

If you are returning to BU this autumn to continue your studies or if you are a new student and you have already looked at the academic regulations, policies and procedures on the BU website, we have made some important clarifications and changes to some of them for 2016-17 for both undergraduate and postgraduate students including your assessment regulations. These are outlined below, so please take a moment and understand what this means for you.

If you are on a Postgraduate Research award, separate communications will be sent from the Graduate School.

The documents listed here and all other regulations, policies and procedures that concern you can be accessed throughout the year on the BU website under [Important Information](#) should you need to consult them. If you find you have a query in relation to any of the documents, please discuss these with the relevant member of your course team, your course administrator or [SUBU Advice](#).

### **3U – Interruption of Study: Procedure**

This is a new document and is to be used should you need to make a request to leave the University for a period of time during your studies (i.e. interrupt your study). However, we would always advise you to speak to a member of your course team in the first instance to consider the options that are available to you should you ever feel the need to do this.

NB: This information was previously available within *3K – Attendance, Monitoring and Withdrawal: Procedure* and was known as suspending your studies.

### **4K – Placements: Policy and Procedure**

If your course is a sandwich degree with a compulsory placement year or if your degree has the option of taking a placement year, and your placement year will commence from 2017-18, then the following changes will impact you. **NB If you are going on your placement year during 2016-17, the changes below will not apply to you.**

- From 2017-18, a one year placement will be defined as a period of time of not normally less than 30 weeks in duration. Your Faculty will advise you of the requirements for your course;
- For optional one year placements only: You must have secured your optional one year placement before the end of August. If you have not secured a one year placement by this date you would normally proceed into Level 6 of your course and would therefore then not be eligible for a degree in sandwich mode.

### **6A – Standard Assessment Regulations**

Postgraduate Taught / Integrated Masters / Undergraduate / Foundation Degree / Graduate Certificate and Graduate Diploma / Higher National Programmes

This year, we have made some minor amendments to your assessment regulations, as follows:

For all students:

- (*Section 11 – Classification*) The classification boundaries now follow one another seamlessly (e.g. previously we wrote Merit: 60% to 69% but now we write Merit: 60% to less than 70%);
- (*Section 14 – Academic Offences*) We have updated this section to include further guidance on *6M – Research Misconduct: Policy and Procedure* (see details on *6M* below);

Also for Integrated Masters / Undergraduate / Foundation Degree students:

- (*Section 11 – Classification*) We have clarified how the classifications of the interim exit awards (Certificate of Higher Education and where applicable Diploma of Higher Education) are calculated.

### **6F – Generic Assessment Criteria**

Following a review which was led by the Centre of Excellence in Learning at BU, this document now offers consistent vocabulary for providing feedback to you on your assessment performance, as well as feedforward to indicate how you might improve your future performance and grades.

For those of you who may not be too familiar with this document, the generic assessment criteria pitches your assessment performance at the relevant academic level whilst offering consistent vocabulary for providing feedback to you on your work. Additional 'feedforward' statements are also included to encourage further learning and academic development. You will also receive more detailed, context-specific comments on the work you have submitted, to support further academic skills development.

### ***6J – Mitigating Circumstances including Extensions: Policy and Procedure***

Previously if you needed to submit your mitigating circumstances there were two forms: one was for extensions and exam postponements and the other was for Assessment Board consideration. There will now only be one form to complete which covers these different scenarios.

Please remember: if your mitigating circumstances affect you longer-term (e.g. even after extensions/exam postponements have been granted) and you have not let your Faculty or the Assessment Board know, then your circumstances may not be considered in the case of making an appeal.

### ***6M – Research Misconduct: Policy and Procedure***

The University is committed to maintaining the academic integrity and honesty of research. Therefore the University regards it as a fundamental principle that the conduct of research and the dissemination of the results of research must be truthful and fair and that all research must be undertaken to the highest ethical standards.

Following a substantial review, this document which outlines the principles and processes that the University applies to investigations of staff and student research misconduct has been fully revised.

Please note that this document only applies to students on taught programmes in relation to suspected cases of a serious breach of research ethics.

### ***11A – Academic Appeals: Policy and Procedure***

Previously if you needed to make a formal appeal to your course team (referred to as appealing to the Local Stage), we asked you to write to the relevant person within your Faculty. We have now introduced a new appeals form for you as part of this process, and which you then update if you remain dissatisfied with the Local Stage response and you ask for your appeal to be considered further within the University.

However, before you do formally submit an appeal (or a complaint too) we would always encourage you to discuss any concerns you may have relating to your course or your assessment outcomes (e.g. feedback/marks) with an appropriate member of your course team in the first instance as this may enable your concern to be addressed quickly. Don't forget, you can also raise concerns through your student representative too.

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### **Academic Levels**

You may have noticed last academic year that the Academic Levels C, I, H or M in some of your course documentation had changed to Numerical Levels 4 - 7. This is because the University has been transitionally moving to different terminology to ensure alignment with other UK Universities. From 2016-17, Level 4 (C) / Level 5 (I) / Level 6 (H) / Level 7 (M) will be used.