



New policies/regulations and key amendments to learner-facing regulations, policies and procedures for 2023-2024

Policies are available from the University College Latest Policies web page:

<https://www.aecc.ac.uk/about/how-we-work/latest-policies/>

For amendments to existing policies, only key changes are highlighted below. In addition, terminology updates and minor changes have been implemented to a number of policies to support the delivery of apprenticeships and other types of partnership activity; these do not affect current students.

Admissions Policies

- The **Recruitment, Selection and Admissions Policy and Procedure: Taught Awards** now incorporates other policies that were previously published separately, for simplicity and consistency. The following policies are now included within this main policy: Fraudulent Documents procedure; Criminal Convictions procedure; Record of Prior Learning.
- The **Student Academic Engagement Monitoring Policy & Procedures** now includes a section detailing the attendance requirements for sponsored students while on placement (Section 5: Procedures – Taught students on placement) and confirms that monthly engagement checks while on placement are included as part of the contact point requirements.

Assessment Regulations and Assessment Policies and Procedures

- **Academic Appeals Policy and Procedures (Taught Awards):** section 7.7 has been corrected to confirm that the Deputy Vice Chancellor confirms the outcome of the review stage and not the Vice Chancellor.
- **Assessment Boards Policy and Procedure:**
 - Removal of requirement: (2.8) removal of statement that Boards may be established by an approved partner. All Boards will be established by the University College.
 - Addition of procedure: (6) 'Progression Board' has been added to enable in-year assessment and progression decisions (particularly for pre-requisite units and practiced based learning/ placement requirements).
 - Clarification: (9.3) that without an External Examiner, an Assessment Board will not run.
 - Clarification: (11.10) that RPEL is considered alongside RPL in decision making.
 - Other minor updates to roles and responsibilities and the running of Boards that are operational in nature.
- **Assessment Regulations v2.6:**
 - Disambiguation to confirm: (7.1) Compensation is only applicable for optional units at levels 3 and 4.
 - Disambiguation to confirm: (12.5) Learners will be required to submit a new assessment or an amended version.
 - Disambiguation to confirm: (14.2) that EPCs for previously capped reassessment opportunities remain capped.
- **Assessment regulations v2.2:**
 - Addition of detail (2.9 and 14.3) relating to the timing of reassessment opportunities to reflect the implementation of Progression Boards, to align with v2.6.

Learning and Teaching Policies and Procedures

- The **Additional Learning Support (ALS) Policy and Procedures** now makes provision for learners to arrange ALS up to six weeks before **any** assessment period in the academic calendar, replacing a single cut-off point in the year, therefore providing a benefit to learners.

Student Conduct, Concerns, and Complaints Policies and Procedures

- The **Cause for Concern Policy** has been renamed the **Support to Study Policy**, in recognition that the main aim of the policy is to provide the basis for support for students who might be struggling due

to unforeseen circumstances. It also clarifies that, if a learner chooses not to provide explicit consent to disclosure of circumstances discussed under the policy, this decision should be respected in most instances, except for those exceptional circumstances where the actions would place the University at risk of non-compliance with published regulatory requirements.

- The **Harassment Policy and Procedures for Students** includes an additional clause that the Academic Registrar will consult with key senior colleagues internally to make a judgment about the communication of potentially criminal cases to third parties, such as employers. This also applies in the case of the **Student Sexual Violence and Misconduct Policy and Procedure**.
- The **Student Fitness to Practise Policy and Procedures** includes an additional example of the types of a student's professional conduct and practice that may give rise to a complaint or concern. This is 'cases where a student is using practical skills that are not included in their course or have not been authorised for use by a practice educator'.

Student Lifecycle Policies and Procedures

- **Study Break Procedure:**
 - Removal of principle: (3.1) that additional study breaks may be granted in order to make reasonable adjustments, as other means of support are available to provide reasonable adjustments, such as Exceptional Circumstances and Additional Learning Support. This does not preclude extensions to existing study breaks.
 - Amendment to principle and procedure: (3.9) duration of study break updated: Study breaks can be up to 12 months in length. Extensions to a study break may be considered by following the same procedures. Any request that would result in a study break for longer than 12 months must be referred to the Academic Registrar for approval.
- **Withdrawal Procedure: Students:** the title has been updated to refer to "Students" to allow for a separate policy for apprentices to be published alongside. In addition, the policy has been simplified to remove any forms of withdrawal instigated by the University, which are include elsewhere within their own policies (such as withdrawal arising from a disciplinary outcome). The procedure now covers student-instigated withdrawals only.

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