

1A – Index

2024-25 Academic Regulations, Policies and Procedures

Documents listed at the end of each section in italics are not formally part of the ARPP but have been included for ease of access / completeness for ARPP users. Further guidance, templates and forms are also located on document owners' individual pages these can be found through the SharePoint Directory.

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6.1 Assessment Regulations – *Both 2023-24 and 2024-25 versions are published

- 6A Standard Assessment Regulations Foundation Degree*
- 6A Standard Assessment Regulations Higher National*
- 6A Standard Assessment Regulations GradCert/GradDip*
- 6A Standard Assessment Regulations Integrated Masters*
- 6A Standard Assessment Regulations Undergraduate*
- 6A Standard Assessment Regulations Postgraduate Taught*
- 6A Standard Assessment Regulations Postgraduate Research Degrees*

6.2 Assessment Policies and Procedures - *Both 2023-24 and 2024-25 versions are published

- 6C Principles of Assessment Design: Policy
- 6D Marking, Independent Marking and Moderation: Policy and Procedure
- 6E Assessment Feedback & Return of Assessed Work: Policy and Procedure
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- 6G Invigilation of Exams: Procedure
- 6H Academic Offences: Policy and Procedure for Taught Awards
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- 6K Assessment Boards Policy
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- 6M Research Misconduct: Policy and Procedure
- 6N External Examining: Policy and Procedure
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- 7B Partnership Approval: Policy and Procedure
- 7C Partner Review: Policy and Procedure
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- 3A Standard Admissions Regulations: Postgraduate Research Degrees*
- 6A Standard Assessment Regulations: Postgraduate Research Degrees*
- 6M Research Misconduct: Policy and Procedure
- 8A Code of Practice for Research Degrees*
- 8B Research Ethics Code of Practice: Policy and Procedure
- 8C Higher Doctorate Awards at Bournemouth University: Procedure
- 11C Academic Appeals Research Awards: Policy and Procedures

9 QAEG and Internal Peer Review/Audit

- 9A Peer Reflection on Education Practice: Policy and Procedure
- 9B Quality Assurance & Enhancement Group (QAEG): Procedure
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10 Apprenticeships

- 3B Admissions Policy: Apprenticeships
- 10B Apprenticeship Provision Feedback Policy and Procedure
- 10M Employer Complaints (Apprenticeships) Policy and Procedure

11 Student Appeals, Complaints and Conduct - *Both 2023-24 and 2024-25 versions are published

- 11A Academic Appeals: Policy and Procedure for Taught Awards*
- 11C Academic Appeals Research Awards: Policy and Procedure*
- 11E Student Financial Support and Fee Status Appeals Procedure
- 11F Student Complaints Policy and Procedure*
- 11H Fitness to Practise Procedure
- 11J Support to Study: Policy and Procedure
- 11K Student Disciplinary: Policy and Procedure
- 11L Third Party Involvement: Procedure
Student Reference Policy

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- 1C Appendix 1 - Regulations Template
- 1C Appendix 2 - Policy and Procedure Template
- 1C Appendix 3 - Guidelines Template

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- 3F Appendix 1 - Document Verification
- 3F Appendix 2 – Failure to Provide Proof of Qualifications or ID Letter
- 3P Appendix 1 – Summary of the Exemption Process
- 3P Appendix 2 – Exemption Form for Individual Unit Exemption
- 3P Appendix 3 – Exemption Form for Direct Entry
- 3Q Appendix 1 – Flowchart for Student Movement
- 3Q Appendix 2 – Internal Transfer Form
- 3Q Appendix 3 – Internal Transfer Form (CPD)
- 3Q Appendix 4 – Withdraw and Restart Form
- 3U Appendix 1 – Interruption of Studies Request Form

4 Programme Approval, Review and Modification

- 4A Appendix 1 - Programme Approval and Periodic Review Process
- 4A CMA significant change and impact action template
Stages in the Process of New Programme Approval, Periodic Review and Review for Closure
- 4D Appendix 1 – CPD Flow Chart
- 4D Appendix 2 - CPD Short Course Room Hire Outside BU
- 4D CPD Short Course/Unit Approval Form
- 4D CPD Approval Guidance
- 4K Appendix 1 - Placement Staff Annual Report Template
- 4K Appendix 2 - Placements: When things go wrong
- 4K Appendix 3 - Post Placement Survey
Mandatory Long Placement Guidelines

6.2 Assessment Policies and Procedures

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- 6D Appendix 1a - UG Independent Marking Record Sheet
- 6D Appendix 1b - PG Independent Marking Record Sheet
- 6D Appendix 2 - External Examiner Moderation Recommendation Report
- 6E Appendix 1 - Student Assessment Assignment Feedback Template Contents Guidance
- 6E Appendix 2 - Examples of Faculty Assignment Feedback Forms
- 6F Appendix 1 - Generic Assessment Criteria Table
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- 6H Appendix 3 - Tariff of Penalties
- 6H Appendix 4 - Guidance on the Provision of Evidence
- 6H Appendix 5 - Order of Proceedings
- 6H Appendix 6 - Panel and Board Documents and Minuting
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- 6H Appendix 8 - Student Learning Guide
- 6H Appendix 9 - Guide to Good Academic Practice
- 6J Appendix 1: A guide to identifying Exceptional Circumstances
- 6J Board Consideration Request Form
- 6J Short term Sickness Form
- 6J Student Guidance
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- 6K Appendix 1 - Terms of Reference for a Unit Board
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- 6K Appendix 1A - Terms of Reference for Circumstance Board
- 6K Appendix 2A - Agenda for a Circumstance Board
- 6K Appendix 2C - Agenda for an Assessment Board
- 6L Appendix 1 - Determining Reassessments within a Level: Examples
- 6M Appendix 1 - Academic Misconduct Process Diagram
- 6M Appendix 2 - Appeal Hearing Order of Proceedings
- 6N External Examiner Extension/Reallocation Form
- 6N External Examiner Nomination Form
- 6Q Appendix 1 - Student Assessment Assignment Brief Contents Guidance
- 6Q Appendix 2 – Examples of Faculty Assignment Briefs

7 Partnerships and Apprenticeships

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- 7C Appendix 2 – Partner Review Initial Report
- 7C Appendix 3 – Partner Review: Guidance on Documentation Required
- 7C Appendix 4 – Timeline for Partner Review Visit
- 7C Appendix 5 – Partner Review Action Template
- Partnership Development Proposal Form
- Appendix 1 – Standard Reporting Structure – Partnerships*
- Appendix 2 – Honorary Contracts Procedure for Partners*
- Appendix 3 – Honorary Partnership Lecturer and Support Staff Appointments*
- Appendix 4 - Partnership Coordinators and Link Tutors*
- Appendix 5 – Link Tutor Report*
- Appendix 7 – BU Partner Virtual Learning Environment (VLE) Policy*

9 QAEG and Internal Peer Review/Audit

- 9A Appendix 1 – Template for Faculty Feedback to FAB, FASEC and FLIE
- 9B Appendix 1 – QAEG Nomination Form

11 Student Appeals, Complaints and Conduct

- 11A Appendix 1 - Academic Appeals Form
- 11A *Appeals Ground 3 Student Guidance*
- 11C Appendix 1 - Academic Appeals Form for Research Awards
- 11F Appendix 1 - Student Complaint Form
- 11L Appendix 1 - Third Party Representative Form