

## 1A – Index

### 2023-24 Academic Regulations, Policies and Procedures<sup>1</sup>

*NB: 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.*

<b>1</b>	<b>Introduction and Index</b>
1A	Index
1B	Quality Assurance and Enhancement Framework: Policy
1C	Academic Regulations, Policies and Procedures (ARPP) Document Owners: Procedure <i>Summary of Key ARPP Changes (for 2023-24)</i>
<b>2</b>	<b>Awards and Curriculum</b>
2A	Awards of Bournemouth University: Policy
2B	Programme Structure and Curriculum Design Characteristics: Policy
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3A	Standard Admissions Regulations: Taught Programmes (2022-23)
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3A	Standard Admissions Regulations: Postgraduate Research Degrees (2022-23)
<b>3.2</b>	<b>Admissions, Transfer and RPL: Policies and Procedures</b>
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3C	Admissions Appeals and Complaints Policy and Procedure
3D	Admissions Policy and Procedure for Applicants with a Disability
3E	Admissions Policy and Procedure - Applicants with a Criminal Record
3F	Proof of Qualification and Identification Procedure
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3N	Enrolment Procedure
3P	Recognition of Prior Learning (RPL) Policy and Procedure
3Q	Movement of Students between Programmes Procedure
3R	Programme Update Communications: Procedure
3U	Interruption of Study: Procedure
3V	Admissions Guidelines
<b>4</b>	<b>Programme Approval, Review and Modification</b>
4A	Programme Approval, Review and Closure Policy
4B	Programme and Unit Modifications Policy
4C	Panel Members Programme Approval, Review and Closure Procedure
4D	Continuing Professional Development (CPD) Policy and Procedure
4F	Internal Progression Procedure
4J	Guidelines for Online Learning and Blended Learning Programmes
4K	Placements Policy and Procedure

<sup>1</sup> Please refer to the last section of this document: University Definitions for the definitions of these terms.

<b>5</b>	<b>Framework Management, Monitoring and Student Feedback</b>
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- 5A Welcome Guide and Programme/Level Handbooks Procedure
  - 5B Student Engagement and Feedback Policy and Procedure
  - 5C Annual Monitoring and Enhancement Review Policy and Procedure
  - 5D Personal Tutor Policy
- Cross Faculty Programme Management Manual*

<b>6.1</b>	<b>Assessment Regulations</b>
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- 6A Standard Assessment Regulations Foundation Degree (2023-24)
- 6A Standard Assessment Regulations Foundation Degree (2022-23)
- 6A Standard Assessment Regulations Higher National (2023-24)
- 6A Standard Assessment Regulations Higher National (2022-23)
- 6A Standard Assessment Regulations GradCert/GradDip (2023-24)
- 6A Standard Assessment Regulations GradCert/GradDip (2022-23)
- 6A Standard Assessment Regulations Integrated Masters (2023-24)
- 6A Standard Assessment Regulations Integrated Masters (2022-23)
- 6A Standard Assessment Regulations Undergraduate (2023-24)
- 6A Standard Assessment Regulations Undergraduate (2022-23)
- 6A Standard Assessment Regulations Postgraduate (2023-24)
- 6A Standard Assessment Regulations Postgraduate (2022-23)
- 6A Standard Assessment Regulations Postgraduate Research Degrees (2023-24)
- 6A Standard Assessment Regulations Postgraduate Research Degrees (2022-23)

<b>6.2</b>	<b>Assessment Policies and Procedures</b>
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- 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
- 6F Generic Assessment Criteria Procedure
- 6G Invigilation of Exams Procedure
- 6H Academic Offences: Policy and Procedure for Taught Awards
- 6J Exceptional Circumstances Policy and Procedure
- 6K Assessment Boards Policy
- 6L Assessment Board Decision Making - Continuation students (2021-22 and 2022-23)
- 6L Assessment Board Decision-Making Procedure - New entrants (2021-22 onwards)
- 6L Assessment Board Decision-Making Procedure - New entrants (2021-22)
- 6M Research Misconduct Policy and Procedure
- 6N External Examining Policy and Procedure
- 6P External Examiner's Handbook
- 6Q Guidance on the Preparation of Assessment Briefs and Examination Papers, Submission and Receiving Coursework

<b>7</b>	<b>Partnerships</b>
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- 7A Partnership Models and Definitions Policy
  - 7B Partnership Approval Policy and Procedure
  - 7C Partner Review Policy and Procedure
- Franchise Operations Manual*  
*Validation Operations Manual*

<b>8</b>	<b>Research Degrees / Research</b>
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- 3A Standard Admissions Regulations: Postgraduate Research Degrees (2023-24)
- 6A Standard Assessment Regulations Postgraduate Research Degrees (2023-24)
- 6M Research Misconduct Policy and Procedure
- 8A Code of Practice for Research Degrees (2022-23)
- 8A Code of Practice for Research Degrees (2023-24)
- 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

<b>9</b>	<b>QAEG and Internal Peer Review/Audit</b>
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- 9A Peer Reflection on Education Practice Policy and Procedure
- 9B Quality Assurance & Enhancement Group (QAEG) Procedure
- 9C Focused Enhancement Review: Policy and Procedure

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

<b>11</b>	<b>Student Appeals, Complaints and Conduct</b>
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- 11A Academic Appeals: Policy and Procedure for Taught Awards (2023-24)
- 11A Academic Appeals: Policy and Procedure for Taught Awards (2022-23)
- 11C Academic Appeals Research Awards Policy and Procedure (2023-24)
- 11C Academic Appeals Research Awards Policy and Procedure (2022-23)
- 11E Student Financial Support and Fee Status Appeals Procedure
- 11F Student Complaints Policy and Procedure (2023-24)
- 11F Student Complaints Policy and Procedure (2022-23)
- 11H Fitness to Practise Procedure
- 11J Support to Study Policy and Procedure
- 11K Student Disciplinary Procedure
- 11L Third Party Involvement Procedure  
*Student Reference Policy*

<b>12    Forms, Templates, Flowcharts &amp; Further Info</b>
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The following Forms, Templates and Flowcharts are also available separately:

**1    Introduction and Index**

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

**3.2    Admissions, Transfer & RPL**

- 3F    Appendix 1 - Document Verification
- 3F    Appendix 2 – Failure to Provide Proof of Qualifications or ID Letter
- 3J    Appendix 1 – Academic Progression Form
- 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**

Stages in the Process of New Programme Approval, Periodic Review and Review for Closure

- 4A    Appendix 1 - Programme Approval and Periodic Review
- 4A    CMA significant change and impact action template
- 4B    Appendix 3 - Modification Form
- 4B    Guidance for Student Consultation and Consent
- 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  
*Mandatory Long Placement Guidelines*

**5    Framework Management, Monitoring and Student Feedback**

- 5C    Appendix 1 – Unit and Assessment Monitoring Report template

**6.2    Assessment Policies and Procedures**

- 6C    Appendix 2 - Examples of Faculty Assignment Briefs
- 6D    Appendix 1 - 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
- 6H    Appendix 1 - Further Examples
- 6H    Appendix 2 - Resolution Table
- 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
- 6H    Appendix 7 - Additional Guidance for Witnesses

- 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 (2022-23)
- 6J Procedural Guidance (2022-23)
- 6K Appendix 1 – Terms of Reference for a Unit Board
- 6K Appendix 2 – Terms of Reference for a Programme Board
- 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**

- 7C Appendix 1 – Partner Review Due Diligence Form
- 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 6 – Partnership Coordinator Summary 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

## University Definitions

**Regulations** (*what and why – primarily academic programmes*)

Regulations detail the overall governing principles that the University operates, primarily in relation to academic programmes. Regulations should normally be written at a strategic/institutional level, with little or no reference to operational matters. Regulations must be adhered to.

**Policy** (*what and why*)

Policies are the framework that the University adopts to deal with a particular matter. Policies may be developed to comply with internal or external requirements. Policies should normally be written at a strategic/institutional level, with little or no reference to operational matters. Policies must be adhered to.

**Procedures** (*how*)

Procedures detail how the University puts into operation its regulations and policies although can exist in isolation. They are detailed documents which primarily focus on operational matters. Procedures should be followed but may be tailored for local application.

**Guidelines** (*best practice examples*)

Guidelines provide examples to assist, in practical terms, the recommended way for regulations, policies and procedures to be followed. They provide practical guidance, including best practice examples and templates, on operational matters as outlined in the University's procedures.