

Please note that 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 our regulations, policies and procedures, we have made some important clarifications and changes to some of our regulations, policies and procedures for undergraduate and postgraduate students, including your assessment regulations. These are outlined below, so please take a moment and understand what this means for you.

**NB: 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 concerning students can be accessed throughout the year on the Student Portal under [The Legal Bit](#) 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](#).

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

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

Your [assessment regulations](#) (find them under 'Assessment') have been reviewed and we have made the following updates for 2015-16:

**NB: If you have passed everything and submitted your coursework on time, the following updates below should not affect you.**

#### **Compensation**

Whilst we have not changed the process of compensation per se, subject to your overall assessment profile and as per section 7 of your assessment regulations, we have now clarified that where units or assessments are marked on a pass/fail basis they must also be passed for compensation to apply.

#### **Submission of coursework**

We have made some changes to the way Assessment Boards handle late submission of written coursework and artefacts. The details of this change are included in the 2015-16 assessment regulations for your course but you should note that this change will only be effective where you submit written coursework and artefacts after this date and that all late submissions continue to be penalised.

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On Tuesday 1st September, updated policies and procedures relating to Appeals and Complaints were republished on the [Student Portal](#) for use by students from this date onwards. These updated documents reflect changes from within the sector and the [Office of the Independent Adjudicator](#) (OIA).

*NB: The OIA is an independent body whereby students may further pursue their appeal/complaint once all internal University processes have been concluded.*

**A number of changes and enhancements have been made to the following documents (11A and 11F as below) and whilst the major changes that may impact upon you have been included below, we would advise that you read the relevant procedure thoroughly if you are considering making a formal appeal or complaint.**

However, before you do this we would encourage you to discuss any concerns you may have relating to your course or your assessment outcomes (e.g. feedback/marks) during the year 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.

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

We have added that an academic appeal can now be submitted on the grounds of bias or the perception of bias in the assessment process or in the consideration of your appeal. As with any Appeal you may make, it is important for you to ensure that this is clearly evidenced so your appeal can be fully considered.

We have made it explicit in this document that the decision maker at each stage of this process will be a different person, therefore ensuring independence.

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

The main change to this process is that the consideration of both academic and non-academic complaints from students studying towards a BU award at a Partner will be coordinated by the University.

Also, as with the Appeals policy and procedure, this document now makes it explicit that the decision maker at each stage of this process will be a different person, therefore ensuring independence.

## **11L – Third Party Representation: Procedure**

We would also like to take this opportunity to remind you that in May 2015, the University published this new document to the [Student Portal](#). If you were not aware of this, please see below what this document may mean for you:

Bournemouth University recognises that you may wish to be advised, supported or represented by a third party during formal University processes.

For the purposes of this procedure, a third party is defined as a person who is not directly involved in the issues relating to the formal processes but who is advising, supporting or representing you through the process.

Whilst the University strongly encourages you to represent yourself and to communicate directly with the University on all matters including those relating to formal University procedures, you may prefer to appoint a representative. However, if a third party representative is explicitly acting on your behalf, the University will only recognise them following your express written permission as per the procedure via completion of the Third Party Representative form.

However, a Third Party Representative form is not required if you are representing yourself and you are seeking advice or support from a third party (e.g. SUBU Advice). It is also not required if you wish to give consent for the University to discuss your case with a third party (e.g. a parent/guardian).

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### **Academic Levels (C, I, H or M)**

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

This won't actually come into full effect this academic year and your transcript will still display your Academic Levels as C, I, H or M dependent upon which Level you are studying at.