



New policies/amendments to student-facing regulations, policies and procedures for 2019-2020

All Regulations and Policies can be found from the [latest policies web page](#)

New policies

Tier 4 Student Attendance Monitoring Policy

Significant changes have been made to this policy so it should be regarded as a new version. In particular the weekly sign-in register of weekly attendance contact points have been removed.

Amended regulations, policies, and procedures for the 2019-2020 academic year

(Note key changes only are highlighted)

Academic Appeals Policy (for AECC University College award students)

- The Academic Registrar has been removed as an information source for advice and guidance as the Academic Registrar is part of the investigating panel.
- There is now an option for the Investigating Panel to recommend corrective action to the Appeals Board without the need for the student to present their case to the Board. This would only be for cases where there is no doubt the University College is at fault, for example, by an administrative error.

Exceptional Personal Circumstances Policy (Previously Mitigating Circumstances Policy)

The title has been changed to Exceptional Personal Circumstances Policy to better reflect the purpose of the policy.

- Clear Terms of Reference for the Exceptional Personal Circumstances Panel have been included. The Head of Programmes Administration has been removed from the Panel, as this role will focus on providing advice and guidance to students. The Academic Registrar has been removed from providing advice and guidance.
- It is specified more clearly that the Panel will only consider evidence provided with the application and will not ask for additional information; and that the evidence must be officially translated into English (provision made for where evidence is delayed).
- Examples are included of what is and isn't considered an exceptional personal circumstance.
- The classification of a long term circumstance has been removed - students must apply for consideration each semester/academic year.

IT Acceptable Use Policy

The above policy has been extended to highlight to staff and students the acceptable use of University College IT facilities and resources, including email.

Prevent Policy

The University College is committed to protecting freedom of speech and academic freedom together with protecting and safeguarding its students and staff from the risk of being drawn into terrorism. As such, the Prevent Policy has been updated to simplify the process of reporting a Prevent-related concern.

Student Complaints Policy (for AECC University College award students)

- An additional sentence has been included in 1.7 as to why the Principal or Vice-Principal must refer students to the policy and not handle the complaint.
- A time-limit has been included within which students are normally expected to submit complaints, which is one month.
- In 7.3 the word 'normally' has been removed which is in line with the rest of the policy. This helps to ensure the complaint is handled in a timely manner and to adhere to the OIA good practice, stating that the complaint should be dealt with within 90 calendar days.