

Academic Year 2022/23

Changes to Academic Regulations, Policies and Procedures forming part of the Student Contract

Document being changed/updated (Academic Regulations, Policy or Procedure)	Details of the changes that are being made	Date that the changes will take effect	Contact details for students to obtain further information about the changes
Academic Regulations: Assessment, Progression and Award	<ul style="list-style-type: none">• Amendment to the regulation on commencement of study (2.4.1). The final point at which students can commence study and be engaged with learning and teaching has been changed to Friday of week four (formerly Monday of week four). Late arrivals and course transfers will not normally be permitted after the Friday (formerly the Monday) of week four.• The regulations on Permanent Withdrawal (PWD) and Suspension of Studies (SOS) have been removed and are now included in the Change of Circumstance Policy.• The regulations on Late Submission of Assessment have been removed and are now included in a separate Late Submission of Assessment Policy.• The regulations on Extenuating Circumstances have been removed. The process for claiming Extenuating Circumstances is set out in the Extenuating circumstances Procedure.• The regulations on Module Assessment Boards (MABs) and Progression and Award Boards (PABs) have been removed. Information on MABs and PABs is included in the Guide on the Operation and Conduct of Exam Boards.• The list of approved Derogations from the Standard University Regulations has been removed from the regulations. Derogations that apply to specific courses are set out in the relevant Course Specification. A definitive record of all derogations is centrally managed and maintained by the Quality	1 September 2022	Clare Portlock Head of Academic Standards and Governance clare.portlock@bcu.ac.uk

	Assurance and Enhancement team, and will continue to be reviewed annually.		
Tuition Fees Policy	<ul style="list-style-type: none"> • The name of the policy has been changed to Tuition Fees Payment Policy • Early Payment Discounts have been removed from September 2022 onwards • An increase in the overseas deposit required on application from £3000 to £4000 • Scholarships awarded can no longer be used to form part of the 50% deposit • Students can only opt for an instalment plan through the invoice payment portal. The plans are not available via any other payment method, such as payments made directly into the University bank account. • If a student defaults on 3 occasions during the payment of their fees via an instalment plan, then the University now reserves the right to request payment in full for the remaining balance of tuition fees due. • Appendix A now clearly separates out the liability for SLC funded and students who are self-funded or sponsored. 	1 September 2022	Neville Garner-Jones Head of Financial Operations Neville.Garner-Jones@bcu.ac.uk
Student Disability and Mental Health Policy	Changes made to sections 7.5 to 7.12 to provide a simpler explanation about the financial support for diagnostic assessments for enrolled students.	1 September 2022	Kate Waugh Head of Disability Services Kathryn.waugh@bcu.ac.uk
DBS Panel Guidance	<p>This document sets out arrangements the University makes for holding a Disclosure and Barring Service Panel ('DBS Panel') and should be read alongside the University's Criminal Convictions Policy and Procedure.</p> <p>A DBS Panel is held in circumstances where a student been successful in securing an offer of a place to study at the University on a regulated course; has declared a criminal conviction on their Criminal Convictions Declaration Form and has been required to obtain an enhanced DBS certificate as a result; and where the DBS certificate includes a positive disclosure.</p>	1 September 2022	Richard Booth Assistant Director of Governance, Mental Health & Wellbeing richard.booth@bcu.ac.uk

	The purpose of the Panel is to assess any risk the student may pose to the University community in light of the DBS disclosure.		
Extenuating Circumstances Procedure	<p>The following changes have been introduced for the 2022/23 year, to aid student understanding and use of the EC Procedure and to reflect better the process of considering EC claims as it now stands.</p> <ul style="list-style-type: none"> • A general rearrangement of the Procedure to make it easier to understand and follow for students, including numbered paragraphs and a table of contents; • Increased examples of circumstances that will and will not be considered extenuating, based on examples given in the OIA's Good Practice Framework chapter; • Removal of the moratorium for claiming within 10 working days of a PAB date. This part of the Procedure was not practically in use; • Introduction of greater expectation management in respect of the impact of claiming; • Additional guidance around evidence that can be supported in support of a claim; • Removal of the academic appeal stream specific to late EC claims. The use of the Academic Appeals Procedure for late EC claims was confusing to staff and students alike; late claims will now be considered under the EC Procedure, and the Academic Appeals Procedure only used where a student has unsuccessfully raised a query against an unsuccessful claim; • A new flowchart has been added to the Procedure to assist students in understanding what type of claim to make. 	19 September 2022	<p>Richard Booth Assistant Director of Governance, Mental Health & Wellbeing</p> <p>richard.booth@bcu.ac.uk</p>
Academic Appeals Procedure	<p>The following changes have been introduced for the 2022/23 year, to aid student understanding and use of the Academic Appeals Procedure and to reflect better the process of considering appeals as it now stands.</p> <ul style="list-style-type: none"> • The appeal stream relating to late extenuating circumstances claims has been removed (and moved to the EC Procedure). The existence of this 	19 September 2022	<p>Richard Booth Assistant Director of Governance, Mental Health & Wellbeing</p> <p>richard.booth@bcu.ac.uk</p>

	<p>appeal stream caused confusion to students and staff and it was felt more appropriate to consider late claims within the EC Procedure;</p> <ul style="list-style-type: none"> • A new appeal stream has been added, for use in circumstances where a student has made an unsuccessful EC claim and an unsuccessful query; • Guidance has been added in respect of timeframes at the formal and review stages; • The fast-track for appeals has been removed because in practical terms this represented a duplication of the informal resolution stage; • An update process flowchart has been added to the Procedure. 		
Student Academic Engagement Policy	<p>Changes made are as follows:</p> <ul style="list-style-type: none"> • Changed the title to provide clarity of the expectations of the policy. • Separated out expectations for international and home students. • The process for students to use the teaching space card readers has been moved to an appendix. • Section on approved absences and student responsibility to update mySRS has been added. • Points of engagement that will be monitored are more clearly identified. • Policy now includes recognition of the need to have a timely process which separates out no engagement from poor engagement; • Policy now focusses on a 2-week cycle of contacting students with no engagement touch points. • Update to clarify that 'Stage 3' letters will be sent from the Academic Registrar. • Flow chart of process now included. 	1 September 2022	<p>Clare Portlock Head of Academic Standards and Governance</p> <p>clare.portlock@bcu.ac.uk</p>
Late Submission of Assessment Policy	<p>This is a new, standalone policy setting out the University's regulations in relation to the late submission of assessments. This information was included within the Academic Regulations: Assessment, Progression and Award in previous years.</p>	21 September 2022	<p>Clare Portlock Head of Academic Standards and Governance</p> <p>clare.portlock@bcu.ac.uk</p>

Change of Circumstances Policy	<p>This is a new, standalone policy setting out the University's regulations in relation to student changes in circumstance, including:</p> <ul style="list-style-type: none"> • Suspension of Studies (SOS) • Permanent Withdrawal (PWD) • Course Transfer <p>This information was included within the Academic Regulations: Assessment, Progression and Award in previous years.</p>	20 October 2022	<p>Clare Portlock Head of Academic Standards and Governance</p> <p>clare.portlock@bcu.ac.uk</p>
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