

# Summary of changes to Academic Regulations, Policies & Procedures (2020/21)

We have made some important clarifications and changes to some of our academic regulations, policies and procedures for the 2020/21 academic year. These apply to students on both undergraduate, postgraduate taught and postgraduate research courses, including assessment regulations.

The updated policies can be found on our website at [www.bournemouth.ac.uk/important-information](http://www.bournemouth.ac.uk/important-information), and a summary of the changes is presented below.

Please note that this document was updated in August 2020, changes made at that time are clearly marked in the sections below

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The documents listed here, and all other regulations, policies and procedures that concern you can be accessed throughout the year on the BU website at [www.bournemouth.ac.uk/important-information](http://www.bournemouth.ac.uk/important-information) should you need to consult them. If you have a query in relation to any of these documents, please discuss these with your Programme Leader, Programme Support Team, [AskBU](#) or [SUBU Advice](#).

## **2A – Awards of Bournemouth University: Policy**

To support the introduction of a BU Level 0 Foundation Programme for 2020/21, updates to this Policy have been made to ensure that admissions and assessment regulations for Level 0 programmes are standardised by inclusion within BU's regulatory framework, consistently applied and in line with sector expectations for this type of provision.

## **2B – Programme Structure and Curriculum Design Characteristics: Policy**

This Policy has been re-written to align with the principles of Fusion Learning.

The substantive changes are as follows:

- Amendment of the document purpose from Procedure to Policy. This amendment has been made as the document now has no reference to operational matters.
- Addition of the JISC Digital Capabilities framework and UN Sustainable Development Goals.
- Clarification of, and addition to, the principles of the Common Academic Structure (CAS).
- Review and re-write of entire section 5: 'Programme Design Principles' to include the 7 Fusion Learning principles.
- The conventions around award titles have been modified to more closely align with the guidelines within the Framework for Higher Education Qualifications (FHEQ)

All reference to procedural and operational matters has been removed from the document. This content is being developed into a 'toolkit' of supporting Procedure and guidance documentation.

## **3A – Undergraduate Admissions Regulations**

To support the introduction of a BU Level 0 Foundation Programme for 2020/21, updates to these regulations have been made to ensure that admissions and assessment regulations for Level 0 programmes are standardised by inclusion within BU's regulatory framework, consistently applied and in line with sector expectations for this type of provision.

### **3B – Admissions Policy (Taught Programmes)**

The policy has been updated as follows:

Section 8 – This has been re-worded to clarify how different categories of contextual data about applicants' circumstances will be taken into account in the Admissions process. Detail regarding the categories of contextual data used to assess applications has been removed and replaced with a link to the AccessBU website that contains this information.

Section 12 – This section is about how and when BU processes information about applicants' disabilities, health conditions and/or additional learning support needs as part of the Admissions process. Amendments have been made to reflect some revised practices and clarify aspects of existing practices. Clarity has been provided on the decision-making process to assess support or adjustments required to enable applicants to participate in programmes; this includes the introduction of the University's Support to Study (Applicants) Panel.

### **3E – Admissions Policy for Applicants with a Criminal Record**

The Policy has been updated to provide additional information relating to how and why the University processes criminal records information, in particular with regard to retention of information. In addition, the timing requirements for Disclosure and Barring Service (DBS) checks and offer holders' responsibilities with regard to such checks have been clarified. This confirms that individuals may not be permitted to enrol at BU if they have not fulfilled their responsibilities regarding DBS checks. .

### **3H – English Language: Policy**

The policy includes an updated list of acceptable English language tests or exams that the university can accept as a Tier 4 license holder, to assess a student's English language proficiency to successfully enrol onto a degree and adhere to UKVI compliance regulations.

### **3K – Engagement Monitoring and Withdrawal: Procedure**

This procedure has been updated to provide clarification on how and when correspondence should be sent and clarification of practice around resits for Tier 4 students. References and descriptions used for the standard letter templates have been updated.

The reasons for withdrawal section on the form within Appendix 2 has been expanded.

### **5B – Student Engagement and Feedback: Policy and Procedure**

This policy has been updated to include the introduction of the Student:Staff Forum (SSF) as the basis for staff and students to engage in an informal and meaningful way. The relationship between the SSF and the Programme Management Team has been clarified in the appendix document.

### **5C – Annual Monitoring and Enhancement Review: Policy and Procedure**

This policy has been updated as follows:

- Section 3.1: Updated flow diagram to include unit performance statistics as part of the AMER process.
- Section 3.2: Inclusion of unit level performance statistics as beginning of the AMER process. Unit leaders will draft the report using unit-level data prior to the Assessment Board and finalise the report after the Board to ensure the completeness of the annual monitoring process.
- Appendix 1 to be updated to include new UAMR form.

## **6A – Standard Assessment Regulations: Undergraduate**

To support the introduction of a BU Level 0 Foundation Programme for 2020/21, updates to these regulations have been made to ensure that admissions and assessment regulations for Level 0 programmes are standardised by inclusion within BU's regulatory framework, consistently applied and in line with sector expectations for this type of provision.

## **6F – Generic Assessment Criteria: Procedure**

To support the introduction of a BU Level 0 Foundation Programme for 2020/21, updates to this Procedure have been made to ensure that admissions and assessment regulations for Level 0 programmes are standardised by inclusion within BU's regulatory framework, consistently applied and in line with sector expectations for this type of provision.

## **6J – Exceptional Circumstances: Policy and Procedure**

This Policy and Procedure has had a title change to 6J – Exceptional Circumstances: Policy and Procedure (previously 6J – Exceptional Circumstances including Extensions: Policy and Procedure).

The Policy and Procedure has been rewritten in simplified format with supporting material providing additional guidance. The definition of Exceptional Circumstances now emphasises the requirement to explain how you have been disadvantaged, as well as the need for the circumstances to be 'provable'. There is also a new requirement for us to explain why a claim had not been accepted should this be the outcome.

## **6K – Assessment Boards: Policy and Procedure**

Additions have been made to this Policy and Procedure to introduce the new Unit and Assessment Monitoring Report (UAMR) which is used to identify areas of concern or good practice to action through the Assessment Board and/or Annual Monitoring and Enhancement Review process. The role of the Unit Leader in completing this form is outlined.

Additional clarification has been made to the role of the Unit Leader with regards checking the accuracy of marks within the student record system.

## **8A – Code of Practice for Research Degrees**

The Code of Practice has been updated throughout to provide greater clarity.

## **8B – Research Ethics Code of Practice: Policy and Procedure**

The policy has been updated as follows:

- Section 1.5.1 has been added to provide clarity on approval not being taken to mean permission to conduct the research, which needs to be obtained separately.
- Section 7 has been updated to sign post Researchers to the research data policy for research data management but to improve instructions for researchers handling personal information (which will apply to all students and staff and anyone else carrying out research on behalf of BU).
- Appendix 1 - Research Data Management has been removed.

**[END]**