

**LTC15D142**

**Title:** Regulations, Policies and Procedures for Brooksby Melton College and Eason & Otley College  
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### **Issue**

As a new partner institution, a suite of Regulations, Policies and Procedures have been developed for Brooksby Melton College (BMC).

The Regulations for the award of degrees at Easton & Otley College (E&O) have been reviewed by the Partnership Office in conjunction with the College and it is proposed that one set of regulations be implemented which cover E&O and BMC.

### **Recommendation**

The Committee is asked to approve (available via the weblink):

1. Documents 1 & 2 for operation at BMC and E&O
2. Documents 3 to 15 for operation at BMC

### **Discussion**

The Partnerships Office has worked with Brooksby Melton College to develop a suite of policies and procedures that will apply to all UEA validated programmes delivered at the College.

BMC programmes will run under a validated provision arrangement and therefore different policies, procedures and regulations may apply. Following the same approach to when a similar body of work was undertaken for the development of regulations for UEA's partnership with the Royal Marsden School, the principle has been to start with the UEA version and, if necessary adapt it to account for local structures and post titles, difference in scale and appropriateness, while ensuring that the key principles of the UEA version remain.

The Partnerships Office has also worked with Easton & Otley College to review its award regulations and Code of Practice for External Examiners, which had previously been covered in the Norfolk Regulatory Framework. It was felt that, in order to support the Partnerships Office direction of travel to standardise partner institution regulations, policies and procedures where appropriate, it was desirable to develop regulations covering both E&O and BMC. Although the difference in organisational structures made it unfeasible to standardise all policies and procedures, it was agreed that standardised degree regulations and Code of Practice for External Examiners was desirable.

### **Resource Implications**

Not applicable.

## **Risk Implications**

Not applicable.

## **Equality and Diversity**

Taken account of in each document.

## **Further Information**

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## **Documents for approval:**

All of the following documents are available to view at:  
<https://portal.uea.ac.uk/partnerships-office/handbooks/regulations>

1. Bachelors and Foundation Degree Award Regulations adapted for Brooksby Melton College and Easton & Otley College
2. Code of Practice for the External Examiner System for Awards adapted for Brooksby Melton College and Easton & Otley College
3. Partner Institution Academic Appeals and Complaints Policy
4. Partner Institution Recruitment, Selection and Admission Appeals and Complaints
5. Brooksby Melton College Concession Management
6. Brooksby Melton College HE Admissions Policy
7. Brooksby Melton College Assessment and Submission Policy
8. Brooksby Melton College Early Absence Withdrawal and Transfer Policy
9. Brooksby Melton College Moderation and Double Marking Policy
10. Brooksby Melton College Programme Review Policy
11. Brooksby Melton College Punctuality and Attendance Policy
12. Brooksby Melton College Recognition of Prior Learning Policy
13. Brooksby Melton College HE Student Code of Conduct
14. Brooksby Melton College Extenuating Circumstances Policy
15. Plagiarism and Collusion Policy adapted for Brooksby Melton College