



**Bournemouth  
University**

# Summary of changes to Academic Regulations, Policies & Procedures (2022/23)

We have made some important clarifications and changes to some of our academic regulations, policies and procedures for the 2022/23 academic year. These apply to students on both undergraduate, postgraduate taught and postgraduate research courses, including assessment regulations.

The updated policies can be found on our website at [www.bournemouth.ac.uk/important-information](http://www.bournemouth.ac.uk/important-information), and a summary of the changes is presented below.

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](http://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](#).

## **2B Programme Structure and Curriculum Design Characteristics Policy**

The term 'expected learning hours' has been redefined and published in ARPP 2B instead of in the programme specification template. 'Contact hours' has been replaced by the term 'scheduled learning and teaching'.

## **3B Admissions Policy: Taught Programmes**

The policy has been updated to reflect changes from the Home Office to UK Visa and Immigration requirements. Section 9 of the policy has been amended to clarify operational practice relating to changing a student's fee after enrolment.

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

Sections 2 and 8 of the procedure have been amended to update the responsibilities for staff reviewing the questionnaire information and to provide detail on who takes responsibility for decisions.

## **3K Engagement Monitoring and Withdrawal Procedure**

Changes have been made to update the Procedure to reflect the following changes: NHS Bursaries becomes NHS Learning Support Fund and Tier 4 students becomes student visa holders. There have been updates to processes for overseas students who hold a student route visa. Different requirements for the provision of e-mails as opposed to letters in the case of non-engagement have been updated.

## **3N Enrolment Procedure**

The Procedure has been updated to reflect the new online enrolment system.

## **4A Programme Approval, Review and Closure Policy**

Section 5 has been updated to reflect Consumer Law requirements and Section 6 has been amended to emphasise Faculty Executive responsibilities in the approval of programme proposals.

## **4B Programme and Unit Modifications Policy**

The Policy has been amended to introduce the term 'material' and 'non-material' to indicate when consultation and/or consent is required when making a change to a unit or programme. The separation of consultation and consent as two

distinct phases of the modifications process has been introduced. The role of the approving committee in reviewing student feedback has been explained.

#### **5D Academic Adviser Policy - Name changed to 5D Personal Tutor Policy**

The Policy has been renamed 5D Personal Tutor Policy. The principles and values that underpin personal tutoring have been emphasised as well as clarifying what personal tutoring aims to provide. Responsibilities associated with personal tutoring at different levels have been articulated.

#### **6A Standard Assessment Regulations: Foundation Degree Programmes 6A Standard Assessment Regulations: Undergraduate Programmes**

The Policies have been updated to reflect changes to the Late Submission rule and the inclusion of 'In Year retrieval' policy and principles.

#### **6A Standard Assessment Regulations: Graduate Certificate and Graduate Diploma Programmes 6A Standard Assessment Regulations: Higher National Programmes 6A Standard Assessment Regulations: Integrated Masters Programmes**

The Policies have been updated to reflect changes to the Late Submission rule.

#### **6C Principles of Assessment Design Policy**

The Policy has been amended to reflect definitions of types of assessment under the categories exam, coursework and practical.

#### **6J Exceptional Circumstances Policy and Procedure – Board Consideration Form and Student Guidance**

The Board consideration request form has been amended to remove specific guidance related to Covid-19 and to clarify requirements for self-certifying. Student Guidance has been amended to remove specific guidance related to Covid-19 and terminology updated to reflect changes to 5D – Personal Tutor policy (previously Academic Advisor Policy).

#### **8A Code of Practice for Research Degrees**

The Code of Practice for Research Degrees has been updated to clarify student visa requirements with respect to annual leave, sick leave, maternity and paternity leave and paid employment, as well as the effect of enrolment extensions. The student's responsibility in terms of engagement with their course has been clarified as well as information on transferring courses. An update to suspected academic misconduct has been made and new guidance on Research Data submission has been provided.

#### **8B Research Ethics Code of Practice Policy and Procedure**

The Code of Practice has been updated to clarify terminology regarding the responsibilities of researchers and the process on Safety Reporting has been added.

#### **11A Academic Appeals: Policy and Procedure for Taught Awards**

The Policy has been updated in line with the Office of the Independent Adjudicator (OIA) Good Practice Framework to include provision for early resolution of appeals and to streamline processes. The Hearing Stage has been removed. Students have been signposted to OIA guidelines and terminology has been updated.

#### **11C Academic Appeals: Policy and Procedure for Research Awards**

Terminology regarding the stages in the process has been updated as well as other points of clarification. The Policy has been updated to indicate that the formal stage is co-ordinated by the Heads of the Doctoral College rather than the relevant Faculty Education Service Managers.

### **11F Student Complaints Policy and Procedure**

The Policy has been updated in line with the Office of the Independent Adjudicator (OIA) Good Practice Framework to include provision for early resolution of appeals and to streamline processes.

### **11H Fitness to Practise: Procedure**

The Procedure has been updated to reflect changes arising from the Office of the Independent Adjudicator (OIA) Good Practice Framework. An investigative officer has been introduced for the independent stage. Minor clarifications have been made regarding penalties.

### **11J Support to Study: Policy and Procedure**

The Policy has been updated to focus on attempts to de-escalate incidents at the first stage by holding discussions at Faculty level first.

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