

INTRODUCTION

OVERVIEW

The College's Policies and Regulations and their associated procedures govern the standards of its awards, the responsibilities of students, and the formal roles played by staff in the admission and teaching of students, the assessment of their work, and the conferment of awards.

The College's regulatory framework, and the processes that support it, seek to ensure that:

- (a) equity of treatment is sought and attained in all College activities;
- (b) the mission statement and strategic plan are achieved;
- (c) the College maintains the confidence of the public in the standards of its awards; the quality of its programmes, student experience and scholarship; and
- (d) staff and students have a clear framework of responsibilities for the management of and participation in programmes leading to awards of the College and its partners.

The full text of College's Strategic Plan 2015-2018 can be found at: <http://www.gsmlondon.ac.uk>

The framework has been designed to combine flexibility – to encourage responsiveness to the changing needs of the industries, vocations and communities we serve – with the necessary safeguards of the College's affairs as an awarding body and academic community.

COLLEGE'S REGULATORY FRAMEWORK

The regulatory framework is divided into four (4) parts:

- (a) Codes of Practice: These set the principles that underpin and inform all parts of the framework, and ensure the College's policies; regulations and procedures are consistent and coherent in how they work and apply. Codes of Practice are approved by the Academic Board and the Board of Directors, jointly.
Codes of Practice are published in the Consolidated Academic Policies and Regulations.
- (b) Consolidated Academic Policies and Regulations: These set out the College's rules and requirements in specific student-related or academic areas and situations. Consolidated Academic Policies and Regulations are approved by the Academic Board.
These are published in the Consolidated Academic Policies and Regulations, and any programme-specific regulations are published in the appropriate Programme Handbook.
- (c) Corporate Policies and Regulations: These set out the College's rules and requirements in specific operational areas and situations such as health and safety; or employment of staff. Corporate Policies and Regulations are approved by the Board of Directors.
Corporate Policies and Regulations are not published in the Consolidated Academic Policies and Regulations but are published on the College website or intranet.
- (d) Guidelines, forms and handbooks: These provide information, advice and guidance to staff and students on the implementation and operation of the regulatory framework (for example, the Quality and Academic Standards Handbook). Procedures, guidelines and handbooks are approved by the relevant Senior Officer.
Guidance, forms and handbooks are not published in the Consolidated Academic Policies and Regulations but are published on the College website or intranet.

STRUCTURE OF THE CONSOLIDATED ACADEMIC POLICIES AND REGULATIONS

The Consolidated Academic Policies and Regulations (*also known as the CAPR*) is divided into four main sections:

- (a) Part 1: Codes of Practice
contains the principles that underpin and inform all parts of the framework, and ensure that the College's policies, regulations and procedures are consistent and coherent in how they work and apply.
- (b) Part 2: Study and Assessment Regulations
contains policies, regulations and procedures governing the student academic experience including academic appeals and complaints; assessment and examinations; and progression, results and awards.
Note: Part 1 and Part 2 are formally part of the Student Contract and normally must be followed at all times by students and staff.
- (c) Part 3: Academic Standards and Quality Regulations
contains policies, regulations and procedures relating to quality and standards, including the management of standards and quality; programme design and approval; programme review; external examiners and their reports; and working with others in delivering awards.
- (d) Schedules and Appendices
contains information about how the College operates and how to interpret and apply the regulatory framework including definitions of key terms, and the fees and charges associated with policies or regulations.

Some sections of the CAPR are explicitly designated as 'regulations' and must be complied with. It is expected that all other policies will normally be adhered to but may be altered in exceptional circumstances. Failure to follow the policies or regulations may:

- (a) put the College or one of its members at unacceptable risk;
- (b) significantly threaten the quality and standards of College programmes, awards and student experience;
- (c) risk the principles of natural justice, fairness and acceptable personal freedoms; or
- (d) result in actions which are in breach of UK or international law.

ERRORS AND AMENDMENTS

A designated officer (currently the Head of Quality) is responsible for ensuring that the CAPR is updated each year and reflects any changes that have been approved.

Where errors are found or major amendments made to policies or regulations, they will be listed in the modification history (Schedule I: Modifications).

The College requests that the staff member responsible for a Department's printed copy update the necessary sections by hand or by substituting a printed update. All alterations will be incorporated in the next printed Official Copy and in the version available on the website.

FEEDBACK AND UPDATING

Each year, the Academic Board – as the body responsible for Consolidated Academic Policies and Regulations – will conduct or request a review of policies or regulations in certain areas or more broadly.

The Academic Regulations and Awards Committee (ARA) has overall responsibility on behalf of the Academic Board for the development, implementation and review of the policies, regulations and procedures.

To help with this, it is important that all members of the academic community who use the policies and regulations – students, staff, and visitors – give feedback on their clarity, precision, and ease of use.

If you have any feedback – or receive feedback from someone else – on the policies and regulations, please email: quality@gsmlondon.ac.uk or speak to your Academic Policy Partner.