



Leeds City College

# **Higher Education Academic Regulations**

This document sets out the procedures and regulations governing study for taught students registered on Higher Education Programmes at Leeds City College. All forms referred to in this document are available from the intranet.

Questions relating to the interpretation or application of these procedures and regulations should be referred to the HE Academic Registrar.

# HIGHER EDUCATION PROGRAMMES

These regulations relate to all Higher Education Programmes at Leeds City College unless Awarding Bodies stipulate otherwise

## 1 Admissions Regulations

### 1.1 Entry to Higher Education Programmes

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

#### 1.1.1 The General Requirement

Applicants for entry to a Higher Education Programme of Study at Leeds City College must:

- (i) satisfy the minimum entry requirement<sup>1</sup> of Leeds City College, AND
- (ii) satisfy the admissions requirements of the Programme to which entry is sought, AND
- (iii) receive a formal offer from the College of a place in the specified Programme.

#### 1.1.2 Admission with Recognised Prior Learning

The College has in place a Recognition of Prior Learning scheme. Applicants who do not meet in full The General Entry Requirement of entry (1.1.1) 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.

#### 1.1.3 Approval of Admission with Recognised Prior Learning

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

- (i) completion of an 'Recognised Prior Learning' form
- (ii) discussion of the application with the Programme Tutor
- (iii) submission of evidence to support the application
- (iv) agreement of the Programme Tutor

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

Full details of the scheme and the procedures are available from HE Admissions Officer.

#### 1.1.4 Amount of Credit for Accredited Prior Learning

A student may normally apply for credit for either:

- (i) The whole level of the Programme of Study or
- (ii) Up to 50% of the credits on any level

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<sup>1</sup> Normally passes in two subjects at A level (or equivalent)

- 1.1.5 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. For this reason it is important that the discussion with the relevant Programme Tutor / RPL Coordinator is undertaken as referred to in 1.1.3 (ii) above.

Full details of the scheme and the procedures are available on the intranet or from the HE Office.

## **2. Registration**

To be eligible for credit towards an award, a student must be registered both for 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 HE Office.

## **2.1 Change of Personal Details**

It is the responsibility of a student to keep Leeds City College informed of any changes to the personal details held by the College. The College shall not be responsible for correspondence sent to a non-current address and students should update this information through the Programme Manager.

## **3. Attendance and Engagement**

### **3.1 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 the College 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.

### **3.2 Absence**

A student who is absent through illness or other good cause must notify the Programme Tutor for the programme concerned promptly. In cases where absence through illness extends beyond one week, the student must provide a medical certificate.

Students should note that poor attendance in professionally-focussed programmes or modules may result in disciplinary action being taken.

Following a 4 week period of continuous lack of engagement with designated learning activities, students who fail to respond to correspondence regarding their attendance, or who then fail to improve their attendance to a level deemed satisfactory by the Programme Manager, will be deemed to have withdrawn from their programme of study and appropriate authorities will be notified.

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

## **4 Assessment**

These 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 4.8).

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 he/she may be counselled on his/her Programme of Study.

### **4.1 External Examiners**

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

### **4.2 Marking Scale**

All modules which are marked on a numerical scale are assessed on a scale of 1-100.

#### **4.2.1 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.

#### **Postgraduate Awards**

In any particular module, which is marked on the numerical scale, a student must obtain a mark equal to, or greater than, **50** in order to pass the module and therefore be awarded the credits for that module.

#### **4.2.2 Condonement of Marginal Fail**

The Board of Examiners may approve one condoned 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 foundation degree modules unless specifically stated as non compensatable in the Programme and Module Specifications and approved at validation, except for certain modules exempt to meet professional body accreditation requirements.

(Students should refer to the Module Specification.)

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

### **Leeds City College Validated Programmes:**

- i) At least 100 credits have been passed at that level
- ii) The average mark over the level is 40 or more
- iii) The fail mark in question is for one module only of 20 credits or fewer
- iv) The conflated mark for the module is 20% or more

Where a condoned fail is approved the student will be offered the opportunity to accept or decline the offer with the implications for each option explained in the communication.

Where condonement 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.

**Programmes validated by other validating bodies will apply the relevant regulations of the validating body.**

#### **4.3 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.

#### **4.4 Late Submission of Course work**

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

##### **4.4.1 Marking System for Late Submission of Course work marked on a Numerical Scale**

Work that is submitted after the deadline 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.

##### **4.4.2 Extensions**

If a candidate wishes to apply for an extension to the deadline s/he must apply for an extension from the Programme Manager, in advance of the original published deadline, and on a College Extension Request Form.

Extensions will normally only be granted for up to 5 working days. If further time is required then the candidate should consider applying for Mitigating Circumstances

Extensions will be reported to the HE Office and presented to the Board of Examiners.

#### **4.5 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. ~~Assessors~~ Tutors will disregard that part of a piece of assessed work

which exceeds the specified limit by 10% or more. If it is considered that a student has falsified the word count on an item of his/her course work, he/she will be subject to the Student Disciplinary action.

## **4.6 Examinations**

### **4.6.1 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 the Academic Registrar for permission to use an English Language dictionary in examinations;

Application forms for dictionary use are available on the Student Intranet or Programme Manager and must be returned not later than two weeks before an examination period.

## **4.7 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 Student Support in order to complete a request form for special arrangements for assessment. This form will be processed by the College and the student will be informed by the Programme Manager of arrangements which have been put in place.

Candidates must inform the Programme Manager or Personal Tutor of any impairment/disability immediately 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.

## **4.8 Special Factors Affecting a Candidate's Performance**

### **4.8.1 Mitigation**

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

- He/she is unable to submit assessed coursework on time
- He/she is unable to sit an examination or other scheduled assessment on the required date

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

### **4.8.1.2 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 & 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 7 calendar days of the date of the assessment.

#### 4.8.1.3 **Application**

A student must apply on the Mitigation Application Form which must be submitted to the Programme Manager. Incomplete forms may lead to the mitigation application being rejected.

The process for Mitigation is detailed in the Programme Handbook.

#### 4.8.1.4 **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 first-hand knowledge of the situation

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

#### 4.8.1.5 **Outcomes of Applications**

Category A – very serious – serious enough to consider alternative forms of assessment (see 4.8.1.6 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' decision.

#### 4.8.1.6 **Outcomes for Category A**



#### **4.8.1.6.1 Award a mark**

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

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.

#### **4.8.1.6.2 Raised mark**

Where the student has submitted work the Board may award a higher mark for the work calculated as above in 4.8.1.6.1

#### **4.8.1.6.3 Reassessment**

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

### **4.9 Assessment Failure**

#### **4.9.1 Eligibility for Resubmission/Reassessment of a failed Assessment**

When a student fails in the assessment for a module, he/she will be permitted one further attempt to redeem the credits for the module by re-sitting the assessment. The only exception to this would be if there is variance to accommodate 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. 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.

#### **4.9.2 Repeating or Substituting a Failed Module**

When a failed module renders a student ineligible for progression and, under the provisions of 5.8.1, the student registers to repeat or to substitute a module:

(i) he/she will normally be required to withdraw from the Programme and register as a part time student until such time as he/she has satisfied the requirements for progression;

AND

(ii) part-time course tuition fees, payable by the student, will apply and any credit will not be awarded until they have been paid;

#### **4.9.3 Re-Assessments**

Re-Assessments must be undertaken once granted by a Board. 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 in 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.

### **5. Academic and Professional Misconduct**

#### **5.1 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.

##### **5.1.1 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.

##### **5.1.2 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.

#### **5.2 Definition of Poor Academic Practice**

##### **5.2.1 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.

##### **5.2.2 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.

### **5.2.3 Definition of Academic Misconduct**

Academic misconduct encompasses all kinds of academic dishonesty, whether deliberate (Academic Malpractice) or unintentional (Academic Negligence), which infringes the integrity of the College's assessment procedures. Any suspected offence will be investigated following the procedures in the Academic Misconduct Guidelines.

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

#### **5.2.3.1 Plagiarism**

Plagiarism is a form of cheating which involves presenting another person's ideas or expressions without acknowledging the source. This includes internet sources. Any work submitted for assessment must, unless collaborative work has been specifically permitted in the assignment guidelines, be the result of a permitted collaboration, any material, from whatever source, must be clearly acknowledged. All passages quoted must be shown in quotation marks, and such quotations and any passages which are paraphrased must be properly attributed to the authors. The College provides clear guidance on academic writing skills and ignorance on the part of the student will not be accepted as a defence in a case of plagiarism.

Examples of plagiarism include:

- The inclusion in a student's work of extracts from another person's work without the use of quotation marks/and or 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 this College or another institution.

The following are examples of **Academic Malpractice**

#### **5.2.3.2 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.
- Proof-reading and editing: it is a student's responsibility as author to proof-read and edit their own work. Assistance from any third party, whether a professional service or friend, family or fellow student may be regarded as collusion.
- 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.

#### **5.2.3.3 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.

#### **5.2.3.4 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.

#### **5.2.3.5 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.

#### **5.2.3.6 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.

#### **5.2.4 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:

##### **5.2.4.1 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 the College 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 Leeds City College, as set out in Programme literature. Failure to do so poses a risk to the institution and will be deemed professional misconduct.

##### **5.2.4.2 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 the College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

#### **5.2.5 Action to be taken in cases of suspected Academic and/or Professional Misconduct**

All cases of academic and/or professional misconduct will be referred to the Higher Education Development Office (HEDO) who will decide 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. Minor penalties may be given.

##### **Formal Stage**

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
- Second and subsequent offence of academic malpractice
- Exceptional cases.

This meeting is chaired by a senior member of HEDO.

### **5.2.6 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

## **6. Progression and Award**

### **6.1 Duration of Programmes**

The normal period of time to undertake a foundation degree is 2 years full time and between 2-4 years part time. The maximum length of time is 5 years full time and 8 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.

### **6.2 Progression**

To be considered for progression from Level 4 to Level 5 a student must have fulfilled the following requirements:

- Pursued a programme of study of 120 credit points at Level 4 (including any accreditation of prior learning)
- Satisfied the submission and attainment requirements for each module of study

In order to progress from level 4 to level 5, students must have:

- Achieved a minimum of 40% or more in modules equivalent to 100 credit points at Level 4 or above; and
- Achieved an average of 40% or more across all modules studied at this level; and
- Achieved an overall average of 20% or more in each module studied

On achievement of this profile for progression, a student will be accredited with 120 credit points at Level 4.

In exceptional circumstances the Board of Examiners may exercise its discretion and allow progression with up to 20 credits trailing. This discretion will take into account the student's performance across the whole of the level.

### **6.2.1 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:

(i) he/she 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

(ii) he/she has obtained the necessary credits for a lower level qualification but does not wish to continue to the next stage of the Programme.

In either of these circumstances, the Classification Calculation/Award Calculation will **not** apply. The student will attain the relevant award as a 'pass'.

### 6.2.2 **Module Credit**

Students failing to achieve level 4 of a foundation degree may be awarded credit for modules achieved. These will be automatically awarded if the student fails to notify the College that it does not wish to claim the credit.

### 6.3 **Award Requirements**

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 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 20% 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.

#### 6.3.1 **Award Calculation Foundation Degrees**

The arithmetic mean of all module marks for the 120 credits studied at Level 5 is calculated and converted to a classification based on the table below.

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

#### **Masters**

The arithmetic mean of all module marks for the 180 credits studied is calculated and converted to a classification based on the table below.

Mark Range	Classification
Up to 49	Fail
50-59	Pass
60-69	Merit
70-100	Distinction

### 6.3.2 Borderline Marks

A mark will be classed as borderline if it is within 2% of a classification band as detailed in the table below. In these circumstances there are two methods for the calculation of the classification, one of which determines a mean mark average and one which looks at mark profile. They each use *numeric* marks only. The award classification is determined by the best outcome from the two methods described below.

#### Foundation Degrees

a) The arithmetic mean of all module marks for the 120 credits studied at Level 5 is calculated and converted to an award based on the table below.

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

b) A mark profile is obtained for the 120 credits studied at Level 5. Each mark is converted to a classification based on the table below and the number of credits in each classification determined. If 50% of the module marks are in the higher classification the higher classification will be awarded.

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

### 6.4 Conferment of Awards

Higher Education Awards are conferred upon students at a ceremony organised by Leeds City College 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 the College.**

## 7. Academic Appeals Procedure

### 7.1 Scope

These regulations apply to students on taught programmes of study at foundation degree level.

#### 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 his/her 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 college will be referred to as complaints and will be considered under the Leeds City College 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 Leeds City College Academic Appeals Policy and the accompanying Academic Appeals process which are available on the intranet.

#### **7.2 Support and Advice on the Appeal Regulations and Procedures**

Students may obtain support from the Leeds City College Students Union or the Student Support Officers.

Students or staff having difficulty in understanding these regulations/procedures should contact the Academic Registrar.

#### **7.3 Integrity of the Procedure/Confidentiality**

The College endeavours to carry out these procedures fairly, consistently and impartially and in accordance with the Equality and Diversity Policy of the College. 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.

#### **7.4 Action Prior to the Outcome of an Appeal**

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

### **8. Withdrawal**

A student may withdraw from his/her Programme of Study and the College 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 8.2.1. 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.

#### **8.1 Liability for Fee Payment**

It is a student's responsibility to inform the College that they wish to withdraw. A student will be liable for payment of tuition fees up to the date of their last attendance.

#### **8.2 Temporary Withdrawal**

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 8.4.2 below.

### **8.2.1 Withdrawal Procedure**

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 8.4.2 below.

A student seeking temporary or permanent withdrawal must:

- Confirm their wish to withdraw in writing to their Programme Manager and the HE Registrar Co-ordinator;
- consult the Programme Managers of their current programme to notify them of the proposed withdrawal;
- consult the Finance Office to discuss any financial implications of the proposed withdrawal;

A student wishing to re-start a programme or repeat study should refer to 8.4.1 and 8.4.2 below.

#### **8.2.1.1 Failure to complete the withdrawal procedure**

If a student has not completed the above process but, due to verbal notification and/or nonattendance, the College believes that the student has withdrawn, a withdrawal form will be sent to the student with a request to return the completed form to the HE Office by a specified deadline. Any student who does not return the form by the deadline, or make contact with the HE Office to explain the situation, will be permanently withdrawn by the College with effect from the deadline given for the return of the form.

### **8.3 Grounds for Withdrawal (College 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 his/her fee status;
- as a result of an outcome from the Student Conduct Panel.
- continuous unexplained absence of 4 weeks

## **8.4 Return after Temporary Withdrawal**

### **8.4.1 Re-Registration**

A student must present for registration on the agreed date of their return to College after a period of temporary leave. If a student requires an extension to their period of temporary leave, they must apply in writing to the HE Academic Registrar, at least four weeks prior to the expiry of the approved period of temporary withdrawal. 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 the College.

Any student who is granted temporary leave due to illness will, prior to their return and before being allowed to re-register, be required to produce medical certification indicating that they are fit to return to their studies.

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

#### **8.4.2 Repeating Study**

A student may apply for temporary withdrawal during any academic year. 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) gain the written support from their Programme Manager.

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.

#### **8.5 Suspension and Expulsion**

A student may be suspended or expelled as a result of the application of disciplinary procedures. 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 the College 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).