

General Regulations for HE Students

Introduction

Students studying Higher Education Courses at Easton and Otley College are subject to the policies, procedures and guidance issued to all students at the College and available via the College website www.eastonotley.ac.uk. However, there are, in addition, certain policies, procedures and guidance that may only apply to Higher Education students

For students studying HE validated teacher training courses, these additional policies, procedures and guidance can be found on the University of Huddersfield website <https://www.hud.ac.uk> and apply to all of the Huddersfield trainees.

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 applies to students studying on UEA validated programmes

Additional Policies and Procedures at Easton and Otley College for UEA validated HE programmes

- BMC + EOC Bachelors and Foundation Degree Award Regulations
- Academic Appeals and Academic Complaints Policy and Procedure
- Compliments and Complaints Policy
- Recruitment, Selection and Admission Appeals and Complaints Policy
- Attendance Policy
- Discipline Procedure
- Plagiarism and Collusion Policy
- Professional Misconduct and Unsuitability Procedure
- Fitness for Study Procedure
- Concession Review and Approval
- Extenuating Circumstances and Coursework Extensions Policy (including guidance note)
- Notice to Intercalating Students
- APL/APEL Policy
- Internal Moderation and Double Marking Policy
- Remarking Request Policy
- HE Admissions Policy
- Guidance Note on Assessing Group Work
- Guidance on the Use of Proof Readers
- Policy Note on Student Engagement

Definition of a student on a UEA validated programme

A student is a person who is currently registered with EOC for a programme of study under Regulation 3 below. For the avoidance of doubt, this definition includes:

- i) 'Dormant' students, i.e. students registered for a modular programme of study who are not currently enrolled on any module of that programme;
- ii) An intercalating student is a student who has been permitted, in accordance with Regulation 3(4) below, to interrupt for a specified period an otherwise current registration of a programme of study.

1. Obligations

All students shall be bound by the Student Charter, Regulations, Codes of Practice, Rules and Procedures of EOC in force for the time being in so far as they concern students. For the avoidance of doubt, the Student Charter, Regulations, Codes of Practice, Rules and Procedures shall be held:

- i) not to concern intercalating students except if referring specifically to the latter and/or to the arrangements by which a period of registration may be interrupted or;
- ii) as may be stated in a Notice to Intercalating Students as approved and issued from time to time by EOC;

2. Breaches of General Regulations

Students who are alleged to have breached one or more General Regulations may have their case(s) considered under the EOC's disciplinary procedures. See Disciplinary Procedure.

Disciplinary procedures started prior to a student's registration end date may continue after that date and must normally be concluded prior to any degree or award being conferred.
Registration

3. Interruption to Study

A student may be permitted to interrupt a programme of study for which he or she is currently registered in accordance with such Regulations for degrees and awards as may be laid down from time to time by EOC. If so permitted, the student shall, except in the circumstances described in paragraph 5(a) of this Regulation, be referred to as an 'intercalating student' for the specified period of interruption and shall be subject to such restrictions regarding use of facilities as may be specified in Notices issued from time to time by EOC.

4. Fitness for Study

Students studying for qualifications at EOC need to be fit or deemed fit for study throughout their programme of study. Some of the key reasons for this are:

- i) so that they have the opportunity to benefit from their programme of study and pursue it for the required period with a reasonable chance of successfully obtaining the award for which they are registered;
- ii) so that they shall not in any way prevent, hinder or disrupt the study or assessment of other students, staff in the discharge of their duties or academic pursuits, or visitors to EOC from carrying out their lawful business;
- iii) so that they shall not in the context of their study or assessment at EOC or of their required or necessary presence on campus, constitute an unacceptable risk to the health or safety of themselves or others;
- iv) so that they are in a position to engage satisfactorily in any elements of study or assessment which take the form of placements, particularly those taking place in

a professional and/or work-based setting.

EOC acknowledges that it has both a role and responsibility in ensuring the welfare of its students, staff and the wider community. In most cases, when concerns about the academic engagement or behaviour of a student arise and they cannot be resolved informally, it is appropriate for them to be addressed by reference to the academic or non-academic disciplinary procedures or other regulations, policies and procedures, including those

prescribed by professional, statutory and/or regulatory bodies, in these General Regulations and in the Disciplinary Procedures.

However, there are occasions when serious concerns are raised about a student's well-being and need to be addressed, but it is not considered to be appropriate to use the normal disciplinary or academic progress routes. These occasions usually arise when it is suspected that there are underlying medical, behavioural or personal difficulties which have not been recognised and/or appropriately addressed by the student themselves. In such circumstances disciplinary or other action may be suspended until a formal review of a student's fitness to study has been undertaken. The exceptions to this include:

- v) students whose behaviour represents an immediate serious risk to self or others, and/or to EOC's reputation;
- vi) students on professional courses with fitness to practise requirements, which will normally take precedence over fitness to study proceedings.

At all stages of the fitness to study process, due consideration will be given to matters of confidentiality and data protection. Full consideration shall also be given to any reasonable adjustment(s) that emerge as a result of a better understanding of the student's position. Where possible the aim will be to keep the student at the centre of decision-making, while balancing his or her concerns with those of the wider staff and student body.

For some programmes there is also a requirement to meet Fitness to Practice conditions.

5. Attendance

Requirements with respect to attendance are outlined in the the College Attendance Policy.

6. Professional Misconduct and/or Unsuitability

A student on a programme of study where a practical professional placement is a required part of the course shall not act or behave in a manner which:

- i) jeopardises the welfare of the subject (whether patient, pupil or client) (i.e. professional misconduct); and/or
- ii) contravenes the relevant professional code of conduct (i.e. professional misconduct); and/or
- iii) is incompatible with behaviour required by the profession (i.e. professional unsuitability); and
- iv) may at any time be temporarily excluded or permanently expelled from further study by the College if in breach of the above.

Allegations against a student of professional misconduct and/or professional unsuitability shall be made in writing to the Chair of the Fitness to Practice Board.

A referral could be made on the basis of poor conduct at a specific event, and/or a pattern of behaviour that has shown no significant improvement over a period of time, and/or any other breaches of the College's regulations which lead to concerns that the student may not be meeting the expectations of the profession.

For further information see the Procedure for Dealing with Allegations of Professional Misconduct and/or Professional Unsuitability.

7. Conduct in Examinations and Coursework

Candidates for examinations and coursework are responsible for noting correctly the times and places of examinations and the submission dates of coursework. No special arrangements can be made for candidates who fail to attend an examination at the proper time, or who fail to submit coursework by the deadline.

In the event of illness or other extenuating circumstances on the day of the examination, candidates are advised to report the circumstances to the HE Administrator. Candidates too ill to attend an examination must go to their GP on the day of the examination or, if too ill to do so, immediately inform their GP. Candidates absent from an examination will need evidence from a GP, obtained on the day of the examination. Candidates prevented from attending an examination by circumstances other than illness must immediately inform the HE Administrator.

Candidates are responsible for maintaining their own good order during examinations and are required to obey all instructions given to them by Invigilators concerning each examination. Invigilators may take appropriate action to ensure that the examination is conducted under proper examination conditions.

Candidates are not permitted to enter the examination room more than thirty minutes after the scheduled start time of the examination, or leave the examination room until thirty minutes have elapsed. During the examination, candidates may leave the examination room only under supervision and, if visiting the toilet, must sign out and in again.

Candidates may not leave the examination room during the last fifteen minutes of the examination.

If candidates have to leave their desks for any reason they should move quietly and create as little disturbance as possible.

Smoking is prohibited in the examination rooms.

Coats, jackets and bags may not be taken into the examination where there is provision for separate storage of these items.

No unauthorised materials such as notes, texts, visual aids or audio equipment may be taken into the examination room unless approved for use in an examination. Where there is reasonable suspicion that a candidate may have brought into an examination any unauthorised material(s), the Invigilator(s) may ask the candidate to empty his/her pockets. Non-compliance by any candidate with such a request shall be referred to the HE Curriculum Quality Manager.

No examination answer booklets or other stationery may be removed from the examination.

Candidates are not permitted to communicate with anyone except an invigilator during the examination or course test;

Answers to questions must be written legibly in ink unless otherwise specified.

Candidates who do not wish to hand in an answer booklet at the end of the examination must report this to the Invigilator, who will annotate the cover to this effect and ensure that it is retained.

Electronic calculators may be used in examinations under the following conditions:

- i) the calculator shall be of a non-programmable and non-communicable type, with no text retrieval or graphical capabilities, unless otherwise specified on the front of the examination;
- ii) only those models of calculator that appear on the College's list of approved calculators shall be used;
- iii) the calculators shall be subject to checking by the examination invigilators;
- iv) candidates are entirely responsible for the working order of their calculators and batteries;
- v) candidates must show on each answer booklet the type of calculator used, if any.

Candidates whose first language is not English may use a dictionary in any examination except where:

- i) the purpose of the assessment is to test competence in a language;
- ii) where the use of a dictionary is permitted, it must be paper-based, unless there is an approved educational need. Technical dictionaries and dictionaries where the content includes more information than simple translations are prohibited. English to a foreign language, foreign language to English and foreign language to foreign language dictionaries are permitted.

Candidates must provide their own dictionaries, in accordance with the College's list of approved dictionaries, which will be checked by the Invigilator in the examination. Dictionaries should contain no notes or annotations other than the candidate's name. Any notes or annotations discovered in a dictionary will be treated as evidence of an intention to cheat and the circumstances referred to the HE Curriculum Quality Manager.

Candidates who are referred to Reassessment or who have been granted a Delayed Assessment or Reassessment, or a Further Reassessment are expected to sit the examinations at the College. Candidates who have extenuating circumstances which prevent them from returning to the College, may apply to the University for permission to sit at an overseas examination in their country of residence. The overseas examination will be subject to approval by the Academic Director of Partnerships.

Cheating in an examination is defined as an attempt to gain an advantage by unfair means and includes (but is not limited to):

- i) communication with another/others in an examination;
- ii) commissioning or otherwise allowing another person to pass himself/herself off as the candidate;
- iii) impersonating another candidate;
- iv) possession of, access to and/or use of any unauthorised materials in examinations such as, but not restricted to, notes, texts, mobile telephones,
- v) visual or audio material;
- vi) continuing to write in examinations after candidates have been instructed to stop.

Where there is reasonable suspicion of cheating in an examination, a candidate may be required to one or more of the following:

- vii) empty pockets of all contents and turn pockets inside out;
- viii) remove outer items of clothing;
- ix) pull back long hair to reveal ears and/or neck;
- x) roll up sleeves or trousers; and
- xi) remove socks and shoes.

Cheating is a serious offence. If a student is suspected of cheating or fails to comply with a requirement as set out above, College staff will, for those students suspected of cheating in an examination, immediately inform the candidate of the fact, confiscate any unauthorised materials, mark the answer booklet with the time at which the suspicion occurred and allow the candidate to continue with the examination.

In all cases of suspected cheating the College will act in accordance with below;

The HE Curriculum Quality Manager 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) |
|---|---|---|--|
| Experience of Student | For example: | For example: | For example: |
| Relates to the expectation that the student should be aware of the seriousness of their actions | First year student or first semester of course Cultural considerations and/or extenuating circumstances No previous disciplinary record of cheating | Student after first semester of course Previous disciplinary record of cheating in examination (Level 1 offence) | Experienced student May have previous disciplinary record of cheating in examination (level 2 or level 3) |

| | | | |
|--|---|--|---|
| Nature and extent of the breach | For example: Breach regarded as 'technical' judged to have led to no or negligible advantage to the student (e.g. irrelevant annotation in dictionary) | For example: 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 | For example; 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 |
| 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 | For example: Technical breach without intention | For example: There is evidence that there was use of unfair means but the evidence suggests that the act was not substantially pre-mediated or was an unsophisticated and naïve attempt to gain advantage | For example: There is evidence that there was significant use of unfair means and that the evidence suggests that this was pre-mediated. |

Having classified the level of offence, the HE Curriculum Quality Manager shall take action as follows:

Level 1 Offence

The HE Curriculum Quality Manager 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 the 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 HE Curriculum Quality Manager shall refer the student's case to the Disciplinary Procedure for consideration as to a penalty.

Level 3 Offence

The HE Curriculum Quality Manager shall refer the student's case to the Disciplinary Procedure.

Illegibility of Examination/Course Test Scripts and Gratuitously Offensive Material in Work Submitted for Assessment

Students are expected to present examination in legible handwriting (unless individual arrangements are approved for the use of a computer) and should not include gratuitously offensive material in any work submitted for assessment.

Where a marker finds a section of an examination is illegible or contains what is considered to be gratuitously offensive material in an examination script or other form of assessed work,

they shall mark the parts of the script that are legible or do not contain gratuitously offensive material and refer the whole script to the Chair of the Board of Examiners.

In the light of (s) (i), the Chair shall:

either

confirm that the section of the script is illegible or that the work submitted for assessment is gratuitously offensive;

or

decide that the script is legible that the material is not gratuitously offensive and ask a second marker to mark the script or work in question.

In the event that the Chair confirms that a section of a script is illegible or that the work submitted for assessment is gratuitously offensive, the Chair, informed by the marker, shall:

- i) decide whether the illegible or gratuitously offensive part of the script or work submitted for assessment represents a minor or major proportion of the whole and whether any marks derived from this part would have a material impact on the module mark;
- ii) if it is decided that the illegible section of a script or the gratuitously offensive part of the work submitted for assessment represents a minor proportion of the script and would not have a material impact on the module mark, a mark of zero shall be awarded for this section;
- iii) if it is decided that the illegible section of a script represents a substantial proportion of the whole and/or would have a material impact on the module mark, arrangements will be made to have their work legibly transcribed (by reading their answers under examination conditions);
- iv) if it is decided that the gratuitously offensive section of work submitted for assessment represents a substantial portion of the whole and/or would have a material impact on the module mark, a mark of zero shall be awarded for this section and a report made for consideration for disciplinary action under the Disciplinary Procedure;
- v) where a marker finds that the whole of an examination script is illegible (or such a substantial part that there is little material that can be marked) or contains gratuitously offensive material in work submitted for assessment, they shall refer the script or the work submitted for assessment to the Chair of the Board of Examiners, informed by the marker shall:

either

confirm that the whole script is illegible or that all the work submitted for assessment is gratuitously offensive;

or

decide that the script is legible or that the material is not gratuitously offensive.

In the event that the Chair confirms that:

- i) the script is illegible, arrangements will be made to have their work legibly transcribed (by reading their answers under examination conditions);
- ii) work submitted for assessment is gratuitously offensive, a mark of zero shall be

awarded for the whole of the work in question and that disciplinary action be taken under the Disciplinary Procedure

Where an opportunity is provided to have an illegible script or part of a script legibly transcribed a student may:

- i) accept the offer; or
- ii) accept a mark of zero for the script or part of the script which has been deemed to be illegible.

In all cases where part or the whole of a script has been deemed to be illegible, or where a marker has concerns about the legibility of a script, the student shall be referred to the HE Support Tutor for appropriate guidance and advice.

Procedure for marking offensive material

If offensive material is found in a student's assessed work and it is considered by the marker that disciplinary action should be taken, the matter will be referred for action under the Disciplinary Procedure.

Regardless of any disciplinary action, the following process should apply when marking offensive material:

- i) a marker should award the work a mark worthy of its academic merit and 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;
- ii) where a marker is concerned that the offensive material causes him/her undue stress and may influence the marking, the matter shall be referred to the Chair of the Board of Examiners who will review the material and decide whether the material is such that the work should not be marked or that 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.
- iii) 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.

Plagiarism and/or Collusion

All students shall abide by the College's policy on plagiarism and/or collusion in coursework assessments (including, but not confined to: essays, reports, presentations, dissertations and projects) and in 'open-book' examinations. A student who is alleged to have committed plagiarism and/or collusion shall be dealt with in accordance with the policy.