

West Suffolk College General Regulations for HE Students on UEA Validated Programmes



Regulations for Partners

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Introduction

Students studying Higher Education Courses at West Suffolk College are subject to the policies, procedures and guidance issued to all students at the West Suffolk College and available via the [West Suffolk College website](#).

However for students studying HE programmes validated by the University of East Anglia (UEA) the additional policies, procedures and guidance are published below and the remainder of this set of general regulations also apply

Additional Regulations, Policies and Procedures at West Suffolk College for UEA validated HE programmes

- Regulations for Bachelors and Foundation Degree Awards at Partner Institutions
- General Regulations for Students
- Academic Appeals and Academic Complaints Regulations
- Non Academic Compliments and Complaints Policy
- Partner Institution Recruitment, Selection and Admission Appeals and Complaints Policy and Procedure
- Student Attendance and
- Student Disciplinary Procedure (Student Charter)
- Academic Misconduct Policy
- Plagiarism and Collusion Policy
- Professional Misconduct and Unsuitability Procedure
- Fitness for Study Procedure
- Framework for the Approval of Concessions
- Extenuating Circumstances Policy (including guidance note)
- Notice to Students Interrupting their Study
- APL/APEL Policy
- Policy on Internal Moderation and Double Marking for UEA Validated Programmes
- Remarking Policy
- HE Admissions Policy
- Guidance Note on Assessing Group Work
- Guidance on the Use of Proof Readers
- Work Placement Policy (including guidance note)
- Peer observation procedure

Definitions

'You' are a person who is currently registered with West Suffolk College for a UEA validated programme of study whether that is full-time or part time. This includes (but is not limited to) those who are:

- i) 'dormant' i.e. those who are registered for a programme of study but who are not currently enrolled on any modules, such as Student Interrupting Their Period of Study
- ii) on a work or clinical placement that is a requirement of your programme of study

'Registration' means initial or renewed registration.

All references within these Regulations to particular post holders shall be construed to include references to their deputies or nominees.

Working days means Monday to Friday inclusive but does not include bank holidays or West Suffolk College closed days.

1 Effect of these Regulations

- 1.1. These Regulations apply to you. They apply throughout your period of registration, including during West Suffolk College breaks and vacations falling within your period of registration.
- 1.2. If you are alleged to have breached one or more of these Regulations, we will apply the West Suffolk College Disciplinary and Investigative Procedures and Powers or any other procedure provided for in these Regulations.
- 1.3. Disciplinary procedures must normally be concluded before any degree or award can be conferred, and this may mean that conferment may be delayed pending conclusion of the procedures.
- 1.4. In registering with West Suffolk College, you have agreed to be bound by all Statutes, Regulations, Student Charters, Codes of Practice, Rules, or Procedures of West Suffolk College in force during your period of registration. You must therefore comply with these obligations.
- 1.5. You have, in registering with West Suffolk College, agreed to be bound by all regulations, rules, and procedures required by any other organisation or institution to which you have access by virtue of your status as a student at West Suffolk College. You must therefore comply with these obligations.

2 Students interrupting their period of study

- 2.1 You may apply to interrupt your programme of studies in accordance with the Regulations covering degrees and awards. If your application is successful, you will be a Student Interrupting Their Period of Study.
- 2.2 You must comply with the restrictions regarding the use of facilities that are specified in the Notices to Students Interrupting Their Studies that West Suffolk College issues from time to time.

3 Attendance, Engagement and Progress

- 3.1 Requirements with respect to attendance are outlined in the Student Attendance and Attendance Monitoring Policy.

4 Professional misconduct and/ or unsuitability/fitness to practise

- 4.1 If you are on a programme of study that may lead to entry to a profession overseen by a Professional, Statutory and Regulatory Body, or you are accredited by such a Body, you must not act or behave in a manner that:
 - 4.1.1 jeopardises the welfare of your professional subject, such as a pupil, patient, or client ('professional misconduct'); or
 - 4.1.2 jeopardises the welfare of a colleague ('professional misconduct'); or
 - 4.1.3 contravenes the relevant professional code of conduct ('professional misconduct'); or
 - 4.1.4 is incompatible with the behaviour required by the profession ('professional unsuitability').

Guidance: Behaviour constituting professional misconduct or unsuitability/fitness to practise could be part of a pattern or a single event, or an attitude, or any other breach of these Regulations such that there are concerns that you are not meeting the expectations of the profession.

- 4.2 These requirements apply to you at all times that you are registered on your programme of study and are not limited to the periods spent on professional placement or on campus.
- 4.3 If you are found to be in breach of these requirements you may be expelled or temporarily suspended from West Suffolk College
- 4.4 For further information see the Procedure for Dealing with Allegations of Professional Misconduct and or/ Professional Unsuitability.

5 Attendance for assessment and submission to deadline

- 5.1 You are responsible for noting correctly the times and places of examinations (including *viva voce* examinations) and course tests and the submission dates of coursework. No special arrangements can be made if you fail to attend an examination or course test at the proper time, or if you fail to submit coursework by the deadline.

*Guidance: If you are too ill to attend an examination or course test, it is extremely important to be able to obtain contemporary evidence from your GP to explain your absence from the examination or course test. This means obtaining such evidence immediately **on the day of the examination** by going to see your GP or informing your GP in the event that you are too ill to do so.. You can use this evidence to support any application you make under the Extenuating Circumstances Regulations for Partners 2020/21.*

*In the event that there are non-medical circumstances preventing your attendance at an examination or course test, you should notify **the University Studies Office on 01284 716341 or at degreestudies@wsc.ac.uk** and collate evidence to support any application you can make under the Extenuating Circumstances Regulations for Partners 2020/21.*

*Guidance: If you are referred to Reassessment or have been granted a Delayed Assessment or Reassessment, or a Further Reassessment, you are expected to sit the examinations or course test (as appropriate) at West Suffolk College. If you have serious extenuating circumstances which prevent you from returning to the **West Suffolk College**, you may apply to the University for permission to sit at an overseas examination/test centre in your country of residence. The overseas examination/test centre will be subject to approval by the Academic Director of Partnerships.*

Permission to sit an assessment overseas is given only in exceptional situations because of the resource implications and the need to ensure the academic integrity of our assessments. Permission is at the discretion of the Academic Director of Partnerships. There is no appeal from the decision.

6 Plagiarism and Collusion

- 6.1 You must not commit plagiarism or collusion, as defined in the Plagiarism and Collusion Policy, in any assessments.

7 Illegible or Offensive Material

- 7.1 You must not include gratuitously offensive material in any work submitted for assessment. If you do so, you are guilty of a breach of this Regulation and will be referred for action under the Student Disciplinary Procedure
- 7.2 You must ensure that work submitted for assessment is legible.
- 7.3 Regardless of any disciplinary action, the following process should apply when marking offensive material:
 - 7.3.1 a marker should award the work a mark worthy of its academic merit notwithstanding the inclusion of offensive material. If the work submitted has no academic merit and has not met the learning outcomes of the task set, a marker may award zero;
 - 7.3.2 where a marker is concerned that the offensive material causes him/her undue stress and may influence the marking, the matter he/she shall refer the work to the Chair of the Board of Examiners who will review the material to decide if the work should not be marked or if another marker should be asked to mark the work as much as possible. If the alternative marker declines to mark the work on the basis that the work, or part of the work, contains gratuitously offensive material, the work or the relevant part(s) of the work shall be deemed unmarkable and a provisional mark of zero recorded for those parts of the work that are deemed unmarkable.
 - 7.3.3 if disciplinary action has been taken as part of the procedure for marking offensive material, marks awarded for assessments containing offensive material should be confirmed by the Board of Examiners once the disciplinary investigation/action has been concluded.

8 Behaviour in the examination or course test

- 8.1 You must not commission or otherwise allow another person to pass themselves off as you during an examination or course test.
- 8.2 You must not impersonate another candidate at an examination or course test.
- 8.3 During the examination or course test you must maintain good order and obey all instructions given by the invigilators. Invigilators may take appropriate action to ensure the integrity of the assessment.
- 8.4 You must not enter the examination or course test room more than 30 minutes after the scheduled start time of the examination or leave the examination or course test room in the first 30 minutes or the last 15 minutes of the examination or course test.

Guidance: Apart from these periods, you may leave the examination/course test room temporarily only under supervision and, if visiting the toilet, must sign out and in again. If you have to leave your desk, you must move quietly and create as little disturbance as possible.

- 8.5 You must not communicate with anyone other than an invigilator in the examination or course test.
- 8.6 You must write your answer legibly in ink unless you are told otherwise.
- 8.7 You must not turn over the question paper or write on the question paper or your answer booklet until you are told to start the examination or course test. You must not continue to write in examinations or course tests after you have been instructed to stop.
- 8.8 You must not remove any answer booklets or other stationery.
- 8.9 If an invigilator has a reasonable suspicion that you have brought unauthorised materials into an examination or course test room, you must comply with any request by them to empty your pockets of all contents and turn your pockets inside out; remove outer items of clothing; pull back long hair to reveal ears and/or neck; roll up sleeves or trousers; remove socks and shoes.

Guidance: Failure to comply with this request will be a breach of these Regulations. Moreover, West Suffolk College may determine that such failure supports a finding that you do indeed have unauthorised materials in your possession.

You must not take into the examination room:

- 8.9.1 Any coats, jackets, or bags where there is provision for separate storage of these items
- 8.9.2 Any materials – such as blank paper, ear plugs, notes, texts, mobile telephones, dictionary pens, visual aids, smart watches, electronic devices, audio equipment, and any other devices capable of receiving, storing, or transmitting data – unless they are specifically authorised for use in the examination or course test.
- 8.10 If you find yourself in possession of a coat, jacket, bag, or unauthorised materials such as a mobile phone you should immediately notify the invigilator.
- 8.11 You must give to the invigilator any items that the invigilator indicates they believe are unauthorised.

Guidance: You must not cheat in an assessment of any kind, including examinations, course tests, and coursework. Cheating in an assessment is defined as an attempt to gain an advantage by unfair means. Where you are suspected of cheating, West Suffolk College will take action in accordance with the relevant disciplinary procedure.

If you are suspected of any form of cheating, the invigilator should, in accordance with Part C of the University Disciplinary and Investigative Powers and Procedures:

Step A: Immediately inform you that you are suspected of cheating.

Step B: Request your student card which you must immediately provide

Step C (applicable only where there is a reasonable suspicion that you have brought unauthorised materials into an examination or course test room): Ask you to empty your pockets of all contents and turn your pockets inside out; remove outer items of clothing; pull back long hair to reveal ears and/or neck; roll up sleeves or trousers; remove socks and shoes. If you request, and if this is reasonably practicable, we will try to ensure that this search is carried out by a person of the gender of your choice in a private room.

Step D: (applicable only where there is a reasonable suspicion that you have brought unauthorised materials into an examination or course test room): Confiscate any materials they believe to be unauthorised.

Step E: Mark your answer booklets with the time at which the suspicion arose.

Step F: Tell you to wait behind at the end of the examination in order to be interviewed by the venue's invigilation manager.

Step G: Thereafter allow you to continue with the examination or course test.

Step H: At the end of the examination, interview you about the suspected breach of the General Regulations.

Guidance: The University may be required to report students on programmes of study that qualify them into a profession overseen by a Professional Statutory Regulatory Body.

8.12 In all cases of suspected cheating The **Associate Dean HE** shall consider the evidence and determine the seriousness of the offence, classifying it as a low level (Level 1), medium level (Level 2) or high level offence (Level 3) using the grid below.

Criteria	Low Level (1)	Medium Level (2)	High Level (3)
<p><i>Experience of Student</i></p> <p>Relates to the expectation that the student should be aware of the seriousness of their actions</p>	<p>For example:</p> <p>First year student or first semester of course</p> <p>Cultural considerations and/or extenuating circumstances</p> <p>No previous disciplinary record of cheating</p>	<p>For example:</p> <p>Student after first semester of course</p> <p>Previous disciplinary record of cheating in examination (Level 1 offence)</p>	<p>For example:</p> <p>Experienced student</p> <p>May have previous disciplinary record of cheating in examination (level 2 or level 3)</p>
<p><i>Nature and extent of the breach</i></p>	<p>For example:</p> <p>Breach regarded as 'technical' judged to have led to no or negligible advantage to the student (e.g. irrelevant annotation in dictionary)</p>	<p>For example:</p> <p>Breach results in some advantage to the student and is more than a 'technical' breach. May be evidenced by possession of or access to and/or use of any unauthorised materials. Student fails to comply with instruction where there is reasonable suspicion</p>	<p>For example;</p> <p>Breach results in significant advantage to the student and may be evidenced by possession of or access to and/or substantial use of unauthorised materials or by commissioning/allowing another person to pass himself/herself off as the student or by impersonating another student</p>

<p><i>Intention relates to the intentionality of the act of cheating and the intent to cheat by way of use of unfair means in the assessment</i></p>	<p>For example: Technical breach without intention</p>	<p>For example: There is evidence that there was use of unfair means but the evidence suggests that the act was not substantially pre-meditated or was an unsophisticated and naïve attempt to gain advantage</p>	<p>For example: There is evidence that there was significant use of unfair means and that the evidence suggests that this was pre-meditated.</p>
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Having classified the level of offence, the **Associate Dean HE** shall take action as follows:

Level 1 Offence

The **Associate Dean HE** shall determine that the student receive a warning letter which will remain on the student’s file for the duration of his/her studies at West Suffolk College and which shall indicate that in the event of a further offence in an examination this offence will be classified as a Level Two offence.

Level 2 Offence

The **Associate Dean HE** shall refer the student’s case to the **Student Discipline Procedure** for consideration as to a penalty.

Level 3 Offence

The **Associate Dean HE** shall refer the student’s case to the **Student Discipline Procedure**.

9 Use of an electronic calculator

- 9.1 You may use an electronic calculator in examinations and course tests unless West Suffolk College has prohibited the use of calculators in that examination or course test. Using a calculator which is not authorised is a breach of Regulation 8.10.
- 9.2 Where the use of a calculator is permitted, you are responsible for providing your own calculator and for ensuring that it is in working order. That calculator must be a model that appears on West Suffolk College list of approved calculators.

Guidance: Your calculator may be checked by the Invigilator in the examination/course test room. Calculators that do not comply with the above requirements will be removed from you and disciplinary proceedings started.

West Suffolk College list of approved calculators can be found on the [West Suffolk College website](#).

10 Use of a dictionary

- 10.1 If your first language is not English you may use a dictionary in any examination or course test unless it is expressly forbidden, such as where the purpose of the assessment is to test competence in a language.
- 10.2 Where the use of a dictionary is permitted, you are responsible for providing your own dictionary and that dictionary must:
- 10.2.1 be paper-based, unless you have an approved assessment adjustment allowing a dictionary in an alternative format.
 - 10.2.2 be of a type that is on the West Suffolk College list of approved dictionaries.
 - 10.2.3 be English to a foreign language, foreign language to English and/or foreign language to foreign language.
 - 10.2.4 *not* be a technical dictionary or a dictionary that contains content other than simple translations.
 - 10.2.5 *not* contain any notes, tabs, or annotations other than your name. Any notes, tabs, or annotations discovered in a dictionary will be treated as evidence of an intention to cheat.
- 10.3 Use of a dictionary which is not authorised is a breach of Regulation 8.10.

Guidance: Your dictionary may be checked by the Invigilator in the examination/course test room. Dictionaries that do not comply with the above requirements will be removed from you and disciplinary proceedings started.

The **West Suffolk College** list of approved dictionaries can be found on the [West Suffolk College website](#).

11 Conferment of qualifications

- 11.1 You must not describe yourself as holding a degree or other qualification granted by UEA unless the qualification has been awarded to you at Graduation or by special resolution of the Senate.
- 11.2 If you are a candidate for a degree (including a degree apprenticeship), postgraduate certificate or diploma, or Diploma or Certificate of Higher Education, you can elect to present yourself in person at Graduation or elect to have the qualification conferred *in absentia*.
- 11.3 If you have been excluded from all UEA or West Suffolk College property for a period of time which includes your scheduled Graduation ceremony, or you have been expelled from West Suffolk College, your award, if any, shall be conferred *in absentia* irrespective of the location of the Graduation ceremony.

12 Fitness for study

You must be sufficiently fit to be able to fulfil the academic requirements of your programme of study, including those related to attendance and engagement.

Guidance: Sometimes students, staff, or officers of West Suffolk College may have serious concerns about the wellbeing of a student, and feel it inappropriate to trigger a disciplinary process. If this is the case, then West Suffolk College may review the student's fitness in accordance with the [Fitness to Study Policy](#) and may choose to suspend any disciplinary proceedings pending the outcome of that fitness process. The Fitness for Study policy is designed to place the student's wellbeing at the centre of decision-making, while also ensuring the good order of West Suffolk College and the wellbeing of staff, other students, and officers.