibility, where appropriate, to report the matter to the student's Parents/Guardian (if the student is under 18 years of age), Employer, Student Loans Company or Sponsor, particularly where the absence is prolonged or habitual. In instances where students are in receipt of public monies, UCB has a responsibility to inform the relevant awarding authority of any break in study whether agreed or not, and this may result in reduced support. In addition, in such instances UCB reserves the right to withdraw the provision of childcare support and/or Learner Support Fund travel allowance.

UCB reserves the right to withdraw a student from a programme where their level of attendance and academic progress is deemed to be unsatisfactory. In such circumstances, an Executive Dean of School/FE Principal/Sixth Form Principal will act in accordance with the [Code of Practice on Student Engagement and Reasonable Diligence](#), or the FE/Sixth Form Attendance and Punctuality policies (as covered above).

International Students/Home Office

Under the conditions of its Student Sponsor Licence, UCB is obliged to monitor the attendance of international students. Details can be found in the Student Visa Engagement Policy.

11. Code of Practice on Freedom of Expression

UCB supports and promotes the principle of freedom of speech and expression within the law; a principle upon which all institutions of learning should be founded. It will ensure that all UCB staff and students have the freedom to put forward new ideas, to express their opinions and to question existing policy. All members of the UCB community should be aware of their personal responsibilities and obligations in complying with this Code of Practice, which can be accessed through UCB's website.

The Code shall apply to:

- All staff employed by UCB or whose normal place of work is on UCB premises.
- All students enrolled at UCB.
- The Guild of Students, including employees, societies, clubs and associations.
- Visitors and guests on UCB premises

11.1 Academic Freedom

No person or body to whom this code applies shall act (other than by reasonable and peaceful persuasion) to prevent any lecture, tutorial or academic activity taking place because of the lawful views held or expressed by the lecturer or tutor concerned. This will also extend to visiting and guest lecturers lawfully present by invitation of UCB or any UCB tutor.

No person or body to which this code applies shall act (other than by reasonable and peaceful persuasion) to prevent any student from attending any academic activity associated with their programme, because of the lawful views held or expressed by the student concerned.

11.2 Meetings

Any person or organisation, to which this code applies, may hold a meeting to express their lawfully held views on UCB premises. Any refusal of permission by UCB or the Guild of Students shall not merely be on the grounds of disagreement with the views held, or a belief that the meeting may be controversial.

Permission to hold such meetings may be refused if UCB or the Guild of Students reasonably believes that one or more of the following may occur:

- The views likely to be expressed are contrary to the law.
- The meeting is intended to incite breaches of the law or breaches of the peace.
- The meeting may promote an illegal organisation or purpose.
- The meeting will contravene UCB's Code of Practice.
- The meeting may harm the interests of UCB and/or the Guild of Students.
- The meeting may lead to the presentation of extremist or unbalanced views which could alienate sections of UCB and local communities.

It is the responsibility of the organisers of any meeting or activity at which they may reasonably expect disruption or controversy of any kind to inform UCB at the time the booking is made of the names of the proposed speakers and the subject matter of their talks. The organisers must complete an 'External Speaker Approval Form' <https://www.ucb.ac.uk/media/mnndkcet/external-speaker-approval-form.pdf> detailing the nature of the risks associated with the event going ahead. Where such prior notice is not given, and there subsequently appears to be risk of disruption, the hirer shall be in breach of the conditions of the booking and UCB reserves the right to withdraw permission for the use of its premises and require cancellation of the meeting or activity at any time.

Where UCB and/or the Guild of Students reasonably believe that the lawful meeting will give rise to disorder, they may take whatever measures they consider necessary to ensure the safety of personnel, the maintenance of order and the security of UCB. This may include the imposing of conditions and requirements upon the organisers as to the provision of stewards, variation of location and time and regulation of public access. The requirements must be in proportion to the degree of disorder expected.

Where the expected degree of disorder is likely to exceed the ability of UCB or the Guild of Students to regulate it, in line with the Code of Practice on Freedom of Expression, UCB may consult the police about establishing whether a police presence would prevent or be able to control the expected disorder. If the police express doubt as to their ability to maintain control of the meeting, UCB may refuse permission for the meeting to go ahead.

Any such meeting must be agreed with the University Secretary and Registrar (or nominee) at least 7 days before the date of the proposed meeting.

It is the duty of the organisers of a meeting or event under the Code of Practice on Freedom of Expression to ensure it is properly conducted so that the rights of freedom of speech and expression are protected. Organised heckling or disruption of a similar nature is contrary to the requirements of the Code.

It is contrary to the Code for any person or body subject to the Code to attempt to prevent a meeting or event from taking place or continuing (other than by reasonable and peaceful persuasion), except for the provisions above.

Students undertaking study in other countries must comply with any local laws and regulations. The local administrator will provide details of any regulations and requirements which relate to the accommodation in which teaching and learning take place. Permission for any meeting must first be obtained from the local centre. The local administrator will provide details of the procedure to follow. UCB will provide reports for the Board of Governors to review on any event where a speaker has not been allowed or where permission to organise an event has been withheld.

11.3 General

It is the duty of all those subject to the Code to assist UCB in upholding the rights of freedom of speech and expression recognised in the Code.

If any person or group believes the actions of the University Secretary and Registrar (or nominee) in refusing permission, withholding facilities, or imposing conditions for a proposed meeting are unreasonable, they may make written representation to the Vice-Chancellor & Principal who will consider the matter.

Where a breach of this code occurs, it shall be the duty of those to whom this Code applies to take reasonable action to attempt to identify those involved in the breach.

Where breaches of the criminal law occur, and where charges are preferred, the Vice-Chancellor & Principal may decide not to proceed with any internal disciplinary proceedings resulting from the same incident, pending the conclusion of the case.

Any breach of the provisions of this code may be dealt with under the Code of Practice on Discipline.

12. Interruption of Educational Services

UCB will take all reasonable steps to provide the teaching, examination, assessment, and other educational services it offers. However, should industrial action or other circumstances beyond the control of UCB interfere with its ability to provide educational services, UCB will take all reasonable steps, within its power, to minimise the resultant disruption to those services. Students should refer to UCB's Student Protection Plan, which can be accessed through UCB's website.

Section B - Academic Progress

1. Student Voice –Subject Boards and Boards of Studies and Surveys

Every FE/HE/Apprenticeship programme at UCB has a duly constituted Subject Board. Each Subject Board reports to a Board of Studies (a sub-committee of Academic Board). Sixth Form students will have the opportunity to provide formal feedback through a Student Council.

Membership of Subject Boards/Student Council include academic staff responsible for the content, teaching, assessment and direct management of the related programmes, and representatives of the students studying on these programmes. Membership of the Boards of Studies include senior academic leaders, academic and professional services staff, and student representatives, as detailed in the Academic Board standing orders.

The main functions of Subject Boards are to:

1. Monitor and discuss the progress and performance of a cluster of related programmes.
2. Involve both staff and students in a forum whereby opportunities for programme enhancements may be identified.
3. Provide students with a voice.

The main functions of the Boards of Studies are to:

1. Receive reports regarding any key issues arising from Subject Boards.
2. Discuss and comment upon matters which affect whole areas of study and assessment at different levels.
3. Advise the Academic Board on issues of continuity and progression.
4. Report to Academic Board on the academic progress of the University's programmes.
5. Engage students in the development and enhancement of academic provision and standards
6. Consider any other issues which may be raised to the Academic Board.
7. Consider any cross-institutional non-academic matters affecting students.
8. Provide a student voice on cross University matters.

Information on the membership of the Board of Studies and ~~Boards of Examiners~~ is available for reference on the UCB website.

The Guild of Students will train and advise all student representatives in their role at the above Boards.

In addition, student representatives may also have the opportunity to meet with an External Examiner/Verifier about their programme experiences. This person will be independent of UCB and ensure a transparent and consistent approach to assessment marking and exam board decisions.

Finally, all students will have the opportunity to provide feedback on their experience through surveys issued throughout the year. Your tutors will provide more information on these surveys.

2. Student Progression

The process for the determination and confirmation of a student's marks, assessments and other information relating to a student's progression or qualification, is strictly controlled by regulations set by UCB, validating, and awarding bodies and professional, statutory, and regulatory bodies. In this respect, the final decision is always dependent upon informed academic and professional judgement. For students whose programmes contain an element of Recognition of Prior Learning (RPL), any progression to a taught part of a programme will be dependent upon satisfactory assessment of evidence. The evidence will be assessed according to an agreed schedule drawn up between the student and assessor.

In Higher Education programmes, progression is determined by a Board of Examiners, made up of academic staff, Academic Registry representatives, with the responsibility for ensuring that decisions align with UCB's Academic Regulations, and External Examiners/Verifiers/representatives, under the chairmanship of the Executive Dean (or nominee).

The main functions of Examination Boards are to:

- a. Consider the performance of individual students in module assessments.
- b. Make decisions concerning student progress within a programme of study.
- c. Make decisions concerning student achievement at the end of their programme.
- d. Make awards to students or recommend to awarding bodies the eligibility of students for awards and grading, as appropriate.
- e. Receive feedback on the consistency in assessment marking and Examination Board decisions from External Examiners/Verifiers/representatives.
- f. Report to Academic Board on matters of student progress and achievement.

The Examinations Unit will publish the decisions of the Board of Examiners on student dashboards (under the Results menu), along with guidance on any possible next steps, where relevant.

It is essential that a student notifies UCB of any extenuating circumstances such as poor health, close family bereavement, etc., which may have seriously affected their performance in assessment. HE students must complete a UCB Extenuating Circumstances application and appropriate documentation such as medical or other documentary evidence **MUST** be included. An Extenuating Circumstances Form must be submitted for each assessment period.

HE students must provide this to the Academic Registry as soon as possible and no later than 10 working days after the assessment deadline.

A Head of Department/Executive Dean of School/Senior Leader may judge that reasonable diligence (see section A.3, earlier) has **not** been exercised by a student

and may, as a result, refer the student to be dealt with under the [Code of Practice on Student Engagement and Reasonable Diligence](#).

Progression decisions in Further Education/Sixth Form programmes are dependent on the requirements of the relevant awarding body and the Head of Department/Executive Dean of School/Senior Leader for the programme area is responsible for carrying out these requirements.

3. Leave of Absence (Deferral of Studies)

An application to take a leave of absence can be made if an eligible student's ability to attend and participate in the programme of study on which they are enrolled is, or will be, adversely affected by extenuating circumstances over an extended period.

Please refer to the UCB website for the Code of Practice on Leave of Absence Procedures for the full information on this process [Code of Practice on Leave of Absence Procedures \(Deferral\)](#).

4. Assessment Appeals

The Assessment Appeals Procedure is available to all students enrolled at UCB.

A student has the right of appeal against an assessment decision to the Assessment Appeals Committee (of the Academic Board). An appeal that questions academic judgement in awarding a mark is not eligible.

Please refer to the following document for the full [Assessment Appeals Procedure](#) and the [Assessment Appeal Form](#).

5. Conduct of Students Sitting Examinations

Regulations for students sitting UCB examinations are published on the UCB website and on the HE Examinations page in Canvas in advance of examinations and are displayed at examination venues. Regulations for students sitting External Awarding Body examinations are made available to students in advance of the first examination sitting and are displayed at examination venues. Copies of all regulations are available from the UCB Academic Registry or the Examinations Unit.

Students must ensure that they do not engage in any form of cheating in connection with the examination. UCB treats any form of cheating under examination conditions as an extremely serious matter. Any student who is suspected of academic misconduct will be so advised by an invigilator, any unauthorised materials removed, and the student be permitted to continue with the Examination. The invigilator will provide a written report of the incident to the Examinations Unit, after which the relevant Executive Dean of School/Senior Leader will contact the student in accordance with the Code of Practice on Plagiarism and Academic Misconduct.

Students following international Block-mode programmes are subject to the same rules and regulations as their full-time, UK-based counterparts.

6. Plagiarism and Academic Misconduct

Plagiarism is a form of cheating and is a serious academic offence. It arises where work submitted by a student is not their own but has been taken from another source without referencing/acknowledging it. Full information on plagiarism and academic misconduct can be found in the Code of Practice on Plagiarism and Academic Misconduct (accessed through UCB's website)

The most common forms of plagiarism are:

- Copying material from the internet without acknowledgement.
- Copying material from an artificial intelligence (AI) site that breaches UCB's AI Acceptable Use policy (which can be accessed through UCB's website).
- Copying the work of another student (past or present).
- Copying course material or lecture notes without acknowledgement.
- Copying material out of a textbook or journal without acknowledgement.
- Submitting any work which is not your own.
- Submitting work that a third party has completed on your behalf.

It is important to realise that plagiarism may occur in several other forms as well as in conventional written work. Another student or students may be involved through collusion, or plagiarism may arise from the misuse of sources outside UCB, falsifying and/or fabricating data or where another person impersonates a student in an assessment.

Plagiarism is a serious matter for educational institutions. If not dealt with, it will ultimately devalue qualifications to the detriment of both students and institutions. It also introduces a fundamental and inevitable distortion when the work of the student cohort is being assessed. This, in turn, is likely to lead to the undetected plagiarist obtaining better marks than another student, for example.

UCB is continuing to develop comprehensive procedures for the detection of plagiarism and guidelines for both students and staff which include measures to identify plagiarism, ways to avoid unintentionally plagiarising, and details of disciplinary procedures and sanctions that UCB may impose on those found guilty of plagiarism or other forms of academic misconduct.

For students studying on a Further Education/Sixth Form programme, the guidance and rules of the relevant qualification Awarding Body should also be noted, along with UCB's Code of Practice on Plagiarism and Academic Misconduct.

7. Fitness to Practise

Certain programmes are designated by Academic Board as being subject to Fitness to Practise requirements. Any programme designated in this way is subject to UCB's [Fitness to Practise Policy](#) and the relevant Code of Professional Conduct and Fitness to Practise approved by the Academic Regulations Sub-Committee, which are available on UCB's website.

8. Code of Practice on the Disclosure of Assessment Marks to Students

The procedures with respect to the disclosure of examination and assessment marks to students refers to the legal requirements governing the disclosure of this information in The Data Protection Act (2018) and General Data Protection Regulations 2016/679.

Final assessment results and progression and award decisions for HE students, as determined by the relevant Board of Examiners, are published with supplementary information on the agreed date via the Student Dashboard.

The Examinations Unit will produce one free hard copy of the academic transcript for each student achieving an award. This will be issued to students after publication of results. In addition, students achieving an award will be issued an e-transcript via the Student Portal within 7 working days of the publication of results. Students who cannot access the e-transcript can contact the Examinations Unit for support. Students requiring an additional hard copy of their final Academic Transcript may purchase this at a cost of £25 on the UCB Portal.

Section C - Discipline

UCB expects students to conduct themselves in an exemplary manner and to always show consideration for others. It is important that our students play their part in maintaining good order and a harmonious atmosphere in teaching environments, the residential accommodation and in private sector accommodation, whilst undertaking any placements/visits/residentials organised as part of their programme or when participating in any activities organised by the Guild of Students. Poor behaviour reflects badly not just on the individuals concerned but also on the reputation of UCB.

Students are expected to show respect for individuals, property and the environment and should not engage in behaviour which could cause distress to other users of UCB or our neighbours.

We reserve the right to take disciplinary action against any student whose deeds, actions or behaviour have the potential to bring the name of UCB into disrepute.

Please refer to the [Code of Practice on Discipline](#).