



Policy Amendments

Academic Year 2025/26

Owner:	Head of Academic Quality
Author:	Governance Manager & Clerk to Board of Directors
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Date for Next Review:	September 2026

SECTION 1: Introduction

- 1.1 The purpose of this document is to provide a comprehensive list of Policy changes from the proceeding academic year 2024/25 to the new academic year 2025/26.

SECTION 2: Changes

- 2.1 As part of UCFB's annual academic quality cycle, all institutional academic policies have been reviewed by both policy owners and authors prior to formal approval by the Board of Directors.
- 2.2 In addition and in order to support UCFB's strategic academic quality objectives, including its application to join the Office for Students (OfS) Register of higher education providers, alignment with awarding partner standards, and the pursuit of new degree awarding powers (NDAPs), a suite of new policies were also developed, with implementation scheduled for 2025/26.
- 2.3 The following non-substantive changes have been made to all existing policies:
- Removal of 'Global Institute of Sport' and any related terms;
 - Addition of new UCFB branding;
 - Replacement of 'Etihad' and associated logos with 'Manchester' and associated logos, to reflect the Manchester Expansion Programme;
 - Replacement of the term 'programmes' with 'courses' and 'placements' to 'work-based learning opportunities', in accordance with UEL requirements;
 - Where appropriate, removal of 'Buckinghamshire New University' and related terms, following the completion of the teach-out phase of the partnership termination agreement;
 - Updates to job titles of authors, owners, and/or roles specifically named within policies, where necessary;
 - Updates to any redundant email addresses;
 - Updates to all inaccurate/broken hyperlinks;
 - Updates to formatting, typographical, and grammatical errors;
 - Information in line with UEL updates and changes, including updated nomenclature (e.g. 'extenuating circumstances' to 'mitigating circumstances'); and
 - Ownership, version, and approval details on page 1.

Title of Policy	Amendments for 2025/26
	<p>application of the policy.</p> <ul style="list-style-type: none"> • A new “Initial Discovery” form to initiate the misconduct process and a “Academic Misconduct Record” form to document the meeting and outcome. • The meeting now explicitly includes a tariff of outcomes and must be documented and submitted within five working days • Viva voce interviews are directly integrated into the initial exploratory meeting when appropriate, with clearer expectations (e.g., webcam use on MS Teams). • It is clarified that no new evidence may be introduced at appeal hearings unless justified. • Reinforces that use of AI tools (e.g., ChatGPT, QuillBot) without proper attribution is considered serious misconduct, aligning with evolving academic standards. • Provides clearer guidance on when each level of the tariff structure applies, especially regarding repeat offences and AI use.
Admission of Students Under the Age of 18 Policy	<ul style="list-style-type: none"> • Changes made to role titles only.
Admissions of students Under 18s Parental Consent Form	<ul style="list-style-type: none"> • No notable amendments.
Admissions Policy	<ul style="list-style-type: none"> • Section 6.4.6 “Postgraduate Applicants can defer their offer for one academic year only. The agreement to defer acceptance of a place forms a new student contract”.
Admissions Policy Appendix A – Declared Disabilities	<ul style="list-style-type: none"> • Changes made to role titles only.
Admissions Policy Appeal Request Form	<ul style="list-style-type: none"> • No notable amendments.
Assessment & Feedback Policy	<ul style="list-style-type: none"> • Updated to align with current UEL Policy, including in the areas of key principles, assessment design, and capping of marks. • Policy still to be confirmed.
At Risk Procedure	<ul style="list-style-type: none"> • To be reviewed in November 2025
Athletic Union Code of Conduct	<ul style="list-style-type: none"> • NEW Policy for 2025/26.

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	<p>This policy forms part of a cognate group of new UCFB policies for implementation from September 2025, including the:</p> <ul style="list-style-type: none"> • UCFB Student Code of Conduct Procedures • UCFB Community Charter • UCFB Athletics Union Code of Conduct
Attendance and Engagement Policy	<ul style="list-style-type: none"> • Section 6.3 updated to state “Students are now expected to arrive no later than 15 minutes after the start of a session. • Section 11.1 the term Extenuating Circumstances has been removed and replaced with Mitigating Circumstances to align with updated institutional terminology. • Section 13: is a new section to address policy circumvention, includes definition of circumvention.
CARM Stakeholder Consultation Policy	<ul style="list-style-type: none"> • No notable amendments.
CARM Strategic Approval Policy	<ul style="list-style-type: none"> • No notable amendments.
CCTV Policy	<ul style="list-style-type: none"> • No notable amendments.
Community Charter	<ul style="list-style-type: none"> • NEW for 2025/26. <p>This policy forms part of a cognate group of new UCFB policies for implementation from September 2025, including the:</p> <ul style="list-style-type: none"> • UCFB Student Code of Conduct Procedures • UCFB Community Charter • UCFB Athletics Union Code of Conduct
Complaints Policy	<ul style="list-style-type: none"> • No notable amendments.
Confidentiality Student Wellbeing Guidance Statement	<ul style="list-style-type: none"> • No notable amendments.

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Conflict of Interest Policy	<ul style="list-style-type: none"> • Under review by Board of Directors.
Data Protection Policy	<ul style="list-style-type: none"> • Incorporate current OfS requirements and guidance. • Provide the requisite information and fair processing notices for the relevant audiences. • Ensure that the Information Governance policies reference each other, and that the contents are rationalised across the full set of documentation. • Use the current UCFB policy template, formats, and nomenclature. • Where possible, future-proof them against changes in awarding partners, regulatory requirements, etc.
Debt Management and Sanctions Policy	<ul style="list-style-type: none"> • No notable amendments.
Disability Policy	<ul style="list-style-type: none"> • No notable amendments.
Exceptional Student Absence and Travel in Term-Time Policy	<ul style="list-style-type: none"> • No notable amendments.
Extension Policy and Procedure	<ul style="list-style-type: none"> • A move from one extension per semester to two extensions per semester. • Extensions no longer permitted for resubmissions. • 24 hour late window has been removed. • Submission platform moved to Learner Portal from Online Hub.
External Speaker Policy	<ul style="list-style-type: none"> • Changes made to role titles only.
Fitness to Study Procedure	<ul style="list-style-type: none"> • No notable amendments.
Freedom of Speech	<ul style="list-style-type: none"> • Policy takes account of the Higher Education (Freedom of Speech) Act 2023. • Removal of risk of damage to institutional reputation as a consideration for banning an event.
Harassment & Sexual Misconduct Policy Harassment & Sexual Misconduct Policy, <i>continued.</i>	<ul style="list-style-type: none"> • Change to the title of this Policy from Sexual Violence and Harassment Policy to Harassment & Sexual Misconduct Policy. • Mapping to the requirements set out in the OfS E6 Condition, which

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	includes: clear definitions on key terms, training, clear direction to the Single Comprehensive Source of Information, Reporting forms, the investigation process and a confidentiality statement.
Honorary Fellowship Policy	<ul style="list-style-type: none"> • NEW for 2025/26.
Information Security Policy	<ul style="list-style-type: none"> • Incorporate current OfS requirements and guidance. • Provide the requisite information and fair processing notices for the relevant audiences. • Ensure that the Information Governance policies reference each other, and that the contents are rationalised across the full set of documentation. • Use the current UCFB policy template, formats, and nomenclature. • Where possible, future-proof them against changes in awarding partners, regulatory requirements, etc.
Library Collections Policy	<ul style="list-style-type: none"> • No notable amendments.
Mitigating Circumstances Policy and Procedure Mitigating Circumstances Policy and Procedure, <i>continued</i>	<ul style="list-style-type: none"> • The term "Extenuating Circumstances" has been replaced with "Mitigating Circumstances" throughout the policy, aligning with sector-wide terminology and UEL's updated nomenclature. • The students' right to retake for an uncapped mark a successfully passed assessment, that has granted mitigation, is now clearly expressed. • Clarifies that marks will not be released until after Assessment Board ratification, and students have five days post-results to request voiding a pass result if mitigation was granted. • Clearer guidance on how late submissions (beyond 24 hours) are handled when no extension is requested. If mitigation is granted, the student can defer to re-sit; if not, the mark is zero. • The term "Officer" instead of "Secretary" is used for the Academic Quality Officer. • New dedicated clause (6.1.11) affirming that mitigation applications are

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	<p>treated confidentially and may be shared with support staff for additional help.</p> <ul style="list-style-type: none"> • Students are now explicitly instructed to use their UCFB email address for all mitigation-related communications and to check span/junk folders. • The existing Extensions and Extenuating Circumstances - A Student Guide has been split into two separate Guides. • The term “Extenuating Circumstances” has been replaced with “Mitigating Circumstances” throughout the policy, aligning with sector-wide terminology and UEL’s updated nomenclature.
Modern Slavery Policy	<ul style="list-style-type: none"> • This Policy is reviewed every two years. The next review will be for academic year 26/27.
Personal Relationship Policy	<ul style="list-style-type: none"> • NEW for 2025/26. • This Policy has been developed as part of the institutions compliance with the OfS E6 Condition.
Privacy Notice	<ul style="list-style-type: none"> • Incorporate current OfS requirements and guidance. • Provide the requisite information and fair processing notices for the relevant audiences. • Ensure that the Information Governance policies reference each other, and that the contents are rationalised across the full set of documentation. • Use the current UCFB policy template, formats, and nomenclature. • Where possible, future-proof them against changes in awarding partners, regulatory requirements, etc.
PRSB Accreditation Policy	<ul style="list-style-type: none"> • No notable amendments.
Public Information Policy Public Information Policy, <i>continued</i> .	<ul style="list-style-type: none"> • Incorporate current OfS requirements and guidance. • Provide the requisite information and fair processing notices for the relevant audiences. • Ensure that the Information Governance policies reference each other, and that the contents are rationalised across the full set of

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	<p>documentation.</p> <ul style="list-style-type: none"> • Use the current UCFB policy template, formats, and nomenclature. • Where possible, future-proof them against changes in awarding partners, regulatory requirements, etc.
Records Lifecycle Management Scheme	<ul style="list-style-type: none"> • NEW for 2025/26.
Records Management Policy	<ul style="list-style-type: none"> • NEW for 2025/26.
Refund and Compensation Policy	<ul style="list-style-type: none"> • No notable amendments.
Research Ethics Policy	<ul style="list-style-type: none"> • NEW for 2025/26.
Response to the Death of a Student	<ul style="list-style-type: none"> • Point 5.1.1.2 d) updated to include notifications as well as letters. • Point 5.1.3 g) updated to Student Admin to notify next of kin.
Safeguarding under 18s and Adults at Risk Policy	<ul style="list-style-type: none"> • Contact list updated in Appendix 1
Social Media Policy	<ul style="list-style-type: none"> • No notable amendments.
Student Code of Conduct	<ul style="list-style-type: none"> • NEW for 2025/26. <p>The Student Code of Conduct aims to set out the standard of conduct UCFB expects of its students so that everyone can undertake their studies in a supportive and non-threatening environment. This policy forms part of a cognate group of new UCFB policies for implementation from September 2025, including the:</p> <ul style="list-style-type: none"> • UCFB Student Code of Conduct Procedures • UCFB Community Charter • UCFB Athletics Union Code of Conduct
Student Code of Conduct Procedure	<ul style="list-style-type: none"> • NEW for 2025/26. • The procedure is designed for the investigation of allegations of non-academic student misconduct.
Student Disability Disclosure Policy and Procedure	<ul style="list-style-type: none"> • No notable amendments.
Student Guide to Mitigating Circumstances	<ul style="list-style-type: none"> • The existing Extensions and Extenuating Circumstances – A Student

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	<p>Guide has been split into two separate Guides.</p> <ul style="list-style-type: none"> • The term "Extenuating Circumstances" has been replaced with "Mitigating Circumstances" throughout the policy, aligning with sector-wide terminology and UEL's updated nomenclature.
Student Guide to UCFB Extensions	<ul style="list-style-type: none"> • The existing Extensions and Extenuating Circumstances – A Student Guide has been split into two separate Guides. • Allowance increased to two extensions per semester in line with UEL policy. • Detailed timelines provided. • Emphasises responsible use of extensions.
Student Representation Policy	<ul style="list-style-type: none"> • Course Committee Quorum is now defined as the greater of 50% of members or seven members, with at least two Students' Union Officers present. • The Course Committee agenda has been expanded and clarified with more detailed descriptions of each agenda item • Policy for 2025/26 under review.
Student Transfer Policy	<ul style="list-style-type: none"> • No notable amendments.

If you note any omissions from this list, please contact governance@ucfb.ac.uk