Waltham International College

4.0 Academic Regulations



4.01 Academic Regulations

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Compliance Alignment Statement

This version of the Academic Regualtions has been aligned to current UK and Office for Students requirements as of May 2026. The substantive changes are listed below

Version Control Statement

Version	Date	Changes	Reason	Author	Next Review
1	03/09/2019	New Policy		Head of HE	September 2020
2	July 2020	1. Replaced Registrar with Student Support Manager 2. Restored the Table of Contents page Appropriately renamed the document	Annual Review	Head of HE	Jul/Aug 2021
3	July 2021	Minor adjustments	Annual Review	Head of HE	Jul/Aug 2022
4	Aug 2022	Minor changes / Role	Annual Review	Head of HE	Aug 2023
5	Aug 2023	Minor changes: Admission, Attendance, Submission of written Assessment, Submission deadline	Annual Review	Programme Leader	Aug 2024
6	April 2024	Minor adjustments to enhance its clarity.	QA Review	QA	August 2024
7	September 2024	Minor adjustments to enhance its clarity.	Annual review	QA Lead	August 2025
8	September 2025	Textual changes to enhance clarity, no changes to previous regulations.	Annual review	QA	August 2026
9	May 2026	- Textual revisions made throughout to bring the policy into compliance with applicable regulations - Updated External Reference List - Updated related policies - Added statement in the Introduction relating to franchised provision and awarding body own regulations	Compliance Alignment 2026 (OfS)	QA Compliance Review	August 2027

External Reference Points

- Higher Education and Research Act 2017 (HERA)
- OfS Regulatory Framework 2018 (as amended) – Conditions A1, B1, B2, B3, B5, C1, C5, E1
- QAA UK Quality Code for Higher Education 2024 (Expectations and Practices)
- UK Quality Code: Course Design & Development; Assessment; Student Engagement
- Competition and Markets Authority (CMA) – Guidance for Higher Education Providers (2023)
- Consumer Rights Act 2015 and Consumer Protection from Unfair Trading Regulations 2008
- Equality Act 2010 (including Public Sector Equality Duty)
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Higher Education (Freedom of Speech) Act 2022
- Office of the Independent Adjudicator (OIA) Good Practice Framework
- Awarding partner/organisation regulations (where applicable, take precedence on programme-specific matters)

Related Policies and Documents

Affects all other policy documents. This document should however be read together with the following documents:

- 1.10 Student Engagement Policy
- 3.01 Student Recruitment, Selection and Admissions Policy
- 4.01 Teaching and Learning Strategy
- 4.03 Assessment Policy
- 4.04 External Expertise Policy
- 4.05 Attendance, Retention and Support Policy
- 4.06 Complaints Policy
- 4.07 Academic Appeals Policy
- 4.08 Academic Misconduct Policy and Procedures
- 4.11 Fitness to Study Policy
- 4.12 Fitness to Practise Policy
- 4.15 Extenuating Circumstances Policy and Procedure (including Extension and Deferrals)
- 4.16 Malpractice and Maladministration Policy

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1. Purpose

These Academic Regulations set out the expectations, requirements, and procedures that govern academic activity and student conduct at Waltham International College (WIC). Their purpose is to safeguard academic standards, protect student interests, and ensure that all academic processes are conducted fairly, consistently, and transparently, in accordance with the College's obligations to its students, awarding partners, and regulators.

2. Scope

These Regulations apply to all students enrolled at WIC at any level or mode of study, and to all staff engaged in learning, teaching, assessment, and academic administration.

They cover the full student lifecycle, from admission and enrolment through to progression, award, and withdrawal, including teaching and learning, assessment, extenuating circumstances, academic integrity, appeals, complaints, and student engagement.

The Regulations apply across all WIC campuses and delivery locations, including blended and online provision, and extend to any activities undertaken at or in association with partner institutions or placement providers.

Where WIC delivers programmes under the regulatory framework of an awarding or validating partner, the partner's regulations take precedence on matters of assessment, progression, awards, and academic appeals specific to that programme. Students are informed of the applicable framework at the point of application and enrolment.

3. Introduction

WIC is registered with the Office for Students (OfS) and is committed to meeting the ongoing conditions of registration, in particular Conditions B1–B5 (student outcomes and academic experience), C1/C5 (consumer protection and fair treatment), and E1 (public interest governance). These Regulations are designed to give effect to those commitments and to reflect the standards set out in the QAA UK Quality Code for Higher Education.

The Academic Board is responsible for approving, monitoring, and reviewing these Regulations. They are normally published before the start of each Academic Year and may be updated annually; where updated, revised Regulations supersede earlier versions and apply to all students regardless of year of study. Students will be notified of any material changes in line with CMA guidance on student consumer rights and OfS Condition C5.

WIC currently delivers programmes in partnership with Leeds Trinity University (franchised degree programmes), NCC Education (regulated qualifications at Levels 4–7), and NCFE (technical qualifications). Each partnership operates under the academic regulations of the relevant awarding or validating partner, which take precedence over these Regulations on programme-specific matters. Details of the applicable framework for each programme are provided at the point of application and enrolment, and are available from the Registry Office.

4. Compliance and Responsibility

All students, academic staff, professional services staff, and support staff are required to comply with these Academic Regulations and the associated College policies. These Regulations support the College's responsibilities to:

- Protect academic standards and quality in line with the QAA UK Quality Code, OfS Conditions B1–B5, and awarding partner requirements
- Safeguard the student experience and promote student wellbeing in line with OfS expectations and Condition B5
- Maintain fairness, integrity, and consistency across all academic processes
- Ensure transparency and compliance with consumer protection law, including the CMA Guidance for HE providers (2023) and the Consumer Rights Act 2015
- Uphold the Equality Act 2010, including the anticipatory duty to make reasonable adjustments for disabled students and the Public Sector Equality Duty (PSED)
- Protect student data in accordance with UK GDPR and the Data Protection Act 2018
- Promote and protect freedom of speech and academic freedom in accordance with the Higher Education (Freedom of Speech) Act 2022
- Manage risk and ensure compliance with awarding partner requirements
- Failure to comply with these Regulations may result in the application of relevant College procedures, including academic misconduct, non-academic misconduct, fitness to study, or fitness to practise procedures, as applicable.

5. Academic Regulations

These regulations establish the principles and expectations of the College with respect to scholarly conduct and the experience of teaching, learning, and assessment. All members of the WIC student community are expected to adhere to these regulations, procedures, and policies, to show respect for persons and property, and to behave in a way that does not interfere with the proper functioning or activities of the College. Where there is reason to believe that the behaviour of a student falls below expected standards, the academic or non-academic misconduct procedure will be instigated.

5.1 Admissions

Students who meet the minimum entry requirements for the programme level applied for may be admitted to the College (see Admissions Policy). WIC operates transparent and fair admissions processes in accordance with the QAA UK Quality Code and OfS registration requirements. Pre-contract information provided to applicants, including entry requirements, fees, and programme content, will be clear, accurate, and accessible in line with CMA guidance and OfS Condition C5. General admission conditions include:

- Meeting the minimum academic and English Language Competency requirements specified by the awarding partner
- Satisfactory Recognition of Prior Learning (RPL) credits for entry (where applicable)
- A satisfactory criminal records/DBS check, where required by the programme of study
- Compliance with the enrolment procedure, including online enrolment where applicable
- Receiving occupational health clearance where required
- Meeting prescribed conditions of fitness to study (under the Fitness to Study Policy)

- Acting reasonably and fairly throughout the admissions process

WIC will not unlawfully discriminate during the admissions process on the basis of any protected characteristic as defined in the Equality Act 2010.

5.2 Enrolment

- Students must provide accurate and up-to-date contact details (residential address, email, and phone numbers) at every stage of their studies
- Enrolment and module registration deadlines must be met; late enrolment is at the discretion of the awarding partner
- Students who have achieved at least a pass grade and have received funding approval may be automatically enrolled for subsequent stages of their programme
- All enrolled students will receive a College student email address; awarding partner email addresses may also be provided where appropriate
- Students are responsible for the payment of tuition fees and may apply for eligible funding, including student support finance. Fee information will be clearly communicated before enrolment in compliance with CMA guidance

5.3 Induction and Transition

All new students are required to attend induction at the commencement of their programme. During induction, students attend mandatory sessions covering academic expectations, policy awareness, digital skills, equality and diversity, and welfare support. Progressing students must attend a transition event to prepare them for the next stage of study. Failure to attend induction may delay the start of study and impact funding processes unless absence is pre-authorised.

5.4 Teaching and Learning

WIC expects students to engage actively in learning in line with the Teaching and Learning Strategy and OfS Condition B2 (quality of academic experience). Higher education study requires students to take responsibility for preparing for taught sessions, participating in learning activities, managing assessment workloads, and engaging with feedback. Students must attend scheduled teaching sessions and required academic activities, including timetabled classes, examinations, presentations, and personal tutor meetings.

5.5 Attendance and Participation

WIC operates a risk-based approach to attendance and engagement in line with the Attendance, Engagement, Retention and Support Policy and OfS B3 student outcome expectations. The College will normally issue a warning following two consecutive weeks of unexplained absence, and continued absence may lead to suspension or withdrawal after four weeks, particularly for high-risk students. Where absence is related to a disability or health condition, reasonable adjustments will be considered under the Disability and Inclusion Policy and Equality Act 2010.

5.6 Assessment of Student Work

WIC's assessment practices are designed to meet the QAA UK Quality Code (Assessment) and OfS Condition B2 requirements for rigorous and fair assessment. All assessment practices comply with awarding partner requirements.

5.6.1 Submission of Written Assessments

Unless otherwise specified, written assessments must be submitted electronically via the relevant VLE submission portal, incorporating similarity-checking tools where required. Students must submit work in the correct format, ensure it meets academic integrity requirements, and submit to the correct module link. Submitting to the wrong link is not normally accepted as a valid reason for non-submission.

5.6.2 Submission Deadlines

Students receive an academic calendar and assessment schedule, including submission deadlines and relevant assessment board dates. Students are expected to plan ahead, engage with formative assessment, and submit work by the stated deadline.

5.6.3 Extension and Extenuation Circumstances

Where a student cannot meet a deadline, they must notify an appropriate member of staff and submit an extenuating circumstances request as soon as possible with appropriate evidence. Poor time management or routine work commitments will not normally be accepted. Full details are set out in the Extenuating Circumstances Policy and Procedure.

5.6.4 Late Submissions

Late submissions are handled in accordance with awarding partner regulations, including any applicable penalties or capped marks. Students seeking guidance on short extensions should do so promptly. Missed examinations will not normally be granted a late attempt without valid extenuating circumstances submitted within the required timeframe.

5.6.5 Resubmissions (Referrals)

Where a student does not meet the required standard on a first assessment attempt, a further opportunity may be available, subject to the requirements of the relevant awarding partner and the circumstances of the original attempt.

WIC uses the following terms for further assessment opportunities:

- Referral — a further attempt at a submitted assessment, applicable primarily to HTQ programmes (NCFE, NCC Education), normally capped at a bare pass
- Resit — a further attempt at an examination or timed assessment, applicable primarily to Leeds Trinity University degree programmes, subject to LTU's own regulations on mark caps and classification

Eligibility for a further attempt depends on the awarding partner's regulations and the nature of the original attempt. Students who did not submit without an approved extension or deferral, or whose first attempt was affected by a finding of academic misconduct, may have different or restricted reassessment rights. Students granted a deferral under the Extenuating Circumstances Policy and

Procedure (4.15) take their deferred assessment as a first attempt, without a mark cap, unless awarding partner regulations specify otherwise.

Reassessment decisions are made by the Assessment Board in accordance with awarding partner regulations. Students will be informed in writing of any reassessment opportunity, the applicable deadline, and any mark cap that applies.

Students who remain below the required standard after all permitted reassessment attempts will be considered by the Assessment Board for progression, module repetition, or programme exit, in accordance with awarding partner regulations.

Full provisions governing reassessment, including conditions, mark caps, and the relationship between reassessment and academic misconduct, are set out in the Assessment Policy (4.03, section 13).

5.6.6 Non-submissions

Work submitted after the permitted lateness period, without an approved extension or deferral, will be recorded as a non-submission and may affect progression and award outcomes.

5.6.7 Academic Integrity and Authentic Checking

WIC expects all submitted work to be original and the student's own. Similarity-checking tools may be used for written submissions. Suspected plagiarism, contract cheating, collusion, fabrication, or other academic misconduct, including unauthorised use of generative artificial intelligence (AI), will be managed under the Academic Misconduct Policy. Use of generative AI tools must follow published rules set by the College and/or awarding partner for the relevant module and assessment.

5.7 Extenuating Circumstances, Reasonable Adjustments and Special Considerations

WIC is committed to fairness and accessibility in assessment, in line with the Equality Act 2010 and OfS expectations. Reasonable adjustments may be implemented to remove disadvantage arising from disability or a recognised learning difference, subject to evidence, and must not compromise academic standards or fairness to other students. Adjustments are normally agreed in advance and require appropriate evidence.

5.7.1 Extenuating Circumstances

Extenuating circumstances are genuine, unforeseen events beyond a student's control that seriously affect their ability to complete an assessment. Such circumstances do not excuse students from completing assessment; students must still demonstrate achievement of learning outcomes. Students must complete the Extenuating Circumstances Form (available on the VLE) with appropriate supporting evidence.

5.7.2 Group Situations

Where exceptional circumstances affect an entire class, group, or cohort (e.g., prolonged lecturer absence, disruption in an examination room), these are managed separately by the Programme Leader through appropriate academic contingency arrangements.

5.7.3 Reasonable Adjustments

WIC has an anticipatory duty under the Equality Act 2010 to make reasonable adjustments for disabled students. Individual adjustments are documented in a Student Support Plan (SSP) or equivalent and agreed in advance of assessments. See the Disability and Inclusion Policy for further detail.

5.8 Academic Appeals

Students have the right to appeal assessment decisions where there are legitimate grounds to do so, in line with the Academic Appeals Policy (4.07) and OfS Condition C5. Valid grounds include procedural error, bias or improper conduct, misleading information, failure to implement agreed reasonable adjustments, and new evidence that could not reasonably have been disclosed before the decision was made. Appeals based solely on disagreement with the academic judgement of an examiner or Assessment Board are not admissible.

Students are encouraged to seek informal clarification from their Programme Manager before submitting a formal appeal. The full staged procedure, including timescales, the constitution of the Academic Appeals Panel, and the process for appeals relating to awarding partner decisions, is set out in the Academic Appeals Policy (4.07).

Where all internal appeal stages have been exhausted without resolution, WIC will issue a Completion of Procedures letter. Students may then refer their case to the Office of the Independent Adjudicator (OIA) within 12 months of the letter. Information about the OIA is available in the student handbook and on the WIC website.

5.9 Progression and Awards

Progression decisions and award outcomes are determined by assessment boards in accordance with awarding partner regulations. WIC monitors student outcomes (continuation, completion, attainment, employment) in line with OfS Conditions B1 and B3 to ensure positive outcomes for all student groups.

5.10 Interruption, Withdrawal, Suspensions and Termination

Students may apply to interrupt or withdraw from their studies. WIC will follow a fair process and provide relevant information about financial implications, re-entry rights, and impact on awards. Involuntary suspension or termination of study will follow due process and students retain the right of appeal. CMA guidance on changes to services and fair treatment will be followed throughout.

5.11 Student Comments and Complaints

Students who are dissatisfied with any aspect of their experience at WIC may raise a complaint in accordance with the Student Complaints Policy and Procedure. WIC's complaints process is accessible, transparent, and timely. Where complaints remain unresolved after all internal stages, students may refer to the OIA. Complaints related to CMA matters (e.g., course changes, fee disputes) will be handled with particular reference to consumer protection obligations.

5.12 Student Engagmeent and Representation

WIC is committed to meaningful student engagement in academic governance and quality assurance in line with OfS Condition B5 and the QAA UK Quality Code (Student Engagement). Students are

represented on the Academic Board and relevant committees. Student feedback is collected systematically through module evaluations, student surveys, and student–staff liaison meetings and used to improve the academic experience.

6. Equality, Diversity and Inclusion

These Regulations are underpinned by WIC's commitment to equality, diversity, and inclusion. WIC will not unlawfully discriminate against any student or applicant on the basis of any protected characteristic as defined in the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation). The Public Sector Equality Duty (PSED) requires WIC to have due regard to: eliminating unlawful discrimination; advancing equality of opportunity; and fostering good relations between groups. The impact of these Regulations on different student groups will be monitored and reported regularly.

7. Data Protection

Personal data collected and processed in connection with these Regulations will be handled in accordance with UK GDPR and the Data Protection Act 2018. Students' rights as data subjects will be respected. Data will be used only for legitimate educational and administrative purposes and will not be shared with third parties without lawful basis.

8. Freedom of Speech

WIC is committed to upholding the right to freedom of speech and academic freedom within the law, in accordance with the Higher Education (Freedom of Speech) Act 2022. These Regulations will be applied in a manner consistent with this duty. Academic staff, students, and visiting speakers have the right to express views, provided these are lawful and comply with the College's Freedom of Speech Policy.

9. Monitoring and Review

These Regulations are reviewed annually by the Academic Board. The impact and effectiveness of the Regulations, including outcomes for students from different groups, are monitored through the College's quality assurance processes and reported to the relevant committees. Any changes are communicated to students before taking effect in accordance with OfS and CMA requirements.

10. Appendices

There are no appendices for this policy.