



**Bournemouth
University**

Summary of changes to Academic Regulations, Policies & Procedures (2023/24)

We have made some important clarifications and changes to some of our academic regulations, policies and procedures for the 2023/24 academic year. These apply to students on both undergraduate, postgraduate taught and postgraduate research courses as well as apprenticeships.

The updated policies can be found here [Academic Regulations, Policies and Procedures](#) and a summary of the changes is presented below.

3A Standard Admissions Regulations: Taught Programmes

A new section has been added to outline the standard entry requirements for apprenticeships. Updates have been made to job titles and a clarification of existing information under English language requirements.

3B Admissions Policy: Taught Programmes (excluding Apprenticeships)

The title of the policy has been updated to Admissions Policy: Taught Programmes (excluding Apprenticeships) as the content does not reflect the policy and procedure for admission to apprenticeship programmes. A separate Admissions Policy for apprenticeship provision has been approved.

Updates have been made to the key responsibilities in Section 2 and Section 6 has been updated to reflect changes to English language requirements for applicants who require a student visa. The date by which conditions must be met for January starters has been added to section 10.6 and Section 10.7 (applicant contact time) has been deleted from the policy.

The wording in Section 20 regarding fraudulent applications has been updated to confirm that if an application is cancelled, another application will not be accepted by BU within the same admissions cycle. Clarification has been added that a fraudulent application refers to all pertinent information supplied, either on an application form or as and when required as part of the admissions process.

3B Admissions Policy: Apprenticeships

New Policy: Admissions Policy: Apprenticeships has been added.

3C Admissions Appeals and Complaints Policy and Procedure

There have been no changes to the Admissions Appeals and Complaints process for applicants. Updates have been made to clarify the existing process and to mirror terminology used in other policies.

Section 1 has been updated to note that references to students includes apprentices. Section 2 has been updated to reflect the current process where additional staff are involved in the response to appeals and complaints at the Formal Stage. The terminology for the two stages of the process has been aligned with the Academic Appeals and Student Complaints policies. Section 6.12 has been updated to reflect OIA guidance regarding when an admissions appeal/complaint will be reviewed. An appendix has been added with an overview of the appeals and complaints process and timescales.

3D Admissions Policy and Procedure for Applicants with a Disability, Medical Condition or Other Support Need

The regulated health professions course list within the Appendix has been updated. A cross reference to Section 20 (Fraudulent Applications) in ARPP 3B has been added within sections 6.2 and 6.7.

3E Admissions Policy and Procedure for Applicants with a Criminal Record

Updates have been made to the key responsibilities in Section 2 and references to these responsibilities have also been updated within Sections 13 and 14 to reflect current practice. Reference to the DBS lead counter signatory has been removed as this is no longer an assigned role within the Admissions team. Section 16.2 has been updated to confirm that DBS certificates must be dated no later than 6 months prior to the start date of the course.

Updates to the guidance and forms within the appendices of 3E have been made. There has also been a review of Appendix 2A and 2B to provide improved advice to internal reviewers. The regulated health professions course list within Appendix 3 has been updated.

3G Student Name Policy and Procedure

Section 5.6 has been updated to reflect a change to the deadline to request a name change. A link to the Transgender Inclusion Policy and Procedure has been included in Section 10.

3K Engagement and Attendance: Policy and Procedure

The title has been changed to Engagement and Attendance: Policy and Procedure. This provides more detail about the procedures which were already in place at BU to collect information about student engagement with their studies. It also sets out additional ways in which we will collect information about students' engagement with their studies and use that information to support students to get the most out of their course. It explains why the university manages student engagement and attendance. Previously the procedure stated that the university does not routinely capture student attendance at teaching sessions for all students. The new policy states that the university will routinely capture information about student attendance at teaching sessions and use it along with other engagement information. It identifies steps students must take to facilitate accurate recording of student attendance. The policy explains how engagement data will be used to offer students support and comply with legal and regulatory obligations in relation to student engagement and attendance. The details of how the university will use engagement data and manage student engagement are set out in the procedures section and this will be developed further over time.

3N Enrolment: Procedure

Changes have been made to the procedure to clarify parts of the enrolment process for international students and to make provision for students on postgraduate taught programmes which start in January with a 24-month duration. The wording of the provisions around new students arriving or starting their course late have been changed to make it clearer that students must be in a position to start attending in person teaching at BU by the course start date or any later start date agreed with them. We have also made some minor changes to the procedure for agreeing late starts.

3P Recognition of Prior Learning (RPL): Policy and Procedure

The policy has been updated to comply with the Education and Skills Funding Agency (ESFA) funding rules.

3R Programme Updates Communications: Procedure

The title has been amended to Programme Updates Decisions and Communications: Procedure. The way in which decisions are taken about the status, title and content of programmes and the responsibilities and procedures for the communication of these decisions internally and communication externally in terms of publication on the BU website course pages and notifications to prospective applicants, applicants, offer-holders and students have been clarified. Updates to job titles, committee structures and working practices have been made.

3V Admissions Guidelines

Updates have been made to guidelines to reflect the online interview processes.

4A Programme Approval, Review and Closure Policy

The way in which decisions are taken about the status, title and content of programmes and the responsibilities and procedures for the communication of these decisions internally and communication externally in terms of publication on the BU website course pages and notifications to prospective applicants, applicants, offer-holders and students have been clarified.

4K Placements Policy and Procedure

Sections 7.3 and 7.8 detail a process change reflecting that recording of placements now takes place through SITS to help streamline and improve placement management. Section 8.1 details a process change reflecting the end of Erasmus funding (following the UK's exit from the EU) and the transition towards Turing funding.

5B Student Engagement and Feedback: Policy and Procedure

Amendments include the suspension of the My Unit and My Course surveys for obtaining unit and programme-level feedback to enable the exploration of other methods of gathering meaningful student feedback to progress student voice activities and to explore ways of engaging a broader range of students, whilst continuing to satisfy external regulatory requirements.

6A Standard Assessment Regulations: Undergraduate Programmes

In-Year Retrieval principles for Level 0 and Level 4 students have been added as well as clarification regarding aspects of the assessment regulations, particularly in relation to carrying credit.

6C Principles of Assessment Design: Policy

The Policy has been updated to include the explicit requirement for the assessment of English language proficiency to be embedded in all assessments in a way which appropriately reflects the level and content of the course.

6F Appendix 1 Generic Assessment Criteria Table

Updates to the generic assessment criteria have been made to include direct reference to English language proficiency.

6J Exceptional Circumstances Policy and Procedure

The policy has been updated to clarify that the five days for self-certification should be counted as five working days when approving extension requests.

6L Assessment Board Decision Making, including the Implementation of Assessment Regulations: Procedure (Continuation student 2021-22 and 2022-23)

In-Year Retrieval principles for Level 0 and Level 4 students have been added. Additional clarifications have been added to enable more consistent progression decisions across faculties by reducing the potential areas for discretion.

6L Assessment Board Decision Making, including the Implementation of Assessment Regulations: Procedure (New students 2021-22 onwards)

In-Year Retrieval principles for Level 0 and Level 4 students have been added. Additional clarifications have been added to enable more consistent progression decisions across faculties by reducing the potential areas for discretion.

6N External Examining Policy

Amendments outline additional responsibilities expected of external examiners for integrated apprenticeship programmes and a revised role descriptor and person specification for external examiners undertaking the 'external assessor' role for apprenticeship End Point Assessment.

6Q Guidance on the Preparation of Assessment Briefs and Examination Papers, Submission and Receiving Coursework

Clause 2.7 has been expanded to clarify that, for certain programmes with PSRB requirements, it may not be possible to ensure a balanced assessment. Clause 4.4.8 includes the requirement for ALS students to include the term 'ALS Marking Guidelines' in the comments box when submitting an assignment on Brightspace. Contact details for the BUBS Learning Technologist in Clause 6.1 have been updated.

7 Partnership Development Proposal form

Additional fields have been added and updates made for the purposes of clarity.

7M Employer Complaints (Apprenticeships) Policy and Procedure

ARPP 7M has been renamed 10M – Employer Complaints (Apprenticeships) Policy and Procedure and has been moved to Section 10.

8A Code of Practice for Research Degrees

Updates have been made in response to internal and/or external policies. This includes the restructuring of the overall document to increase visibility of individual roles and responsibilities, updating of specific points and links to reflect wider changes and clarifying specific points where required.

8C Higher Doctorate Awards of Bournemouth University Procedure

Job titles have been updated.

9A Peer Reflection on Education Practice (PREP) Policy and Procedure

The revisions provide further guidance for staff and line managers with an emphasis on maintaining a collaborative model of improvement to education process and practice to enhance the quality of student experience.

9B Quality Assurance and Enhancement Group (QAEG) Procedure

The principal list of Quality Assurance and Enhancement Group activities has been amended following the review of ARPPs 6N, 11A, 11C and 11F last year. The requirement to review External Examiner nominations and attendance at Appeal and Complaint Hearing Boards has been removed.

10A Quality Management Records Retention: Policy and Procedure

The Quality Management Records Retention: Policy and Procedure has been withdrawn as an ARPP. The retention schedule within ARPP 10A (Appendix 1 of the document) is referenced within the Data Retention Policy for Staff and BU Representatives and is signposted to from the BU retention pages.

Section 10: Apprenticeships

Section 10 has been renamed Apprenticeships.
ARPP 7M has been renamed 10M – Employer Complaints (Apprenticeships) Policy and Procedure.

10B: Apprenticeship Provision Feedback Policy and Procedure

New Policy: 10B Apprenticeship Provision Feedback Policy and Procedure has been added.

11A Appendix 2 Appeals Board Guidance

This Appendix has been removed due to the removal of the Hearing Stage from the Appeals process.

11C Appendix 2 Research Awards Appeals Board Guidance

This Appendix has been removed due to the removal of the Hearing Stage from the Appeals process.

11E Student Financial Support and Fee Status Appeals Procedure

Job titles have been updated.

11F Appendix 2 Complaints Hearing Guidance

This Appendix has been removed due to the removal of the Hearing Stage from the Complaints process.

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