



Summary of changes to Taught Student Policies

2024/25 Academic Year

This document summarises changes made from the University's Regulations and Policies that were in force in 2023/24.

Student Regulations and Policies

uclan.ac.uk/studentcontract

Introduction

This document sets out a summary of the changes that have been made to the Academic Regulations and student facing policies since the start of the last academic year in September 2023. These changes will take effect in the next academic year i.e. 2024/2025.

It is very important that students familiarise themselves with these changes.

The full versions of the student policies can be viewed on the University's website.

Summary of Changes

Addition of new policy - Refund and Compensation Policy

This new Policy sets out the University of Central Lancashire's position and the circumstances where refunds and compensation may be paid out to students and applicants in the unlikely event that we are unable to preserve the teaching on one of our courses.

Academic Regulations for Taught students

The Academic Regulations for Taught Students have been fully rewritten for implementation from September 2025. The University has carefully considered where proposed changes are clearly advantageous to students and, where this is the case, implementation has been brought forward and changes made to the Regulations for implementation from September 2024.

Each change is detailed below.

Secti on	Change	New regulation
A1	Definition of working days and calendar days added	The following definitions apply: <ul style="list-style-type: none">Working days are a day that is not a Saturday or Sunday, Christmas Day, Good Friday or any day that is a bank holiday under the Banking and Financial Dealings Act 1971. In addition, days which the University is closed are not classed as working days.Calendar days are any days of the week.
B1	Addition of Aegrotat awards Updates to Posthumou s awards	These may apply in the event of (a) the death of a candidate prior to the completion of their degree (<i>posthumous degrees</i>) or (b) a candidate being prevented from completing their degree due to a diagnosis of terminal or debilitating illness (<i>aegrotat degrees</i>). <i>Aegrotat awards:</i> The University may confer any of its awards as an Aegrotat award provided there is evidence of work successfully completed at the appropriate level. The aegrotat award will be considered as the conclusion of a student's registration on a programme; the student must be offered the opportunity to accept the <i>aegrotat award</i> , or continue on the programme of study in order to achieve the intended programme outcome. If the student agrees to accept the <i>aegrotat award</i> , they will agree that they waive the right to any further assessment/reassessment. The award can be accepted by the

		student or on the student's behalf by a parent, spouse or other appropriate individual.
B3.10	Addition of new Foundation Year Certificate as an exit award	
B3.10	Removal of awards <ul style="list-style-type: none"> • Level 5 1-year Diploma • Diploma in Professional Studies: Midwifery • Senior Status Bachelor of Laws LLB (Hons) 	
C6.1	Stage 3	Amend to make clear Stage 3 is Level 7
C7.2	Insertion of 'undergraduate'	A full-time undergraduate student is defined as any student undertaking modules equating to at least 100 credits during a standard (two semester) academic session. The maximum number of credits that may be taken during an academic session is normally 120. Exceptionally, a full-time student may undertake 140 credits where they are required to retake a 20-credit module.
C7.4	Addition of definition of credits for post-graduate taught	A full-time postgraduate student is defined as any student undertaking modules equating to at least 180 credits during a standard (two semester) academic session. The maximum number of credits that may be taken during an academic session is normally 180.
C9	Title added	Interruption of Study
C10	Renumbered from C9	Attendance and Engagement
C10.1	Reference to international students added	Student attendance and engagement at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made to the Dean of School or nominee (usually the Course Leader). However, implications for international students in relation to compliance with the requirements of their student visa must be considered.
C11	Definition of concurrent study added	<p>C11: Concurrent Study</p> <p>C11.1 Concurrent study is where a student is studying one level of study, without formally completing the previous level of study.</p> <p>C11.2 Where concurrent study has been approved as an inherent or necessary feature of a programme, a student shall be permitted to progress to the next level of the programme without having accumulated all the credits at the previous level if all the following conditions have been met:</p> <p>(a) the student has accumulated at least 60 credits at the previous level; and</p> <p>(b) the modules studied concurrently are at two adjacent levels (i.e. Level 4 and 5 or Level 5 and 6).</p>

E2.4.2	Deleted The University will not normally make unconditional offers to candidates after only one year of post-16 study.	
E2.6.2	Wording updated to include reference to SELT	E2.6.2 Students applying for postgraduate programmes must have a minimum level of proficiency equal to a minimum of IELTS (or SELT equivalent) of 6.0 or higher as determined by course specific requirements
E4.15	Added regulation on re-admission of students using RPL.	E4.15 Students who leave the University with an exit award and subsequently seek re-admission to the University will be considered under the RPL rules as detailed in these regulations. All Prior learning will not be graded.
F1.3	Wording updated	Students will normally only register for up to one full-time award (or equivalent). Exceptionally, students may register for more than the equivalent of one full-time award, however the total credits being undertaken during the academic year would not exceed 180 credits. (with the exception of a student intercalating see F2 below)
G3.3	Regulation added	G3.3 Assessment submitted outside of the late submission window (7 calendar days) after the published deadline without an authorized extension granted through the Mitigating Circumstances process will be awarded a mark of zero. This work should be marked and where it achieves the pass threshold, will be considered as the re-assessment submission and capped at the minimum pass mark. In this instance, students will not be required to undertake re-assessment. If the work does not achieve the pass threshold, the students will be required to undertake re-assessment at the next re-assessment point.
G6.1	Wording updated	The assurance and maintenance of academic standards is a key pillar of the University's academic delivery. Verification and Moderation of Assessment is a key tool the University deploys to underpin this. The University requires verification and moderation of assessment for all modules.
G6.3	Removal of requirement for anonymity at L3/4.	G6.3 The University requires all summative assessments to be anonymised where possible. Modules delivered at Level 4 (and, where applicable, Level 3) are not subject to this requirement. This is a pilot for 2024/25 to support student submission of assessed work.
G6.6	Regulation added	G6.6 The University may add 'mandatory training' to programmes to meet internal and external requirements. Whilst it is a requirement for students to engage in them, there is normally no cap on the number of attempts students may have at passing the training. At the Assessment Boards discretion, failure of this

		element of a module's assessment strategy may not preclude a student from progressing on their programme of study.																								
G10.6 G10.7 G10.8	Regulations added	<p>G10.6 Compensation should only be considered and applied once students have undertaken all assessment and re-assessment opportunities to try and achieve a pass mark in each module.</p> <p>G10.7 Compensation cannot be applied to modules which have failed as a result of Academic Malpractice.</p> <p>G10.8 Compensation will apply to exit awards, with the number of credits being consistent with the relevant level of study.</p>																								
G11.2	Regulation added	<p>G11.2 The University approach to assessment and re-assessment is as follows:</p> <ul style="list-style-type: none"> a) Rework means reworking the original submitted assessment. Changes made to the assessment need to be clear. b) Same assessment means students can complete and submit the same assessment as originally set. They are not required to complete a new assessment. c) New assessment means students will be required to complete a new assessment. Re-work is not appropriate. <table border="1" data-bbox="497 1151 1385 2098"> <thead> <tr> <th>Assessment Type</th> <th>Re-assessment</th> <th>Mitigating circumstances</th> <th>Re-assessment as a result of Academic Misconduct</th> </tr> </thead> <tbody> <tr> <td>Written work (inc report, coursework)</td> <td>Re-work</td> <td>Same assessment</td> <td>New</td> </tr> <tr> <td>Written work - Exam</td> <td>New</td> <td>New</td> <td>New</td> </tr> <tr> <td>Practical work - lab</td> <td>Re-work</td> <td>Same assessment</td> <td>New</td> </tr> <tr> <td>Performance (Dance, drama, music, production)</td> <td>Re-work</td> <td>Same assessment</td> <td>New</td> </tr> <tr> <td>Oral (Presentation, Vivas, Moots)</td> <td>Re-work</td> <td>Same assessment</td> <td>New</td> </tr> </tbody> </table>	Assessment Type	Re-assessment	Mitigating circumstances	Re-assessment as a result of Academic Misconduct	Written work (inc report, coursework)	Re-work	Same assessment	New	Written work - Exam	New	New	New	Practical work - lab	Re-work	Same assessment	New	Performance (Dance, drama, music, production)	Re-work	Same assessment	New	Oral (Presentation, Vivas, Moots)	Re-work	Same assessment	New
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		Physical Artifact	Re-work	Same assessment	New
		Digital Media	Re-work	Same assessment	New
		Observation (clinical, sport practicals, OSCE)	New	New	New
		Continuous Assessment (inc. placements)	Re-work	Same assessment	
G11.5	Regulation added	G11.4 Students must attempt re-assessment for any or all failed assessment components.			
G11.6	Regulation added	G11.5 All components will be marked using the full mark range. This is to determine whether or not the student has passed the module and met the learning outcomes. The capping will then be applied.			
G11.4 (was)	Removal of regulation	A module, or a component within it, may be reassessed only once.			
G13	Regulation added	<p>G13: Repeat Credits</p> <p>G13.1 Students who have failed credits and are unable to proceed to the next academic year, will receive 'Repeat credits - uncapped recommendation'. This is allowable up to the following levels:</p> <ol style="list-style-type: none"> a) 120 credits at Stage Zero/One (Level 3/4) b) 120 credits at Stage 2 (Level 5/6) during the duration of their studies. <p>G13.2 Exceptionally where students have passed 40 credits or less, they may opt to retake all 120 credits from that level of study.</p> <p>G13.3 All assessments will be marked on the full mark range i.e. not capped at minimum pass mark.</p> <p>G13.4 Any repeat credits exceeding the limits detailed in G13.1 will be capped at the minimum pass mark.</p> <p>G13.5 This does not apply at Level 7 or 8.</p> <p>G13.6 This uncapped repeat credits is only available once per module and must not exceed the limits detailed in G13.1.</p> <p>G13.7 Any repeat credits exceeding the limits detailed in G13.1 will be capped at the minimum pass mark.</p>			

G15	Regulation added	<p>G15: Interim Progression</p> <p>G15.1 Students studying on the following awards will be subject to interim progression consideration:</p> <ul style="list-style-type: none"> a) Post-graduate taught awards of 2 year duration b) Accelerated (2-year) honours degrees c) Part-time students <p>G15.2 Students studying on the following awards will be subject to tracking at the end of each trimester to ensure students are 'on track' to complete.</p> <ul style="list-style-type: none"> a) Accelerated (2-year) honours degrees
H6.3	Regulation added	5. Compensation will be applied in line with the regulations for the relevant level of study.
H6.4	Table updated	In line with B3.10
K2.5	Regulation added	<p>K2.5 Operation of Assessment Boards</p> <p>To support the effective operation of Assessment Boards, the following mitigations will typically be deployed</p> <ol style="list-style-type: none"> 1. Appointment of a School Chief External Examiner (where this is not already in place) 2. Appointment of a School Internal Examiner to provide oversight of the Assessment Boards and provide assurance of standards of the awards being granted. The criteria for the appointment of the Internal Examiner is as follows, with all criteria to be met: <ol style="list-style-type: none"> 1. Eligible to chair Assessment Boards 2. Will have completed Assessment Board training 3. Be from another Academic School 3. Schools to provide an Assurance report to the University Academic Quality and Standards Committee (AQSC) on how they will mitigate and assure standards in the event of resignation of any School or Course Level External Examiners.

K2.6	Regulation added	Assessment Board decisions relating to progression of students (non-finalists):	
		(i)	<p>Component grades missing against modules - up to a maximum of 40 credits.</p> <p>Where there is a component grade available against the module, the school to use a pre-determined formula to predict the missing component grade to give an overall pass mark. Where the available component is below the minimum pass threshold, compensation will be applied.</p> <p>Students must have 80 credits passed to enable progression. There is no requirement for the student to submit the work on the missing component if the programme outcomes have been met and no professional body requirements prohibit this.</p>
		(ii)	<p>No component grades available - up to a maximum of 40 credits</p> <p>Where teaching has taken place and the assessment has been submitted and all avenues have been exhausted to get it marked the student is allowed to progress as long as there are 80 credits passed and have an APM of >40%. The 40 credits where there are no grades available will be left blank until the work has been marked.</p> <p>Once the work is marked and providing it is done in the first semester of the next academic term if any of the components have been failed reassessment to be undertaken. If this continues beyond the students first semester of the new term, then no reassessment will be required. Only applicable to students at Level 3 and Level 4.</p> <p>Level 5 or Level 6 students will be required to undertake all their reassessments, and flexibility will be exercised in allowing them to carry these</p>

			<p>outstanding reassessments up until the point of them completing their award.</p>
		(iii)	<p>More than 40 credits missing and up to a maximum of 60 credits.</p> <p>If component grades are available, then use the pre-determined formula to predict the missing component. If no component grades are available, then leave blank. Students will be allowed to 'Conditionally Progress'.</p> <p>Once the work is marked and providing it is done in the first semester of the next academic term if any of the components have been failed reassessment to be undertaken. If this continues beyond the students first semester of the new term, then no reassessment will be required for up to a maximum of 40 credits Only applicable to students at Level 3 and Level 4</p> <p>Level 5 or Level 6 students will be required to undertake all their reassessments, and flexibility will be exercised in allowing them to carry these outstanding reassessments up until the point of them completing their award.</p>
K2.7	Regulation added	<p>K2.7 Assessment Board decisions relating to award of students (finalists)</p> <p>(i) Students with less than 120 credits at Level 6 but with a minimum of 80 credits:</p> <ol style="list-style-type: none"> 1. Award additional APM calculation - all 80 credits at level 6 (L6) and best 20 credits at Level 5 (L5) (ratio 2:8 L5:6). This to be only used for impacted students. 2. Once all results were known, the award would be re-calculated and if students award was higher based on standard regulations, this would be given, providing: <ul style="list-style-type: none"> - The outstanding 40 credits have been attempted. - The student has an APM of 40% or more. - All programme learning outcomes have been met. 	

		<p>In circumstances where students haven't had the opportunity to submit and there are 40 credits of work outstanding the student will receive a 'Pass Degree' until the work has been completed and marked.</p> <p>(ii) Students with less than 80 credits: Defer status</p>
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Academic Regulations for Taught students (30 credit framework)

Regulation G3.2, change of 'will be awarded the minimum pass mark', to 'may be awarded grades up to and including the minimum pass mark'.

Admissions Policy & Applicant Complaints Procedure

Amended to include content relevant to applicants with criminal convictions and to reflect the UUK/Guild HE Fair admissions and the related code. As this Policy now covers applicants with criminal convictions the separate *Admissions Policy for Applicants with Criminal Convictions* has been discontinued and withdrawn.

Academic Regulations for Professional Doctorates

A2.4: replacement of references to 'Stage 2' to 'advanced entry'.

A4.2: removal of stipulation that the Director of Studies must have a contract which covers the period of study.

A4.3: completion of supervisor training programme is no longer deemed equivalent to a successful student completion; this has therefore been removed from this Regulation.

A7.1.4: deleted.

A7.5.1.2: clarification that the examining team must have examined at the level of the award and the external examiner must have examined at or above the level of the award.

Academic Integrity Policy and Procedure for Academic Misconduct

Amendment to Category 1 outcome: the element of assessment will be marked and the mark may will be reduced (by 10% of the maximum original mark) to reflect the failure to address the assessment criteria regarding referencing.

Regulations for the Conduct of Students

Removal of references to Form SDP01 for accuracy

Addition of section 7.2 "Students must be enrolled on a programme of study. Investigations cannot proceed if a student is on an interruption to study or has withdrawn from the University."

Amendment to 8.3 to clarify that an undertaking of good conduct agreement will remain on the student's record for the duration of their time at the University.

Addition of 8.5 to reflect the full range of outcomes "Other potential outcomes at Stage 1 of the Student Disciplinary Procedure are case dismissed due to insufficient evidence or grounds to progress, or informal advice and guidance given."; associated amendment to 13.1.c

Removal of 13.1.l- Sanction no longer used

Amendment to 14.7 to make clear that should the Panel require additional information prior to making a decision, once the additional information has been received, the Panel should reconvene to make a decision, and notes of the meeting should be taken by the Student Casework Team.

Fitness to Practise Procedure

A number of amendments have been made to clarify the role of practice organisations within the Procedure. There are also some minor changes to remove duplication, reflect process, and to ensure clear communication.

Mitigating Circumstances Policy and Procedure

Clarification of the scope of the policy - to expressly include Apprentices and to include all University of Central Lancashire awards - covering all partnership arrangements/contracts. There are also amendments to provide further clarity and accessibility of the policy document by improving the language and structure of key sections

Support to Study Policy and Procedure

Where appropriate, the term learner has replaced student.

Student Wellbeing Services has been amended to Student Services.

Naming conventions for policies and procedures referred to in the document have been updated.

Added 'Record the date, time and category of the meeting on Starfish under Meetings' at each stage of the process - this is to strengthen compliance and improve reporting processes as Starfish is used to gather data on Support to Study interventions.

Student Complaints Procedure

Addition of section 2.1m "Complaints made by employers in relation to degree apprenticeship programmes will be dealt with via the Employers Complaints Policy.", to clarify the route for employer complaints.

Addition of section 6.2 "Investigating officers of Stage 2 complaints should ensure that they are independent of and have had no previous involvement in the matters under investigation. The Student Casework Team will ensure that investigating officers are able to identify when there is a potential conflict of interest during their investigations, and that they know what steps they should take if they identify a potential conflict of interest.", to address conflicts of interest

Amendment to 10.7 to clarify that the outcome will be circulated within 10 working days of receipt of the complaint.

Amendment to 11.13 to clarify the recording of meetings if there is adjustment required under the Equality Act.

Amendment to 12.9 to clarify that the outcome of a Stage 3 complaint will be communicated in writing, normally within 5 working days of the date of the Stage 3 panel meeting.

Student Protection Plan

Inclusion of an Introduction section and Plan Coverage section.

Inclusion of new risks as follows:

- The risk that a course does not achieve Professional, Statutory and Regulatory Body (PSRB) following the assessment period.
- The risk of students studying in Collaborative Partners of the University, not being able to complete their course due to course closure is minimal.
- Inclusion of a statement relating to our commitment to students (section 4).
- Inclusion of how students can complain (section 4).

Addition of a new section (5) which provides details on the Student Protection Plan for the different types of Collaborative Partners which involves the delivery of a University award. This specifically details:

- UK Validated Partners.
- UK Sub-Contracted Partners.
- Apprenticeship Sub-Contracting.
- International Partners.
- UCLAN Cyprus
- UCLAN London

Student Transfer Policy

Amendment to references to 'assessment regulations' to 'academic regulations'.

Disability Policy

Updated to include governance and oversight clarification, 'tell us once' and the sharing of information, use of Support to Study process/procedure, and updated language/process details.

Smoking and Vaping Policy

Removal of 'Head' from Head/Dean of School to reflect current terminology.
Increase in possible fines for littering from £150 to £500 to reflect change in government legislation.

Intellectual Property Regulations

Person named as contact deleted, and replaced with the mailbox of the IP & Commercialisation Unit.

Code of Practice to ensure Freedom of Speech

Following the Government's Higher Education (Freedom of Speech) Bill becoming law, the code has been subject to a full revision.

University Student Handbook

Welcome and Introduction to the University - addition of UCLan London and UCLan Cyprus websites.

1.3 Expected hours of study - addition of content to further explain hours of study.

4.3 - renaming Student Coaches to Achievement Coaches.

7.6 additional content regarding Academic Integrity Essentials Training.

Procedure for Reporting and Responding to incidents of Harassment, Sexual Misconduct and Domestic Abuse

Minor amendments to Senior Manager responsible for policy, the correct title for the SVDAH Steering Group.

Learning and Technical Services Loans Policy

Extending a loan section removed - process for extending a loan process has now moved to the helpdesk system.

Change of contact details and reporting process.

Addition of loan facility suspension as opposed to initial fine: changed to remove cost burden to students for initial period of late return. Removal of the ability to take additional equipment proves more effective in student making contact with the Equipment hub than the implication of a fine.

Email Use Policy

Change to definition of 'Users' in section A to clarify that Users are any individuals with a University-provided email address, not just those with an '@uclan.ac.uk' email address.

Change to section G to clarify that 'LIS' also includes any third party service providers engaged by LIS.

In section H, adding new subheadings for clarity.

In section H, adding a new sub-section about malicious emails referring to the use of phishing simulations and to introduce a requirement on Users to follow LIS guidance designed to help users identify malicious emails.

In section K, removal of a bullet point for accuracy.

Rules for the use of the Library

Section 4 - Use of Facilities. Removal of exceptions for areas not permitted for food or drink consumption. Hot food is now allowed in the Library but only in the designated café area. Users are expected to use the bins provided to clear up any litter in all areas of the Library.

Regulations governing posters, notices, temporary signs and the distribution of literature

Amendments to named job titles for accuracy