

**GUIDANCE TO ACADEMIC AND GENERAL STUDENT REGULATIONS
FOR STUDENTS ENROLLED ON
LLB LAW PROGRAMME
VALIDATED BY LONDON METROPOLITAN UNIVERSITY**

1. General provisions

1.1. The LLB Law programme is delivered by University Centre Croydon (UCC) under a validation agreement with London Metropolitan University (LMU).

1.2. The programme is delivered using UCC's structures and processes and is governed by LMU Academic Regulations, General Student Regulations, and other applicable documents available on:

<http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/>

1.3. This document outlines how UCC's structures and processes are used to administer key academic processes for students on LLB Law programme, such as mitigating circumstances claims, appeals, and similar.

1.4. For the purposes of key academic processes for LMU students enrolled at UCC, the first point of contact is UCC Registry (020 8686 5700 Ext 7012 or ucc.registry@croydon.ac.uk), whose role is similar to the role of Student Casework Office for LMU-based LMU students. Students enrolled on LMU courses with UCC do not therefore contact LMU Student Casework Office but UCC Registry, unless specifically advised by UCC Registry to do so.

2. Mitigating Circumstances Claims

2.1. Students wishing to submit a mitigating circumstances claim are given LMU form and guidance, with a UCC cover sheet attached, advising students of ways how they can submit their claim to UCC. The cover sheet also advises students that for the purposes of University Centre Croydon process, any references to LMU's Disabilities and Dyslexia Service in the form are to be read as referring to UCC Study Plus team.

2.2. In line with UCC's process, mitigating circumstances claims for all UCC students are assessed by a UCC Registry staff member or, if complex, can be referred to a Panel at the discretion of the designated staff member. All mitigating circumstances claims submitted by students enrolled on LLB Law programmes are assessed against the criteria stated in LMU Mitigating Circumstances procedure, available on:

<http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/mitigating-circumstances/>

2.3. If a mitigating circumstances claim is rejected, LLB students are advised that they can request a review by LMU (Student Casework Office) on casework@londonmet.ac.uk

2.4. If a student ticks a “Yes” box next to the first option in the section referring to a disability, specific learning difficulty or a medical or health condition, which would for courses delivered at LMU trigger a referral to LMU’s Disabilities and Dyslexia Service, the student’s contact details are forwarded to UCC / Croydon College’s Study Plus team who will contact the student to discuss what, if any, support needs they may have.

2.5. Outcomes of mitigating circumstances claims are reported by UCC Registry to the relevant Administrative Officer at the Operational and Faculty Support Team at London Metropolitan University.

3. Academic Misconduct

3.1. Allegations of academic misconduct against students enrolled on the LLB Law programme are reported to UCC Registry, who will write to the student, inform them of the nature of the allegation and will give them the opportunity to respond.

3.2. The penalties applied are as per LMU table in the Student Conduct document, available on:

<http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-misconduct/>

3.3. Where the student disputes the allegation and requests a review – whether by way of written submission or at an oral hearing – this request will be considered by an Assessment Appeals Panel (see below). Once a decision has been taken by the Panel the student will be advised of their right to request a review of this decision by LMU.

4. Appeals

4.1. Students wishing to submit an appeal are given the relevant LMU appeal form and guidance (for procedural defect or against the termination of studies); the form has a UCC cover sheet, advising students of ways how they can submit their appeal to UCC.

4.2. Appeals are assessed in the first instance by the Dean of UCC or another relevant senior staff member, who make an assessment of the validity of the case using the criteria stated in LMU appeals procedure, available on:

<http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/appeals/>

During the assessment, the Dean of UCC decides whether the appeal should be rejected as invalid, put before the Assessment Appeals Panel, or upheld without a hearing being convened, the latter being applicable in the case of the student providing unequivocal evidence supporting the appeal.

4.3. The Assessment Appeals Panel consists of Chair and two Panel members. The Chair is the Dean of UCC or her/his nominee; one of the two Panel members is a manager of at least Programme Leader level and the other one is a member of HE teaching staff. Each Panel also has a Secretary; this role is carried out by a Registry staff member or a nominee.

4.4. When an appeal is rejected or not upheld – whether by the Dean of UCC or by the Panel – the student will be advised that they have the right to request LMU to review the decision, and they are advised of the process.

5. Complaints

5.1. Students wishing to submit a complaint are advised to follow UCC / Croydon College's complaints procedure, available on <https://www.croydon.ac.uk/about-us/policies-and-procedures>

5.2. Once a decision regarding a complaint has been taken and students are advised that if they remain dissatisfied they can request a review of the decision, there are two possible routes:

5.2.1. For complaints relating e.g. to academic standards, students are advised of their right to request a review by LMU.

5.2.2. For complaints relating to e.g. to UCC's services (Finance, Library and similar), students are advised of their right to request a review by UCC. Once the review at UCC is completed the UCC would issue a CoP letter. This is the only instance when UCC would issue a CoP letter for a process relating to students on an LMU course; for all other processes in this document, the student is signposted to the review stage at LMU and the CoP letter would be issued by LMU if the student pursued that route.