



3.0 Academic Regulations

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Version Control Statement

Version	Date	Changes	Reason	Author	Next review
1	July 2021	New Policy		Deputy Principal Academic	Jul/Aug 2022
2	Aug 2022	Minor changes / Roles	Annual Review	Deputy Principal Academic	Aug 2023
3	April 2024	Updated	Changes to other policies	Deputy Principal Academic	April 2025

External Reference Points

These academic regulations constitute the core document that provides practical guidelines on how EDA College will ensure that the four primary regulatory objectives of OFS including the Office for Students Principles of Public Governance.

It is developed based on the QAA Quality Code.

Internal References

- Admissions Policy
- External Expertise Policy
- Assessment Policy
- Fitness to Study Policy
- Teaching and Learning Strategy
- Attendance, Retention and Support Policy
- Academic Misconduct Policy and Procedures
- Fitness to practise Policy
- Complaints Policy
- Student Engagement Policy

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Academic Regulations

Introduction

The Academic Board is responsible for the development and monitoring of Academic Regulations, which govern the conduct of academic activity and student discipline. These will normally be published each year in July before the start of the Academic Year.

Where a partner has in place regulations which affect EDA College (EDA) students studying towards their award, partner regulations will apply.

Compliance

Students enrolled Programmes at EDA, Academic Staff, Professional Services and support staff, and any external staff working with the College (see the External Expertise Policy) (collectively referred to as members of the College) are required to comply with these Academic Regulations.

These Academic Regulations and associated College Policies reference the Office for Students Principles of Public Governance and the QAA Quality Code. The College only offers Programmes designed in accordance with the Framework for Higher Education Qualifications (FHEQ) and for which the regulations from awarding partners have set their own threshold academic standards to meet the standard contained in FHEQ. Members must comply with these regulations in order to:

- avoid putting the College at risk
- safeguard the quality and standards of programmes and awards offered by the College on behalf of the awarding partners
- ensure the quality of the student experience

Academic Regulations and College Policies may be updated each Academic Year. These will supersede previous versions and will apply to all students irrespective of their first year of registration.

The College offers full-time programmes for all students receiving public funds. Students on other funding arrangements may convert their studies to part-time or distance learning depending on their circumstances and on the programme of study.

Academic Regulations

Admission

Students who meet the minimum entrance requirements of the programme and the level they have applied for and have passed any entry tests may be admitted to the College (see Admissions Policy). General conditions include:

- satisfactory number of credits for entrance through Recognition of Prior Learning (see Assessment Policy)
- English Language Competency to the level specified by the awarding partner
- a satisfactory criminal records check (if applicable depending on the programme of study)
- disclosure of all criminal records
- compliance with the enrolment procedure (where an awarding partner has a separate enrolment procedure, for example completing an online enrolment where applicable)
- acting reasonably and fairly, and treat the admissions process in a respectful manner
- receiving clearance to undertake the programme where an occupational health assessment is required
- meeting prescribed conditions of fitness to study (under the Fitness to Study Policy)

Enrolment

The following enrolment regulations apply:

- It is a student's responsibility to provide up-to-date addresses for correspondence at every stage of their studies
- deadlines for enrolment on programmes and module registration must always be met, where awarding partners have a separate enrolment process
- enrolment or registration beyond these deadlines is at the discretion of the awarding partner some partners will require students to re-enrol annually. Failure to re-enrol may affect access to online facilities and receipt of funding

- students who have achieved at least a pass grade and have applied, and received approval for funding may be automatically enrolled
- all enrolled students will receive student e-mail addresses
- students are responsible for the payment of or for applying for funding

Induction

All new students are required to attend an induction. During the induction, students attend several training mandatory training sessions. Students

- must turn up for induction activities on time
- who fail to attend induction may have the approval and payments of their loans and grants delayed.
- fail to attend induction may start their studies with a reduced the percentage attendance rate, which may affect overall attendance unless this has been pre-authorised

Teaching and Learning

The College encourages staff to involve all students in their learning. Students are expected to adopt an active learning approach in order to succeed, which includes interacting with peers, working in groups as directed by teaching staff and conducting presentations. Higher Education requires that students take responsibility for their learning, including their time and distribution of assessment workload across the duration of a module.

At the start of their programme, students are required to choose timetables that allow them to attend all scheduled classes. They are also expected to attend appointed meetings with the personal tutors (See Teaching and Learning Strategy) and other assessments such as examinations where these apply.

Attendance

The College has in place a risk-based attendance policy (the Attendance, Retention and Support Policy). Although the risk-assessment process is intended to identify support needs of students, where students who are deemed high-risk fail to take advantage of such support, they risk being terminated from the programme. The College will issue a warning

after four weeks of continuous absence. Students who continue to be absent will be terminated after six weeks of continuous absence.

Students who are absent from an examination or are unable to meet an assessment deadline due to illness or other good cause must follow the Extenuating Circumstances Policy provided within these regulations in order to receive full grades.

Funded students on long-term illness may arrange with the Student Loans Company, to defer their studies.

Assessment of Student Work

Submission of Written Assessments

All written assessments, except certain types of assessments they may not permit or where it is not practical should be submitted through the similarity checking software. This means that all such assessments must be word-processed, using Microsoft Word. They should then be submitted through the software checking system using the College virtual learning environment (VLE) or that of the awarding partner where it is prescribed.

Submission deadlines

According to the (Teaching and Learning Strategy), all students must be provided with an Academic Calendar which clearly state term dates, due dates for all assessments and when assessment boards are sat.

The Academic Calendar allows for the submission of student work in the last week of scheduled contact. A submission window of four weeks is allowed. Students who submit their work within the first two weeks receive formative feedback on their submissions. All assignments submitted within the four-week period are assessed.

Students must make every effort to meet the deadlines for the submission of assessments.

Where a student is unable to meet a submission deadline, they must inform their lecturer, Programme Leader or a member of the Student Support Team who may help them complete the Extenuating Circumstances form as soon as possible, giving the reasons for their failure to submit their work on time.

Late Submissions

Submissions made after the deadline will be allowed an additional week for submission and will be marked as late submissions. In the case of an examination, students who fail to attempt an examination the first time will be regarded the same way as those making late submissions, except where the awarding partner stipulates a different approach.

Resubmissions

Re-submissions are considered by the Assessment Panel Subcommittee for each programme, for approval. Resubmissions are given to students who fail to meet the minimum prescribed pass grade (Referrals)

Non-Submission

Work submitted after the period where lateness is permitted (where an extension or deferral has not been granted) will automatically be recorded as a non-submission, and the student will be required to hand in their work at the next opportunity.

Assessment of Student Work

All late submissions and re-submissions are graded from the minimum grade achievable such as a Pass if the Awarding Partner uses the Pass, Merit and Distinction for grading, or the prescribed minimum grade for the awarding partner.

Checking for Similarity

All written work submitted electronically will be assessed online. Markers are responsible for reviewing the Similarity Reports. Markers are required to investigate assessments with similarity reports higher than 20%.

Suspected case of plagiarism should be reported to the Programme Leader who will, if appropriate initiate the Academic Misconduct Policy and Procedures.

Extenuating Circumstances, Reasonable Adjustment and Special Consideration

Students may experience events in their lives that may have a significant impact on their ability to complete an assessment. To ensure that assessment at EDA College is equitable and fair to all our students it is important to have a sound procedure for granting students extensions or deferrals where circumstances are valid.

Extenuating Circumstances

Extenuating circumstances are genuine circumstances, beyond the control of the student involved or cannot be foreseen, and which seriously affect their ability to undertake and complete an assessment.

Extenuating circumstances do not excuse students from completing the assessment. Students still must demonstrate that they can achieve the required learning outcomes to achieve each module and meet the programme requirements for progression or award. This is done when extenuating circumstances no longer affect their performance. Students who required to complete Extenuating Circumstances Policy available from student VLE

Situations affecting Groups of Students

Separate procedures apply to cases where assessments are affected by exceptional circumstances for all students in the class, group or cohort. These may include, for example, disruption in an examination room, prolonged absence of a lecturer. Such events are managed by the Programme Leader.

Reasonable adjustment

Reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the student at a disadvantage in assessments situation. The idea of making reasonable adjustments is to avoid prejudice or compromise on the reliability or validity of assessment outcomes or giving the learner an assessment advantage over or to disadvantage other students undertaking the same or similar assessment. Reasonable adjustments are agreed at the pre-assessment stage.

Special consideration

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

Academic Appeals

Students may follow the college's internal appeals procedure where they intend to appeal against an assessment decision. If the student finds the outcome of an appeal unsatisfactory, they can as final recourse, appeal directly to the awarding partner. Some partners may require that such appeals through the College.

The Academic Board approves such cases, and the Student Support Manager presents the appeal to the awarding partner. The student is required to complete an Appeals Form

Interruption, withdrawal, suspension and termination

If a student is found to have provided untrue or inaccurate information, or to have omitted information at enrolment, registration can be terminated without notice.

The Principal has emergency powers to exclude or suspend a member of the College pending the outcome of a misconduct hearing, a fitness to practise hearing, a criminal charge or who is the subject of a police investigation. These powers also extend to a member who has breached the College's policy statements on health, safety and environmental protection and/or is considered a danger to themselves or others.

All members of EDA and students are expected to adhere to the regulations, procedures and policies of the College, to show respect for the persons within and for the property of the College, and to behave in a way that does not interfere with the proper functioning or activities of the College. Where there is reason to believe that the behaviour of a student falls below the expected standards, the Misconduct Procedure will be instigated.

A student's registration may be terminated for failure to make enough academic progress. A student's registration may be terminated as a result of a fitness for registration and fitness to practise hearing. When conferring awards which lead to professional qualifications registerable with a Professional, Statutory and Regulatory Body, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and as such would be fit for registration and fit to practise. (See the Fitness to Practice Policy) The College may interrupt a student if it is in the best interest of all its members.

Student complaints

Complaints from students are carefully considered and, if appropriate, shall be investigated using the guidelines of the Complaints Policy. A Complaints Panel is appointed for this purpose by the Academic Board. Students need to follow the Complaints Procedure to make a complaint.

A student who is unsatisfied with the outcome of a complaints may make an appeal. Internal Appeals are heard by a panel appointed by the Executive Office.

If the student is still unhappy with the outcome of an appeal, they may request a Completion Letter, and ask the Office of the Independent Adjudicator for Higher Education (OIA) to consider any unresolved complaint against the College.

Student Engagement

Students are encouraged to engage with decision-making processes. They are encouraged to participate in the Student Representative Body. Student Representatives are encouraged to participate in the various committee, board and panel meetings responsible for the management of the College.

In addition, students are encouraged to attend the Student Experience subcommittee meetings where they can collectively discuss their experience. Details of these arrangements are in the Student Engagement Policy.

Awards

All awards are approved by the Students Progression Committees sat at the end of the Academic Year. Students should allow for at least four weeks after completion in order to confirm their awards. Awards are released according to the regulations of the awarding partners.