

A Quick Guide to our Regulations, Policies and Procedures

This guide gives a quick outline of our key [regulations, policies and procedures](#) . You can check through this to see what each of them is about and click through to them if you need more detail.

[Academic Regulations](#)

This is where we set out all the rules for our academic awards. There's detail on:

- what you need to achieve to pass;
- what happens if you fail and the opportunities to have another go;
- how we calculate your marks and your final result.

These rules are quite complex, but don't worry your tutors will make sure you know what you need to know at each step of your academic journey.

[Academic Engagement Monitoring Policy](#)

This sets out how we monitor your attendance and engagement if you are on a campus-based course. We expect you to attend all scheduled teaching sessions. Attendance and engagement is a key element in student achievement, so monitoring this helps us to support you. The policy explains how this works. It includes information on:

- How attendance and engagement are monitored;
- Authorised absences;
- The potential consequences of poor attendance and engagement.

[Academic Integrity Policy](#)

Academic integrity refers to honesty, trust, fairness, respect and responsibility in scholarship and is a fundamental value in higher education. This policy explains what it is and what we consider to be unfair or dishonest. There are sections on how it's investigated and reported. There's also some information on where you can get support to ensure you are getting things right.

[Admissions Policy](#)

This sets out our approach to recruitment and admission of students. In it you will find information on what you will need to do to apply for a place on a course, what happens after that and what you can expect from us as part of that process. It has sections on:

- how and where to apply;
- deadlines for making applications;
- how we assess your application.

It has information on:

- entry requirements;
- advanced entry with existing credited learning;
- deferred entry;
- and the types of offer we may make you.

You may find it useful to look through this policy alongside the course pages on our website as you consider applying to join us.

[Appeals Policy and Procedure](#)

An appeal is a request for a review of a decision about you reached through the application of a University policy, procedure, or regulation. The policy tells you what can and can't be appealed. The procedure explains how you can make an appeal, where you can get advice and guidance, and how we consider it.

[Complaints Policy and Procedure](#)

If you're dissatisfied with the level of service provided by the University or if you are concerned that the actions of another student or a member of staff amount to misconduct, then you may raise a complaint. This policy and the associated procedure cover how and when you can do that.

[Extenuating Circumstances Policy](#)

If something outside your control is preventing you from submitting an assessment by the deadline, you can apply for a 5 or 10 working day extension. This policy covers the details. Along with the policy there are [sample situations](#) and some [FAQs](#)

[Fees Policy](#)

This policy sets out how we calculate your tuition fees – what you pay and when and what you need to do to make sure your fees are paid. It also covers what you pay if you leave during the year or before you complete your course and what happens if you get behind with your payments.

[Health, Wellbeing & Support for Study Policy & Procedure](#)

If you're struggling with your course or student life more generally, we have an approach to bring people around you to see how we can best support you to get better. This policy & procedure covers how we approach this with 3 possible levels of intervention, help and support.

[Intellectual Property](#)

This policy basically confirms that all IP from any work you produce whilst you are a student here belongs to you. As always, there are some exceptions – e.g. if you're employed by the University or a third party to produce that work, if in doubt read the full policy.

[Student Code of Conduct](#)

There are a few things we expect of all students – this is only a couple of pages so you should read it all.

[Student Disciplinary Policy & Procedure](#)

This deals with what we consider to be 'misconduct' – unacceptable behaviour. There's a list with examples. It also covers how allegations of misconduct are investigated and the possible penalties that may be imposed.

[Student IT Acceptable Use Policy](#)

If you're using University IT equipment or network facilities, then you need to keep to these rules. The policy has examples of what is not permitted, how that is monitored and the penalties for non-compliance.

Student Registration Policy

This policy covers your registration and enrolment on your course – you will be invited to enrol on the course at the start of each academic year and you need to make sure you do. The policy also covers:

- Student ID cards – you should always carry it with you – you may need it to get into buildings. You can buy a replacement if you lose yours.
- Contact details – you need to keep these up-to-date (you can do this on [My Falmouth](#)).
- Medical registration – you should register with a local GP.
- Attendance – you're required to attend all scheduled teaching sessions. You cannot study remotely on a course that has not been formally approved for distance learning.
- Transfer – if you are eligible you may transfer to a different University course within the first 4 weeks of a study block.
- Intermittence – this is the term used for taking a break for study. You might need to take a year out if you're unwell or you might want to take a year's break to take up an opportunity away from study.
- Withdrawal – what happens if you decide you want to leave.

Suspension Policy & Procedure

Sometimes, if an allegation of misconduct is serious enough (see the Student Disciplinary Policy above) we might suspend a student for a limited time whilst we undertake an investigation.

A suspension is not a punishment, it is just to allow for an investigation to take place.

Trusted Contact – Next of Kin Procedure

We want to support you in your studies and as part of our overall approach to your wellbeing and safety we ask you to provide details of a trusted contact and next of kin as part of the annual registration process. We will only contact your trusted contact and/or next of kin without your consent if there are very serious concerns about your safety or wellbeing.