



UCFB*

Academic Policy Amendments

Academic Year 2026/27

Owner:	Head of Academic Quality
Author:	Governance Manager & Clerk to Board of Directors
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*UCFB is a trading name of University Campus of Football Business Limited.

SECTION 1: Introduction

- 1.1 The purpose of this document is to provide a comprehensive list of academic policy changes from the proceeding academic year 2025/26 to the new academic year 2026/27.

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), one further new policy was developed, for implementation in 2026/27.
- 2.3 The following non-substantive changes have been made to all existing policies:
- Addition of new UCFB branding;
 - 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); and
 - Ownership, version, and approval details on page 1.

Section 3: A-Z Policy List

- 3.1 Pages 3-18 provide an alphabetical list of all policies available on the UCFB Academic Policy website and summarise the key substantive amendments introduced for academic year 2026/27. This summary is intended to highlight material changes only and should be read alongside the full policy documents. Policies identified as having "No notable amendments" have only been subject to the non-substantive updates outlined in paragraph 2.3 (above).

SECTION 3: A-Z Policy List

Title of Policy	Amendments for 2026/27
Academic Appeals Policy (V6.0)	• Stronger clarification of UCFB vs UEL responsibilities, upfront that UCFB has a limited role and most appeals are handled by UEL. • Scope section explicitly directs students to submit most appeals directly to UEL. • Expanded explanation distinguishing academic appeals vs complaints and confirming UEL responsibility for progression/award decisions. • Appeals to UCFB now submitted within 10 working days of provisional mark/grade (not Board outcome). • Introduction of a formal “Local Appeals Form” to replace informal email route to Resolutions inbox used previously. • Clearer grounds for appeal relating to disability/additional needs not being properly supported. • Explicit statement on academic judgement with new, clear rule: disagreement with academic judgement is not valid grounds. • Improved triage messaging with clearer guidance that nonlocal issues will be redirected to UEL. • More structured UEL appeal section that includes; clear UEL grounds for appeal list, direct instruction and link to UEL appeals form and clarification of UEL’s role as awarding body. • New section on the impact on study continuation that explicitly explains; risks of missing teaching, deferral to next academic year and re-enrolment decisions by UEL.
Academic Integrity and Academic Misconduct Policy (V5.0)	• Change to Responsible Officer model, moving from minimum of two Responsible Officers per Academic Centre to all academic staff acting as Responsible Officers. • Significant decentralising of decision-making. • Refinement of initial case handling process with stronger emphasis on “Initial Discovery Form” driving workflow and notifications (including prior offence visibility). • Clarification that meetings may proceed with recording if Responsible Officer unavailable. • Greater emphasis on Identifier + Responsible Officer jointly proposing penalties, with Resolutions Team formally issuing outcomes. • Streamlined escalation to panel with a simplified process: primarily one Responsible Officer to review, with escalation to second officer only if needed. • Explicit introduction of completion of procedures (CoP) letter when panel escalation is refused. • Provides clearer closure point for Office of the Independent Adjudicator (OIA) referral.

Title of Policy	Amendments for 2026/27
Academic Integrity and Academic Misconduct Policy (V5.0) – Cont’d	• Strengthened and expanded AI guidance with clear distinction between prohibited AI use (serious misconduct) and permitted AI use for support (must be referenced). • Expanded definition of Poor Academic Practice that now explicitly includes failure to reference AI tools used for grammar/structure. Introduces guidance that first-time AI misuse may be treated as A2 (educational approach). • Panel composition now states Chair must be a member of the Senior Academic Leadership Team (SALT). • Adds clearer rules for witness use and approval.
Admission of Students Under the Age of 18 Policy (V3.1)	No notable amendments.
Admissions of students Under 18s Parental Consent Form (V3.1)	No notable amendments.
Admissions Policy (V5.1)	No notable amendments.
Admissions Policy Appendix A – Declared Disabilities (V3.1)	No notable amendments.
Admissions Policy Appeal Request Form (V4.0)	No notable amendments.
Assessment & Feedback Policy (V4.0)	No notable amendments.
At Risk Procedures Internal Guidelines (V2.0)	• Centralised model moving to a single cross-campus At Risk Team with clearer institutional oversight. • New/updated roles (Associate Deans, Student Support Managers & Inclusion Leads, Academic Quality Officers) with clearer senior accountability. • Introduction of a standard “Student Academic Concern Form” and more structured, auditable referral pathways.

Title of Policy	Amendments for 2026/27
At Risk Procedures Internal Guidelines (V2.0) – Cont’d	• Inclusion of misconduct and extenuating circumstances alongside existing indicators, plus introduction of a “low-risk” category. • New withdrawal process (Annex B) and streamlined policy referencing to support consistent implementation.
Athletic Union Code of Conduct (V2.0)	• Terminology standardised to “UCFB AU” throughout. • Alcohol rule strengthened as that no alcohol permitted for student-athletes while competing. • Introduction of “paid vs not paid” lists to enforce fee and fine payment. • Added public liability insurance and clearer breakdown of what fees cover.
Attendance and Engagement Policy (V3.1)	No notable amendments.
CARM Stakeholder Consultation Policy (V3.0)	No notable amendments.
CARM Strategic Approval Policy (V3.0)	No notable amendments.
CCTV Policy (V2.1)	No notable amendments.
Community Charter (V2.0)	• Expanded wording on SU commitment to accessibility, inclusivity, and representation, including clearer role of Inclusion Officers and ensuring activities are welcoming and representative. • Broader description of SU responsibilities, including active promotion of support services, student participation, and influence on decision-making and committees. • Stronger positioning of student voice as central to institutional decision-making and improvement, with more explicit links to feedback and representation structures. • Addition of requirement for completion of mandatory training alongside ID badge use, reinforcing safety and compliance expectations. • Updated language to emphasise active commitment to fairness, respect, and equality, rather than general statements of intent. • Expanded explanation of communication channels and expectations, including clearer references to Online Hub and SU communications.

Title of Policy	Amendments for 2026/27
Competition and Markets Authority (CMA) Compliance Policy (V3.1)	• Addition of reference to the OfS C5 Condition and clearer alignment to OfS C5 Condition. • Change of institutional lead on public information provision to Head of Marketing and Admissions (from Director of Global Student Recruitment).
Complaints Policy (V6.0)	• Change to admissions complaint timeframe reduced from 14 calendar days to 10 working days. • Introduction of formal Stage 1 complaints form that requires completion of a standardised online form, rather than informal contact. • Strengthening of consistency and recordkeeping at local resolution stage. • Requirement to copy in the Resolutions Team in Stage 1 written responses introduced to improve visibility of informal complaints. • New provision for non-UCFB individuals to submit complaints via a dedicated Stage 2 form. • Clarification and strengthening of Stage 2 administration. • Acknowledgement timeframe clarified as 7 working days (previously calendar days). • Introduces ability for note-taking officer to formally record investigation meetings.
Confidentiality Student Wellbeing Guidance Statement (V4.0)	• Expanded wording on SU commitment to accessibility, inclusivity, and representation, including clearer role of Inclusion Officers and ensuring activities are welcoming and representative. • Broader description of SU responsibilities, including active promotion of support services, student participation, and influence on decision-making and committees. • Stronger positioning of student voice as central to institutional decision-making and improvement, with more explicit links to feedback and representation structures. • Addition of requirement for completion of mandatory training alongside ID badge use, reinforcing safety and compliance expectations. • Updated language to emphasise active commitment to fairness, respect, and equality, rather than general statements of intent. • Expanded explanation of communication channels and expectations, including clearer references to Online Hub and SU communications.
Conflict of Interest Policy (V2.1)	No notable amendments.
Data Protection Policy (V1.1)	No notable amendments.

Title of Policy	Amendments for 2026/27
Debt Management and Sanctions Policy (V3.1)	No notable amendments.
Disability Policy (V5.0)	• Clearer wording that choosing not to disclose limits reasonable adjustments and support, making consequences more explicit for students. • Stronger emphasis that staff must record disclosures appropriately and identify legal/health & safety risks, with clearer procedural expectations. • More structured guidance on mandatory disclosure scenarios (e.g. safety risk, legal requirements, fitness to practice) and clearer escalation routes. • Addition of wording around the use of Assistive Technology and the alignment of such tools with the UCFB Academic Integrity and Academic Misconduct Policy.
Exceptional Student Absence and Travel in Term-Time Policy (V3.1)	No notable amendments.
Extension Policy and Procedure (V3.2)	No notable amendments.
External Speaker Policy (V3.2)	This Policy is reviewed every two years. The next review will be for academic year 27/28.
Fitness to Study Policy and Procedure (V4.0)	• Explicit emphasis that distress or health difficulties alone do not mean a student is unfit to study. • Clearer focus on maintaining engagement in study wherever safely possible. • Clearer threshold for formal intervention and formal action now explicitly limited to cases that are “significant, persistent or escalating” and where informal support is insufficient. • More holistic and broadened definition of fitness to study including wellbeing, personal circumstances, and ability to engage safely, not just behaviour or disruption. • Greater emphasis on wellbeing and reasonable adjustments. • Stronger articulation of Equality Act duties, reasonable adjustments and a non-judgemental, compassionate support approach. • Enhanced clarity on scope of concerns which explicitly states that presence of illness/disability alone is not a concern—only where there is significant impact on engagement, safety or others.

Title of Policy	Amendments for 2026/27
Fitness to Study Policy and Procedure (V4.0) - Cont'd	• Refined structure of stages with the informal stage re-framed as “Informal Support Stage” with clearer emphasis on early identification and collaborative problem-solving. • Formal stage positioned more clearly as protective/supportive (not punitive). • Governance changes including a responsibility shift from Campus Dean to Dean of Education and Student Experience in key decision points (e.g. precautionary measures, panel convening). • Improved articulation of decision-making principles. • Emphasises case-by-case determination of appropriate procedure. • Refinements to return-to-study process stating that return is not automatic but a collaborative, supported process requiring evidence and planning.
Freedom of Speech Code of Practice (V4.0)	• Document retitled from Freedom of Speech to Freedom of Speech Code of Practice to align with regulatory requirements and UEL. • Purpose statement expanded to clarify that the document sets out the Code of Practice expected of staff, students and external or visiting speakers. • Updated throughout to refer to the document as a code of practice rather than a policy. • Added an explicit reference to the UCFB Student Code of Conduct.
Harassment & Sexual Misconduct Policy (V2.0)	• Clarified the definition of a disclosure, including a clear distinction between a disclosure and a formal report, and strengthened wording that UCFB will be guided by the student's wishes unless safeguarding obligations require action. • Expanded reference to groups who may be disproportionately affected by harassment and sexual misconduct to include vulnerable adults. • Strengthened guidance regarding criminal investigations, making clear that UCFB may continue or pause its own investigation depending on circumstances rather than automatically pausing where police investigations are ongoing. • Amended Reporting Student rights so that outcome information may be disclosed where deemed appropriate by the Panel or delegated nominee, replacing the previous reference to the Risk Assessment Group. • Revised appeal arrangements for Reporting Students, changing the right to appeal to a right to request a review of the hearing outcome where they have been notified of the decision. • Updated references from ‘Human Resources’ to ‘People and Culture’ in relation to reports involving colleagues.

Title of Policy	Amendments for 2026/27
Harassment & Sexual Misconduct Policy (V2.0) – Cont’d	- Added a requirement that an Investigating Officer should normally be appointed within 10 working days of receipt of an allegation. - Expanded the list of possible misconduct behaviours by introducing definitions of Misogyny and Misandry within the Definitions section. - Added a standalone Disclosure definition within the Annex/Key Terms section to align with revised wording in Section 2 and provide greater clarity on support and reporting routes. - Updated references to internal support services, replacing references to internal counsellors with the Student Support Team in confidentiality provisions. - Various minor drafting, terminology and formatting amendments have been made throughout the document to improve clarity, consistency and alignment with current UCFB processes.
Honorary Fellowship Policy (V2.0)	- Clarified that Honorary Fellowships recognise an individual's professional standing, practical contribution and wider impact, rather than referring to academic qualifications. - Revised the eligibility criteria to state that nominees should satisfy at least one of the published criteria, with additional consideration able to be given to the individual's future potential to engage with or support UCFB. - Refined eligibility wording, including replacing references to work of significance with having undertaken work of international, national or regional significance. - Strengthened restrictions on who can receive an Honorary Fellowship by extending exclusions to: - Current students. - Current members of the Board of Directors. - Individuals whose political office, affiliation or public activities may conflict with UCFB's interests, values or strategic aspirations. - Individuals associated with affiliated companies or partner organisations where a conflict of interest may arise. - Introduced a new requirement that former staff, Board members, and those associated with affiliated companies or partner organisations must have ceased their association with UCFB for a minimum of three years before being considered for an award. - Added a specific cross-reference in Section 1 to direct readers to the detailed Eligibility Criteria section. - Revised the wording of the revocation process to make clearer that, where sufficient grounds exist, the Chair of the Honorary Fellowship Panel will make a recommendation to the Board of Directors together with the supporting rationale.

Title of Policy	Amendments for 2026/27
Honorary Fellowship Policy (V2.0) – Cont’d	• Various drafting, formatting and terminology amendments have been made throughout the policy to improve clarity, consistency and governance oversight.
Information Security Policy (V4.1)	No notable amendments.
Library Collections Policy (V4.0)	• New references to Jisc Digital Library Lens and Office for Students Condition B2, aligning collections provision with sector expectations and regulatory requirements. • Clear emphasis on increasing use of electronic resources to support accessibility, flexibility, and scalability across delivery modes. • Removal of detailed print book purchasing ratios and processes, replaced with broader, more flexible criteria (cost, accessibility, licensing, value). • New requirement for Digital Transformations team approval for systems/security compatibility (replacing previous MIS reference). • Consolidation of sections (e.g. review, stock disposal) into a more integrated “Annual Audit and Stock Editing” approach, reducing procedural detail. • Shift from compliance-focused wording (DDA/SENDA) to Equality Act-aligned, digital accessibility model, including assistive tech and Microsoft 365 tools. • Renaming and reframing sections (e.g. “Institutional Partnerships and Shared Resources”), reflecting broader integration with partner provision. • Change in stock disposal partner (e.g. Better World Books replacing Anybook) and clearer disposal criteria (e.g. zero usage in five years).
Mitigating Circumstances (MC) Policy and Procedure (V2.1)	• Now explicitly states Policy applies to all summative assessment (not just general MC applications). • Clearer wording for assessment attempts added (“resit (second sit)”), improving consistency. • Strengthened alignment with UEL stating that UCFB follows UEL Mitigating Circumstances procedures, with UCFB administering the process and UEL handling appeals. • New student support expectation stating that students are advised to contact Student Support when submitting mitigation. • Expanded guidance on assessments clarifies that attendance-based assessments include presentations, coaching sessions, etc. • Refined wording on outcomes where mitigation is submitted at resit vs first sit. • An early submission clarification introduces expectation that applications can be submitted at least two

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Mitigating Circumstances (MC) Policy and Procedure (V2.1) – Cont'd	weeks before assessment (previously just “before”). • New evidence submission deadline that introduces the explicit requirement that supporting evidence must be submitted by results publication date, or risk rejection/delay. • Improved application detail requirements asking for specific information (e.g. dates) within applications. • Signposting to a Student Guide with examples of acceptable evidence/grounds. • Panel operation clarification specifies panels may meet virtually (previously just “as necessary”).
Modern Slavery Policy (V2.1)	No notable amendments.
Personal Relationship Policy (V1.0)	No notable amendments.
Privacy Notice (V2.1)	No notable amendments.
PSRB and Professional Partners Policy (V4.0)	• Expanded and clearer definition of professional, statutory, and regulatory bodies (PSRBs) including employer bodies, regulators, and membership organisations, with reference to sector guidance (HESA). • Greater emphasis on routes to professions and employability, and PSRB influence on course design and student outcomes. • Tightened operational expectations for Academic Centres and a requirement to provide PSRB reports/invoices to AQT “as soon as received”. • Enhanced process for withdrawal of accreditation noting that Course Leaders must notify the Academic Quality Team (AQT) immediately via central email, in order for AQT to work with Executive Leadership Team to determine actions, including student communication. • Improved clarity on institutional oversight and stronger articulation that PSRB engagement is embedded within CARM processes for oversight and alignment.
Public Information Policy (V3.1)	No notable amendments.
Records Lifecycle Management Scheme (V1.1)	No notable amendments.
Records Management Policy (V1.1)	No notable amendments.

Title of Policy	Amendments for 2026/27
Refund and Compensation Statement (V3.0)	• Strengthened alignment with OfS regulatory requirements, explicitly referencing OfS Condition C5. • Updated the Student Protection Plan reference to acknowledge the forthcoming introduction of OfS Condition C6, ensuring the statement reflects anticipated regulatory changes. • Clarified behaviour management arrangements during complaints by confirming that persistent unacceptable behaviour may result in action under both the UCFB Student Code of Conduct and the UEL Non-Academic Misconduct Policy, rather than solely through the UEL procedure.
Research Ethics Policy (V2.0)	No notable amendments.
Response to the Death of a Student (V4.0)	• Clearer separation of stages and processes (e.g. discovery, reporting, ongoing response). • Explicit statement that overall responsibility sits with the Director of Student & Academic Services across all stages, with clearer designation of a Lead Coordinator role. • More detailed guidance on media handling, reputational risk, and approved communications, including clearer escalation routes via Marketing & Admissions. • Introduces a more structured reporting checklist (student details, circumstances, source of information) and clarifies that staff should not attempt to verify deaths. • More clearly defined responsibilities across teams (Facilities, Student Support, Student Administration), with emphasis on coordination, recordkeeping, and external liaison. • Strengthened guidance on family engagement, student/staff support, and handling personal effects, presented in a clearer, more structured way. • Stronger emphasis on GDPR/data protection, inclusive language, and equality considerations, replacing earlier “neutral” equality positioning.
Safeguarding under 18s and Adults at Risk Policy (V5.0)	• Stronger emphasis on legal/regulatory compliance and governance frameworks. • Clearer definition of safeguarding now included and more precise definition of adult at risk aligned to Care Act wording. • Stronger statement that safeguarding is everyone’s responsibility, including staff and those acting on behalf of UCFB. • Clearer articulation of DSL responsibilities as decision-makers and immediate action expectations where risk is high. • Greater emphasis on professional boundaries and power imbalance. • Clearer, more concise reporting thresholds and examples.

Title of Policy	Amendments for 2026/27
Safeguarding under 18s and Adults at Risk Policy (V5.0) – Cont'd	• Accommodation section updated to include a more case-by-case, risk-based approach and information about sharing with providers. • More nuanced approach regarding admissions and parental contact including case-by-case decisions on informing parents/guardians and explicit criteria for when not to inform. • Annual anonymised reporting to Academic Board to report on effectiveness and compliance.
Social Media Policy (V5.1)	• Existing student Social Media Policy updated to incorporate change of related policy titles and include UCFB Student Code of Conduct.
Statement of Compliance (V2.0)	No notable amendments.
Student Code of Conduct (V2.1)	• Stronger linkage to related policies, including Harassment and Sexual Misconduct Policy, clarifying dual-process handling. • Enhanced decision-making guidance with clause clarifying that decisions must consider, impact of behaviour, mitigating circumstances and opportunities for learning/improvement. • Introduction of restorative and educational approach with focus on early intervention and restorative practice at local level and misconduct processes as developmental, not purely punitive. • Expanded informal resolution stage with more structured expectations for local resolution. • Clarification of reporting mechanisms with “Reporting Unacceptable Behaviour” Form introduced. • Refinements to investigation process with stronger emphasis on independent and impartial investigation, and clearer description of evidence gathering and interviews. • Greater transparency in panel process with additional detail provided to students ahead of hearings • Clearer expectations around reporting party involvement. • The introduction of a new anti-racism statement, setting out expectations for students to contribute to an inclusive and respectful environment and confirming that racist behaviour will not be tolerated. • The definition of serious misconduct has also been expanded to explicitly identify racist, discriminatory, hateful and abusive conduct as behaviour that will normally be treated as serious misconduct and may result in formal disciplinary action. • A link has been added to the UEL Anti-discrimination Statement.
Student Code of Conduct Procedure (V1.0)	• NEW for 2026/27. • The procedure is designed for the investigation of allegations of non-academic student misconduct.

Title of Policy	Amendments for 2026/27
Student Disability Disclosure Policy and Procedure (V4.0)	• Clearer wording that choosing not to disclose limits reasonable adjustments and support, making consequences more explicit for students. • Stronger emphasis that staff must record disclosures appropriately and identify legal/health & safety risks, with clearer procedural expectations. • More structured guidance on mandatory disclosure scenarios (e.g. safety risk, legal requirements, fitness to practice) and clearer escalation routes.
Student Guide to Mitigating Circumstances (MC) (V1.2)	• Rewritten in plain English with headings framed as questions (e.g., “When can you apply?”, “What happens after you apply?”). • More direct guidance and simplified explanations throughout. • Introduction of explicit MC criteria list. • Stronger guidance on planning expectations. • More explicit statement that students must plan for common issues (IT, transport), reinforcing personal responsibility. • Self-certification process clarified with step-by-step guidance. • Requirements for explanation (what happened, severity, impact) made clearer. • Explicit statement stating same evidence cannot be reused for multiple deadlines. • Clearer rejection of common evidence types (e.g., screenshots, NHS app bookings).
Student Guide to UCFB Extensions (V1.2)	No notable amendments.
Student Physical Injury Policy (V2.0)	New Policy for 2026/27.
Student Representation Policy (V4.0)	The addition of Annex B is the only substantive change.
Student Transfer Policy (V4.0)	• This now includes a more explicit section on “Student Protection – Refunds and Compensation”, linking directly to the UCFB Refund and Compensation Statement and UEL Tuition Fee policies. • Entitlement to refunds/compensation stated more clearly with more robust wording around eligibility for refunds and compensatory payments, including alignment with formal institutional policies rather than general statements. • References added to UCFB Refund and Compensation Statement, UEL Tuition Fees Policy, and UEL Tuition.

Title of Policy	Amendments for 2026/27
Student Transfer Policy (V4.0) – Cont’d	References added to UCFB Refund and Compensation Statement, UEL Tuition Fees Policy, and UEL Tuition Fee Refund Policy, improving regulatory clarity.

If you note any questions/omissions from this list, please contact us via: governance@ucfb.ac.uk .