



**Bournemouth
University**

Summary of changes to Academic Regulations, Policies & Procedures (2018/19)

We have made some important clarifications and changes to some of our academic regulations, policies and procedures for the 2018/19 academic year. These apply to students on both undergraduate and postgraduate taught courses, including assessment regulations. The updated policies can be found on our website at www.bournemouth.ac.uk/important-information, and a summary of the changes is presented below.

If you are on a Postgraduate Research award, separate communications will be sent to you from the Doctoral College.

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 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](#).

3A – Standard Admissions Regulations: Undergraduate Programmes; Taught Postgraduate and Graduate Certificate/Diploma Programmes

Entry requirements have been updated to:

- Clarify how applicants meet numeracy and literacy skills including a new list of qualifications
- Clarify how international equivalencies are established
- To include a new clause about non-traditional qualifications and how we assess them
- Clarify additional entry requirements for programmes with accreditations from Professional, Statutory or Regulatory bodies
- Clarify requirements for Disclosure and Barring Service (DBS) and Occupational Health (OH) check for professional courses
- Clarify requirements on references, subject requirements and additional selection measures for programmes.

3G – Student Name: Policy and Procedure

The update to this policy provides clarification about your obligation to advise Bournemouth University about any corrections required to your name.

3N – Enrolment: Procedure

If your enrolment is incomplete one month after your expected course start date in the first semester, your IT account may be temporarily frozen. Ultimately if the enrolment remains incomplete, you will be withdrawn from your course.

3T – Admissions Appeals and Complaints Policy

The University has provided clarification on what grounds you can make admission appeals.

4K – Placements: Policy and Procedure

Placement information has been updated to:

- Clarify details on finding and approving placements
- Include information on minimum wage regulations

- Clarify details if you are in your second year of study and looking to carry credit into your placement year
- Clarify that an 'unofficial placement' is no longer an option
- Clarify details on your placement year tuition fees
- Clarify placement considerations if you have visa restrictions
- Include that if you plan to undertake an optional placement you will need to have secured an authorised placement by 31 August otherwise you will proceed into the final year of your course.

5D – Academic Adviser: Policy

This policy has been updated to clarify the responsibilities of both Academic Advisers and students in facilitating discussions on your academic progress and how best to support you through your studies.

6A – Standard Assessment Regulations: Undergraduate Programmes

6F – Generic Assessment Criteria: Procedure

With the introduction of a University Foundation Certificate (Level 3), the Standard Assessment Regulations for undergraduate courses and Generic Assessment Criteria have been updated to include clauses for assessments at this level of study.

6C – Principles of Assessment Design: Policy

This policy was previously named '*Assessment Design, Handling and Submission: Policy and Procedure*' and is generally considered to be a staff-facing policy. The University has given a lot of thought to assessment design this year and how this impacts on student learning, workload and wellbeing. This has led to a couple of changes which will impact on how students will be assessed from September 2019. Unless there is a specific requirement linked to professional accreditation, each 20-credit unit:

- Will have no more than two elements of summative assessments
- Will have assessments which are normally 3,000 words or equivalent - dissertations and level 6 and 7 Final Projects will continue to be treated as per existing requirements which are normally 5,000 words or equivalent.

You will be contacted during the 2018/19 academic year 19 with more information about these changes and how they affect your course.

6J – Exceptional Circumstances: Policy and Procedure

This policy was previously named '*Mitigating Circumstances: Policy and Procedure*'. It has been renamed 'Exceptional Circumstances: Policy and Procedure' to emphasise the short term nature of these circumstances and re-direct longer term circumstances to other relevant policies such as *Fitness to Study*, *Fitness to Practice* and/or *Interruption of Studies*.

We have made it clearer in this new policy what the criteria are if you find yourself in a position to submit a request for exceptional circumstances during the academic year. You will need to make it clear on your request form how your circumstances have impacted on your ability to complete your assessment. You will also need to provide written evidence to support your request.

The policy emphasises the importance of submitting your request for 'exceptional circumstances' in a timely manner and at a time when you can be best supported. If you do not submit your request for consideration of your circumstances and relevant evidence to support your request at the appropriate time, the request will not be accepted, unless you can provide a valid reason for not submitting your request earlier.

Other updates include:

- Requirement that all exceptional circumstances boards are chaired by the same senior member of faculty staff within an academic year
- The grading system previously in place to denote the severity of circumstances has been removed - your request will now be accepted or declined.

11A – Academic Appeals: Policy and Procedure for Taught Awards

This policy and procedure has been updated to:

- Align with the changes made to the *6J – Exceptional Circumstances: Policy and Procedure* as highlighted above
- Clarify that should you wish to submit an academic appeal a written response should be expected within 15 working days at both local and central stages
- Clarify that your appeal will now be rejected at the local stage if it does not fall within the grounds of appeal, or it has been submitted outside of the ten day deadline and you have not provided evidence to support a valid reason for submitting the appeal outside of this deadline.

11F – Student Complaints: Policy and Procedure

This policy and procedure has been updated to:

- Align with the changes made to the *6J – Exceptional Circumstances: Policy and Procedure* as highlighted above
- Clarify that your complaint will now be rejected at the local stage if it does not fall within the scope of the policy or it is ineligible because it has been submitted too late
- Introduce new form templates for making a formal complaint to the University and to request that the complaint proceeds to a hearing
- Confirm that covert recordings will not normally be admissible as evidence.

11H – Fitness to Practise: Procedure

The update to this procedure provides clarification on what will happen should any criminal convictions come to light following your enrolment.

If the University decides to initiate the Fitness to Practise procedure, your case could be referred directly to a Fitness to Practise Hearing. If you wish to submit any covert recording as evidence, this will be considered on a case by case basis.

The procedure has been clarified to state who will be notified where it is decided that you will be suspended from practice.

11J – Health, Wellbeing and Fitness to Study

The University has introduced a change to this policy that should you submit regular exceptional circumstances as a result of ongoing health concerns then the procedure for *Health, Wellbeing and Fitness to study* should be followed.

Should any concern about your health, wellbeing or fitness to study be raised, Student Support and Engagement Co-ordinator staff may be involved in meetings, alongside faculty staff.

11K – Student Disciplinary Procedure

Following an allegation of misconduct, the Head of Student Services will invite you to attend a meeting to discuss this. You are entitled to be accompanied at that meeting by a friend or representative, not acting in a legal capacity. Updates to this policy provide clarification that:

- As an alternative to attendance, you may be offered the opportunity to make written representation
- Covert recordings will not normally be admissible as evidence.

[END]