Academic Year 2023/24

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

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| 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 | The main Change is:  Paragraph 3.5 now refers to ‘Discretionary break in studies with a second resit’. Temporary withdrawal is now referred to as a Break in Study’ | 1 September 2023 | Clare Portlock  Head of Academic Standards and Governance  [Clare.portlock@bcu.ac.uk](mailto:Clare.portlock@bcu.ac.uk) |
| New BCU Undergraduate and Taught Postgraduate Academic Regulations | **These are a new set of regulations which apply to new students starting in September 2023 and some students who are returning in 2023 (as outlined on the front page of the regulations)**  **The main changes are:**   * The Standard assessment cycle is a first sit and a resit * Discretionary second resits are not permitted * The level of permitted compensated credit has been reduced * Condonement of credit is not permitted * There is not an automatic right to repeat Level 4. A repeat of Level 4 is now based on the level of credit the student has achieved at the first attempt of Level 4 * In relation to Integrated Master’s Degrees, a maximum of 80 credits for the entire award can be compensated. This includes a maximum of 40 credits at any one level, except for Level 6 and Level 7 where a maximum of 20 credits is permitted   **Points of Clarification:**   * These regulations apply to all students who completed a Level 3 Foundation Year in 2022/23 and returned in September 2023 to study the first year (Level 4) of an honours degree * Any grades achieved during a period of study abroad will not be included in the classification of the final degree award. | 1 September 2023 | Clare Portlock  Head of Academic Standards and Governance  [Clare.portlock@bcu.ac.uk](mailto:Clare.portlock@bcu.ac.uk) |
| Student Disability and Mental Health Policy | **The following changes have been introduced:**   * Paragraph 1.2.3 - replaced “graduation” with “the end of the student’s course” * Paragraph 4.6.1 - removed reference to the two out-of-hours services, Nightline and Togetherall * Paragraph 6.8 - added information to make it clear that data is kept as per the University’s retention schedule * Paragraph 7.4 - clarified the circumstances in which a student’s Disabled Students’ Allowances Assessment of Needs report may be used as medical evidence to implement support and reasonable adjustments. * Paragraph 8.11 - added in the Director of Student and Academic Services as Deputy Chair of the Reasonable Adjustments Panel, should the Chair not be available. * Paragraph 9.1 - clarified that we will aim to complete Disability Support Summaries within 10 working days of having all the information we need from a student. This is to take account of extremely busy times of the academic year. * Paragraph 9.13 - added “*or the Students’ Union Advice Team”* as a source of support and advise for a student concerned about equitable access to a University service. The same applies at 12.3, in relation to students needing support with an Academic Appeal. | 15 June 2023 | Kate Waugh  Head of Disability Services  [Kathryn.waugh@bcu.ac.uk](mailto:Kathryn.waugh@bcu.ac.uk) |
| Academic Misconduct Procedure | **The following changes have been introduced:**  The existing procedure has been revised to introduce the new offence of Artificial Intelligence (AI) misuse as a ‘Category B’ offence. The revision to the procedure takes into account the rise in use of AI tools for the purpose of creating work and emphasises the tone of the wider procedure in focusing on individual attainment and in seeing academic misconduct as a compromise of a student’s academic integrity. | 8 June 2023 | Richard Booth  Assistant Director Student and Academic Services – Student Services  [richard.booth@bcu.ac.uk](mailto:richard.booth@bcu.ac.uk) |
| Student Attendance and Engagement Policy | **The following changes have been introduced:**   * Title of policy changed to Student Attendance and Engagement to show the clear focus on attendance and engagement. * Added definitions to support understanding of policy. * Formal monitoring periods changes from 6 per semester to 4 per semester. * Early check point within first 2 weeks of the semester. * Policy allows for an escalated route to stage 3 withdrawal if there is evidence of zero attendance/engagement and where specific patterns of attendance or non-engagement persist. * Specificity pertaining to apprentices in line with Education and Skills Funding Agency. * Greater clarity on how the university monitors engagement. * Addition of safeguarding and wellbeing section. * Appeal timeframe reduced from 10 to 5 working days to enable quicker responses to students.   Clarification of date of withdrawal as the issue date of the Stage 3 Withdrawal notice. | 30 June 2023 | Amina Bhatti  Assistant Director Delivery Services  [Amina.bhatti@bcu.ac.uk](mailto:Amina.bhatti@bcu.ac.uk) |
| Student Change of Circumstances Policy | **The following changes have been introduced:**   * Confirmation of the Faculty Student Centre role in supporting students through any change of circumstance request. * Confirmed date of a change of circumstance is the date this change is formally agreed between BCU and the student. * ‘Break in study’ is now used to describe any type of break a student has from their studies. * Specificity pertaining to apprentices in line with Education and Skills Funding Agency. * Clear timelines for the actions of both the University and student where a change of circumstances is requested. * Introduction of a closure process where a student does not respond to requests from Faculty Student Centres regarding their change of circumstances and is not attending or engaging. * Requirement to provide evidence where a student is requesting an exceptional request to extend their break in study by a further academic year. * Included a section on sources of support for students. * Addition of detail on student record processing in appendix 1. | 30 June 2023 | Amina Bhatti  Assistant Director Delivery Services  [Amina.bhatti@bcu.ac.uk](mailto:Amina.bhatti@bcu.ac.uk) |
| Assessment and Feedback Policy | **The following change has been introduced:**   * External Examiners are now required to attend at least one Module Assessment Board (MAB) per academic year. Previously External Examiners were not required to attend MABs. * External Examiners will contribute to discussions about performance data at the MAB | 1 September 2023 | Clare Portlock  Head of Academic Standards and Governance  [Clare.portlock@bcu.ac.uk](mailto:Clare.portlock@bcu.ac.uk) |