



Summary of changes to Academic Regulations, Policies & Procedures (2024/25)

We have made some important clarifications and changes to some of our academic regulations, policies and procedures for the 2024/25 academic year. These apply to students on both undergraduate, postgraduate taught and postgraduate research courses as well as apprenticeships. Summary of the changes is presented below.

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

There have been updates to the document templates, including the removal of 'review due'. The schedule for the next scheduled review for each document, for the use of document owners, is now stored as a central record.

2A Awards of Bournemouth University: Policy

Correction to a typographical error in the document that listed the MSci integrated masters award incorrectly. The award has been corrected to "Master's in Science - MSci (Hons)"

3A Standard Admissions Regulations: Taught Programmes

There has been a change of organisation that guidance is derived from. This has been updated from the UK NARIC to Ecctis in sections 4.4 and 4.11.

3B Admissions Policy: Taught Programmes (excluding Apprenticeships)

There have been changes to the following sections:

- Section 6.1 has been updated to clarify that any qualification that does not assess Academic English Skills does not fulfil the University's English Entry Requirement.
- Section 6.13 has been updated to clarify that Canada nationals are from a Majority English Speaking Country; new link provided.
- Section 6.16 has been updated to align the qualification terminology to other references to "bachelor's degree" in section 6.
- Section 6.19 has been updated to clarify that the International Admissions Manager will assess individual cases for alternative English Language qualifications for international applicants and by the Admissions Team Leader for UK applicants.
- Section 11.8 has been amended to update the name of UCAS platform.
- Section 20.24 has been updated to clarify that an applicant withdrawal is handled under 3B prior to the course start date
- Section 12.5 has been updated to reflect our revised contextual admissions strategy to apply this tariff reduction at the point of confirmation. Previously a widening participation applicant would have received a tariff reduction at the point of offer.

3B Admissions Policy: Apprenticeships

Previously a widening participation applicant would have received a tariff reduction at the point of offer. Section 12.5 has been updated to reflect our revised contextual admissions strategy to apply this tariff reduction at the point of confirmation.

Section 16.15 has been updated to clarify that an applicant withdrawal is handled under 3B prior to the course start date.

3D Admissions Policy & Procedure for Applicants with a Disability

There have been minor clarifications to the following sections within this policy:

- Updates have been made to streamline the sentences in section 1 and section 4.
- Responsibilities have been changed in section 2.
- The following terminology has been changed throughout the document.
 - 'Applicant Fitness to Practise Panel' updated to 'Disclosure Panel'
 - 'Work placements' updated to 'practice education placements'
- There is an update to section 6.4 to reflect a change in how an applicant will be directed to the Occupational Health Portal.

The process in part two of the procedure relating to applicants applying for unregulated courses (section 8) has been changed. Offer holders will still be asked to provide information about any disability, medical condition or other support need to the University after they have accepted an offer, but we have changed the process for providing and using this information. All offer-holders are now asked to provide any relevant information directly to the University's Additional Learning Support (ALS) Service. This replaces the current process where all offer holders were asked to complete an online offer-holder Health and Support Questionnaire. Offer-holders for courses which include mandatory requirements for students to work in environments which could affect health and safety, or which require certain physical capabilities, such as workshops, laboratories or outside environments, will still be asked to provide additional information relevant to health and safety in these environments. This will no longer be provided via the online offer holder Health and Safety questionnaire and it will be requested separately from the information provided to ALS.

We have removed section 9 (Supporting Applicants to Study Panel) as we are no longer using the Panel process and final decisions about whether paragraph 4.5 of the policy applies will now be taken by the Deputy Dean of the Faculty and the Head of Student Support and Wellbeing.

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

In Appendix 3, Section D, there has been a clarification of the use of a third-party provider for DBS checks and a link has been added to the Student Recruitment & Admissions Privacy notice.

3F Proof of Qualification and Identification: Procedure

Additional clarification has been added to cover that if fraud is discovered after the course start date and the student has not engaged with the course, logged into the VLE nor come onto campus to collect an ID card, the student record will be immediately withdrawn. Section 5.3.

3K Academic Engagement & Attendance: Policy and Procedure

This was previously titled as "3K Engagement & Attendance: Policy and Procedure". We have changed the title and made associated amendments in section 1.1 to ensure a clear distinction between BU's policy on students' engagement with their studies and the policy on student engagement in terms of arrangements for student voice and feedback (which is policy 5B).

We are not making any change to the underlying engagement and attendance requirements for students or to the position that we will log and follow up on information about individual students' engagement.

We have added wording to provide more detail on the basis for our policy and reflect wider developments which impact on our policy, in particular new guidance for universities on monitoring the engagement of students who receive UK student finance via the Student Loan Company (sections 1.3, 3.13, 3.3.3 and 3.14). Sections 2.1 and 3.3.2 make explicit provision for reporting on student engagement patterns and themes at group or cohort levels to ensure that we can learn

from our engagement management activities. Section 3.2.2 has been amended to ensure it is clear that attendance at examinations and submission of assessments continue to form part of the University's engagement requirement.

The rest of the changes relate to the University's operational procedures for monitoring and responding to individual students' engagement under this policy. In the previous version we described individual operational processes that we would use for different groups of students, however including this type of detail is out of line with University's standard content and structure guidelines for this type of policy. The policy now provides for the University to put engagement management procedures in place under the policy, and the procedure section (section 4) sets out requirements and controls for these procedures in terms of the steps which can be taken in response to low engagement, how we will communicate with students and the circumstances in which a student may be withdrawn from their course under the process. Section 4 confirms that different procedures/approaches may be put in place for different groups of students. The details of engagement management processes will now be set out separately in information on the University website, and these processes will be different in this academic year (2024-25) than in 2023-24, with more students likely to be contacted about their engagement. Links to this information will be provided to you at the start of this academic year.

3Q Movement of Students between Programmes: Procedure

Clarification has been made that there is not a static 5 years of funding, as it is dependent on the length of the course in the first place (Section 5.3.1).

3N Enrolment: Procedure

Wording has been amended in sections 5 and 6 to reflect immigration compliance requirements relating to the enrolment process for students subject to immigration control. The document has also been updated to reflect a change in terminology from the use of UK and International students to students who are/are not subject to immigration control.

4K Placements Policy and Procedure

The document has been updated to remove the associated appendices from main policy document so that these are now linked separately.

6A Standard Assessment Regulations: Undergraduate

Changes have been made to clarify that in-year retrieval opportunities are normally offered for units in the first semester of level 4/Foundation level 0, rather than in semester one specifically

6H Academic Offences: Policy and Procedure for Taught Awards

Appendix 1 'Further Examples' was updated to ensure a clearer distinction between plagiarism and contract cheating. Further updates reflect BU's position on the use of AI in assessments and a move away from an extensive acknowledgement of use of GenAI, towards referring students to specific instructions relating to the use of GenAI within the content of assignment briefs.

Appendix 2 'Resolution Table' was updated to remove reference to the 'Computer Fraud' category, as it was considered outdated and would be sufficiently covered by other academic offence categories.

6L Assessment Board Decision-Making, Including the Implementation of Assessment Regulations: Procedure

Changes have been made to clarify that in-year retrieval opportunities are normally offered for units in the first semester of level 4/Foundation level 0, rather than in semester one specifically

6M Research Misconduct: Policy and Procedure

There has been an update to the named role 'Deputy Vice Chancellor (DVC)' throughout the document. It has been updated to 'Pro-Vice Chancellor (PVC) or nominee'

11H Fitness to Practise Procedure

The reference to 'Complaints and Conduct Adviser' has been replaced with '*Complaints & Conduct team*' within Section 7.7 and '*Complaints and Conduct Team Leader*' within sections 11.3 and 18.8.

11K Student Disciplinary: Policy and Procedure

References to the 'Complaints and Conduct Adviser' have been replaced with '*The Complaints & Conduct Team Leader*' within sections 14.4 and 20.8.

8A Code of Practice for Research Degrees

The code of practice has been updated to reference the new 2024-25 academic year. The link to Fees Policy has been updated to direct to the main BU website to enable students to access all academic year fees policies for reference, instead of one specified academic year.