



**Bournemouth  
University**

# Summary of changes to Academic Regulations, Policies & Procedures (2019/20)

We have made some important clarifications and changes to some of our academic regulations, policies and procedures for the 2019/20 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.

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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](#).

## **3A – Standard Admissions Regulations: Undergraduate Programmes; Taught Postgraduate and Graduate Certificate/Diploma Programmes**

Section 4 of the admission regulations has been re-worded to provide greater clarity.

## **3B – Admissions Policy (Taught Programmes): Policy**

The policy has been updated throughout to provide greater clarity. Non-policy statements have been removed.

## **3D – Fraudulent Applications: Policy**

The policy remains mostly unchanged but has been reordered and re-categorised to provide greater clarity.

## **3E – Admissions Policy for Applicants with a Criminal Record**

The policy was previously called Criminal Convictions policy and procedure. The policy has changed significantly, particularly in sections 9 to 12 and 16 relating to declaration and disclosure. Other sections have been re-worded to provide greater clarity.

## **3H – English Language: Policy**

The policy has been reordered and re-categorised to provide greater clarity.

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

The procedure was previously called Attendance Monitoring and Withdrawal. 'Attendance' has been changed to 'engagement' throughout the procedure. The procedure has been updated to provide an overview of attendance and engagement and includes cases where attendance must be recorded.

A section has been added to provide information about Apprenticeship programmes.

### **3L – Fee Status: Policy**

The policy has been significantly revised as it is now a student-facing policy.

### **3N - Enrolment**

The policy now includes a section confirming the protocol for students enrolling whilst carrying credit. In addition, a number of smaller changes have been made to provide greater clarity.

### **3P – Recognition of Prior Learning: Policy and Procedure**

Mention of UK credit transfer has been removed to simplify the wording of the policy. However, a statement has been included to advise that RPL is the mechanism through which BU allows and supports credit transfer.

A section has been added highlighting the requirements for apprenticeship programmes including the need for an 'initial needs assessment' for all apprentices.

A section has been added to state the financial impact of all RPL decisions, e.g. rules around reduction of the tuition fee where RPL has been awarded.

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

A section has been added to the policy to explain the impact on tuition fees when a student interrupts their study.

### **4A – Programme Approval, Review and Closure: Policy and Procedure**

The policy previously titled 'Evaluation , Modification and Monitoring of PGR programmes' has been retired. All aspects of the approval and periodic review of Postgraduate Research awards are now captured within this policy.

### **4B – Programme and Unit Modifications: Policy and Procedure**

The proportion of students required to agree to implement a change to a published programme is reduced from at least 75% to more than 50% of all affected students. Alongside this % change, there is an additional requirement that all feedback received from students must be considered as part of the final approval of the change.

The policy previously titled 'Evaluation , Modification and Monitoring of PGR programmes' has been retired. Information relating to modifications to Postgraduate Research awards is now captured within this policy.

### **4C – Panel Members for Programme Approval, Review and Closure: Procedure**

Student panel members are now fully included as part of the programme approval and periodic review process.

### **4H – Evaluation, Monitoring and Modification of Postgraduate Research Degree Programmes: Procedure**

This policy has been retired. All aspects previously captured within this policy are now embedded within other more general policies and procedures which cover all BU provision.

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

The policy has been updated to ensure that short placements are referred to consistently throughout and to clarify the differences between placement, internships and work experience.

References to the Student Disciplinary policy have been added.

Clearer guidance has been added around Tier 4 students who are prohibited from undertaking a self-employed route for placement.

Clarification has been added in relation to placement opportunities for international students and the carrying credit assessment regulation.

The procedure outlines that Placement Co-ordinators also support students on short placements (as well as Placement Development Advisors).

Guidance in the Erasmus+ section has been updated.

Information has been added about the Placement Opportunities Fund.

## **6D – Marking, Independent Marking and Moderation: Policy and Procedure**

The University is introducing anonymous marking for summative assessments, wherever this is pedagogically and practically reasonable. More information about anonymous marking is available in section 4.2 of this policy. Further communications about this change will occur during the Autumn term.

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

A small alteration has been added to the form for requesting Assessment Board consideration of exceptional circumstances to clarify that each assessment period is treated separately in terms of considering exceptional circumstance requests.

In addition, an extra box has been added to the form which requests students explain clearly the details of their circumstances.

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

The Code of Practice has been updated throughout to provide greater clarity.

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

The policy has been updated to clarify research participants right to withdraw, researchers responsibilities and circumstances where external ethics approval is required.

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

The policy has been updated to clarify that it also includes apprentices on degree apprenticeship programmes.

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

The policy has been updated to clarify that it also includes apprentices on degree apprenticeship programmes and outlines any differences for apprentices, e.g. where the complaint relates to working arrangements, apprentices should raise these with their employer in the first instance.

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

The procedure has been updated to confirm that it does apply to convictions received pre-enrolment which only come to light after a student has enrolled

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

The policy was previously called 'Health, Wellbeing and Fitness to Study'.

## **11K – Student Disciplinary: Procedure**

The section relating to statutory nuisance has been removed from this procedure as the University is no longer provided with details of students issued with a Noise Abatement Notice.

**[END]**