

UCEN Manchester

Higher Education

Academic Regulations

2026/27

Welcome

This document sets out the procedures and regulations governing study for taught students registered on Higher Education Programmes at UCEN Manchester. All forms referred to in this document are available on the website.

Questions relating to the interpretation or application of these procedures and regulations should be referred to the Head of Registry.

Contents

Welcome	2
1. Purpose and Scope	6
1.1 Principles	6
1.2 Alignment with Sector Expectations	7
1.3 The Academic Board	7
2. Admissions Regulations	8
2.1 Entry to Higher Education Programmes	8
2.1.1 <i>The General Requirement</i>	8
2.1.2 <i>Admission with Recognised Prior Learning</i>	8
2.1.3 <i>Approval of Admission with Recognised Prior Learning</i>	8
2.1.4 <i>Amount of Credit for Accredited Prior Learning</i>	9
2.1.5 <i>Impact on Award Classification and Award of Merit or Distinction</i>	9
3. Registration	10
3.1 Change of Personal Details	10
4. Attendance and Engagement	11
4.1 General Requirements and Responsibilities	11
4.2 Absence	11
5. Assessment	12
5.1 External Examiners	12
5.2 Marking Scale	12
5.2.1 <i>Pass Mark</i>	12
5.2.2 <i>Condonement of Marginal Fail</i>	12
5.3 Language of Assessment	13
5.4 Late Submission of Course work	13
5.4.1 <i>Marking System for Late Submission of Course work marked on a Numerical Scale</i>	13
5.5 Extensions	13
5.6 Submission of Course work in Excess of a Specified Limit	14
5.7 Examinations	14
5.7.1 <i>Use of a Dictionary in Examinations</i>	14
5.8 Disabilities Affecting a Candidate's Performance	15
5.9 Special Factors Affecting a Candidate's Performance	15
5.9.1 <i>Mitigation</i>	15
5.9.2 <i>Extenuating Circumstances</i>	15
5.9.3 <i>Application</i>	15

5.9.4	Admissible Evidence	16
5.9.5	Outcomes of Applications	16
5.9.6	Outcomes for Category A	16
5.9.6.1	Award a mark	16
5.9.6.2	Raised mark	17
5.9.6.3	Reassessment	17
5.10	Assessment Failure	17
5.10.1	Eligibility for Resubmission/Reassessment of a failed Assessment	17
5.10.2	Repeating or Substituting a Failed Module	17
5.10.3	Reassessments/Resubmissions	18
6	Academic and Professional Misconduct	19
6.1	Academic and Professional Integrity	19
6.1.1	Academic Integrity	19
6.1.2	Professional Integrity	19
6.2	Definition of Poor Academic Practice	19
6.2.1	Poor scholarship	19
6.2.2	Re-use of material	19
6.2.3	Definition of Academic Misconduct	19
6.2.3.1	Plagiarism	20
6.2.3.2	Collusion	20
6.2.3.3	Fabrication/falsification	20
6.2.3.4	Research misconduct	21
6.2.3.5	Impersonation	21
6.2.3.6	Cheating in Examinations	21
6.2.4	Definition of Professional Misconduct	21
6.2.4.1	Lack of preparation for/engagement with professional component	21
6.2.4.2	General Inappropriate Behaviour	22
6.2.5	Action to be taken in cases of suspected Academic and/ Professional misconduct	22
6.2.6	Typical Penalties for Academic or Professional Misconduct	22
7	Progression and Award	23
7.1	Duration of Programmes	23
7.1.1	Normal Duration of Periods and Study	23
7.2	Progression	24
7.2.1	Eligibility for Fall Back Awards	24
7.2.2	Definition of Awards UCEN Manchester Awards only	24
7.3	Award Calculation	26

7.3.1	<i>Foundation Degrees</i>	26
7.3.3	<i>Borderline Marks</i>	27
7.4	<i>Conferment of Awards</i>	27
8.	Academic Appeals Procedure	28
8.1	Scope	28
8.2	Integrity of the Procedure/Confidentiality	28
8.3	Action Prior to the Outcome of an Appeal	28
9.	Withdrawal	29
9.1	Liability for Fee Payment	29
9.2	Break in Study	29
9.2.1	<i>Withdrawal Procedure</i>	29
9.2.1.1	<i>Failure to complete the withdrawal procedure</i>	29
9.3	Grounds for Withdrawal (UCEN Manchester Requirement)	30
9.4	Return after a Break in Study	30
9.4.1	<i>Re-Registration</i>	30
9.5	Suspension and Expulsion	30
10.	Table of Credit	31
11.	Glossary	32

1. Purpose and Scope

These Academic Regulations set out our approach to the setting and maintenance of academic standards and the assurance of the quality of teaching, learning and assessment.

These regulations relate to all Higher Education Programmes at UCEN Manchester except courses validated by:

- Manchester Metropolitan University
- Sheffield Hallam University

These regulations relate to:

- Pearson provision where there is no appropriate Pearson regulation.
- All other Level 4 and above programmes where there are no applicable awarding body regulations.

These regulations apply to all awards and courses of study at undergraduate level and include professional and short courses. They reflect international and national expectations of higher education.

Both UCEN Manchester staff and students are bound by these regulations. Exceptionally, there may be a need to apply a variation to these regulations. Any such variation will be approved by the Academic Board.

1.1 Principles

The Academic Regulations are based on the following principles:

1. **Primacy and Parity**

All credit bearing programmes and modules are subject to these Academic Regulations which have been approved by the Academic Board. These Academic Regulations take precedence over any other regulations, including those of external or professional bodies, unless variation is specifically permitted and approved.

2. **Consistency, Fairness, Equity and Inclusivity**

The regulations will be applied fairly, equitably, consistently and inclusively to all.

3. **Academic Judgements**

The academic judgements of assessors cannot, in themselves, be questioned or overturned.

4. **Rigour and Standards**

UCEN Manchester will ensure that the academic standards of assessment are rigorous, of comparable standing with the rest of the sector and meet the requirements of the relevant national qualifications framework. Students have the opportunity to achieve beyond the threshold level.

5. **Ratification and Recording of Credit**

UCEN Manchester will have reliable provisions for the ratification and recording of credit.

6. Feedback

UCEN Manchester will ensure that students have the opportunity to receive timely feedback that promotes learning and facilitates improvement. Students will have the opportunity to discuss their academic work and progress with staff.

7. Information to Students

UCEN Manchester will ensure that all students will be provided with appropriate information in respect of:

- Requirements for the completion of modules, levels, awards and programmes
- Assessment requirements of their modules
- Information about their course of study
- Provisions for extenuating circumstances
- Provisions for the publication of results
- Provisions for making complaints or requesting an appeal
- Programme and module handbooks
- Information regarding support available to students.

8. Responsibilities of students

Students are responsible for maintaining awareness of:

- UCEN Manchester's Academic Regulations
- Information contained in the Programme Handbook
- Complying with assessment requirements of their modules
- Their standing in respect of progression and award
- Their standing in respect of reassessment arrangements.

9. Confidentiality

These Academic Regulations will provide for due and appropriate confidentiality.

1.2 Alignment with Sector Expectations

Our Academic Regulations and the standards of our awards are informed by and align with national and European higher education standards including the 2024 UK Quality Code, the Framework for Higher Education, the Higher Education Credit Framework and Subject Benchmark Statements and the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

Where appropriate our qualifications are aligned with relevant sector benchmarks, occupational standards and professional and statutory body requirements.

1.3 The Academic Board

The Academic Board is responsible for overseeing academic standards and the quality of the student experience across the higher education provision. The Academic Board provides assurance to the UCEN Manchester Divisional Board regarding quality and standards and compliance with Office for Students Conditions of Registration.

2. Admissions Regulations

2.1 Entry to Higher Education Programmes

All applications will be treated with equity, fairness and consistency. Prospective applicants will be provided with current, relevant and accurate information to enable them to make an informed decision regarding the suitability of the intended programme.

To enter any Higher Education Programme of Study an applicant must satisfy either the general entry requirement, or the conditions for Admission by Credit Transfer also known as 'Recognition of Prior Learning' (RPL).

Prospective applicants to UCEN Manchester will be provided with current, relevant and accurate information to enable them to make an informed decision. Detailed information can be found in the Admissions Policy on the UCEN Manchester website.

2.1.1 The General Requirement

Applicants for entry to a Higher Education Programme of Study at UCEN Manchester will normally:

1. Satisfy the minimum entry requirement of the programme **AND**
2. Satisfy the admissions requirements of the Programme to which entry is sought, this may include an interview, review of a portfolio, audition or other course specific requirement **AND**
3. Receive a formal offer from UCEN Manchester of a place on the specified Programme.

2.1.2 Admission with Recognised Prior Learning

UCEN Manchester has in place a Recognition of Prior Learning scheme. Applicants who do not meet in full the General Entry Requirement of entry (2.1.1) may apply to the scheme to be considered for Admission with Recognised Prior Certificated Learning or Recognised Prior Experiential Learning or a combination of both in place of all or part of the general requirements of entry. In addition, candidates may also use the Recognition of Prior Learning scheme to claim for exemption from parts of the programme for which they are applying.

2.1.3 Approval of Admission with Recognised Prior Learning

Approval of any application will be considered on an individual basis and subject to the following conditions:

- completion of a 'Recognised Prior Learning' form
- discussion of the application with the Programme Tutor
- submission of evidence to support the application
- agreement of the Programme Tutor
- submission of form to the Academic Services Office
- Panel convened to consider outcome
- Outcome decided.

The Admissions Officer will notify the applicant of the outcome of their application. Full

details of the Recognition of Prior Learning Policy and the procedures are available on the website.

2.1.4 Amount of Credit for Accredited Prior Learning

A student may normally apply for credit for either:

1. A whole level of a Programme of Study or
 2. Up to a maximum of two-thirds of credits.
- In all cases a minimum of one third of the total credit of the UCEN Manchester qualification, or 60 credits (whichever is the higher) must be studied at UCEN Manchester
 - No award may be made solely on the basis of RPL
 - RPL may not be awarded against Level 6 credit of an Honours, Ordinary or Top-up degree
 - RPL may not be awarded against awards below 120 credits
 - RPL must be against whole modules and not individual learning outcomes.

Credit from an achieved qualification at a specific level awarded by either UCEN Manchester or another institution, cannot normally be used against another award at the same level/stage, for example a foundation degree for another foundation degree in the same cognate area. This would be 'double counting'.

UCEN Manchester may enter into an articulation agreement with another institution whereby a programme of study at that institution is recognised as meeting the admissions criteria for a specific programme. Applicants admitted through an articulation agreement will not be required to submit individual RPL claims.

2.1.5 Impact on Award Classification and Award of Merit or Distinction

Modules for which RPL is granted will not be used in the calculations for the overall award classification as there will be no mark given for these modules. For this reason, it is important that the discussion with the relevant Programme Tutor is undertaken as referred to in 2.1.3 above.

3. Registration

To be eligible for credit towards an award, a student must be registered to named modules or a Programme of Study.

To be eligible for credit not leading to an award, a student must be registered for the module(s) for which credit is sought.

No credit or qualification can be awarded to a student whose registration is not confirmed by the Academic Services Office.

3.1 Change of Personal Details

It is the responsibility of a student to keep the institution informed of any changes to the personal details held by the institution. UCEN Manchester will not be responsible for correspondence sent to a non-current address and students should update this information by completing the Change of Personal Details Form which is available on the course VLE.

4. Attendance and Engagement

4.1 General Requirements and Responsibilities

Students have a responsibility to engage fully with designated learning activities of programmes and modules as required. All students are required to be in attendance at UCEN Manchester throughout the periods of published dates of terms **and to be available for all published re-assessment periods which may fall outside term-time**. Students who live overseas should note that their travel home for vacations must be arranged in compliance with these regulations.

The full requirements for completion and attendance, including any additional requirements for any particular module, will be published in module handbooks.

4.2 Absence

A student who is absent through illness or other good cause must notify UCEN Manchester promptly via the following email addresses:

- City Campus Manchester
attendanceCCM@ucenmanchester.ac.uk
- Openshaw Campus
attendanceOpenshaw@tmc.ac.uk
- Nicholls Campus
attendanceNicholls@tmc.ac.uk

Students should note that poor attendance in professionally focussed programmes or modules may result in disciplinary action being taken. In certain circumstances alternative methods of assessment may be used where the absence is significantly impacting upon group work.

Attendance will be monitored and action taken for absence and non-engagement in accordance with the Attendance and Engagement Policy.

For non-EU international students, reporting of absence will be in accordance with Home Office visa requirements as defined from time to time.

5. Assessment

UCEN Manchester's approach to assessment is articulated in the Teaching, Learning and Assessment Strategy. Assessment is to promote learning and academic development.

The principles upon which our assessment practices are based include:

- Fairness, consistency, reliability and validity
- Inclusive and equitable
- Explicit and Transparent.

These Academic Regulations apply to all modes of delivery (including distance learning & blended learning).

All candidates must present for assessment in order to gain credits for a module.

Each module is assessed by the end of the semester in which it is completed, unless an application for mitigating circumstances has been granted. (see regulation 5.9).

Every student will normally be advised of the outcome of assessment at the end of each Academic Year, by means of an individual results statement so that the student may be counselled on their Programme of Study.

5.1 External Examiners

All assessments for programmes and modules forming part of the programme of study must involve one or more independent external examiner. The specific responsibility/ies of each external examiner will be clearly specified in letters of appointment and in the External Examining Policy and Process.

5.2 Marking Scale

All modules which are marked on a numerical scale are assessed on a scale of 0-100. UCEN Manchester uses a categorical marking scheme which is a stepped approach to marking where students are allocated a mark based on the degree classification for the piece of work. Some assessment types such as examinations or multiple choice will be exempt from categorical marking and will be allocated a mark based on the actual marks achieved.

5.2.1 Pass Mark

Undergraduate Awards

In any particular module, which is marked on the numerical scale, a student must obtain a mark equal to, or greater than, **40%** in order to pass the module and therefore be awarded the credits for that module.

5.2.2 Compensation for Marginal Fail

The Board of Examiners may approve one compensated fail module mark to allow progression to the next level, or for the award calculation to take place with the fail mark included in the calculation without the need for a re-assessment, as long as the conditions below have been met. This policy applies to all undergraduate modules unless specifically stated as non-compensatable in the Programme and Module Specifications and approved at validation. Modules may also be excluded from compensation to meet professional body

accreditation requirements. (Students should refer to the Module Specification).

For marginal compensation to be approved at undergraduate level all the following conditions must be met:

UCEN Manchester Validated Programmes:

1. At least 100 credits have been passed at that level
2. The average mark over the level is 40% or more
3. The fail mark in question is for one module only of 20 credits or fewer
4. The conflated mark for the module is 30% or more
5. All assessment components in the failed module have been attempted

Compensation is not permitted on programmes with less than 120 credits.

Where a compensated fail is approved this will be automatically applied at the Board of Examiners.

Where compensation takes place the mark of the failed module will not be raised to 40%. The mark will remain the higher of either the original submission or the resubmission. The student will be awarded 120 credits for the level.

5.3 Language of Assessment

The language of assessment will be English and work for formal assessment must be undertaken in English unless specified otherwise in the relevant module handbook.

5.4 Late Submission of Course work

All summative assessments must be submitted according to the published submission dates in order to be eligible for the full range of marks unless extensions have been granted.

5.4.1 Marking System for Late Submission of Course work marked on a Numerical Scale

Work that is submitted after the deadline but within 7 calendar days will receive a maximum mark of 40%.

This does not include work that has been granted an extension or mitigating circumstances. Work submitted more than 7 calendar days after the published deadline will not be marked and a mark of zero will be returned. Please note that these deductions normally apply to weekends, Bank Holidays and College Closure Days.

5.5 Extensions

All students can have the right to use up to 2 automatic 7 calendar days extension per 120 credit level. These cannot be used for certain types of assessments, e.g., presentation, teamwork and examinations. Any exclusions to this rule will be stated in module handbooks. All automatic extensions must be applied for in advance using the online system. It is the student's responsibility to ensure that automatic extensions are permissible for the assessment and that they are applied for using the correct process. The Academic Services Office will authorise appropriate extension applications.

If a student requires a longer period of time or requires an extension in addition to the 2 automatic opportunities, they must apply for mitigation using the extenuating circumstances processes detailed at 5.9.2 below.

Assessments submitted within the extension rules will receive the full range of marks and not be capped at 40%.

Extensions will be reported to Academic Services and presented to the Board of Examiners.

5.6 Submission of Course work in Excess of a Specified Limit

It is the responsibility of the student to submit work which is within the specified limit and to include a word count on all written assessed course work. If it is considered that a student has falsified the word count on an item of their course work, the student will be subject to action under the Academic Integrity Policy.

It is the student's responsibility to clarify the rules on word count with the tutor who set the assignment. Some subjects may specify the number of pages rather than word count because images, graphs, equations etc. are difficult to count. The tutor will also clarify whether references and appendices are included.

Penalties for over-length coursework:

- Up to 10% over the stated limit – no penalty
- Between 10% and 20% - a deduction of 5 marks
- Over 20% - a deduction of 10 marks.

The deduction of marks will not reduce the mark to below the pass rate. For example,

- Mark for work = 43
- Work is 15% over = 5 mark deduction
- Final mark would be 40.

5.7 Examinations

5.7.1 Use of a Dictionary in Examinations

The use of a dictionary may be permitted for all students as an examination tool in certain modules. Such use of a dictionary must be indicated within the module handbook and on the examination paper.

Where such permission is not given, approval may still be given for certain students to use a dictionary in an examination. Students who are registered on a higher education programme and whose native language is not English may apply to Academic Services for permission to use an English Language dictionary in examinations.

Application forms for dictionary use are available on the website and must be returned not later than two weeks before an examination period.

5.8 Disabilities Affecting a Candidate's Performance

If a candidate has a disability or chronic medical condition which they believe will affect their performance in assessments, they should make an appointment to see the Disability Officer who will create a Personalised Learning Plan. This will document any special arrangements for assessment for all tutors to be able to review and make the necessary arrangements.

Candidates must inform the Programme Leader or Personal Tutor of any impairment/disability as soon as it is evident and, in any case, not less than 2 weeks before the on-set of the examination period if special arrangements are being requested for formal examinations.

5.9 Special Factors Affecting a Candidate's Performance

5.9.1 Mitigation

A student may apply for mitigation due to extenuating circumstances if:

- The student is unable to submit assessed coursework on time
- The student is unable to sit an examination or other scheduled assessment on the required date.

UCEN Manchester operates a **fit to sit/submit principle** in that students who undertake assessments declare themselves fit to take that assessment. UCEN Manchester will not normally consider any application for mitigation in relation to that assessment. Only in exceptional circumstances will we consider such an application, for example, if a student becomes ill during an examination.

5.9.2 Extenuating Circumstances

Extenuating circumstances are those which:

- Affect a student's ability to attend or submit assessments(s)
- Are outside a student's control
- Are supported with original documentary evidence.

In considering applications for mitigation the Mitigation Panel will consider the evidence presented and whether the student has satisfied the attendance requirements for the module.

Mitigation applications should normally be made before or at the point of assessment. It is the student's responsibility to apply and to provide relevant and sufficient supporting evidence. A student who has declared themselves unfit to take an assessment must submit an application for extenuating circumstances and provide appropriate evidence within 5 working days of the date of the assessment.

5.9.3 Application

A student must apply on the UCEN Manchester Mitigating Circumstances Form which must be submitted to Academic Services. This form is available on the UCEN Manchester website. Incomplete forms may lead to the mitigation application being rejected.

The process for Mitigation is detailed in the Programme Handbook.

5.9.4 Admissible Evidence

Evidence would normally include:

- **Illness** Medical certificate from a doctor stating the nature, severity and duration of the illness
- **Crime** (e.g. burglary) Official police crime report
- **Bereavement** Death Certificate
- **Motor Incident/Accident** Police report/Hospital admission certificate
- **Other** Written evidence from an independent third party who has firsthand knowledge of the situation.

If evidence is found to be false, the student may be subject to disciplinary action.

5.9.5 Outcomes of Applications

Category A – very serious – serious enough to consider alternative forms of assessment or be awarded a mark for that module (see 5.9.6 below).

Category B – serious enough to defer assessment or offer alternative assessment where appropriate.

Category C - rejection of application due to insufficient evidence or not deemed sufficiently serious to warrant deferral.

The Mitigation Panel will not change individual module marks but will make recommendations to the Board of Examiners regarding decisions on progression or award.

Students will be informed of the outcomes of consideration of the panel within the correspondence sent to them detailing their results/awards and other Board of Examiners' decisions.

5.9.6 Outcomes for Category A

Alternative Assessment

The Board of Examiners may determine that an alternative form of assessment can be offered to the student that still facilitates meeting the module learning outcomes. This is to only be awarded in exceptional circumstances where completion of the original assessment is not possible.

5.9.6.1 Award a mark

In exceptional circumstances the Board of Examiners may award a mark for the work if it is satisfied in regard to the student's performance overall, the student's achievement relating to the programme is of high quality and all other work is completed. The mark will be calculated by:

- the average of the student overall, or
- the average for that cohort for the module.

The Board will decide which is the most appropriate in the circumstances and will give detailed reasons for the decision.

The student will be given the option to choose either:

- accepting the mark or
- being assessed as for the first time.

5.9.6.2 Raised mark

Where the student has submitted work, the Board may award a higher mark for the work calculated as above in 5.9.6.1.

5.9.6.3 Reassessment

The Board may offer the opportunity of reassessment. The reassessment would be marked as if a first submission.

5.10 Assessment Failure

5.10.1 Eligibility for Resubmission/Reassessment of a failed Assessment

Reassessment is when a student is provided with a new assessment task. Resubmission is when a student is provided with the opportunity to improve the same assessment task to fully meet the learning outcomes. When a student fails in the assessment for a module, the student will be permitted one further attempt to achieve the credits for the module by resubmitting the assessment. The only exception to this would be if there is variance to accommodate Professional, Statutory and Regulatory Bodies (PSRBs).

Resubmission may only take place if the module mark is below 40%. Component assessments may not be resubmitted if 40% has already been achieved in the overall module mark as long as all components have been submitted. If the resubmission mark is below that of the original submission, then the higher of the 2 will be recorded. The highest mark that can be achieved for any resubmitted/reassessed component is 40%.

There is no limit to the number of modules that can be resubmitted at each stage. Resubmission is not available for examinations. If a student fails an examination, then a new examination must be undertaken rather than a resit of the same examination paper.

The Chair of the Board of Examiners has the discretion to substitute the original form of assessment, provided that both the learning outcomes to be assessed and the weighting of the assessment are as per the original form.

5.10.2 Repeating or Substituting a Failed Module

When a failed module renders a student ineligible for progression and the student registers to repeat or to substitute a module:

1. The student will normally be required to register on the outstanding modules until such time as the student has satisfied the requirements for progression; **AND**
2. part-time course tuition fees, payable by the student, will apply and any credit will not be awarded until they have been paid.

5.10.3 Reassessments/Resubmissions

Re-Assessments/Resubmissions must normally be undertaken once granted by a Board of Examiners. There may be exceptions in certain types of assessments where waiting until after the Board may be detrimental to the student, for example, with some performance related assessments. Students who do not re-sit at the next allocated opportunity will forfeit a re-sit opportunity. Only 1 reassessment opportunity is allowed unless variance is applied to accommodate PSRBs. Any student who is unfit for the re-assessment must submit an application for Mitigating Circumstances. If the application is approved an alternative opportunity will be given.

Where a student has been granted mitigation in regard to illness, the Board of Examiners may request medical evidence confirming that the student is fit to sit the re-assessment.

6 Academic and Professional Misconduct

6.1 Academic and Professional Integrity

All students are expected to act with personal integrity, self-discipline and respect for others in their personal, professional and academic conduct.

6.1.1 Academic Integrity

Academic integrity refers to scholarship conducted in an open, honest and responsible manner. All scholarly activity builds upon the work of others and is subject to scrutiny and students are expected to show respect for the intellectual property of the people who have helped them to develop their own ideas by always attributing and acknowledging source material.

6.1.2 Professional Integrity

Professional integrity refers to conduct which consistently adheres to the values of a particular profession and may involve acting within defined codes of ethics or conduct. It also refers to acting in accordance with socially accepted professional standards such as honesty, respect for colleagues and compliance with rules.

6.2 Definition of Poor Academic Practice

6.2.1 Poor scholarship

Poor scholarship is characterised by limited or inadequate technical skills or adherence to academic conventions, whether through negligence or a lack of understanding and ability. It is a student's responsibility to ensure that they fully understand the proper academic conventions, such as referencing systems and use of quotation marks, and make use of the support that is available.

Failure to properly attribute the work of others may be regarded as plagiarism and misuse of source material may be regarded as falsification.

6.2.2 Re-use of material

Work submitted for assessment must be a new, original piece of work produced specifically for the assignment. Any re-use or re-purposing of a student's own material must be clearly identified as such and show how ideas or concepts have been developed in the new work and kept to a minimum. This would typically be related to:

- Referring to primary data collected for the purpose of another module.
- Reviews/reflections on previous work e.g. personal development plans.
- Reproducing passages verbatim should be avoided and any self-quotations should be clearly identified in quotation marks.

6.2.3 Definition of Academic Misconduct

Academic misconduct encompasses all kinds of academic dishonesty which infringes the integrity of UCEN Manchester's assessment procedures whether deliberate (Academic Malpractice) or unintentional (Academic Negligence). Any suspected offence will be

investigated following the procedures in the Academic Misconduct Guidelines.

The following are examples of **Academic Negligence**.

6.2.3.1 Plagiarism

Plagiarism is a form of cheating which involves presenting another person's ideas or expressions without acknowledging the source. This includes internet sources and the use of artificial intelligence. Any work submitted for assessment must be the student's own, unless collaborative work is explicitly permitted within the assignment guidelines. Any use of material from external sources must be clearly acknowledged and appropriately referenced. All quoted passages must be clearly indicated and attributed following academic conventions, and such quotations and any passages which are paraphrased must be properly attributed to the authors. UCEN Manchester provides clear guidance on academic writing skills and ignorance on the part of the student will not be accepted as a defense in a case of plagiarism.

Examples of plagiarism include:

- The inclusion in a student's work of extracts from another person's work without acknowledgement of the sources(s)
- The summarising of another person's work without acknowledgement
- The substantial and unauthorised use of the ideas of another person without acknowledgement
- Self-plagiarism - when a student submits work for credit which has been submitted elsewhere for credit. This may be part of a piece of work or the entire piece of work and may have been submitted to UCEN Manchester or another institution.

The following are examples of **Academic Malpractice**

6.2.3.2 Collusion

Examples of collusion:

- Students who take part in unauthorised collaboration with others. It is regardless of whether any advantage was gained.
- Students who present work as their own which has been purchased from a third party and presented as the student's own.
- Students who make available their own work, regardless of any financial gain. Both the giver and receiver of the work will be held to be colluding.
- The unauthorised or, where permitted, undeclared or undocumented use of artificial intelligence to produce the work or any element of it.
- Translation services: the use of translation services involving a third party is expressly forbidden and will be regarded as collusion. The use of translation software is permitted.

Note: special dispensation to the rules on collusion will be provided to students who are registered with a disability and who have a specific requirement agreed with Dyslexia & Disability Support Services.

6.2.3.3 Fabrication/falsification

Any student found to have tampered with official documentation, or fabricated data or other

such content will be regarded as having fabricated/falsified material. This includes the content of work submitted for assessment and any records or documentation associated with academic progress such as entry statements or qualifications, false claims for exemption or mitigation, or misrepresentation of a word count or contribution to a group assessment. In some cases, fabricated/falsified material may also be deemed to be professional misconduct, for example in the professions of teaching and journalism.

6.2.3.4 Research misconduct

All research which contributes to the assessment of taught Programmes must be conducted in an ethical and responsible manner. This includes requirements to secure ethical approval prior to the commencement of primary research, the conduct of the research, the relationship and dealings with participants and proper handling of data.

6.2.3.5 Impersonation

Any student found to be assuming the identity of a third party, or where a student is impersonated by another person, in order to gain or enable access or advantage will be deemed guilty of impersonation.

6.2.3.6 Cheating in Examinations

Any breach of the examination procedure which compromises the integrity of the assessment will be regarded as academic misconduct, regardless of whether any advantage was gained or there was any intention to do so. These principles apply equally to formal examinations and to all laboratory and class tests conducted under exam conditions.

Breaches include, but are not limited to, the following:

- obtaining or seeking to obtain examination papers prior to the examination unless the paper has been provided as a 'seen' examination.
- copying from another candidate or from any unauthorised material, including by use of an electronic device;
- taking additional materials into the examination, unless prior approval has been given;
- communicating, or attempting to communicate, with other candidates or with any person(s) except the invigilators.
- any form of disruptive behaviour;
- not following the instructions given by the examination invigilator;
- removing any material from the examination room other than items which were brought into the room by the candidate or the question paper, where permitted.

6.2.4 Definition of Professional Misconduct

Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professionally oriented component of their programme of study. Examples of professional misconduct include:

6.2.4.1 Lack of preparation for/engagement with professional component

If a student's lack of preparation for/engagement with a professional component of their programme of study renders them unlikely to succeed on that component or would put the reputation of UCEN Manchester at risk should the student undertake/continue the

component, this will be deemed professional misconduct.

It is the student's responsibility to manage their placement experience and to communicate with the appropriate personnel at UCEN Manchester, as set out in programme literature. Failure to do so poses a risk to the institution and will be deemed professional misconduct.

6.2.4.2 General Inappropriate Behaviour

If a student's behaviour is found to be such that it renders them unlikely to succeed on a professional component in their programme or would put the reputation of UCEN Manchester at risk should the student undertake/continue the component, this will be deemed professional misconduct.

6.2.5 Action to be taken in cases of suspected Academic and/ Professional misconduct

All cases of academic and/or professional misconduct will be referred to Registry where a decision will be made on the relevant course of action.

Informal Stage

Informal meeting to deal with first alleged cases of academic negligence. This is intended to act as a warning to students and highlights a need for further development.

Stage 1 Meeting of the Academic Misconduct Panel Considers the following:

- Cases progressed from Informal Stage
- First cases of alleged academic malpractice
- Second and subsequent cases of academic negligence.

Stage 2

Meeting of the Academic Misconduct Panel Considers the following:

- Cases of alleged collusion
- Second and subsequent offence of academic malpractice
- Fabrication and Falsification of documents
- Exceptional Cases.

6.2.6 Typical Penalties for Academic or Professional Misconduct

Penalties are based on the nature and severity of the misconduct. Refer to Academic Misconduct Process for detail of penalties.

7. Progression and Award

7.1 Duration of Programmes

The minimum and maximum periods within which a student must normally complete the programme are specified below. There may be exceptional circumstances where the maximum period may be extended to support reasonable adjustments for disabled students.

7.1.1 Normal Duration of Periods and Study

- a) Letter of Achievement
The planned duration of the Letter of Achievement would be 1 semester. The normal maximum registration would be 1 academic year.
- b) Award of Higher Education Credit
The planned duration of the Award of Higher Education Credit is 1 year. The normal maximum registration would be 2 academic years.
- c) Certificate of Higher Education Credit
The planned duration of the Certificate of Higher Education Credit is 1 or 2 years. The normal maximum registration would be 4 academic years.
- d) Certificate of Higher Education
The planned duration of the Certificate of Higher Education is 1 full-time or 2 years part-time. The normal maximum registration would be 2 academic years full-time or 4 academic years part-time.
- e) Diploma of Higher Education
The planned duration of the Diploma of Higher Education is 2 years full-time or 4 years part-time. The normal maximum registration would be 5 academic years full-time or 7 academic years part-time.
- f) Foundation Degree
The planned duration of the Foundation Degree is 2 years full-time or 4 years part-time. The normal maximum registration would be 5 academic years full-time or 7 academic years part-time.
- g) Bachelor Degree
The planned duration of the Bachelor Degree is 3 years full-time or 6 years part-time. The normal maximum registration would be 6 academic years full-time or 8 academic years part-time.
- h) Bachelor Degree with Honours
The planned duration of the Bachelor Degree with Honours is 3 years full-time or 6 years part-time. The normal maximum registration would be 6 academic years full-time or 8 academic years part-time.
- i) Top-up Degree
The planned duration of the Top-up Degree is 1 year full-time or 2 years part-time. The normal maximum registration period would be 2 years full-time or 3 years part-time.

If the programme of study is not completed within these time limits the student will be given credit for any modules successfully completed.

7.2 Progression

Undergraduate Awards

To be considered for progression between level 4, 5 and 6 a student must have fulfilled the following requirements:

- Pursued a programme of study of 120 credit points at each level (including any recognition of prior learning)
- Satisfied the submission and attainment requirements for each module of study
- Achieved at least 40% average across the level
- Achieved a minimum of 40% or more in modules equivalent to 100 credit points; and
- Achieved a minimum module grade of 30% in no more than 20 credits.

On achievement of this profile for progression, a student will be accredited with 120 credit points at that level.

In exceptional circumstances the Board of Examiners may exercise its discretion and allow progression with up to 40 credits trailing. This discretion will take into account the student's performance across the whole of the level and whether it is in the student's best interests.

7.2.1 Eligibility for Fall Back Awards

All students are registered on admission for a Programme of Study leading to a Higher Education award. A student may, however, apply for a fall-back award if:

- a) The student has obtained the necessary credits for a lower-level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the named award.
- OR**
- b) The student has obtained the necessary credits for a lower-level qualification but does not wish to continue to the next stage of the Programme.

At the discretion of the Board of Examiners higher level credit can substituted for lower-level credit to meet the requirements for an intermediate award. Lower-level credit cannot be substituted for higher-level credit. Intermediate awards are not eligible for overall grading.

7.2.2 Definition of Awards

UCEN Manchester Awards only

Letter of Achievement

The Letter of Achievement is awarded for the attainment of a minimum of 10 credit points at HE level L4, L5 or L6.

A letter of achievement will be awarded where the student has:

- Undertaken a course of study for the appropriate credits
- Submitted in all specified components of assessment
- Achieved at least 40% overall in each module
- Achieved the learning outcomes for the modules.

Award of Higher Education Credit

An award of Higher Education Credits awarded for module credit of at least 40 credits at either L4, L5 or L6. The credits for the modules awarded will be detailed on the award certificate.

An award will be awarded where the student has:

- Undertaken a course of study at L4, L5 or L6
- Submitted in all specified components of assessment
- Achieved at least 40% overall in each module
- Achieved the learning outcomes for the module.

Certificate of Higher Education Credit

The Certificate of Higher Education Credit is awarded for the attainment of a minimum of 60 credit points at Level 4.

A Certificate of Higher Education Credit will be awarded where a student has:

- Undertaken a course of study of 60 credit points at Level 4;
- Submitted in all specified components of assessment;
- Achieved the overall learning outcomes for the modules;
- Achieved at least 40% overall in each module.

Certificate of Higher Education

The Certificate of Higher Education is awarded for the attainment of a minimum of 120 credit points at Level 4.

The Certificate of Higher Education will be awarded where a student has:

- Undertaken a course of study of 120 credit points at Level 4 (including any recognition of prior learning);
- Submitted in all specified modules;
- Achieved the overall learning outcomes for the level;
- Achieved an average of 40% or more in modules equivalent to 100 credit points at Level 4 or above
- Achieved an average of at least 20% in each module studied
- Achieved an overall average of 40% or more across all modules studied at this level.

Diploma of Higher Education

The Diploma is awarded for the attainment of a minimum of 120 credit points at Level 4 and 60 credit points at Level 5 or above.

The Diploma will be awarded where a student has:

- Achieved the requirements for progression from Level 4 to Level 5 or has been admitted directly to Level 5;
- Undertaken a course of study of 60 credit points at Level 5;
- Submitted in all specified modules;
- Achieved the overall learning outcomes for the modules;
- Achieved at least 40% or more in the Level 5 modules.

Foundation Degree

To be eligible for the award of a Foundation Degree in a Programme of 240 credits a student must have obtained 240 credits, including 120 at the final level (Level 5).

In order to achieve Level 5, students must have:

- Achieved the requirement for level progression from Level 4 to Level 5; and
- Submitted in all specified module; and
- Achieved a minimum of 40% or more in modules equivalent to 100 credit points at Level 5 or above; and
- Achieved an average of 40% or more across all modules studied at this level; and
- Achieved an overall average of 30% or more in each module studied

On achievement of this profile for progression, a student will be accredited with 120 credit points at Level 5.

Bachelor Degree

To be eligible for the award of Bachelor Degree a student must have attained a minimum of 120 credits at Level 4, 120 credits at Level 5 and 60 credits at Level 6.

In order to achieve a Bachelor Degree, students must have:

- Achieved the requirements for progression from Level 4 to Level 5, and from Level 5 to Level 6 including any RPL credit: and
- Achieved 60 credits at Level 6;
- Submitted in all specified modules;
- Achieved the overall learning outcomes for the award; and
- Achieved an overall average of 40% or more across the 60 credits studied at this level.

Bachelor Degree with Honours

To be eligible for the award of Bachelor Degree with Honours a student must have achieved 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6.

In order to achieve a Bachelor Degree with Honours, students must have:

- Achieved the requirement for level progression from Level 4 to Level 5, and from Level 5 to Level 6, or has been admitted directly to Level 6; and
- Pursued a course of 120 credits at Level 6 (including any RPL credit)
- Submitted in all specified modules;
- Achieved the overall learning outcomes for the award;
- Achieved an average of at least 40% or more in modules equivalent to 100 credits at Level 6; and
- Achieved an overall average of 40% or more across all modules studied at this level.

7.3 Award Calculation

7.3.1 Foundation Degrees

The classification will be determined by the following method:

The arithmetic mean of all module marks for the 240 credits studied across Levels 4 & 5 with a 25%/75% weighting is calculated and converted to a classification based on the table below.

Mark Range	Classification
Up to 39	Fail
40-59	Pass
60-69	Merit
70-100	Distinction

7.3.2 Honours Degrees

The classification will be determined by the following method:

The arithmetic mean of all module marks for the 240 credits studied across Levels 5 and 6 with a 25%/75% weighting is calculated and converted to a classification based on the table below. For Top Up Honours Degrees the arithmetic mean of all module marks for the 120 credits studied across Level 6 is calculated and converted to a classification based on the table below.

Mark Range	Classification
Up to 39 %	Fail
40-49 %	Third Class
50-59%	Lower Second Class
60-60%	Upper Second Class
70%+	First Class

7.3.3 Borderline Marks

A mark will be classed as borderline if it is within 1.5 percentage points of a classification band as detailed in the table above. In these circumstances the class of award will be upgraded provided that 50% or more of the credit achieved at the final level is in the higher classification (unless prohibited by the regulations of a Professional, Statutory or Regulatory Body).

7.3.4 Credit Awarded by Recognition of Prior Learning

Credit which is awarded by recognition of prior learning (RPL) will be excluded from the calculation of award classifications. For example, if a student is awarded 20 credits RPL at Level 5 of an Honours degree those 20 credits will be excluded from the classification.

7.4 Conferment of Awards

Higher Education Awards are conferred upon students at a ceremony organised by UCEN Manchester or *in absentia*. Students will be asked to specify their conferment choice during their final year.

No award will be conferred upon a student who is in debt to UCEN Manchester for course fees.

8. Academic Appeals Procedure

8.1 Scope

These regulations apply to students on taught programmes of study validated by UCEN Manchester and Pearson. They do not apply to programmes validated by other university partners.

Grounds of Appeal

An academic appeal is understood to mean the following:

A request that is made to review a decision that has been made in relation to the progress of the appellant on their programme of study, including the award of any qualification as a result of that progress. Other matters of complaint or dispute involving a student and the institution will be referred to as complaints and will be considered under the UCEN Manchester Complaints process.

Students may not appeal against academic judgements. Full details of grounds for appeal and the procedure for Academic Appeals can be found in the UCEN Manchester Academic Appeals Policy and the accompanying UCEN Manchester Academic Appeals process which are available on the website.

8.2 Integrity of the Procedure/Confidentiality

UCEN Manchester endeavours to carry out these procedures fairly, consistently and impartially and in accordance with the Equality and Diversity Policy. Also, by lodging an appeal, students will not be disadvantaged in any way in terms of their assessments or their programme of study.

The information provided by students will remain confidential and will only be available to necessary staff in order to progress the appeal.

8.3 Action Prior to the Outcome of an Appeal

A student who submits a request for a review of a decision of the UCEN Manchester Board of Examiners should not assume it will be upheld. Pending the outcome of a request for a review, a student should prepare for any forthcoming re-assessments as necessary.

9. Withdrawal

A student may withdraw from their Programme of Study and UCEN Manchester at any time prior to the end of the period allowed for the completion of a degree programme by following the withdrawal procedure set out in regulation 9.2.1. In the absence of written notice of withdrawal, by the student to the HE Registry, stating the last date of attendance, no transcript or transfer credit will be released by Student Administration.

9.1 Liability for Fee Payment

It is a student's responsibility to inform UCEN Manchester that they wish to withdraw. A student will be liable for payment of tuition fees as detailed in the HE Fees Policy.

9.2 Break in Study

A student may apply for a break in study during any academic year.

The maximum duration of temporary leave that will be granted is one calendar year from the last date of attendance. An expected return date will always be specified. Extension beyond this date must be applied for in accordance with the procedure outlined in 9.4.1 below.

Where such permission is granted, the student will normally be expected to take up their studies in the following academic year at the point at which they temporarily withdrew (i.e. after 12 months). A student will only be allowed to return earlier in the following academic session (i.e. repeat study at the same level) if they:

- (i) submit independent evidence of exceptional circumstances in support of their repeating study time, **AND**;
- (ii) (ii) gain written support from their Programme Leader.

Note: Any student repeating study time in this way should contact Student Finance England (or equivalent body) regarding their funding situation as funding for their repeated period is not guaranteed.

9.2.1 Withdrawal Procedure

A student seeking a break in study or permanent withdrawal must:

- consult the Programme Leader of their current programme to notify them of the proposed withdrawal;
- Confirm their wish to withdraw in writing to their Programme Leader and the Academic Services Office;
- consult the Welfare Team to discuss any financial implications of the proposed withdrawal.

A student wishing to re-start a programme or repeat study should refer to 9.4 below.

9.2.1.1 Failure to complete the withdrawal procedure

If a student has not completed the above process but, due to verbal notification and/or non-attendance, UCEN Manchester believes that the student has withdrawn, a letter will be sent to the student with a request to contact the Programme Leader by a specified deadline. Any

student who does not respond by the deadline or make contact with Academic Services to explain the situation, will be withdrawn by UCEN Manchester with effect from the deadline given for the return of the form.

9.3 Grounds for Withdrawal (UCEN Manchester Requirement)

A student may be required to withdraw, either temporarily or permanently:

- as a result of failure to achieve the minimum credit requirements for progression;
- as a result of a change in their fee status;
- as a result of an outcome from a student disciplinary;
- absence in line with the Attendance and Engagement Policy.

9.4 Return after a Break in Study

9.4.1 Re-Registration

A student must present for registration on the agreed date of their return to UCEN Manchester after a break in study. If a student requires an extension to their period of temporary leave, they must apply in writing to the Academic Services Office, at least four weeks prior to the expiry of the approved period of break in study. If a student fails to present within 14 days of expiry of their approved period of temporary leave and no written application for an extension has been received, the student will be deemed to have withdrawn permanently from UCEN Manchester.

No student will be permitted to register after a period of temporary leave if they are in debt to UCEN Manchester.

9.5 Suspension and Expulsion

A student may be suspended or expelled as a result of the application of disciplinary procedures in accordance with the Student Conduct Policy or Academic Integrity Policy. A student who is under suspension is ineligible to receive any credit for any study or assessment undertaken during the period of suspension.

A student who is expelled, or who has been required to withdraw permanently, ceases to be a student of UCEN Manchester from the date of expulsion or withdrawal, which date will be communicated to Student Finance England (or equivalent body) and/or home institution. No credit will normally be awarded for any period of attendance after the end of the last semester in which the student completed the attendance and assessment requirement(s).

10. Table of Credit

	Title of Certificate or Award	Overall Credits	Minimum Required at Highest Level	Other Credit and level requirements	QAA FHEQ Level
1	Letter of Achievement	10	10		4,5,or 6
2	Award of Higher Education Credit	40	40 at L4,5 or 6		4,5,6
3	Certificate of Higher Education Credit	60	60 at L4		4
4	Certificate of Higher Education	120	120 at L4		4
5	Diploma	180	60 at L5		5
6	Foundation Degree	240	120 at L5	Plus 120 credits at L4	5
7	Bachelor Degree (ordinary Degree BA or BSc)	300	60 at L6	Plus 120 credits at L5 and 120 credits at L4	6
8	Bachelor Degree with Hons (BA(Hons) or BSc (Hons))	360	120 at Level 6	Plus 120 credits at L5 and 120 credits at L4	6

11. Glossary

BA	Bachelor of Arts
BA (Hons)	Bachelor of Arts (Honours)
BSc	Bachelor of Science
BSc (Hons)	Bachelor of Science (Honours)
Cert	Certificate
FdA	Foundation Degree Arts
FdSc	Foundation Degree Science
FHEQ	Framework for Higher Education Qualifications
HE	Higher Education
Module	A unit of study within a programme of study – usually 20 credits
OfS	Office for Students
Ofsted	Office for Standards in Education, Children's Services and Skills
OIA	Office of the Independent Adjudicator
Programme of Study/Course	Full or part-time award bearing collection of modules.
QAA	Quality Assurance Agency
QCF	Qualifications and Credit Framework
RPCL	Recognition of Prior Certified Learning
RPEL	Recognition of Prior Experiential Learning
RPL	Recognition of Prior Learning