

A Quick Guide to Regulations, Policies and Procedures

Applicable for students studying with franchise partners:

AMDT

Bodmin College/Cornwall Education Learning Trust

dBs Institute

Fashion Retail Academy

Fourth Monkey

WaterBear.

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

Your teaching institution will manage the procedures related to some of these policies and will provide you with details. There are also some policies that are managed by your teaching institution, so that they can ensure they work in your local context.

[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 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.

You're teaching institution will have a process for managing academic integrity investigations that aligns with the University Policy.

[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. Section 3 outlines the circumstances when you should appeal to the University and when you should appeal to your teaching institution.

Your teaching institution also has a role to play in appeals and will have their own policy to manage appeals that are not related to a decision the University has made.

[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. Section 3 outlines when you should complain to the University and when you should complain to your teaching institution.

Your teaching institution will also have their own Complaints Policy and Procedure. You should refer to this first before the University Policy.

[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](#)

Your teaching institution will have a local process to follow to request extensions inline with the University policy.

[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](#)

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.

Your teaching institution will have a local process to follow to request extensions inline with the University policy.

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. Your teaching institution may also have their own Code of Conduct.

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:

- 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.

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. Your teaching institution will implement this procedure locally, nominating senior members of staff for the decision making process.

Key Policies that are managed by your teaching institution

There are also policies that are managed by your teaching institution which cover important areas such as academic engagement monitoring (including attendance); student discipline and behaviour and under what circumstances you can be suspended from your studies; acceptable use of IT equipment and network facilities. Please ensure you are familiar with these and know how and where to access them.