UNIVERSITY COLLEGE BIRMINGHAM

GENERAL

STUDENT

REGULATIONS

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

Reviewed by the General Student Regulations Panel in May 2026

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UNIVERSITY COLLEGE BIRMINGHAM

GENERAL STUDENT REGULATIONS

i. FOREWORD

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

These regulations shall have effect from the 1st August 2026 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 uses the term “student” to refer to all individuals enrolled and registered at UCB, including those on College, Sixth Form, Higher National Certificate/Diploma, undergraduate and taught postgraduate programmes, apprenticeships, and UCB-awarded programmes delivered at partner institutions in the UK and overseas.

These regulations must be read in conjunction with the relevant policies and Codes of Practice and programme information, which may impose additional requirements or conditions on students or staff.

ii. 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 teaching locations, student residential accommodation and any venue for an official educational visit/exchange/placement/work experience/examination.

‘Local Administrator’ means:

For students based at the Birmingham campus: any member of UCB staff.

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

For students at an international teaching location, the official person designated as the local administrator of the collaborating organisation.

Section A - Registration and General Conditions of Entry

1. Registration

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

1.1.1 Online enrolment has been completed by the student, and they have been fee-assessed by the Finance Unit.
1.1.2 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.
1.1.3 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 Director of Finance & Strategic Resource Planning or their delegate.
1.1.4 UCB is satisfied that apprentices meet statutory right-to-work requirements in England and that the levy payment covering off-the-job training will be made to UCB.

1.2 A student's registration lasts until the scheduled end of the programme, including any extensions that may be given, or their withdrawal date.

1.3 The minimum and maximum periods of study are set out in the Academic Regulations, which can be found on UCB's website. https://www.ucb.ac.uk/about-us/policies-and-regulations/.

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

1.5 For apprentices, the end date will be determined in accordance with apprenticeship funding, assessment and awarding requirements, including completion, achievement or withdrawal as applicable.

1.6 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.

1.7 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

2.1 Students are required to pay any monies owed to UCB promptly, through the online payment portal (https://www.ucb.ac.uk/study/online-payments/#/online-payments). Students are **not** able to make any payment to UCB using cash or cheques. If a student has difficulty paying, they are strongly advised to inform UCB at the earliest opportunity by emailing payments@ucb.ac.uk or to receive advice on financial

support directly from Student Services (student_services@ucb.ac.uk). International students must pay all tuition fees in full prior to enrolment, unless an agreed instalment plan has been approved.

2.2 For apprentices, liability for apprenticeship training costs will be managed in accordance with apprenticeship funding rules and the relevant employer agreement.

2.3 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.

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

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

2.6 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 Director of Finance & Strategic Resource Planning (or nominee).

2.7 Any student whose payment of tuition fees is in arrears will be monitored by the Finance Department, which 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 must be paid before enrolment, unless an agreed instalment plan has been arranged.

2.8 If a student has not paid accommodation or tuition fees by the due date or honoured the payment schedule agreed with the Director of Finance & Strategic Resource Planning (or nominee), their case will be referred to the Finance Panel, who will invite the student to a hearing and encourage them to seek advice from the Guild of Students throughout the process. This hearing will review the circumstances surrounding the outstanding payment. If the Finance Panel determines that the student has made no reasonable effort to settle the fees and/or is unlikely to do so in the near future, the student's registration at UCB may be terminated, and/or they may be required to vacate the Halls of Residence.

2.9 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.

2.10 Students will have the right to appeal against the ending of their registration by following the appeal process outlined in the associated procedure:

2.10.1 Disciplinary withdrawal: Students may appeal a decision to withdraw them from the University where this has been determined under the Code of Practice on Discipline. This includes any withdrawal arising from a breach of University disciplinary regulations, including (but not limited to) non-payment of tuition or accommodation fees, which is treated as a disciplinary offence.

2.10.2 Academic withdrawal: Where an Examination Board determines that a student has exhausted all opportunities for reassessment and is not eligible for an award, it may require the student to be withdrawn on the grounds of failure to meet the required academic standard. In such cases, the student may appeal the decision through the Assessment Appeals Procedure.

2.10.3 Non-compliance with visa conditions withdrawal (international students): Where a student's registration is terminated due to non-compliance with the conditions of their visa or the University's obligations as a Student Sponsor, the decision is taken in accordance with UK Home Office (UKVI) requirements. As such, the University has limited discretion once a breach of visa conditions has been identified. However, students may request a review of the decision if they believe the University has acted on incorrect information. In such cases, students should contact Visa-Compliance@ucb.ac.uk. However, once the UKVI has been informed of the withdrawal, reinstatement is unlikely to be considered.

2.11 In addition to the above, UCB recognises the role of the Office of the Independent Adjudicator (OIA) in respect of student grievances.

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, and relevant attendance policies.

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

4.1 During online enrolment, students must provide details of a home address and, where appropriate, a local residential address, along with a contact phone number and email address. The name given at enrolment must be the same as that on a student's formal document, such as a Passport, Birth Certificate or Gender Recognition Certificate, and will be used for all formal purposes within UCB, including on any certificate awarded. Preferred names can be added to a student's account and used where possible, such as registration.

4.2 A student must keep their personal details, including any changes to name, address, UCB email address, and contact details, up to date 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 Student Records Unit (enrolment@ucb.ac.uk), who will update the name on the student's behalf.

Students completing programmes at centres other than 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

6.1 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.

6.2 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:

6.2.1 Holds a sponsored studentship under which the sponsor has rights to the arising Intellectual Property Rights;

6.2.2 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);

6.2.3 Participates in a research programme under the terms of which arising Intellectual Property Rights are committed to the research sponsor;

6.2.4 Generates Intellectual Property Rights which build upon the existing Intellectual Property rights of UCB; or

6.2.5 Creates Intellectual Property Rights, making more than incidental use of UCB facilities, equipment, or resources.

6.3 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.

6.4 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.

6.5 For students completing an apprenticeship, information about Intellectual Property Rights will be covered within the employment contract.

7. Health and Safety

7.1 All students admitted to UCB agree to observe and comply with UCB's Health, Safety and Welfare Policies. Students must also agree to observe and comply with the Health and Safety Regulations.

7.2 Students undertaking placements or working in a professional environment must adhere to the health and safety policies established by their employer or work experience organisation, in accordance with the training they have received.

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

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

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

7.6 In all injury cases, students should obtain assistance from 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. Support to Study at UCB

8.1 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. In such circumstances, UCB may invoke the Support to Study Procedure, which, in serious cases, may result in temporary or permanent withdrawal from the study. This can be accessed through the website.

8.2 If the matter relates to an application from a person with a criminal conviction, the Admissions Policy for such applications will be followed.

9. Equal Opportunity Policy

9.1 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, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief (including lack of belief), sex or sexual orientation.

9.2 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.

9.3 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 Policy.

10. Student Attendance

10.1 Students are required to attend their programme of study regularly and punctually, including any periods of work placement. College students must always refer to the College Student Attendance and Punctuality Policy and Procedures. 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.

10.2 Apprentices are also required to engage fully with all planned apprenticeship activity, including taught sessions, off-the-job training, workplace learning, progress reviews, and preparation for end-point assessment.

10.3 All students should be aware that missing scheduled teaching/learning sessions and independent study sessions may affect their chances of achieving their qualification. Any College/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.

10.4 College 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, which would be considered on an individual basis. A medical certificate will be required for periods of absence due to an illness of more than 5 days or earlier in cases where the illness is regular or recurring. These, however, will only be accepted where a record exists that the relevant absence was correctly reported.

10.5 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.

10.6 If a student is prevented by illness from attending an examination on the due date, it is essential that 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.

10.7 If the student's absence has not been authorised, UCB has a responsibility, where appropriate, to report the matter to the student's Parents/Guardians (if the student is under 18 years of age), Employer, Student Loans Company or Sponsor, particularly where the absence is prolonged or habitual. When 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, which 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.

10.8 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).

10.9 International Students/Home Office - Under the conditions of its Student Sponsor Licence, UCB is obliged to monitor the attendance and engagement of international students. More details can be found in the HE Attendance Policy and within the Code of Practice on Student Engagement and Reasonable Diligence. For further information about visa compliance conditions, please email Visa-Compliance@ucb.ac.uk.

11. Code of Practice on Freedom of Expression

11.1 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.

11.2 Freedom of expression includes the right to impart ideas, opinions and information by speech, writing or other means, and to question and test established ideas. This right, however, must be exercised within the law. UCB recognises that legal limits apply in order to protect the rights and freedoms of others, maintain public order and safety, and prevent unlawful activity.

11.3 All members of the UCB community should be aware of their personal responsibilities and obligations in complying with this Code of Practice on Freedom of Expression, which can be accessed through UCB's website.

11.4 The Code applies 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.

11.5 Staff, students and others must:

- Respect the lawful freedom of expression of others, even where views are considered controversial or offensive.
- Act in accordance with applicable legislation and University policies, including those relating to equality, harassment, and safeguarding.
- Ensure that their conduct does not unlawfully interfere with the rights of others or disrupt the proper functioning of the University.

13.1.5 The University will take all reasonably practicable steps to ensure freedom of expression is secured and will not deny the use of its premises to individuals or groups on the basis of their lawful views. At the same time, it will balance this duty with its legal obligations, including those relating to equality, prevention of extremism, and the protection of the University community.

11.6 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.

11.7 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.

11.7 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 should not be based solely on disagreement with the views held or on the belief that the meeting may be controversial.

11.8 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.

11.9 It is the responsibility of the organisers of any meeting or activity where disruption or controversy may reasonably be anticipated to notify UCB at the time of the booking, providing 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 a 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.

11.10 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 imposing conditions and requirements on the organisers regarding the provision of stewards, the variation of location and timing, and the regulation of public access. The requirements must be proportional to the expected degree of disorder.

11.11 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 about their ability to maintain control of the meeting, UCB may refuse permission for the meeting to proceed.

11.12 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.

11.13 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 similar disruption is contrary to the Code's requirements.

11.14 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.

11.15 Students undertaking studies abroad must comply with local laws and regulations. The local administrator will provide details of any regulations and requirements that relate to the accommodation where teaching and learning take place. Permission for any meeting must be obtained from the local centre first. The local administrator will provide details of the procedure to follow. UCB will provide reports to the Board of Governors for review of any event in which a speaker has been prevented from speaking, or in which permission to organise an event has been withheld.

12. General

12.1 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.

12.2 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 a written representation to the Vice-Chancellor & Principal, who will consider the matter.

12.3 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 charges are preferred, the Vice-Chancellor & Principal may decide not to proceed with any internal disciplinary proceedings arising from the same incident, pending the conclusion of the case.

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

13. 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 UCB's control interfere with its ability to provide educational services, UCB will take all reasonable steps within its power to minimise the resulting disruption to those services. Students should refer to UCB's Student Protection Plan, available on UCB's website.

Section B - Academic Progress

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

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

1.2 Membership of Subject Boards/Student Council includes 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 includes senior academic leaders, academic and professional services staff, and student representatives, as detailed in the Academic Board standing orders.

1.2.1 The main functions of Subject Boards are to:

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

1.2.2 The main functions of the Boards of Studies are to:

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

1.2.3 Information on the membership of the Board of Studies is available for reference on the UCB website.

1.2.4 The Guild of Students is responsible for providing training and guidance to all student representatives in preparation for their roles at the Subject Boards and Boards of Study.

1.2.5 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.

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

2. Student Progression

2.1 The process for determining and confirming 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 include an element of Recognition of Prior Learning (RPL), progression to a taught part of the programme will depend on satisfactory assessment of the evidence. The evidence will be assessed according to an agreed schedule drawn up between the student and assessor.

2.2 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).

2.2.1 The main functions of Examination Boards are to:

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

2.3 For apprentices, academic progression is considered alongside occupational competence, engagement with off-the-job training, employer feedback, workplace performance and readiness for end-point assessment, in accordance with apprenticeship funding and assessment requirements.

2.4 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.

2.5 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 the assessment. HE students must complete a UCB Extenuating Circumstances application, along with appropriate documentary evidence (such as medical evidence) and submit to the Academic Registry as soon as possible and no later than 10 working days after the assessment deadline. An Extenuating Circumstances Form must be submitted for each assessment period.

2.6 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.

2.7 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 or Break in Learning)

3.1 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.

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

3.3 Where an apprentice needs to take a Break in Learning, UCB will follow the statutory requirements set by the Government. Where an apprentice needs to take a Break in Learning, UCB will follow the statutory apprenticeship funding rules and reporting requirements in force at the relevant time.

4. Assessment Appeals

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

4.2 A student has the right to appeal a decision made by the Examination Board to the Assessment Appeals Committee (which operates under the authority of the Academic Board). An appeal that questions academic judgement in awarding a mark is not eligible.

4.3 Please refer to the following document for the full Assessment Appeals Procedure and the Assessment Appeal Form.

5. Conduct of Students Sitting Examinations

5.1 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 in advance of the first examination sitting and displayed at examination venues. Copies of all regulations are available from the UCB Academic Registry or the Examinations Unit.

5.2 Students must ensure that they do not engage in any form of cheating in connection with the examination. UCB treats any form of cheating during examinations 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 will 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.

5.3 Students following a programme in collaboration with a partner provider (either in the UK or overseas) are subject to the same rules and regulations as their full-time, UCB-based counterparts.

6. Plagiarism and Academic Misconduct

6.1 Plagiarism is a form of cheating and is a serious academic offence. It arises when a student submits work that is not their own, taken from another source without proper citation or acknowledgement. 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)

6.2 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.

6.3 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, from falsifying or fabricating data, or from another person impersonating a student in an assessment.

6.4 Plagiarism is a serious matter for educational institutions. If left unaddressed, it will ultimately devalue qualifications to the detriment of both students and institutions. It also introduces a fundamental and inevitable distortion when the student cohort's work is assessed. This, in turn, is likely to lead to the undetected plagiarist obtaining better marks than another student, for example.

6.5 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.

6.6 For students studying on a College/Sixth Form programme, the guidance and rules of the relevant qualification Awarding Body should also be noted.

7. Fitness to Practise

Certain programmes are designated by the 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

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

8.2 Final assessment results, 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.

8.3 The Examinations Unit will produce one free hard copy of the academic transcript for each student achieving an award on request. This will be issued to students after their results are published. In addition, students who achieve an award will be issued an e-transcript via the Student Portal within 10 working days of the publication of the 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 one for £25 on the UCB Portal.

Section C - Discipline

1. 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, residential accommodation, and private sector accommodation whilst undertaking any placements/visits/residentials organised as part of their programme, or when participating in activities organised by the Guild of Students. Poor behaviour reflects badly not only on the individuals concerned but also on UCB's reputation.

2. 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.

3. 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.

4. Please refer to the Code of Practice on Discipline.