	Owner: Head of Academic Quality **Version Number:** 2.0 **Effective Date:** July 2024 **Date of last review:** July 2024 *This document is part of the Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.*

1C – Academic Regulations, Policies and Procedures (ARPP) Document Owners: Procedure

1. SCOPE AND PURPOSE

1.1 This procedure is intended for owners of documents which belong to the series of Bournemouth University's *Academic Regulations, Policies and Procedures* (ARPP). It details the responsibilities, processes and timescales for the ongoing management of the series, including document development, review and approval. This procedure also covers the development of any operational guidelines to support the ARPPs.

1.2 The document templates for regulations, policies, procedures and guidelines are included in appendices 1-3.

2. KEY RESPONSIBILITIES

2.1 **Senate:** to approve academic regulations and policies and amendments to these in line with its Terms of Reference (ToR). To include specifically regulations governing the University's academic awards and policies for assessment and examination of the academic performance of students.

2.2

2.3 **Education Committee:** to review academic regulations and policies periodically and recommend amendments for Senate approval in line with its ToR. To approve new academic procedures and major changes to existing ones in line withits ToR or to refer these for consideration by other University bodies.

2.4 **Other Senate Committees:** as in 2.2 above in line with the relevant Committee ToR.

2.5 **Academic Quality:** to oversee the maintenance and publication of the series of ARPPs as outlined in this document.

2.6 **Document owners:** to develop, maintain and review regulations, policies and procedures in line with this document and in accordance with University and sector requirements and/or best practice in accordance with the requirements of the Consumer and Markets Authority (CMA). To develop guidance as necessary.

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

3.1 All documents can be accessed here

Bournemouth University's deliberative Committee structure and associated information is available on SharePoint, including:

- Scheme of delegation;
- Communications Policy;
- Membership and Terms of Reference of Senate and its Committees;
- Committee contacts and dates (set up to three years in advance);
- Committee paper cover sheet template;
- Previous committee minutes.

3.2   Other documents with direct relevance to this are:

- ARPP SharePoint site
- ARPP Staff Intranet page
- Communications Policy
- Equality and Diversity Policy

Procedure

4.   OVERVIEW

4.1   The ARPP describes the University's quality assurance and enhancement framework and contains key documentation which underpins the management of its academic provision, including taught programmes and postgraduate research degrees.

4.2   Each document in the series has an 'owner'. The document owners are collectively responsible for ensuring that the series is kept up-to-date in line with internal and external requirements. Individually document owners are responsible for the development and review of regulations, policies and procedures within their remit, knowledge and expertise. Document owners ensure that due consultation and approval processes are followed, including formal approval where required by Senate, its Committees or another University body with delegated authority (see 2.2 above).

4.3   The ARPPs are updated, where necessary, before the start of the autumn term for the following academic year to reflect any minor updates (e.g. changes to terminology) and to ensure continued accuracy of information. More substantial review of individual regulations, policies and procedures may take place periodically or in order to take account of changing requirements. In addition, changes may be made, where deemed necessary, mid-year (see Section 8).

4.4   Academic Quality maintains an overview of the ARPP and coordinates the publication of the series to staff, continuation students, partners and external examiners. Academic Quality maintains the ARPP on the SharePoint site; provides advice to document owners on all queries relating to the maintenance of the series; and organises related staff development.

5.   DEFINITIONS

The University's definitions are as follows:

5.1   *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.

5.2   *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.

5.3   *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. Where this is the case, the scope for local application should be detailed in the procedure.

5.4   *Guidelines (best practice examples)*

Guidelines provide good practice 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.

6.   APPROVAL AND REVIEW PROCESS AND REQUIREMENTS

6.1   All regulations, policies and procedures as well as guidelines should be developed and reviewed through due consultation and on the basis of information or feedback received from relevant internal and external stakeholders before being finalised.

6.2   Each new and revised document requires the approval of a committee, working group/equivalent or, as a minimum, the relevant document owner. In determining the most appropriate approval route, the purpose of the document and the nature and scope of the proposals should be considered. Any potential impact on other ARPPs in the series should also be considered to ensure consistency and accuracy of information through due consultation with other document owners.

6.3   Changes to existing ARPPs fall under one of the following categories:

Major Changes	Minor Changes
Major changes include those which • introduce new regulations or policies; • alter the existing regulations • or significantly alter policy; or fundamentally alter the processes. Major changes require approval by Senate orSenate Committee (see section 2).	Minor changes include those which • do not alter the principles; • do not fundamentally alter the processes; • or are required due to a change in an operational part of the process. This includes clarification of existing information; changes which reflect structural changes (e.g. departmental or job title changes); or amend a typographical error/similar. Minor changes will not require approval by Senate or a Senate Committee but may involve consideration by groups of relevant stakeholders across the University.

6.4   Advice may be sought from Academic Quality regarding the above.

6.5   The below sections 6.6-6.8 give an indication of the approval route for new ARPPs and major changes to ARPPs but this may vary depending on the document purpose, scope of proposed changes, and Committee remits.

6.6   *Regulations*

New and revised academic regulations are approved by the University Senate. This includes the initial approval of, and any subsequent major and minor changes to, the standard admissions regulations and standard assessment regulations for taught programmes and research awards. Approval will normally be on the basis of Education Committee recommendation. The route (e.g. sub-group) through which Education Committee receives the request to consider proposals varies between regulations.

6.7   *Policy*

New and revised academic policies normally require formal approval by the University Senate. This includes the initial approval of, and subsequent major changes to, policies. Senate approval is normally on the basis of a recommendation from one of its Committees responsible for the area of academic activity. The route (e.g. sub-group) through which the Committee receives the request to consider proposals varies between policies.

6.8 *Procedures*

New academic procedures that support academic policies and regulations require approval by the relevant Senate Committee or sub-group in line with the ToR. Subsequent major changes are also normally approved by the relevant Committee or sub-group or it may refer these for consideration by another University body.

Where new and revised academic procedures are purely operational and do not impact on the University's academic principles, Committee approval may not be required (e.g. forprocedures that explain the use of the student record system).

6.9 *Guidelines*

Guidelines can be approved by the relevant document owner but it is advisable to carry out an appropriate consultation process to help ensure that they reflect a collective view and appropriately underpin, and align with, the relevant procedures or, where appropriate, also any relevant regulations and/or policies.

7. SIGNIFICANT CHANGES: COMPETITION AND MARKETS AUTHORITY (CMA) REQUIREMENTS

7.1 From September 2015, all ARPP document owners must ensure that new ARPPs andchanges to existing ARPPs are published in line with CMA requirements. This includes consideration of guidance regarding the accuracy and quality of public information as outlinedin the University's *Communications Policy* with specific reference to Section 10, 'Communicating significant changes'. The policy outlines the process to be followed to communicate changes to the University's regulations, policies and procedures to applicants, new entrants and existing students.

8. PUBLICATION CYCLE AND OVERVIEW OF RESPONSIBILITIES

8.1 *Publication of the updated ARPP series (by Academic Quality)*

8.1.1 ARPPs that have undergone review or have been significantly updated are published annually prior to the start of the new academic year to ensure a consistency of approach during the academic year. Academic Quality coordinates the publication of the revised series and agrees timescales with the document owners. The dates are also communicated to Faculties. Academic Quality also determines the optimum publication dates for continuation students, partners and external examiners (EEs) and prepares audience-specific summaries (and implementation guidelines) on any changes made.

8.1.2 Not all ARPPs require annual review. To support publication of any revised ARPPs, document owners complete their respective updates to new and revised documentation and, where relevant, submit these to appropriate committees for approval.

8.1.3 The relevant document owner ensures that the *ARPP Summary of Changes* are recorded accurately for the applicable academic year to reflect the major/minor changes made.

8.2 *Mid-year changes to individual ARPPs (by document owners)*

8.2.1 Mid-year changes may be required from time to time to publish changes that were not possible at the point of re-publication and/or cannot wait for the next publication date. Major and minor changes mid-year can be disruptive from a user-perspective (staff and students) and should be avoided unless it is critical to implement changes, or to publish a newdocument, outside the annual cycle.

8.2.2 Where mid-year changes are necessary, the document owner should contact Academic Quality to discuss the process including appropriate communication plans.

9. EQUALITY ANALYSIS PROCEDURE

9.1   The University requires that all its regulations, policies and procedures are mapped against the requirements outlined in the *Equality and Diversity Policy*.

9.2   Each ARPP document owner is responsible for ensuring that new ARPPs are mapped initially on approval following which any subsequent review should be considered in line with the University's requirements. Further details are available from the University's Equality and Diversity Adviser.

10.   DOCUMENTATION REQUIREMENTS

Structure and format

10.1   All regulations, policies, procedures and guidelines must follow the University's approved standard templates which provide a common documentation format (see Appendices 1-3).

Final checks: new and revised documents

10.2   The following document checks should be carried out before new or revised documents are published. The process may be scaled appropriately depending on the scope of review:

    i.   The key information box to show on first page as a minimum the following:
        a) Owner (e.g. Academic Quality)
        b) Version number (the next full number for annual end-of-year/off-cycle publication and decimal points for minor mid-year changes)
        c) Effective date (start of the academic year or date of off-cycle publication)
        d) Date of last review
    ii.   Font:
        a) document title: Arial 16, bold
        b) sub-headings (e.g. Policy, Procedure, General) 14 bold, grey shading
        c) main text: Arial 10
        d) footers: Arial 9, italics
        e) footnotes: Arial 8
    iii.   Appendices are numbered (e.g. Appendix 1)
    iv.   Paragraph numbering and bullets are correct and consistent throughout
    v.   All hyperlinks are up-to-date and accessible
    vi.   Alignment is justified throughout
    vii.   All tracked changes have been removed and the track changes function is off
    viii. Line spacing (as per document template)

Naming conventions

10.3   Once the document is ready to be uploaded into the SharePoint site, the University's recommended naming convention must be used by all document owners to help maintainlinks between the SharePoint Library, Staff Intranet and Student Portal from year to year. The following are examples for naming documents and associated appendices:

    i.   <u>Document example</u>:6b-external-examining-policy-and-procedure.pdf
    ii.   <u>Appendix example</u>: 6b-appendix-2-external-examiner-extension-reallocation-form.docx

    This work will be carried out by Academic Quality, once the finalised version of the document has been provided by the document owner.

Publication

10.4   Academic Quality ensures that documents are uploaded to the central repository and are then linked to the following user interfaces:

- Staff Intranet (full series published);
- Student Portal (only student-facing documentation published);
- University webpages for external audiences (full series published).

11. STAFF DEVELOPMENT

11.1   Where required, Academic Quality will coordinate staff development on the ARPP updates to which document owners are required to contribute depending on the nature and extent of changes in their area. Additionally, document owners are responsible for devising, maintaining and delivering an up-to-date staff development programme in their own area of expertise.

General

12. APPENDICES

Appendix 1   Regulations template
Appendix 2   Policy and Procedure template
Appendix 3   Guidelines template