



New policies/amendments to student-facing regulations, policies and procedures for 2018-2019

All Regulations and Policies can be found from the [latest policies web page](#) and the VLE under [policies for students](#) or [general information for students](#)

New policies

Sexual Violence and Misconduct Policy and Procedure

This new policy and its procedures are for use in reporting and addressing student disciplinary matters that meet the definition of sexual violence and misconduct between students enrolled at this institution. It is intended to provide a clearly formulated and impartial process for dealing with problems of student misconduct of a sexual nature within a reasonable timescale and having due regard to the spirit of natural justice. The definition is set out within the policy.

The policy can be found on the VLE (policies for students) under 'Conduct and Welfare'
<https://moodle.aecc.ac.uk/course/view.php?id=375§ion=10>

Student Transfer Policy

This policy sets out what to do if you wish to request a transfer to a different course of study. It covers both transfers between courses within the University College and students considering seeking a transfer to another institution.

The policy can be found on the VLE (policies for students)
<https://moodle.aecc.ac.uk/course/view.php?id=375§ion=22>

Tuition Fees Policy

This new policy offers guidance on:

- how fees are set and how students are notified;
- how fees are collected / can be paid;
- scholarships, bursaries and discounts available;
- debt and what you should do if you are struggling to pay your tuition fees, and the help available if you are experiencing financial difficulties;
- how to make a complaint or dispute fees and other charges;
- how fees will be dealt with in the event of cancellation, withdrawal, repeating study and study breaks;
- consequences of failing to pay tuition fees on time;
- details of compensation and refunds available under certain circumstances.

The Policy does not state specific fee levels for each course, these can be found on the website within the 'Course Fees' sub-section of each course, and on the VLE.

The policy can be found on the VLE (policies for students) under Fees and Finance
<https://moodle.aecc.ac.uk/course/view.php?id=375§ion=12>

Amended regulations, policies, and procedures for the 2018-2019 academic year

Assessment Regulations for AECC University College awards

- Regulations for the new Clinical Exercise and Rehabilitation Sciences course, and the new MSc Chiropractic course have been added.
- Headings referring to 'Practical Skills Assessments' have been amended to read 'Practical Clinical Skills Assessments', for clarity.

The regulations can be found on the VLE (policies for students)
<https://moodle.aecc.ac.uk/course/view.php?id=375#section-3>

Tier 4 Student Attendance Monitoring Policy and Procedures

- The policy now refers to 'weeks' rather than 'teaching weeks' to ensure students would not be adversely affected at periods when they are not expected to demonstrate their attendance (e.g reading week, Christmas, Easter).
- Procedures are being enforced after two consecutive weeks of non-engagement rather than one.
- There is no longer a requirement for graduating students to prove that they have left the country.

The policy can be found on the VLE (policies for students)

<https://moodle.aecc.ac.uk/course/view.php?id=375§ion=6>

AECC University College Bursaries and Scholarships Policy 2018-2019

- Terminology for the number of bursaries to be awarded has changed from "maximum of 5" to a "minimum of 5".
- Provision is made for students in receipt of the maintenance bursary to continue to receive this should they opt to transfer from the MChiro to the new MSc Chiropractic.
- Information about the new Sports Scholarship is included in the policy.

The policy can be found on the VLE (policies for students) under Fees and Finance

<https://moodle.aecc.ac.uk/course/view.php?id=375§ion=12>

Student Disciplinary Policy and Procedures

- Misconduct is now categorised as either major or non-major, and this has implications for the penalties which can be imposed if a student is found to have committed an offence.
- The measures which can be taken whilst an investigation/panel hearing is underway have been extended, and risk assessment based decision making has been introduced for this issue.
- Arrangements for suspending an accused student have changed, and the right of appeal to the Principal against such a suspension has been removed.
- There is now provision for the institution to undertake disciplinary action even if the reporting student does not wish to make a formal complaint.
- Summary procedures can now only be implemented for non-major misconduct.
- The available sanctions, and when these are likely to be used, have been specified more clearly.
- There have been changes to the operation and membership of the Disciplinary Panel (without altering timescales, or the Panel's independence/ objectivity).

There are different versions of the policy for students on AECC University College or BU awards, and for the Access Diploma. **Please refer to the correct version for your award.**

All versions are available from the VLE (policies for students) under 'Conduct and Welfare'

<https://moodle.aecc.ac.uk/course/view.php?id=375§ion=10>

Policy on Word limits

A minor amendment has been agreed for 2018-19, to make clear that it is text which is embedded within graph and images which is excluded from the word count.

The principles set out in the policy remain unchanged from the previous version.

The policy can be found on the VLE (policies for students)

<https://moodle.aecc.ac.uk/course/view.php?id=375§ion=3>

Student Engagement in Quality Enhancement: Policy and Procedures

(Previously Student Engagement Policy)

- There have been changes to wording to make clear that this policy relates to student engagement with quality assurance processes rather than student engagement with learning, and to generalise the policy in the light of the new diversity in our undergraduate courses.
- Some of the information about student feedback mechanisms has been shortened, as this detail is included in the separate Student Feedback Policy.

The principles set out in the policy remain unchanged from the previous version.

The policy can be found on the VLE (general information for students)

<https://moodle.aecc.ac.uk/course/view.php?id=376§ion=8>