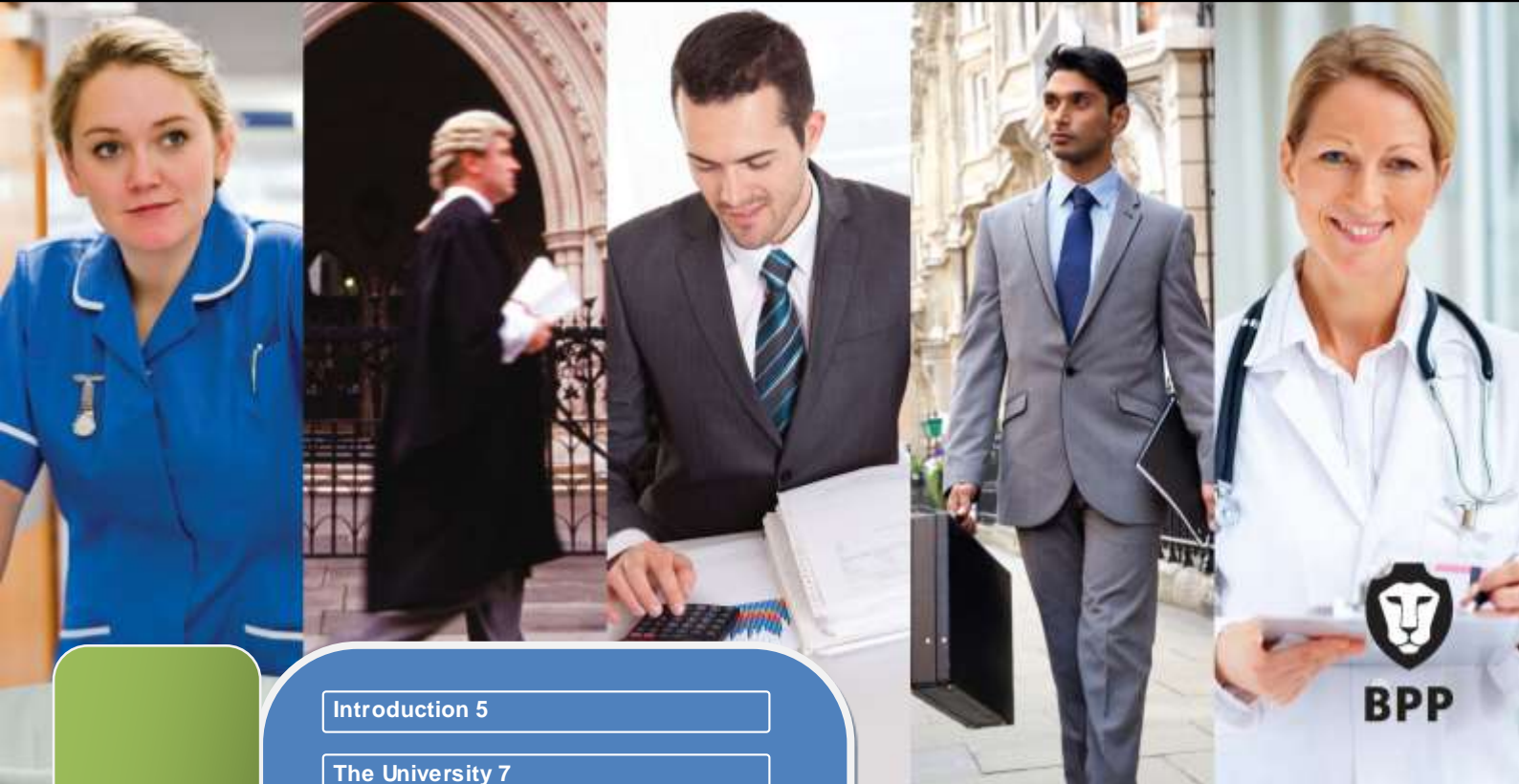


BPP UNIVERSITY



University Handbook

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BPP
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Authority

This University Handbook seeks to provide you with an accessible summary of information relating to BPP University. However, please note that for any regulatory or disciplinary matters, it is the General Academic Regulations, supported by the Manual of Policies and Procedures, that take precedence and constitute the ultimate authority. In instances of ambiguity, inconsistency or disagreement in interpretation between the General Academic Regulations and this University Handbook, the General Academic Regulations prevail.



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Introduction

Welcome and Purpose of this Handbook



I am delighted to welcome you to BPP University. We intend to make sure that the time you spend with us is a valuable investment that will provide you with the knowledge, skills and professional values to enable you to succeed in your chosen career.

We are committed to creating a learning environment, which is not only stimulating and supportive, but also offers you memorable and rewarding student experiences. We recognise that your time at BPP University will be a unique period in your life and we want to work with you to make it all the more special.

We hope that your studies with us will be both successful and enjoyable. We want you to benefit from the academic and pastoral guidance we offer, to take advantage of our comprehensive library and IT resources, as well as make the most of our specialised Careers Service. You also need to be aware of our policies and regulations with regard to examinations, assessment, academic progress and general student conduct in order to participate fully and responsibly in the life of the University.

The purpose of this Handbook is to help you make the most of your time at BPP University by providing you with a summary guide of how the University works, what it can provide for you and the obligations it places on you. The University Handbook aims to introduce you to the support and resources available, outline career development opportunities, and signpost you to student social activities. It also seeks to inform you of your rights and responsibilities, and make you aware of the key regulations applicable to you and where you can find them in full.

This University Handbook is intended as a useful reference to key information and to other relevant sources. It complements your Programme Handbook and is underpinned by the General Academic Regulation and the Manual of Policies and Procedures. Detailed and current information on all topics is available on BPP University's Virtual Learning Environment (VLE) or our Students' Association website at www.bppstudents.com.

Professor Tim Stewart
Vice-Chancellor, BPP University



Our Students' Views Matter

At BPP University, we are committed to creating a high-quality, flexible and engaging learning environment which enables our students to achieve their goals. We constantly aim to enhance the student experience and are keen to hear your views on the various aspects of University life.

We actively seek feedback through:

- Comments and Suggestions boxes within student areas
- Feedback opportunities within individual programmes
- Feedback facility on the Virtual Learning Environment
- Student representation on key University committees, including the Academic Council, which constitutes the highest academic authority within BPP University
- Staff Student Liaison Committees
- Students' Association
- National Student Council
- Annual Student Written Submission
- Student Opinion Surveys



We aim to promote open, friendly, and respectful relations between our students and University staff and we hope that you will not hesitate to share your views with us using informal, as well as formal channels.

We value your opinion. Work with us to help us improve your student experience and the experience of future students.



Brief History of BPP University

BPP University is one of the UK's leading independent Universities dedicated to business and the professions.

In September 2007, BPP University made education history by becoming the first private company in the UK to obtain degree-awarding powers. This was followed in July 2010 by permission to use the title University College. In August 2013, BPP University College was granted full UK University status and is now known as BPP University. This approval from the Privy Council is a recognition of our dedication to educational excellence and a recognition of our standing as a leading professional education provider.

BPP University is a separate legal entity and division within the wider BPP Professional Education group. BPP University has its own separate governance and regulatory structure reflecting the national importance of BPP University as a degree awarding body approved by the UK's Privy Council.

BPP University has its origins in BPP Law School, which was established in 1992 and soon became one of the leading postgraduate Law Schools in the UK. In 2005 BPP Law School established what is now known as BPP University combining BPP University's unique history since 1976 of training accountancy and finance specialists throughout Europe with the establishment of BPP Business School under the central regulatory umbrella of BPP University. In 2011 BPP University established BPP School of Health and in 2012 - BPP School of Foundation and English Language Studies. BPP University now comprises BPP Business School, BPP Law School, BPP School of Health and the BPP School of Foundation and English Language Studies.

BPP University has centres throughout the UK, in Abingdon, Birmingham, Bristol, Cambridge, Leeds, Liverpool, London, and Manchester. In the 2016/2017 academic year, approximately 16,000 students studied with BPP University, a third of which were international students.

In 2013/14, BPP University became the winner of the prestigious Education Investor award "*Higher Education Provider of the Year 2013-14*". In 2010, we won "*Post 16 education provider of the year*" award by Education Investor.

Mission



The Mission of BPP University is:

Challenging the educational status quo to positively change lives through our passion for education.

Our promise is that

"We are pioneers delivering the practical knowledge and skills our clients need to build a career and stay competitive".

BPP University aims:

- to promote excellence in professional education by being forward-thinking, progressive and innovative
- to bridge the gap between education and professional practice
- to inspire and challenge tomorrow's business and professional people in a supportive learning environment.

Career Ready at BPP



BPP University has made its reputation on the basis of its professionally-focussed, practice-facing programmes. It goes without saying, therefore, that being career-ready is at the heart of BPP University's approach to higher education. We aim to go beyond the provision of generic life skills in our programmes to enable students to enter the profession or career of their choice and to progress within their career.

We do this in a range of ways:

1. Academic success is, of course, critical to the chances of students achieving their career goals. Applicants' aptitudes for the programme to which they have applied is evaluated and this evaluation is often supported by a diagnostic test. Students with additional needs have a learning contract put in place to ensure their progress is appropriately supported.
2. All BPP University's programmes have outcomes relating to professional skills and attitudes built into them as well as outcomes relating to general transferable skills. Many have clinical components involving 'live client', clinical simulation, placements and work-based learning elements. Programmes incorporate, where relevant, the use of practice-specific IT resources such as Bloomberg and trading floor simulation software. In particular BPP University:
 - operates an award-winning Pro Bono centre, in multiple sites, running numerous projects, which offers free legal advice to members of the community who might not otherwise have access to legal services;
 - runs a diversity scheme offering summer placements to law students from non-traditional backgrounds;
 - offers a mentoring scheme, called Access to Practice, for students with limited access to the legal profession
3. Many of BPP University's programmes are accredited for entry to the professions or carry exemptions from professional body requirements;
4. BPP University's programmes are designed following consultation with employers and professional bodies and have employers and/or professional body representatives on the programme validation panel. Following approval, programmes benefit from oversight by an advisory board which comprises employers and professional body representatives;
5. BPP University's programmes are delivered by highly qualified staff, the vast majority of whom are qualified practitioners, who bring their experience to bear in the delivery of the programme and their support to students;
6. Employers consistently tell us that having good career-ready skills such as teamwork, communication and problem solving are what will really make applicants stand out from the crowd. At BPP University we offer a range of



opportunities to help you to enhance and articulate your skills and attributes both within the curriculum and through extra-curricular activities offered by the Careers Service, Pro Bono and the Students Association;

7. BPP University provides a first-class, professional careers advice service geared to the specific careers its students are seeking to enter:
 - the careers team comprises careers consultants who are knowledgeable in the areas of employment into which BPP University's programmes are designed to lead.
 - the careers consultants are supported by academic staff who are able to provide real-life, practice experience;
 - the careers service offers detailed and specific advice on career entry and development, self-presentation in writing and in interview;
8. BPP University has close and active relationships with the professional bodies, practice and companies, and uses these relationships to continually inform and improve the currency and value of its programmes.

This focussed and tailored blend of practice-related learning facilities and opportunities will help develop students' professional awareness, aptitudes and skills to enter, succeed and develop in the career of their choice.

The 10 'Career-Ready' Skills

The University has formulated 10 Career-Ready skills which employers have identified as critical to the success of their organisations and to the economy as a whole. BPP University is committed to building opportunities for students to develop and enhance these skills throughout their studies with us.

The 10 Career-Ready Skills are:



University Structure

BPP University encompasses BPP Business School, BPP Law School and BPP School of Health. The Schools:

- employ well-qualified and passionate staff
- are equipped with the advanced technology and resources
- have close links with the business, legal and health professions
- are situated in convenient city centre locations in Abingdon, Birmingham, Bristol, Cambridge, Leeds, Liverpool, London (City, Holborn, King's Cross, London Wall, Shepherd's Bush and Waterloo), Manchester.

BPP Business School

BPP Business School builds on the wider BPP Professional Education group heritage of providing education for the business professions. The BPP group educates some 80% of all FTSE 100 companies. Approximately two-thirds of all accountants at some point in their careers either attend a BPP course or use BPP's published textbooks. BPP Business School provides higher education for aspiring accountants, actuaries, bankers, managers as well as specialists in areas such as human resources, marketing, tax, insurance and risk. BPP Business School is based in the City of London, next door to the famous Gherkin building, and also has centres in Birmingham and Manchester.

The Business School is also home to our post-graduate programmes in Education, as well as our English language and academic skills support for students, both of which areas are overseen by the University Learning and Teaching Team.

BPP Law School

BPP Law School's reputation for excellence, built on our proven ability to offer students the skills they need to succeed in law, is why many students choose to study with us. In 2014, BPP Law School was listed as one of the UK's 'Top Five' Law Schools, by *The Legal Review*, in the company of the Universities of Cambridge, Oxford, UCL and Strathclyde. It's not by chance that nearly 60 of the leading law firms in the UK send their trainees only to BPP Law School for their legal education. BPP Law School is based in two centres in London, in the heart of legal London in Holborn and on the Southbank at Waterloo. BPP Law School also has centres in Birmingham, Bristol, Cambridge, Leeds, Liverpool and Manchester.

BPP School of Health

BPP School of Health provides you with the knowledge and practical skills you need for a professional healthcare career. BPP School of Health provides higher education in psychology, nursing, healthcare leadership, dentistry, chiropractic and paramedic practice, health and social care. Based in London, Abingdon, Birmingham and Manchester, our centres offer the comprehensive support and resources that you will need to be successful in your studies.



Governance and Management

BPP University is governed and managed through three main vehicles:

- The General Academic Regulations and sub-regulatory instruments
- The Committee Structure
- The Executive

Together these vehicles provide clear principles on which to act and effective mechanisms through which to communicate and agree those actions.

The General Academic Regulations

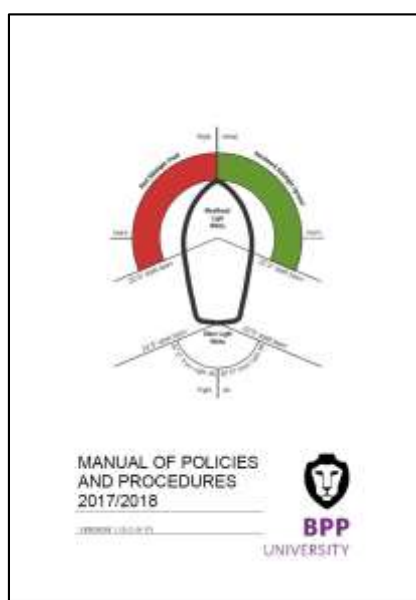
The General Academic Regulations are the most senior written authority within BPP University. They are supported by four further levels of regulation and guidance which make up the regulatory framework:

- the General Academic Regulations
- the Manual of Policies and Procedures
- the University Handbook
- the Programme Handbooks
- the Repository of Forms and Guidance

The regulatory framework is intended to ensure that:

1. the aims set out in the mission statement are pursued effectively;
2. there can be public confidence in the quality of BPP University's programmes and scholarship, and in the standards of its academic awards and other distinctions;
3. students and staff have a rigorous and robust framework for the management of programmes leading to academic awards.

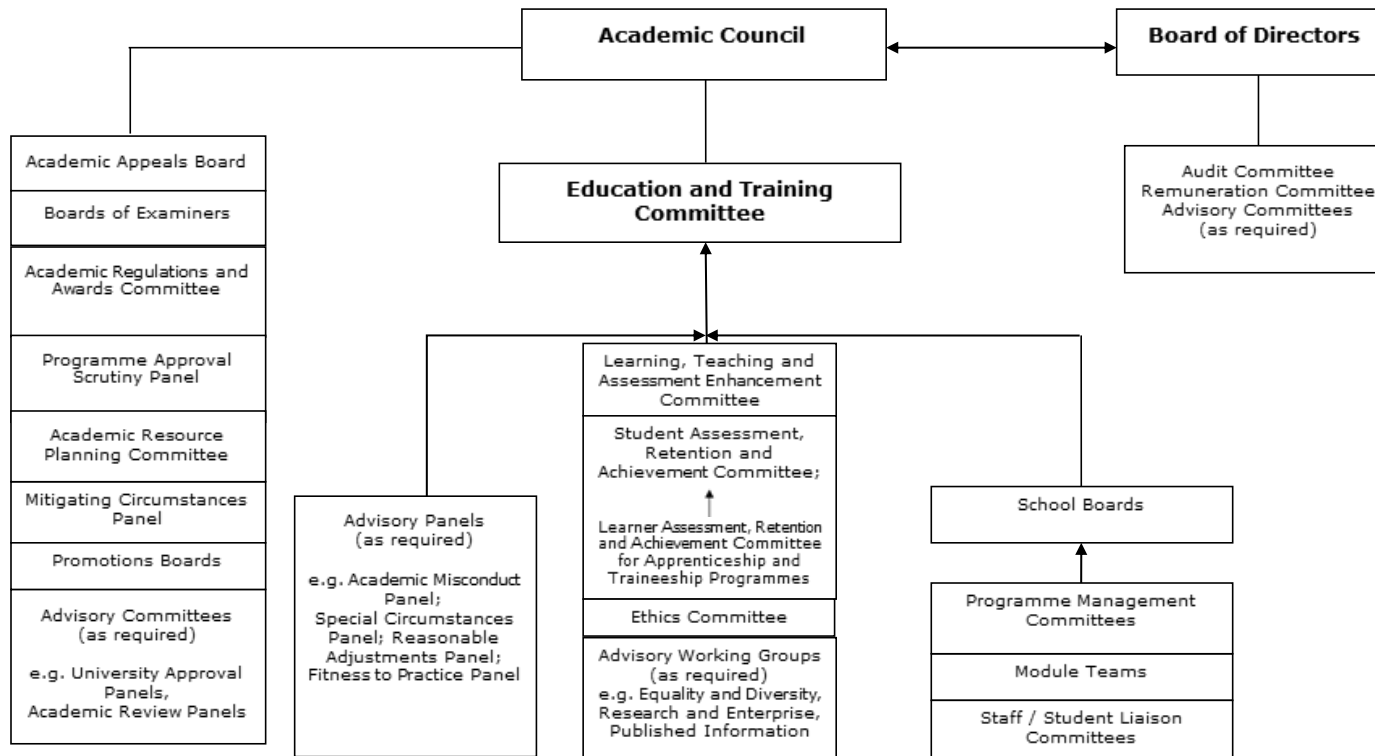
The framework has been designed to combine enough flexibility to encourage responsiveness to the changing needs of society with the necessary safeguards for the management of BPP University as an academic community.



Committee Structure

BPP University’s committee structure is designed to facilitate the efficient expedition of business and the facilitation and introduction of innovation and best practice. The committee process seeks to encourage innovation, build on initiatives and good practice, monitor standards and quality and support the work on the ground. Elected student representatives are members of BPP University’s committees and make an invaluable contribution to their work.

The Committee Structure is represented as follows:





The main committees are as follows:

The Academic Council is the most senior academic authority within BPP University, with responsibility for BPP University's strategic academic direction, policy and standards. The Academic Council is chaired by an independent, external member and comprises five further independent members, who are external to BPP University and hold high office in public life. It also comprises the Vice-Chancellor, the Deans of School, the Dean of Academic Affairs, the Dean of Learning and Teaching, the President of the Students' Association, two elected members of staff and two elected members from the student body.

The Board of Directors operates in partnership with the Academic Council on matters relating to academic provision. Its function is to ensure that BPP University operates legally and effectively. It and the Academic Council act as counterbalances to each other in ensuring that programmes are academically rigorous, commercially viable, and well-resourced. The Board of Directors has an independent Chair who is external to BPP University and two further non-executive members. The Vice-Chancellor, Deans of School, Chief Operating Officer and Head of Finance comprise the internal members.

The Education and Training Committee (ETC) is BPP University's most senior internal academic committee. It reports to the Academic Council and is the engine room for academic matters within BPP University. Reporting to the Education and Training Committee are the Learning, Teaching and Assessment Enhancement Committee, the Student Assessment Retention and Achievement Committee and the School Boards. The ETC has two student members.

The Learning, Teaching and Assessment Enhancement Committee's (LTAEC) major focus is to act as a cross-University forum for capturing, developing and disseminating good practice in delivery and assessment and for supporting staff to be able to do so. There are four student members of the LTAEC.

School Boards. There is a School Board for each of the Schools. The School Boards are the main conduit for the academic voice and are central in monitoring standards and quality. As well as reviewing policy and providing advice to the Education and Training Committee, the School Boards are responsible for considering feedback from students, external examiners and BPP University's other internal processes,

for compiling an action plan and for ensuring that agreed actions are executed. There are two student members on the School Boards.

Programme Committee, Module Teams, Staff Student Liaison Committee.

At ground level there is an important triumvirate of programme management teams, module teams and staff student liaison committees. The module teams meet frequently to review and preview delivery and act upon any immediate initiatives or issues. There is a staff student liaison committee for each programme which meets at least termly to discuss the student experience of the programme and BPP University more generally. Both of these bodies report to the programme management committee on the functioning of the programme and initiative for change.

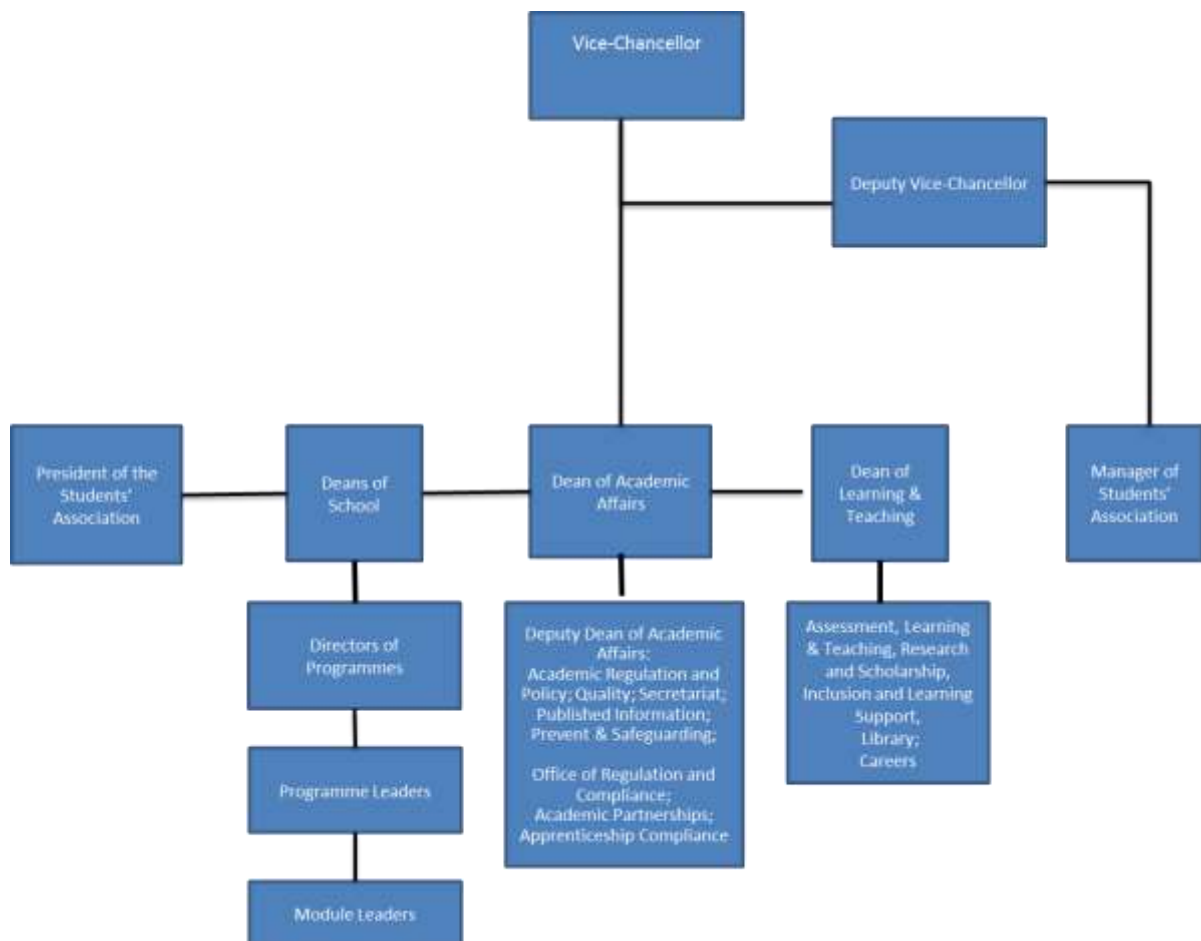


Executive Operation

The operation of the committee structure is supported by a carefully designed network of executive officers (see chart below). These are led by the Vice-Chancellor, the Chief Operating Officer, the Deans of Schools, the Dean of Academic Affairs and the Dean of Learning and Teaching. These officers are supported by academic managers and support staff including resource and pedagogy experts as well as external examiners, advisers and consultants. The executive officers operate through and outside the committee structure to ensure the efficient and timely execution of operational business, the development of strategy and the implementation of enhancements.

Within the Schools, the Dean is supported by Directors of Programmes who are responsible for all the programmes for a particular award. The Director of Programmes will be supported by Programme Leaders for each mode of a programme and they, in turn, are supported by Module Leaders and Personal Tutors.

Academic Leadership



University Contact Details

<p>BPP Abingdon McTimoney College of Chiropractic McTimoney House 1 Kimber Road Abingdon OX14 1BZ</p> <p>Tel: 01235 523336</p> <p>Nearest train : Didcot Parkway</p>	<p>BPP Birmingham 32-34 Colmore Circus Queensway Birmingham B4 6BN</p> <p>Tel: 0121 237 3800 or 0121 237 3801</p> <p>Nearest train : Birmingham Snow Hill / Birmingham New Street</p>
<p>BPP Bristol BPP House Grove Avenue Queen Square Bristol BS1 4QY</p> <p>Tel: 0117 9291000</p> <p>Nearest train : Bristol Temple Meads</p>	<p>BPP Cambridge Third Floor Lion House Lion Yard Cambridge CB2 3NA</p> <p>Tel: 01223 309 302</p> <p>Nearest train : Cambridge</p>
<p>BPP Leeds Whitehall Quay Whitehall 2 Whitehall Quay Leeds LS1 4HR</p> <p>Tel: 0113 386 8285</p> <p>Nearest train : Leeds</p>	<p>BPP Liverpool Merchants Court First Floor 2-12 Lord Street Liverpool L2 1TS</p> <p>Tel: 0151 706 7470</p> <p>Nearest train: Liverpool James Street</p>
<p>BPP King's Cross Marcello House 236-240 Pentonville Road London N1 9JY</p> <p>Tel: 03300 603801/603802</p> <p>Nearest tube : King's Cross St Pancras</p>	<p>BPP London Wall 4th Floor 3 London Wall Buildings London EC2M 5PD</p> <p>Tel: 03300 603807/603808</p> <p>Nearest tube : Liverpool Street, Moorgate, Bank</p>
<p>BPP Business School London City BPP Business School 2 St Mary Axe London EC3A 8BF</p> <p>Tel: 03300 603813/603814</p> <p>Nearest tube : Bank Station, Liverpool Street Station</p>	<p>BPP Law School London (Holborn) BPP Law School 68-70 Red Lion Street London WC1R 4NY</p> <p>Tel: 03300 603811/603812</p> <p>Email: law@bpp.com</p> <p>Nearest tube : Holborn, Chancery Lane</p>
<p>BPP Shepherd's Bush BPP House Aldine Place 142-144 Uxbridge Road London W12 8AW</p> <p>Tel: 03300 603803/603804</p> <p>Nearest tube : Shepherd's Bush, Shepherd's Bush Market</p>	<p>BPP Law School London (Waterloo) 137 Stamford Street London SE1 9NN</p> <p>Tel: 03300 603805/603806</p> <p>Email: law@bpp.com</p> <p>Nearest train : Waterloo, London Waterloo East</p>
<p>BPP Manchester St. James's St. James's Building 79 Oxford Street Manchester M1 6FQ</p> <p>Tel: 0161 2357100</p> <p>Nearest train : Manchester Oxford Road</p>	
<p>For maps, directions and details of all BPP University locations, please visit www.bppuniversity.ac.uk.</p>	



The Student Charter

BPP University Student Charter 2017-2018



At BPP University, we want you to have every opportunity to succeed during your time with us. Below is a set of commitments developed by the students and staff at BPP University. The University and the Students' Association give their full support to these principles.

The University's Commitment

- Provide the highest standards of teaching, taught by professionals from the professions
- Provide you with opportunities to enhance your "Career Ready Skills", both through a dedicated careers service and by integrating key skills into your curriculum
- Encourage participation in shaping the quality of your academic experience by listening to constructive feedback from you, your student representatives and the Students' Association
- Provide you with accessible and accurate information relating to all aspects of your studies
- Set assessments appropriate to the teaching on your course, and provide you with access to tailored and timely feedback on all assessments
- Offer support, advice and equal opportunities to all students in every aspect of their student experience

Your Commitment

- Take responsibility and participate fully in your studies and the management of your course commitments
- Make the most of all the opportunities provided by the University and Students' Association to assist in your personal development, in order to help you achieve your academic potential and career goals
- Engage proactively in opportunities to provide feedback on your student experience, including supporting your student representatives
- Behave professionally as representatives of BPP University, both in your academic environment and the communities around you

The Students' Association's Commitment

- Provide access to Independent Academic and Welfare Advisers, who can offer impartial and confidential advice
- Actively represent the voice of the student body at all BPP University Academic committees
- Facilitate student-led clubs, societies and events, by providing access to support and funding
- Provide the University Alumni Network with career and networking opportunities, as well as social events and reunions
- To be student-led and student-focused in everything we do, across all BPP University centres





Teaching and Learning Delivery Strategy

BPP University is dedicated to maintaining the highest standards of teaching and learning delivery, continuously reviewing and enhancing its provision in line with best practice and the latest innovations in teaching and learning approaches and technologies. At the heart of BPP's Teaching and Learning Delivery Strategy lies a commitment to encourage and enable our students to realise their potential and achieve their learning and professional goals.



We aim to provide our students with an inclusive, stimulating, demanding and engaging learning environment, which is aligned with the demands and aspirations of individual programmes. Our teaching and learning delivery methods are intended to offer students fair and appropriate opportunities to achieve the intended learning outcomes of individual modules and programmes, as well as to demonstrate the requisite standard of achievement through a varied diet of assessment.

Across programmes, intended learning outcomes fall into one of four categories:

- Knowledge and Understanding;
- Cognitive Skills
- Professional Skills and Attitudes
- General Transferable Skills

Programme learning and teaching strategies strive to ensure integrity and credibility in relation to the learning outcomes to be achieved, class size and pedagogical methods.

The University's standard delivery methods include but are not limited to:

Method	Class Size	Key Activities	Generic Outcomes
Lecture	Whole Group	Demonstration, Overview, Mapping, Explanation of Key Issues	Knowledge & Understanding
Revision Clinic	Whole Group	Review & Elucidation	Knowledge & Understanding, Reflection
Tutorials	1 - 6	Pastoral & Remedial supervision Student Led papers and presentations Peer and tutor feedback	Knowledge & Understanding, Cognitive Skills, Verbal Communication
Seminars	7 - 18	Tutor Led Elucidation Socratic exploration Case analysis Presentations	Knowledge & Understanding, Cognitive Skills, Verbal Communication



Workshops	12 - 36	Problem based learning Case analysis Pod working, presentation & feedback	Knowledge & Understanding, Cognitive Skills,
Harvard Seminars	18-50	Case analysis Problem Based Learning Predetermined sub group work	Knowledge & Understanding, Cognitive Skills,
Asynchronous Seminars	-	Discussion & exploration	Knowledge & Understanding, General Transferable Skills (IT)
Skills Class	2-16	Demonstration, practice, peer review, tutor feedback	Professional Skills and Attitudes, General Transferable Skills

Many of the above formats may be replicated through online provision, e.g. lectures may be delivered through MP3 downloads, tutorials and seminars may be delivered through WIMBA classrooms or other online methods. Where visual interaction is necessary or where interactive skills are being delivered online, necessary provisions will be detailed in the programme's teaching and learning strategy.

We intend that both online and on-ground delivery methods will demonstrate integrity and credibility and will provide an equivalent learning experience.



Assessment Strategy

We believe that examination and assessment play a vital part in student learning, progress and achievement.

Our assessment strategy is guided by a set of overarching principles and aims to:



- provide students with fair and appropriate opportunities to achieve all intended learning outcomes for a programme of study and reliably demonstrate that achievement;
- ensure validity, reliability and authenticity of assessments;
- provide feedback to students to aid their learning and progress;
- enable decisions on students' learning needs and readiness to progress;
- offer a varied assessment diet which is aligned with the requirements of modules and programmes, while at the same time employs as broad a range of assessment instruments as possible with as few assessments as possible;
- provide a basis for a decision whether a student qualifies for an award and on the grading of their achievement.

Most BPP University programmes consist of a series of modules, which in turn carry credit and have defined learning outcomes. Intended learning outcomes detail what students are expected to demonstrably achieve in a module and/ or programme. Assessments are usually designed to enable students to achieve all learning outcomes in a programme.

Normally, the award of a qualification is contingent upon students achieving all modules in a programme, having reached at least a pass standard in every assessment task of every module.

At BPP University, we recognise three types of examination and assessment:

- (a) *Diagnostic* examinations and assessments provide indicators of learners' aptitude and readiness for a programme of study.
- (b) *Formative* examinations and assessments offer learners feedback on their performance and give guidance on areas for improvement. They do not count toward the overall result on a module or programme of study.
- (c) *Summative* examinations and assessments provide a measure of learners' achievement or failure in relation to the intended learning outcomes of a programme of study. They do count towards the overall result on a module and programme.

Standard types of assessment instrument include:

- unseen written examinations
- part-seen written examinations
- essays
- technical reports



- projects
- oral presentation
- research questions
- group-work reports
- in-tray exercises
- learning logs and portfolios
- evidence portfolios
- case studies

Please refer to your Programme Handbook for a detailed overview of the assessment instruments pertinent to the individual modules of your programme of study.

You will additionally receive details of the marking criteria which will be applied in the assessment of your work. Please note that individual programmes may have their own marking criteria, aligned with the specific outcomes of the programme and the requirements of professional bodies and standards agencies. You should use this information to help plan your work.



Examination and Assessment



Examinations and assessments are largely for your benefit. Not only do they aid your learning through considered and consistent feedback on your progress and performance, but they also help you to reflect on your achievement and plan activities to improve your knowledge, understanding and skills.

Examination and assessment also gives you the opportunity to demonstrate the standard you have reached; it is the means by which your achievement is measured, in relation to the aims of your programme and national benchmarks. Assessment tasks and processes are designed to provide you with additional learning opportunities.

For each programme there will be a schedule of the examination and assessment elements for each module along with information on the form and weighting of each assessed element in the Programme Handbook. The deadline dates for the submission of coursework and the dates of examinations will be published on the VLE (<http://my.bpp.com/vle/>) prior to the first term in the academic year for every individual scheme.

We strongly advise you to attend all scheduled examinations for your programme, adhere stringently to assessment deadlines, familiarise yourself with our Regulations on Academic Malpractice in order to ensure its avoidance, and generally abide by the examination and assessment regulations and requirements set by the University, your programme and specific examination and assessment events.

Please note that in some programmes, specific assessment provisions may apply. For instance, certain assessments may allow for the use of permitted materials. You are advised to refer to your programme handbook and your programme regulations for guidance on permitted materials for individual modules.

Please note that in certain Law programmes, like the Bar Professional Training Course, the 'fatal flaw' rule applies in assessment decisions. The 'fatal flaw' rule is in place where legal or other analysis by the student is so clearly incorrect that it would:

- put the client(s) interests at risk, and/or
- put the [potential] barrister at risk of negligence.

This is an overarching discretion to fail, operating outside the assessment criteria for a particular assessment.

For regulatory information on Examination and Assessment, please consult your Programme Handbook, the General Academic Regulations and the Manual of Policies and Procedures (available under Regulatory Framework, under the Registry and Student Support section on the VLE at <http://my.bpp.com/vle/>).



Integrity of Assessment



At BPP University, we are committed to deploying assessment regimes which are fair, consistent and offer guarantees as to the integrity and credibility of programmes. Our General Academic Regulations consequently make provisions for a comprehensive and rigorous process of marking and regulating students' assessments.

Firstly, the parameters of each assessment are agreed at a markers' meeting, convened by the Module Leader, prior to the commencement of marking. Written scripts are 'blind' marked, wherever possible, to conceal the identity of the student and ensure anonymity. Further markers' meetings ensure consistency and standardisation of marking decisions and criteria. 'Borderline' exam scripts and fails are additionally second-marked to ensure the accuracy of assessment decisions. In the case of differences between the first and the second marker, the scripts are re-evaluated, usually in the student's favour. Following an Examiner's Report to the Director of Programmes, scripts are sent to the External Examiner. Finally, before the formal endorsement of assessment results, a Board of Examiners considers the results of all assessments and makes any necessary decisions relating to the conduct of the examination and the results achieved by students.

External Examiners are independent from BPP University and are appointed to that role for individual modules and programmes. They are drawn from other higher education institutions or professional organisations and are specialists in their field with extensive expertise and experience in both the subject area and in examination practices. The External Examiner Allocation List for the University is available to students on the Virtual Learning Environment (VLE). External examiners are in a position to make independent and impartial judgements and they play a key role in the quality assurance and enhancement processes at BPP University. They scrutinise the academic standards of each award and the standards of student performance, the measurement of student achievement, and the rigour and fairness of the assessment process. In addition, external examiners approve all summative assessments, review fails and grade boundaries, and participate actively in relevant Board(s) of Examiners. Annual external examiners' reports are available to student representatives at School Boards and to all students upon request. An annual summary report can be found on the VLE. Please kindly note that students must not contact external examiners under any circumstances. External examiners are independent of the University and will not respond to student correspondence.

The **Board of Examiners** has oversight over all examinations and assessments, and allied regulations and processes for a programme. A Board of Examiners comprises the Dean of the School, internal and external examiners, and is chaired by an independent senior academic approved by the Academic Council. The Boards of Examiners have a duty to uphold the academic standards and integrity of awards. The Board of Examiners make recommendations on student achievement results to the Academic Council, which approves the final awards.

Absence from or Failure at Assessments



As a student, you are expected to attend examinations as required by your programme and to follow the required formats and published deadlines for compulsory coursework, as specified in individual Programme Handbooks.

If you fail to attend an examination or submit work for an assessment without good cause, the examiners can deem that to be a failed assessment attempt and record a mark of zero (0) for such component(s).

You will be permitted two attempts to retake a failed assessment component. However, unless a concession has been granted, re-sit marks will be capped at the pass mark for the assessment and this will be reflected on your transcript. If you can provide evidence of illness or other good cause, you may be entitled to a mitigating circumstances concession. You are therefore advised to familiarise yourself with the Rules on Mitigating Circumstances and Concessions (Manual of Policies and Procedures, under the Registry and Student Support section of the VLE, <http://my.bpp.com/vle/>).

Condonation may be available where a student has failed a module within 5% of the pass grade, subject to the confirmation by the relevant Board of Examiners that all programme learning outcomes have been met and all other conditions for a condonement have been satisfied.

Absence from and failure at assessments are governed and regulated by the General Academic Regulations and the Manual of Policies and Procedures (available under the Registry and Student Support section on the VLE at <http://my.bpp.com/vle/>).



Extensions, Deferrals and Mitigating Circumstances



We recognise that unforeseen circumstances and unfortunate events like illness, bereavement or being a victim of crime may impact on your ability to undertake or perform well in examinations and assessments. Our General Academic Regulations therefore make provisions for mitigating circumstances which may be deemed to have impaired your ability to prepare for an assessment or sit an examination.



Extensions



If you can provide evidence of an illness or other good cause, you may apply for an extension to the deadline for handing in a coursework assessment.

The request for an extension, together with relevant evidence, must be received by the Programme Leader **by 12.00 noon on the last working day before the deadline**, and the Programme Leader must be satisfied that the period of time affected by illness or other good cause, would have prevented you from submitting the assessment on time. Extension would normally be granted for up to three days, unless a Learning Support Agreement explicitly provides otherwise.



Grounds to Apply for Extension:

A. Grounds for Extension

Permissible causes can be:

- Serious illness;
- Mental shock or trauma;
- Being the victim of a serious crime or accident
- Other mitigating circumstances

Supported by →

B. Evidence

Objective & authoritative evidence can be:

- Health professional's statement;
- Death certificate, order of service;
- Being the victim of a serious crime or accident;
- Crime reference number;
- Police statement;
- Birth certificate of a child;
- BPP Learning Support Agreement;
- Letter from legal representative

C: Extension Application

Extension Application **received** by the Programme Leader **by 12.00 noon on the last working day before the deadline**

Extension Application Conditions:

- extension applications must be in writing and on the prescribed form
- include SRN, name and signature
- specify reason and grounds for extension
- include objective, supportive evidence

D. Not Acceptable Reasons to Extend the Deadline for Assessment:

Insufficient Grounds for Extension:

- lack of preparation
- late registration

An extension application does not meet conditions when:

- insufficient grounds for extension, as listed in A. above
- rationale does not indicate illness or other good cause beyond student's control
- documentation not submitted on the Extension Form
- application received after deadline
- no evidence provided

Decision by Programme Leader

Extension Granted

The Programme Leader is satisfied that the extension application meets the grounds and conditions for an extension (A, B, **and** C above). **The student has up to 3 extra days to submit.** *Students with active Learning Support Agreements can negotiate alternative extensions to coursework where the Programme Leader and the Learning Support Office are satisfied that academic standards are not compromised and the student does not gain unfair advantage.*

Extension Rejected

The Programme Leader determines that the extension application does not meet the grounds and conditions of a legitimate extension of the deadline date for assessments (D above). **The student must submit the assessment by the original published deadline date, or this be classed as a failed attempt.**

Deferrals



If you can provide objective and authoritative evidence that illness or other good cause has impaired your ability to prepare for an examination or assessment, you may apply to sit the examination or undertake the coursework assessment at the next available opportunity. A deferral is different from an extension as you will not undertake the same coursework task or examination as students undertaking the assessment at the current sitting.

The request for a deferral, together with all relevant evidence, must be received **at least five working days prior to the date of the examination or assessment**, and the Programme Leader must be satisfied that the illness or other good cause would render you unfit to undertake the examination or coursework assessment.

Please Note: Deferrals do not extend the permitted maximum period for completing your degree.



'Good' Reasons to Defer an Examination:

A. Reason to Defer

- A student is unfit to enter an examination; **or**
- A student's performance in an assessment would be adversely affected



B. Grounds for Deferral

Permissible causes can be:

- Debilitating illness;
- Mental shock or trauma;
- Being the victim of a serious crime or accident within the past month;
- Other mitigating circumstances

Supported by →



C. Evidence Objective & authoritative evidence can be:

- Health professional's statement;
- Death certificate, order of service;
- Being the victim of a serious crime or accident;
- Crime reference number **and** police statement;
- Birth certificate of a child;
- BPP Learning Support Agreement;
- Letter from legal representative

D: Deferral Application

Deferral Application submitted to the Programme Leader **at least 5 working days before the date of the examination**

Where legitimate grounds for deferral occur beyond the '5 working days in advance' limitation period, the applicant can submit a Mitigating Circumstances application instead.

Deferral Application Conditions:

- deferral applications must be in writing and on the prescribed form
- include SRN, name and signature
- specify reason and grounds for deferral
- include full objective, supportive evidence
- where a student seeks to defer one or more but not all of the examination diet for one sitting, evidence justifying the split of examinations. This is to ensure integrity of assessment and mitigate against unfair advantage.

E. Not Acceptable Reasons to Defer an Examination:

Insufficient Grounds for Deferral:

- examination nerves or anxiety
- lack of preparation
- computer or other technical failure – *where the technology is not provided by BPP University*
- late registration
- ignorance of the assessment date
- attempt to defer only a part of a two-part assessment
- 'cherry-picking' of examinations scheduled on the same date
- *enduring condition – students with disabilities and learning difficulties should have a Learning Support Agreement at least two months before the date of the examination, which includes recommendations for examination concessions*

A deferral application does not meet conditions when:

- insufficient grounds for deferral, as listed above
- rationale does not indicate illness or other good cause beyond student's control
- documentation does not cover examination or assessment date
- evidence dated later than missed examination or assessment
- documentation not submitted on the Deferral Form
- application received after deadline
- no documentation provided
- no evidence provided





Decision by Programme Leader
applicants will be notified
within 72 hours



Deferral Granted

The Programme Leader is satisfied that the deferral application meets the grounds and conditions for deferral (A, B, C **and** D above).
The student must sit this examination at the next available sitting.
The Programme Leader updates records and notified Examinations Office and Concessions Officer.

Deferral Rejected

The Programme Leader determines that the deferral application does not meet the grounds and conditions of a legitimate deferral (E above).
If the student does not sit the examination at the original examination date, this examination attempt will be classed as a failed attempt.



Mitigating Circumstances and Concessions

Where you can provide evidence that your performance or attendance at an examination or assessment has been impaired by an unforeseen illness or some other unforeseeable circumstance outside of your control, during or within 5 days of an assessment or examination, you can apply for a concession to have your examination or assessment result or attempt disregarded. This means that your results are processed as if the assessment or examination has never been taken. If your mitigating circumstances application is granted and the Board of Examiners allows you to re-take the examination or assessment, it will be treated as a first sit and the mark awarded will not be capped. However, should your application for a concession be rejected and you are offered another opportunity to re-sit, the mark will be capped at the pass rate for the assessment in question.

The application for a concession due to mitigating circumstances must be completed and submitted to the Concessions Officer no later than 10 working days after the assessment was due or you sat the examination. The Concessions Officer is available to advise you on completing your mitigating circumstances application. He/she can also act as your advocate before the Mitigating Circumstances Panel of the University which will consider your application.

You are required to provide authoritative and objective evidence of the unforeseeable and unavoidable circumstances that you consider to have affected your performance. You should aim to collect any medical or other evidence either on the day itself or as close as possible to the examination or assessment date.

Please note that Concessions are subject to the following caveats:

- The granting of a concession will not automatically result in any increase in the marks.
- Where you could have been reasonably expected to apply for an extension or deferral, an application for a concession will not usually be granted by the Mitigating Circumstances Panel.
- Pre-existing disability and/or learning difficulty, including medical conditions, are not usually considered as valid mitigating circumstances in themselves since these are known beforehand and can be addressed by means of a Learning Support Agreement or special arrangements including enhanced pastoral support. The onus is on the student to disclose in advance of examinations or assessments any ongoing conditions they feel may impact on their performance and take the appropriate course of action to address the situation. Please refer to the Disability Disclosure Policy in the Manual of Policies and Procedures.

Mitigating Circumstances and Concessions Procedure

Mitigating circumstances are unforeseeable and unavoidable circumstances that may be deemed to have a detrimental effect on student performance.

Examples include:

- Illness;
- Mental shock or trauma;
- Being the victim of a crime or accident

A Concession is the acceptance on the part of an authorised body that mitigating circumstances, supported by objective and authoritative evidence, have affected a student's summative assessment and the voiding of that attempt.

The granting of a concession will not result in any increase in marks.

Objective & authoritative evidence can be:

- Health professional's statement;
- Death certificate, order of service;
- Being the victim of a serious crime or accident;
- Crime reference number **and** police statement;
- Birth certificate of a child;
- Letter from legal representative

Fit to Sit

- A) **Mitigating Circumstances more than 5 days in Advance of the Examination/ Assessment**: If unfit to sit an examination or submit an assessment due to unforeseen circumstances, students should use the Deferral of Examination or the Extension of the Deadline Date of Assessment procedures;
- B) **Mitigating Circumstances During or Within 5 Days of an Examination**: Students who do not feel fit to sit an examination must **not** sign the 'Fit to Sit Declaration' and should instead apply for a mitigating circumstances concession, with evidence. Students, taken ill during an assessment, are expected to notify the invigilator before leaving the venue to ensure that the time and nature of the illness is noted in the invigilation report. Students will also be required to seek medical attention on the day of the assessment or as close to it as possible if they feel their performance was adversely affected.

Stages of Mitigating Circumstances Application Stage 1: Submission

Grounds

Where a student believes that his/her assessment has been adversely affected by unforeseen circumstances beyond his/her control, he/she may make a mitigating circumstances application:

- if the circumstances prevent the student from undertaking all or part of the assessment task and was not eligible to submit a deferral application;
- if the assessment task is completed but the student believes that the mitigating circumstances significantly and adversely affected the standard of work presented for assessment.

Threshold Conditions

Mitigating Circumstances Application submitted to Concessions Officer (in Office of Regulation and Compliance (ORC)) **within 10 working days after the assessment took place or was due** and must satisfy the threshold conditions:

- be in writing and on the prescribed form, submitted in hardcopy only
- include SRN, name and signature
- clearly identify the unforeseeable and unavoidable mitigating circumstances
- detail the impact that the mitigating circumstances have had on the assessment performance
- include evidence which is reasonably arguable

Insufficient Grounds for Mitigating Circumstances:

A concession is unlikely to be granted for the following:

- computer failure or other technical problems – *in exceptional circumstances, please consult your Director of Programmes/ Programme Leader;*
- ongoing circumstances (medical, personal or financial) – *please consult your Director of Programmes/ Programme Leader on the most appropriate course of action, e.g. a possible interruption of studies;*
- signed 'Fit to Sit Declaration'. *A student who has signed a 'fit to sit' declaration may not submit a Mitigating Circumstances application unless it can be proven by objective and authoritative evidence that:*
 - (1) *they were affected by unforeseen circumstances beyond their control after signing the fit to sit declaration but before the end of the examination;* or
 - (2) *the student is subsequently diagnosed as having been suffering from a condition at the time of the assessment of which, for a reason supported by evidence, they were unaware at the time;* or
 - (3) *at the time of signing the fit to sit declaration the student was suffering from a condition which impaired their ability to make a rational judgement as to their ability to take the assessment.*

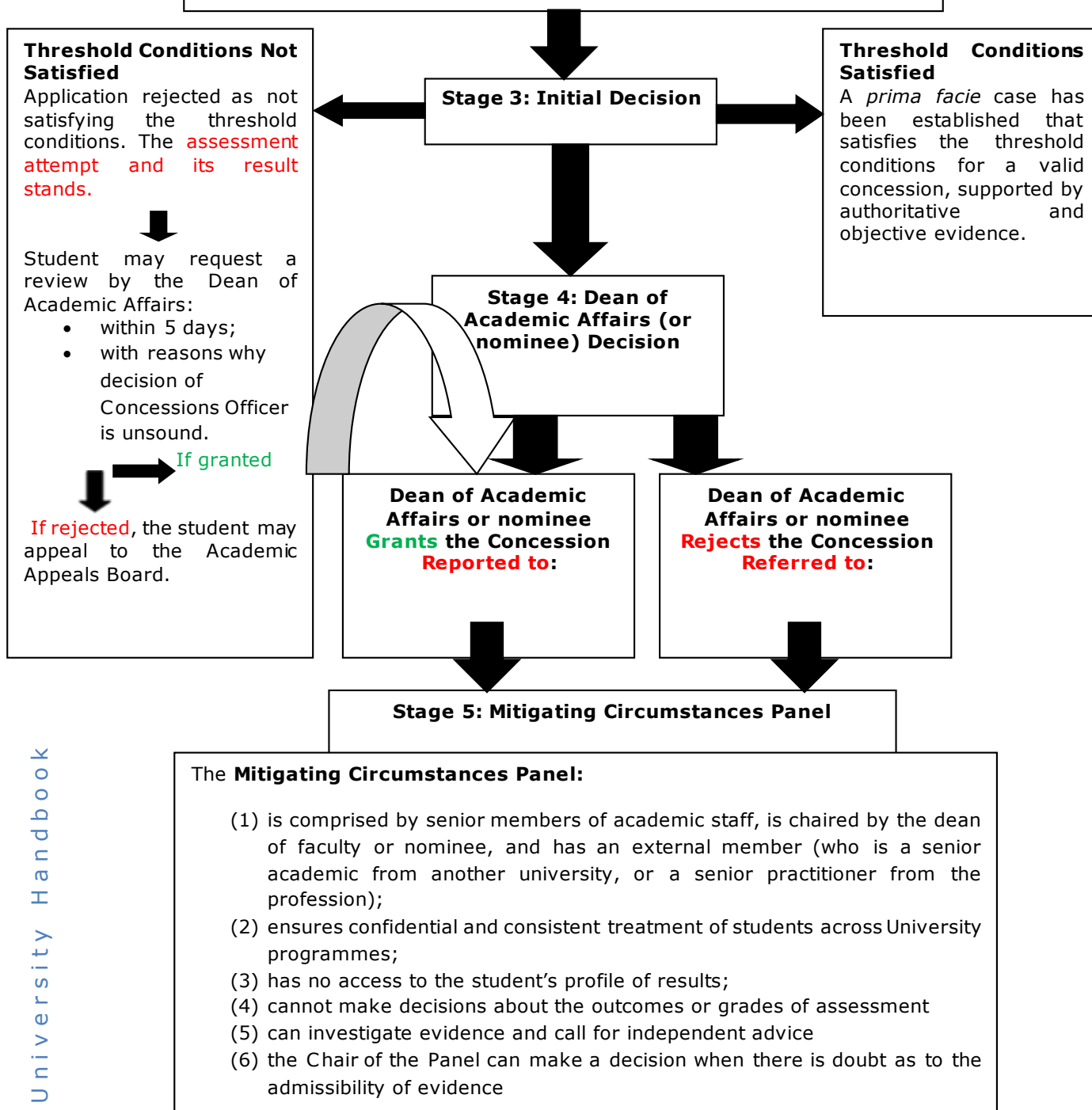


Stage 2: Initial Consideration (i.e. a *prima facie* Case)

ORC issues an acknowledgement of receipt and within 10 working days determines whether the application presents a *prima facie* case that satisfies the threshold conditions for a valid concession

Conditions:

- in writing, and on the prescribed form, and with the correct content; and,
- clearly identifies the unforeseeable and unavoidable mitigating circumstances and their impact on assessment performance; and,
- received within time limits; and,
- includes evidence that is reasonably arguable.



Stage 6: Mitigating Circumstances Decisions

Decisions Available for Mitigating Circumstances:

- a) evidence does not support the concessions application, and the students' results to be processed as normal; or
- b) evidence supports mitigating circumstances and a concession voiding the assessment attempt with the student be offered the opportunity to sit the assessment again at the next available opportunity; or
- c) evidence supports mitigating circumstances and a concession voiding the assessment attempt and allowing the student re-sit attempt at the assessment be processed in place of the voided attempt; or
- d) evidence supports mitigating circumstances and a concession accepting the assessment attempt as a valid 'in time' attempt; or
- e) evidence supports mitigating circumstances and a concession accepting the student for progression to the next stage of the programme and the student be offered the opportunity to sit the assessment again at the next available opportunity.

The Chair writes to the applicant **within 10 days** with the decision. If the application is rejected, the student has the right to avail themselves of the Academic Appeals Procedure.

The Mitigating Circumstances Panel submits a confidential report on the concessions applications and decisions (but no details of the mitigating circumstances) to the relevant Board of Examiners.



Reasonable Adjustments and Exam Concessions

Students with a learning difficulty and/or a disability are entitled to a range of reasonable adjustments in examinations and assessments.

Students are encouraged to disclose any pertinent information to faculty/Learning Support staff at the University who will process the information in accordance with the Disability Disclosure Policy and Learning Support Policy.

A Learning Support Agreement will be completed outlining any entitlements to reasonable adjustments.

In order to ensure fair access, relevant and current (not older than two years) evidence of learning difficulty and/or disability must be produced at least 1 month prior to the date of the assessment period.

Applications for reasonable adjustments in examinations submitted after this deadline may not be processed due to operational and logistical planning requirements.

'Fit to Sit' Policy

Before taking an examination or submitting an assessment, BPP University requires students to sign a 'Fit to Sit' declaration. If you do not feel fit to sit an examination or complete an assessment due to an illness or other unforeseen circumstances, we advise that you apply **in advance** for (i) a deferral of the assessment (5 working days in advance), or (ii) an extension of the submission deadline (by 12 noon on the last working day before the deadline), or (iii) a mitigating circumstances concession (less than 5 working days before the assessment).

Please note that when submitting assessments online, the very act of online submission constitutes a declaration of 'fitness to sit'.

If you have committed to a 'Fit to Sit' declaration, you may not subsequently submit a mitigating circumstances application unless:

1. you are affected by unforeseen and unavoidable circumstances beyond your control during the examination; or
2. you are subsequently diagnosed as having been suffering from a condition at the time of the assessment of which you were unaware; or
3. at the time of signing the 'Fit to Sit' declaration your ability to make a rational judgement as to your 'fitness' to take the assessment had been impaired.

In all the above cases you must believe that these circumstances have adversely affected your performance in the assessment and in each case you must provide objective, contemporaneous and authoritative evidence of your condition.

For full information and detailed guidance on the University's Regulations, Procedures and relevant Application Forms for Extensions, Deferrals and Mitigating Circumstances, please consult the Registry and Student Support section of the VLE (<http://my.bpp.com/vle/>). Please refer to the General Academic Regulations (Part H), the Manual of Policies and Procedures (Part H, specifically, the Extension of Deadline Date for Assessments Procedure, the Deferral of Examination Procedure and the Rules on Mitigating Circumstances and Concessions), as well as the Guide

What To Do Should Things Go Wrong. In all instances, please do not delay to contact your Programme Leader.



Academic Malpractice



At BPP University, we take a strong stance against Academic Malpractice which jeopardises the integrity and reputation of the University and its examination and assessment processes. In addition, as a leading provider of professional education in Law, Finance and Business we believe in the education and training of professionals who are guided in all matters by strong moral principles and values of professional integrity. We therefore encourage you to abide by our Academic Malpractice Regulations and refrain from any actions that would breach our code.

Academic Malpractice is defined as an act leading to circumstances whereby a student or another may gain unfair or unpermitted advantage in an examination or assessment.

In considering cases of Academic Malpractice, the University distinguishes between **poor academic practice** and **academic misconduct**, depending on the severity of the breach, considerations of premeditation, intention, recklessness, negligence, as well as aggravating factors like previous breaches, concealment of evidence, financial gain, acting under the influence of alcohol or drugs, among others.

Poor academic practice is defined as: *"an inept or inadvertent breach of the conventions or regulations of academic practice, committed through a defensible ignorance of those conventions and regulations, where no distinguishable advantage may be or has been accrued to the student, and where there is no discernible intention to deceive"*.

Defensible ignorance may be assumed in the early stages of a student's career, e.g. during the first stage of an undergraduate degree, or for postgraduate overseas students studying for the first time under UK higher education assessment conventions. Poor academic practice relates to minor, unintentional offences, like poor referencing, and can be addressed and corrected under the authority of the programme leader as a matter of academic development.

A judgement of **academic misconduct** applies to more serious offences and to cases where *"there are **no** mitigating factors which would lead to the actions of the student to be deemed poor academic practice"*.

Examples of Academic Malpractice include but are not limited to:

- *plagiarism* (copying or imitating text or material from another author or source, including the Internet, without proper acknowledgment or referencing);
- *collusion* (unauthorised collaboration in assessments);
- *fabrication* of data or results from empirical study;
- *impersonation* of another person's identity, e.g. in order to undertake an examination on their behalf;
- *unauthorised possession or reference* of prohibited or unauthorised material in assessments,
- *bribery/ intimidation* attempts to influence a University official by unfair means,

- *misrepresentation* including untruthful claims of mitigating circumstances, false declarations of word count,
- *breaches of the rubrics of an assessment* (e.g. failure to observe examination and assessment requirements of timing and principled conduct among others).

For precise definitions of academic misconduct, please consult the Glossary at the end of this Handbook, as well as the Manual of Policies and Procedures, Part H, Section 10, available from the VLE (<http://my.bpp.com/vle/>).

All members of the University staff have a professional obligation to report instances of academic malpractice. Alleged cases are investigated and acted upon by the Programme Leader or the Director of Programmes in conjunction with the Dean of Academic Affairs. Cases of alleged academic misconduct are investigated and addressed by an Academic Misconduct Panel.

Proven acts of academic misconduct entail penalties, which depend on the gravity of the breach and the circumstances of the individual case. Mitigation is considered if the student(s) admits the offence at the first available opportunity and/or cooperates with the University's investigation.

In addressing academic misconduct, the University seeks to improve the students' understanding of what constitutes academic misconduct, to negate any assessment advantage, as well as to safeguard the integrity of the University's academic awards.

Penalties for academic misconduct include an activity with educational benefit designed to address the form of academic misconduct; a written warning in the student's file; deduction of marks from an assessment; voiding the assessment/examination or entire module, with the right to re-take for a capped mark or as a first sit; assigning a mark of zero to an elective module without the right to re-take; termination of the student's registration, among others.

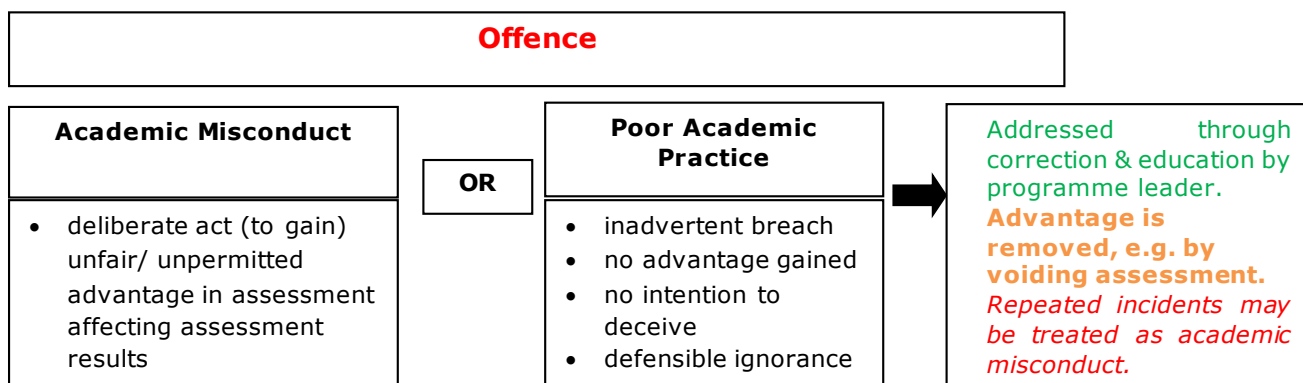
In addition, where a programme leads to the award of a statutory or professional body, any proven acts of academic misconduct will be reported to that body.

Please refer to the Academic Malpractice Procedures in the Manual of Policies and Procedures (Part H, Section 10) for detailed information and guidance. You are strongly encouraged to familiarise yourself with the University's regulations in relation to academic misconduct, as ignorance will not be deemed an acceptable excuse in claims of unintentional offences.



Academic Malpractice Procedure

Offence



Academic Misconduct

- **Plagiarism**
- **Collusion**
- **Fabrication**
- **Impersonation**
- **Misrepresentation**
- **Unauthorised Possession or Reference**
- **Bribery/ intimidation**
- **Breach of the Rubrics of Assessment**

Criteria and Aggravating Circumstances:

<p>A. Criteria:</p> <ul style="list-style-type: none"> • Premeditation; • Intention; • Recklessness; • Negligence; • Circumstances (e.g. reputational damage to BPP) 	<p>B. Aggravating Factors:</p> <ul style="list-style-type: none"> • Previous offence; • Group action; • Financial gain; • Attempt to conceal/ dispose of evidence; • Failure to respond to warnings; • Offending under the influence of alcohol/ drugs; • Intimidation; • Abuse of a position of trust; • Studying towards a programme accredited by a professional body, e.g. BPTC & LPC/ Membership of a professional body
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**Stage 1
Suspected Academic Misconduct**

- 1. BPP member of staff suspecting academic misconduct:**
- (a) clarifies nature of suspected misconduct
 - (b) identifies evidence
 - (c) submits a report to the Programme Leader

- 2. Within 10 days, Programme Leader recommends to the Dean of Academic Affairs²:**
- (a) poor academic practice proceedings
 - (b) academic misconduct proceedings
 - (c) dismissal of the case

- 3. Within 5 days, the Dean of Academic Affairs:**
- (a) confirms Programme Leader's recommendations
 - (b) amends Programme Leader's recommendations under an alternative heading
 - (c) rejects Programme Leader's recommendations and dismisses the case

- 4. Within 5 days, the Dean of Academic Affairs** informs the student of the decision and if the decision is to proceed with the allegation, the letter will set out the allegation and invite the student to admit or deny the allegation, and submit relevant evidence in support of denial or mitigation, **within 5 days.**

**Stage 2:
Academic Malpractice Proceedings**

Poor Academic Practice

Programme Leader/ Director of Programmes:

- (1) considers allegation and evidence;
- (2) decides whether poor academic practice is established;
- (3) decides whether advantage has been gained;
- (4) removes assessment advantage, e.g. by voiding the assessment attempt, or reducing marks;
- (5) recommends an activity of educational benefit to prevent re-occurrence.

Academic Malpractice

The Dean of Academic Affairs, **within 5 days of receiving the report:**

- (1) Establishes an Academic Misconduct Panel;
- (2) Informs student(s) of the allegation and procedures to be followed.

Academic Misconduct Panel

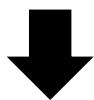
Academic Misconduct Panel:

- a) comprised of 3 members: one member of the board of examiners for the programme; one senior academic from another programme; one member of the Education and Training Committee;
- b) responsible for:
 - establishing whether the allegation is proven;
 - determining relevant mitigating circumstances;
 - deciding on a penalty
- c) investigates the allegation in 5 days;
- d) if the Panel establishes 'a case to answer', arranges a hearing and informs student
- e) student has at least 5 days' notice of a hearing to submit further evidence
- f) where admissibility of evidence is in doubt, the Chair can decide
- g) student will have at least 2 days before a hearing to consult all evidence available to the Panel
- h) student can be accompanied by an observer – e.g. fellow student, BPP Students Association Officer, President of the Students' Association, translator, an aid
- i) if the student does not attend the hearing, the Panel can reach a decision on the evidence



Academic Misconduct Panel can decide:

- (a) finds no misconduct & recommends dismissal of the case and the processing of the student's results as normal;
- (b) establishes poor academic practice instead and refers the matter to the programme leader;
- (c) establishes misconduct, considers any mitigating circumstances and determines a penalty.



The Chair writes to the student **within 5 days** with the decision, the penalty(ies) and the student's right to appeal under the Academic Appeals Procedure.



The Dean of Academic Affairs informs the Chair of the relevant Board of Examiners, the Director of Programme and the Programme Leader.

A student may not graduate until the investigation into academic misconduct is concluded, nor be conferred an award until the appeals process has been finalised. Awards will be finalised at the next congregation.

Academic Misconduct Penalties

- (a) activity with educational benefit;
- (b) proportionate penalty to negate assessment advantage;
- (c) written warning in student's file;
- (d) voiding the attempt for the assessment or entire module with the right to take the assessment as if for the first time;
- (e) assigning a mark of zero to the item of assessment or entire module, with the right to re-take the assessment for a capped mark at the pass mark;
- (f) where a module is not core, assigning a mark of zero to the module without right to re-take, but with the option to take an alternative module for a capped mark;
- (g) where the malpractice gives rise to concern about the integrity of the assessment of a student's previous module(s), those module(s) may be investigated for malpractice. If malpractice is established, the module results will be voided and the student may re-sit for a capped mark.
- (h) termination of the student's registration, with re-admission at the discretion of the Dean;
- (i) reporting to the professional body.

Penalty Considerations

Academic Misconduct Penalties are influenced by:

- (a) Infringement or Violation – considerations of educational benefit, integrity of assessment processes and awards, reputational damage to the University;
- (b) Dean of Academic Affairs' advice on previous practice;
- (c) Criteria in A above;
- (d) Aggravating factors in B above;
- (e) Mitigating circumstances – e.g. admission of the offence and co-operation with the investigation.

Except where evidence relevant to the case causes a delay, e.g. witness out of the country.

²The Dean of Academic Affairs to be read 'Dean of Academic Affairs, or nominee'.



Complaints and Appeals



At BPP University, we are committed to acting in the best interest of our students while abiding by principles of fairness and integrity in all matters. Complaints and appeals are important to the University because we recognise that although we aim to provide a high-quality service, no system is error-proof.

We rely on our members (students and staff) to help us identify potential errors and correct them. The General Academic Regulations make provision for appeals against University decisions to ensure that students are treated fairly and reasonably. We make every effort to hear and determine all applications from students as expeditiously

and as reasonably as possible, having regard to the circumstances of each individual case and the requirements of natural justice.

The University operates a framework of appeals and complaints.

An **appeal** is a written request by a student for the reconsideration of a determination made by an officer, board, committee or panel of the University in relation to their status, progression or achievement as a student.

A **complaint** is the notification by a student to the University of their dissatisfaction with an aspect of service or treatment that they have received from the University. A complaint should usually include an indication as to what resolution is being sought.

The University's complaints and appeals processes are built on the following key principles:

- Fair, reasonable and independent decision-making;
- A multi-stage, centrally administered process which ensures confidential, consistent, proportionate, independent and due consideration of each case by appropriately appointed officers and panels. Both processes involve initial consideration, formal consideration, as well as internal and external mechanisms of independent review;
- No student would be disadvantaged, discriminated against or in any way penalised for initiating a complaint or appeal.

The Office of Regulation and Compliance (ORC) centrally administers appeals and complaints.

External independent review is available through the UK's Office of the Independent Adjudicator (OIA).

The effectiveness of the complaints and appeals processes are monitored annually.

Appeals

A student may appeal against a University decision where there is reasonable ground, supported by authoritative and objective evidence, to believe that an administrative or procedural error has affected the outcome; or that the decision was manifestly unreasonable¹; or there is new evidence which for good reason could not have been submitted earlier.

Appeals procedures apply to:

- (a) Appeals against admission decisions, which are dealt with by the Admissions and Academic Appeals Regulations;
- (b) Appeals against academic progress decisions, which are dealt with by the provisions for appeal against an academic progress decision;
- (c) Appeals against the decisions of Board of Examiners which are dealt with by the University's Academic Appeal Regulations;
- (d) Allegations of cheating which are dealt with by the University's Academic Malpractice Regulations;
- (e) Student attendance or disciplinary issues raised by the University which are dealt with by the University's Student Discipline Policy.

Please note that:

- No appeal will be entertained against the academic judgment of the examiners.
- No appeal will be entertained against a judgment made on concessions where mitigating circumstances have been submitted and considered by the Mitigating Circumstances Panel.

¹ A decision is "manifestly unreasonable" if it can be demonstrated unequivocally that an Officer of BPP University or a properly constituted University Panel or Board has made an irrational, perverse or logically flawed decision.



Student Appeals Procedure

Student submits permissible appeal against:

- Result of an investigation or action under the GARs; or,
- Unconfirmed result of an assessment; or,
- Unconfirmed result of a stage of programme.

Grounds of Appeal

Must be under one or more of the following grounds of appeal (with supporting/objective evidence):

- Administrative or procedural error; or,
- Decision manifestly unreasonable; or,
- New evidence arising.

Stages of Appeal Stage 1: Submission

Appeals submitted to Appeals Officer (in ORC) within 20 working days from:

- publication of results; or,
- decision of panel.

If beyond limitation period, the Academic Appeals Board (AAB) can consider if the applicant's mental or physical condition precluded submission and has discretion when an appeal can be heard.

Conditions:

- appeals must be in writing and on the prescribed form
- SRN, name and signature
- the result or decision being appealed against
- ground(s) for appeal
- full objective, supportive evidence (copies)
- list of independent and authoritative person(s) who can provide relevant information
- for examination/ assessment appeals, explanation with evidence as to why the concessions procedure had not been followed

A stay of action occurs from the lodging of the appeal (evidenced by an acknowledgement from ORC) i.e. student continues on the programme as normal. All decisions by Exam Board are in abeyance.

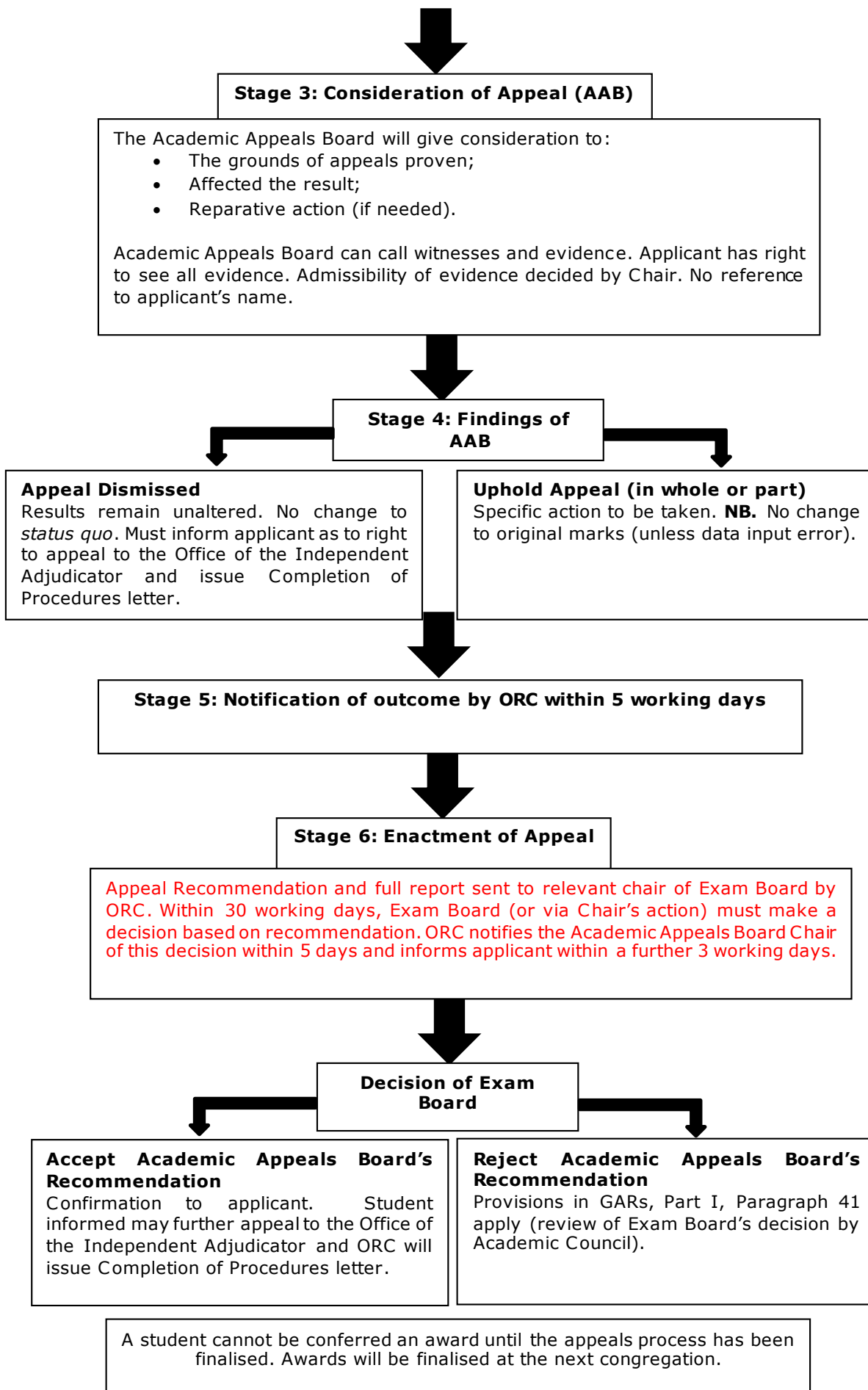
Stage 2: Initial Consideration (i.e. a *prima facie* Case)

The ORC will conduct a preliminary investigation within 10 working days to ascertain a *prima facie* case for an appeal. Conditions:

- a) in writing, and on the prescribed form, and with the correct content; and,
- b) correct grounds of appeal; and,
- c) received within time limits; and,
- d) on the balance of probability an arguable case under the GARs; Part K, Section 3, Paragraph 2.

The ORC will inform the applicant of outcome in writing (with reasoning). Right to appeal to Dean of Academic Affairs.





Complaints

The University views complaints as important feedback, and seeks to ensure that all complaints are taken seriously and are properly handled. It is our aim to resolve complaints expeditiously and in the best interest of students and the University. It is hoped that, where possible, the majority of complaints could be resolved promptly and informally.

Complaints relate to student dissatisfaction with an aspect of service or treatment. This can relate to administrative or procedural omission, quality of delivery, or conduct of University staff or students. The complaints procedure does not cover matters of academic appeal. A complaint notification to the University should usually include an indication as to what resolution is being sought.

Students are encouraged to raise informal complaints close to the issue occurring. Depending on the nature and urgency of the complaint, the student must decide with whom to raise the matter. In some cases, it may be prudent to discuss the matter with the individual concerned. On other occasions, it may be more appropriate to refer the issue to the Programme Leader or Director of Programmes, as an independent authority. Complaints against individuals should not be raised in staff student liaison meetings.

If informal resolution could not be reached to the satisfaction of the student, a formal complaint can be lodged for consideration and determination with the Office of Regulation and Compliance (ORC). Where a student is dissatisfied with the outcome of the formal complaint, they could request independent review by the Vice-Chancellor. Upon completion of the University's internal complaints procedures, students are also entitled to refer the matter to the Office of the Independent Adjudicator (OIA).

Student Complaints Procedure

Complaints

A **complaint** is the notification by a student to the University of their dissatisfaction with an aspect of service or treatment that they have received from the University. A complaint should usually include an indication as to what resolution is being sought.

Complaints relate to:

- (a) an act or omission concerning the administration or operation of a regulatory procedure or service provided by the University, e.g. fitness to practice issues not relating to academic judgement;
- (b) the delivery or administration of the programme, e.g. quality of teaching;
- (c) the conduct of a member of the academic or support staff, e.g. discrimination;
- (d) the conduct of another student, and
- (e) subject to the exclusions below, any other matter concerning the operation of the University which adversely and unfairly affects the student, and which is under the University's control.

Exclusions

Complaints do **not** relate to:

- (a) Appeals against admission decisions, which are dealt with by the Admissions and Academic Appeals Regulations;
- (b) Appeals against academic progress decisions, which are dealt with by the provisions for appeal against an academic progress decision;
- (c) Appeals against the decisions of Board of Examiners which are dealt with by the University's Academic Appeal Regulations;
- (d) Allegations of cheating which are dealt with by the University's Academic Malpractice Regulations;
- (e) Student attendance or disciplinary issues raised by the University which are dealt with by the University's Student Discipline Policy;
- (f) The issue is subject to court or tribunal proceedings and those proceedings have concluded, or the matter is the subject of court or tribunal procedures that have not been stayed; and
- (g) The issue concerns a student employment matter.

Timeframe

- (1) An *informal complaint* should be made **as close as** possible to the issue occurring;
- (2) A *formal complaint* should be made as soon as possible after the informal procedures have been exhausted and **no later than 40 calendar days** of the occurrence which is the subject of the complaint.



Informal Complaint

An *informal complaint* should be raised as soon as possible, and as most appropriate to the urgency and circumstances, with:

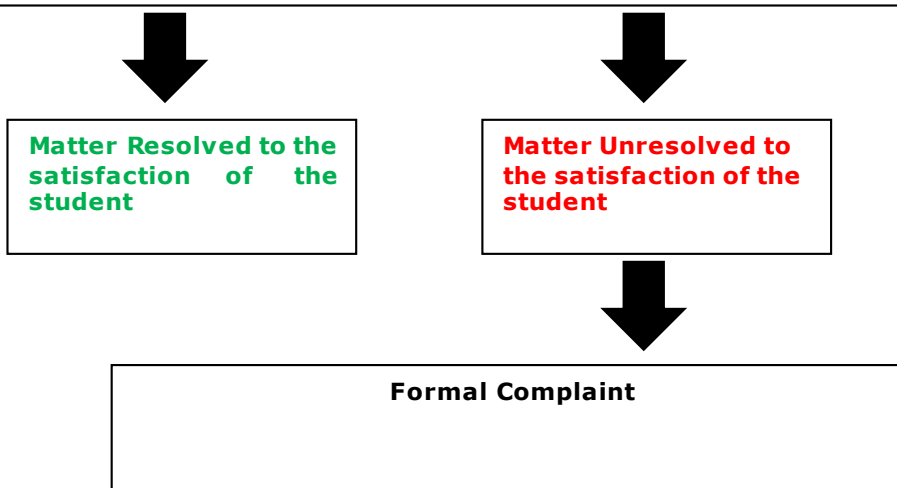
- (a) the person concerned; or
- (b) the Student Advice Team; or
- (c) the student's personal tutor or student manager; or
- (d) the Programme Leader or deputy Programme Leader; or
- (e) the Director of Programmes.

NOT at staff student liaison meetings in relation to specific individuals.

The person to whom the complaint is made will seek to resolve the matter informally, normally **within 15 working days of the complaint** being made.

They may consult other members of staff or students.

In exceptional circumstances, where a complaint exposes disciplinary matters, the student may be advised to lodge a formal complaint.



Formal Complaint

Grounds:

- (a) the student is not satisfied that the matter has been resolved by the informal process;
- (b) the student is asked to lodge a formal complaint because of the possibility of disciplinary action being taken against a member of staff or student;
- (c) because of the serious nature of the complaint, the student elects to make a formal complaint without first making an informal complaint.

Application:

Formal complaints must:

- be made in writing and on the prescribed form, and submitted to the Office of Regulation and Compliance (ORC);
- detail what informal attempts have been made to resolve it;
- contain any supporting evidence and/ or documentation;
- specify the remedy that is being sought.

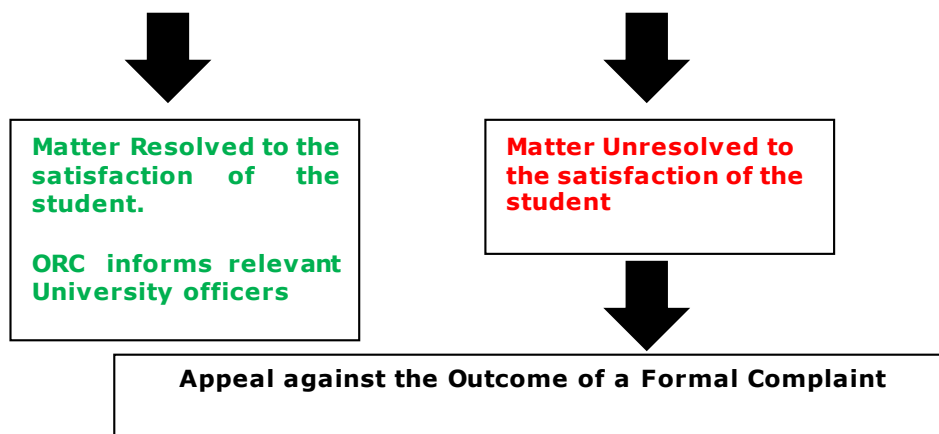
Formal Complaint Procedure

- 1) ORC acknowledges receipt of the complaint **within 5 working days**;
- 2) A member of the ORC or a senior University officer, appointed by ORC, who has no material interest in the outcome of the complaint, investigates the complaint. They may make further enquiries, call witnesses or request additional documentation.
- 3) ORC informs the student of the outcome of the investigation **within 28 working days**.

Outcome

The outcomes of a complaint may include the complaint being:

- (a) upheld in whole with a statement as to the remedy;
- (b) upheld in part with a statement as to the remedy and an explanation regarding those parts dismissed;
- (c) dismissed with a statement as to the reasons.



Permissible Grounds for Appeal:

- (a) there were **procedural irregularities** in the investigation of the formal complaint; or
- (b) **new evidence** can be presented which could not reasonably have been available to the investigator of the formal complaint.

Please note that where the appeal does not satisfy at least one of the above grounds and is rejected, ORC shall issue a Completion of Procedures Letter.

Appeal Application:

The appeal must be sent to the Vice-Chancellor **within 10 working days** of the notification of the outcome of the formal complaint and must specify:

- (1) the grounds on which the complaint should be reviewed;
- (2) the resolution that the student seeks.

Please note that appeals made outside the 10 working day timeframe will only be considered if there are good reasons for not complying, which are supported by objective and authoritative evidence.

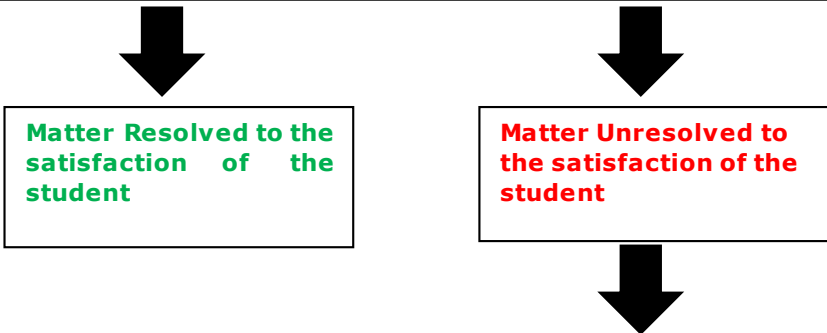
The Vice-Chancellor

- 1) Reviews the formal complaint, and
- 2) Notifies the student of the outcome of the review **within 28 working days.**

Outcome

The Vice-Chancellor, or nominee, may as a result of his/her investigation:

- (a) confirm the outcome of the formal complaint; or
- (b) substitute his/her own decision for that of the original investigator; or
- (c) order a new investigation.



BPP University's procedure is now **complete** and the University can issue the student with a *Completion of Procedures* letter.

If the student remains unsatisfied with the outcome, they may refer the matter to the Office of the Independent Adjudicator (www.oiahe.org.uk), **within 12 months** of the date of the *Completion of Procedures* letter.



The Office of the Independent Adjudicator



Where the student is dissatisfied with the decision of the University, he or she may refer their complaint to the Office of the Independent Adjudicator (OIA), within 12 months of BPP University issuing a Completion of Procedure letter. The OIA is an independent body established by Government to run an independent student complaints scheme for universities in England and Wales. For more information about the OIA and the

procedure for submitting a complaint, students can visit the OIA website at www.oiahe.org.uk.

Detailed information and guidance on BPP University's Regulatory Framework with regard to Complaints and Appeals can be found in the General Academic Regulations (Part K) and the Manual of Policies and Procedures (Part K), available from the Registry and Student Support section of the VLE (<http://my.bpp.com/vle/>).



Academic Supervision



We are highly committed not only to the academic development of every student but also to their general welfare. We aim to make your stay at BPP University an enjoyable one and pride ourselves on all our staff being approachable and supportive.

As a student you will be assigned a personal tutor or student manager at the start of your programme who will be your first point of contact for academic queries. Your personal tutor or student manager is there to offer you advice, assistance and support with any academic and personal difficulties that may arise, ensuring that where appropriate, any problems are known to the programme management and that you are referred to the relevant student support services to help you with any issues that may be affecting your academic progress.

The role of your personal tutor or student manager is to provide the main point of contact between you and your School, as well as to support you through what can be a very demanding programme of study. Your personal tutor or student manager will monitor the academic and personal welfare of the students allocated to them, and will provide general advice on students' progress. Advice might relate to study and revision techniques, the results of assessments or a student's future career. Your personal tutor or student manager will arrange to meet you individually, where appropriate, during the first term, and will then remain in contact for the duration of your study with BPP University in order to discuss your progress on the programme and any other issues arising.

You may also raise any problem (either academic or personal), with the Director of Programmes, Programme Leader or any member of the programme team if it is not appropriate to discuss the matter with your assigned personal tutor or student manager. A Student Advice team is also available to all students as a front line service for non-academic queries. *Full details of the advice and services that the student Advice team can offer can be found in the **Student Advice Section** of this Handbook.*

References

Personal tutors are happy to supply character references to students. The tutor should be provided with details of the requesting organisation (company, academic institution, etc.) including telephone numbers and e-mail address. Although students are welcome to discuss the areas which the reference will cover, the students will not be given copies of references and tutors will not supply 'open' references directly to students. All references are given in confidence and will contain the words 'This reference is given in confidence and without liability on the part of BPP University Ltd, the School or its author'.

The Examinations Department can also provide an academic reference or transcript for current or former students if a prospective employer requests this.

Please note that student managers are not teaching staff and therefore do not provide references. For those students with student managers, requests should be made to a tutor on their programme.

The Responsibility of Students

As a student, you are expected to take responsibility for both your performance on the programme and your personal life. However, in case of any difficulty, it is advisable to ask for help from your personal tutor, student manager or another appropriate source, as soon as possible, in order to resolve the issue at the earliest opportunity. Routine matters should initially be referred informally to your personal tutor or student manager. If you experience any problem which is affecting your studies, you should see your personal tutor or student manager without delay. There are few difficulties that have not already happened to someone else before and there are usually solutions. Addressing matters early will help their resolution.

It is expected that as a student you will:

- Attend arranged meetings with your Personal Tutor or student manager;
- Contact your personal tutor or student manager to inform them of any issue that may be affecting your academic progress;
- Be aware of the support provided centrally including Learning Support, Student Advice, Careers and Exams;
- Familiarise yourself with the contents of this Handbook and your Programme Handbook;
- Familiarise yourself with the General Academic Regulations (GARs), The Manual of Policies and Procedures (MOPPs).





Academic Progress



At BPP University, we are committed to enabling all our students to successfully achieve their chosen programme of study. We consequently monitor the academic progress of our students in order to aid their programme completion, as well as to safeguard the integrity of the University's academic standards.

We expect our students to show reasonable diligence in the pursuit of their studies, complying with all requirements for their programme, as set out in each individual Programme Handbook.

Where a student's progress is deemed in jeopardy, the University has mechanisms to address and seek to remedy any deficiencies. The process is intended to be supportive and constructive, and is aimed at enabling students to achieve their intended award (For more information, please see the Manual of Policies and Procedures, Part G, Section 1, Academic Progress Monitoring).

Awards are formally conferred at graduation ceremonies where we celebrate the achievement of our students in the company of their families and friends.



Attendance and Workload



As a student you are required to maintain high levels of attendance and show commitment to your programme of study. You are expected to attend all timetabled classes for your group and be punctual, prepared and engaged in class. You will need to take initiative and responsibility for managing your workload effectively in order to fulfil all attendance requirements and complete all set assignments with diligence and within defined timescales. You are encouraged to plan your time and your learning carefully, and make extensive use of the educational resources and facilities made available to you by the University.

You are required to attend such academic and practical work and to perform such academic engagements as may be prescribed by your programme of study. Full-time students are expected to be in attendance at the University during the weeks of each term and whatever additional time is required by the programme of study for which they are registered. Students on part time programmes are required to meet the attendance requirements specified in the programme handbook for the programme of study for which they are registered.

If you are unable attend a scheduled class or are falling behind on assignments, it is important to contact your tutor as soon as possible in order to address any issues and receive guidance on how to remedy the situation.

Please refer to your individual Programme Handbook and the VLE for details on specific attendance requirements. Please note that many of our programmes are linked to professional body standards and accreditation, and have stringent attendance requirements. Failure to attend all scheduled classes for your course without good cause and formal authorisation, may result in termination of your registration or a fail. If you cannot attend class due to illness, you should inform the relevant tutor prior to the class and provide a completed certificate of absence accompanied by supporting evidence. It is likely that you will still be expected to complete the work for that class and maintain good progress.

In case of absence from examinations and/ or compulsory components of the programme, you will need to notify the Academic Registry and submit medical evidence or other evidence of extenuating circumstances, as provided in the Examination and Assessment regulations and supporting rules, policies and procedures.

Please note that if you are absent from a term without prior approval for a period of 15 working days, your student status may be classified as 'withdrawn'.

In the case of **international students** on study visas², the University is required to report to the UK Visas and Immigration department all students who have missed 10 expected consecutive contacts with the University (e.g. lecture, tutorial, assessment, appointment with a tutor or adviser etc).

² BPP University defines international visa students as students from a non-European Economic Area or with limited leave to remain in the UK.



Dress Code

On certain programmes and for certain occasions, there may be a dress code. For example, on the Bar Professional Training Course, you may be required to dress appropriately for court visits, as well as for Advocacy small group sessions, and for Advocacy and Conference assessments (formative and summative). Please refer to the information provided for your individual programme for guidance on what constitutes appropriate dress and when it applies.



Jury Service

We recognise that you may be summoned for jury service during your time at the University. If this happens, you must contact the relevant programme leader or director of programmes to discuss the impact of this on your study.

If attending jury service is incompatible with your study, you may seek to be excused by contacting the Academic Registry, which will normally provide a letter supporting an application to be excused. However, excusal is not a right. You should contact the Academic Registry and submit your application to the relevant court at the earliest opportunity.

Suspension of Registration and the Granting of Intermission



If circumstances arise which seriously impact on your ability to continue and progress in your programme of study, you may consider applying for a temporary suspension of registration. You are entitled to apply for an intermission of your studies for a defined period up to 12 months, (provided the maximum permitted length for your programme is not thereby exceeded).

An intermission constitutes a formally approved absence and may be granted on grounds of:

- (a) ill-health of a serious or extended nature;
- (b) financial hardship where the student is unable to meet his or her fee payments or otherwise needs to return to employment;
- (c) maternity and paternity leave or parental duties of a similarly demanding kind;
- (d) significant compassionate grounds;
- (e) changes of a significant nature to the employment commitment of part-time students.

A student who intermits will be allowed to carry forward all assessment results that he or she has obtained prior to the commencement of the period of intermission. Where a student has completed the academic year or term, together with all associated assessments, they will be permitted to progress to the next level of the programme. If a student has been granted approval to suspend registration within the academic year or term, they may be required to repeat all that academic year or term. Students will normally be charged the fees pro rata for any part of the programme that is repeated. The Dean of Academic Affairs has the discretion to waive fees where they find strong reasons to do so.

If you have serious grounds for suspending your registration and are considering applying for an intermission, you should consult with your personal tutor or student manager as soon as possible. They will be able to advise you on making an application for intermission, as well as on the likely impact of a suspension on repeating or recovering learning and assessment opportunities, appropriate times for re-entering the programme, the impact of changes in the syllabus, curriculum and assessment instruments of the programme, ability to complete the programme in the timescales specified in the General Academic Regulations, fees and any other financial matters.

Please note that persons whose registration has been suspended are not deemed University students and are not entitled to University services, unless expressly authorised.

When an **international student** on a student visa interrupts their study or changes to a part-time mode, we are required to inform UK Visas and Immigration of their change of circumstances.



For detailed information on BPP University's Regulations and Procedures in relation to Suspension of Registration, please consult the General Academic Regulations (Part F) and the Manual of Policies and Procedures (Part G, Section 3), available from the Registry and Student Support section of the VLE (<http://my.bpp.com/vle/>).



Withdrawal of Registration

It is our commitment to you to support you to gain the qualification for which you have enrolled and to help you embark on your chosen career. However, if for some reason you wish to withdraw from your programme, we advise you to consult with your personal tutor or programme director as soon as possible.

If you wish to withdraw and terminate your registration before completing your programme, you must give notice in writing to the Dean of your School. Fees already paid will not normally be refunded and any monies due will be charged notwithstanding the withdrawal. Please see our full terms and conditions on the BPP University website – www.bppuniversity.ac.uk

Please note that if you do not re-register within the specified registration period at the start of a programme, or are absent from a term without prior approval for a period of 15 working days, you may be presumed 'withdrawn'.



Persons who are classified as withdrawn are not regarded as University students and have no right to avail themselves of the University services, unless expressly authorised.

In the case of **international students** on student visas who become classified as 'withdrawn', the University is required to inform UK Visas and Immigration.



Termination of Registration

The University reserves the right to terminate a student's registration, temporarily or permanently (which may involve, inter alia, exclusion from sitting or re-sitting assessments) who:

- (a) is in arrears with the payment of fees to the University or to an affiliated institution; or
- (b) has failed to satisfy the academic requirements necessary to continuing on the programme of studies concerned; or
- (c) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or
- (d) has been disciplined in so far as the disciplinary action taken by the University relates to registration or re-registration; or
- (e) has provided materially inaccurate information in support of his/her application, or
- (f) has acquired a criminal conviction of sufficient seriousness or has failed to declare a police caution or a criminal conviction occurring during the course of his/her studies;
- (g) Has lost immigration stats/permission to study in the UK.



Where the University terminates the registration of an **international visa student**, the University undertakes to inform the UK Visas and Immigration.

In determining the grounds for termination of registration, different University regulations and procedures will apply, depending on the particular circumstances of the case. Please consult the Manual of Policies and Procedures, Part G, Section 4, Termination of Registration. The provisions for appeals under these regulations are detailed in Complaints and Appeals. For detailed information, please consult the General Academic Regulations and the Manual of Policies and Procedures, Parts F, G and K, available from the Registry and Student Support section of the VLE (<http://my.bpp.com/vle/>).

Vice-Chancellor Emergency Powers



In extreme circumstances and in cases of great urgency, the Vice-Chancellor has the authority to suspend a student with immediate effect. Under these powers, a student may be barred completely or partially from University premises and activities. Such drastic measures are not intended as a penalty but as a mechanism to protect the University community.

The Vice-Chancellor's Emergency Powers may be exercised to suspend students who are in serious breach of health, safety and environmental protection and are considered a danger to themselves or others; or students against whom a criminal charge is pending or who are the subject of police investigation.

A student suspended under these provisions will be given the opportunity to make representations in person or in writing to the Vice-Chancellor or his/her nominee within 5 working days from the suspension date. Decisions to suspend students under the Vice-Chancellor's Emergency Powers will be reviewed by the Vice-Chancellor and two other members of the Academic Council (one internal member and one external member) every 28 days in the light of any developments and of any representations made by the students or anyone else on their behalf.

Where a student is expelled from the University they will not be entitled to any refund of fees already paid; or be admitted to any other University course. In addition, they will remain liable to pay any fees which are still outstanding.

A student who has exhausted the University's internal appeals procedures may refer the matter to the Office of the Independent Adjudicator for an external and independent evaluation of the case. Please consult the section on Complaints and Appeals in the **University Handbook** for more information on provisions for appeal (as well as the General Academic Regulations and the Manual of Policies and Procedures, Part K of both, available from the Registry and Student Support section of the VLE (<http://my.bpp.com/vle/>)).



Graduation

Conferment of Awards

Awards will be conferred upon students who have successfully completed an approved programme of study leading to a stated University award.



Where a student fails at a higher level or stage of a programme of study they may be conferred an interim exit award, provided they have demonstrated the achievement of the specified learning outcomes for that interim award (e.g. (Post-graduate) Diploma or (Post-graduate) Certificate).

Conditions of awards

An award of the University or an award under delegated authority may be conferred when the following conditions are met:

- (a) the candidate is a registered student of BPP University or was registered at the time of assessment for an award;
- (b) the candidate has paid all course/ programme fees due;
- (c) confirmation is provided by the Dean of Academic Affairs that the candidate has completed an approved programme of studies leading to an award;
- (d) confirmation is provided by the Dean of Academic Affairs that the candidate is fit to practise;
- (e) an award has been recommended by the appropriate board of examiners in accordance with the regulations, and the result on the award has been approved by the Academic Council;
- (f) the recommendation of the award has been signed by the chair of the relevant board of examiners and by the external examiners;
- (g) in respect of awards conferred under delegated authority, such other requirements have been satisfied, as may be specified by the awarding body have been met.

For a list of approved awards under the authority of BPP University, please consult Schedules B and C of the General Academic Regulations (VLE, <http://my.bpp.com/vle/>).

Graduation Ceremonies

Student awards will be conferred formally at a Graduation Ceremony. The graduation ceremonies are memorable occasions in the life of the University, celebrating the achievement of BPP University graduates in the presence of their family and friends, fellow students, and the University community.



Graduation ceremonies take place in London during May and November. Where there is demand, an additional ceremony may be arranged outside of London.

Graduation Prizes

Graduation prizes are awarded for the following:

Outstanding Performance

This is an academic achievement prize awarded to the student with the highest final grade on each programme, providing their final grade is over 75%.

Highest Performing Professional

This is an academic achievement prize which will be awarded to the best performing student at each university centre. This will go to one student at each university centre on any programme. The award is based on the highest final grade across all programmes.

Students' Association Award

This is a student engagement prize awarded to students who have contributed outstandingly to the Students' Association.

Vice-Chancellor's Award

Awarded to students that have completed their programme successfully after overcoming hardship.



Fitness for Practice

BPP University has particular responsibilities with regard to students who are studying towards a professionally recognised qualification under the aegis of a statutory regulatory body.



The University recognises that in addition to achieving academic success, students need to meet the professional standards of conduct required by their specific award.

Therefore in addition to conferring the appropriate qualification, the University must be satisfied that the student would be a safe and suitable entrant to the given profession, and can be confidently classified as 'fit to practise'.

Certificates and Transcripts

Certification

Upon successfully achieving your intended qualification, you will receive an award certificate which will record:

- (a) the name of the University;
- (b) the full name of the student;
- (c) the award;
- (d) the title of the programme of studies;
- (e) the class of award or other indication of performance;
- (f) an endorsement, where appropriate, signifying the mode of study;
- (g) a designation, where appropriate, that the award was approved under the regulations for aegrotat awards;
- (h) the date of conferment;
- (i) the signature of the Vice-Chancellor of the University.



Transcripts

A transcript will be issued to all students on completion of an award of the University, including an interim award associated with an approved part of a programme where the full programme has not been successfully completed.

Results will be presented on students' transcripts in the form of classification and percentage mark for the programme award and for each module.

The transcript provided will satisfy, as far as reasonably possible, the information requirements of the Joint European Commission-Council of Europe-UNESCO Diploma Supplement.





Equality and Diversity



BPP University is dedicated to creating and maintaining a positive, supportive and respectful environment, where everyone feels valued and encouraged to thrive. We cherish the diversity of our staff and students and proactively seek to ensure that no person receives less favourable treatment on the grounds of gender, age, race, colour, nationality, ethnic or national origin, marital status, sexual orientation, home responsibility, disability, or political or religious belief. We believe that the cultural and social diversity of our staff and students contributes to a vibrant and stimulating environment, and plays a key role in the success of the University.

We are therefore committed to upholding and promoting ideals and practices of equality and diversity, and to actively eliminating intolerance of 'otherness' and unlawful discrimination.

As a member of our community you have a major part to play in helping us uphold these values.



Equal Opportunities and Inclusion



BPP University is strongly committed to equality of opportunity and promoting an ethos of inclusion in its provision for all students and staff. BPP University recognises that working towards equality of opportunity is not additional or marginal to its activities, but central to the efficiency and development of the institution as a provider of education and as an employer. We therefore take positive action to ensure and promote good equal opportunities principles and practice. BPP University operates a series of policies and procedures to facilitate these values. These are: Equality and Diversity Policy, Disability Disclosure Policy, Learning Support Policy, an implicit focus on inclusive practice in teaching and learning, commitments to staff development and Equality and Diversity monitoring through Equality plans and schemes.

BPP University's Action

In upholding our values of equality, dignity, integrity, honesty and fairness, we:

- Ensure that all students and staff are treated fairly and with respect;
- Acknowledge individuality and take account of individual student needs, experience and interests in programme organisation, teaching and assessment materials;
- Take positive steps to counter stereotyping and prejudice, and ensure that teaching and assessment materials, environments and methods are non-discriminatory and positively reflect the diversity of BPP University;
- Provide a suitable environment for working and studying for people with disabilities, and offer adequate and effective support for students and staff in order to remove barriers to participation;
- Adopt and monitor policies and procedures to provide equality of opportunity in the recruitment, selection and promotion of staff. Appoint, train, develop, reward and promote on the basis of merit and ability;
- Establish grievance and disciplinary procedures to protect staff and students from discriminatory behaviour based on racist, homophobic, sexist and other prejudiced attitudes;
- Exercise zero tolerance for acts of harassment and/or unfair discrimination, victimisation and the promotion of intolerance (of different faiths and beliefs);
- Promote an environment where our students feel empowered and included in the life of the University and are well informed of learning, developmental and career opportunities;
- Give equitable consideration to all applicants during the admission process;



- Offer Learning Support Agreements to students with disabilities and/or learning difficulties, which outline any entitlements, reasonable adjustments and support arrangements that have been put in place for them;
- Offer funding advice and generous scholarships to assist talented students in overcoming financial hardship;
- Operate an award-winning Pro Bono centre in multiple sites, running numerous projects, which offers free legal advice and guidance to members of the community who might not have otherwise had access to legal services;
- Run Diversity Schemes in partnership with particular law firms which offer summer placements to Law students without training contracts from unconventional educational backgrounds.

Diversity Groups

At BPP University we understand that Diversity and Difference are fundamental to progress. As part of our ongoing commitment to Inclusion and Diversity we support a series of Diversity Groups organised by students for students.

- Women's Group
- Cultural, BAME Group
- Wellbeing and Disability Group
- LGBT Group
- Mature Student Group
- Set up a group!

The Diversity groups aim to:

- I. Ensure that students have the opportunity to express their views and participate in the continuous improvement of inclusive practice.
- II. Provide opportunities for students to participate in consultations in relation to developments and activities offered at the University.
- III. Ensure there is an appropriate process for engagement with Equality and Diversity issues for all our stakeholders and provide opportunity for peer-to-peer support.

We want to hear your views so please contact: Inclusion@bpp.com to join our groups, suggest a new group or find out more or please contact our Inclusion Officer: Christina Lambi: christinalambi@bpp.com

Multi-Faith Rooms

The following provides information relating to the use of all 'Multi-Faith' rooms supplied by BPP University, including those provided upon request when there is no specified room at a University centre.

BPP University has a diverse student and staff body with many religious and culturally diverse backgrounds, and some basic conditions of use should be followed to ensure that BPP University's ethos of an inclusive environment is maintained.

Conditions of use:

- The 'Multi-Faith room is provided for use by students and staff for reasons associated with **prayer, meditation**, or to spend time in **quiet reflection**.
- In order to facilitate this, all user groups are expected to exercise respect and tolerance for the integrity of each other's beliefs, cultures and traditions, and therefore we expect students and staff, religious and non-religious, to put aside intolerance and prejudice to attain peaceful co-existence.
- No promulgating extremist views that may incite individuals towards hatred or violence against others.
- No misrepresenting or disparaging other people's beliefs and practices.
- No actively seeking to persuade others to join their faith within these boundaries.
- No seeking to direct others on how to exercise their faith.
- BPP University reserves the right to refuse access to a person or persons for inappropriate behaviour or breaching the conditions of use and/or policies and procedures.

Conditions of Space Usage:

- Please leave the 'Multi-Faith' room as you find it, return any moveable items to their original location and ensure the room is clean and tidy when you leave (please make use of storage provided).
- Please do not fix anything to the walls. Notices, posters etc. may be pinned to the notice boards which may be made available but must not contain content that conflicts with the conditions outlined in this document.

If you have a cause for concern that the facilities are being used in breach of the above terms, please contact a member of the Inclusion Team:

Inclusion Officer: Christina Lambi Tel: 0330 0603342 or Email: Inclusion@bpp.com

For University centres without an allocated room, a space may be provided upon request.



Harassment and Bullying

BPP University is committed to providing an environment which ensures that staff and students are free from any form of harassment, intimidation or bullying.

Harassment and bullying can create an intimidating, hostile or offensive atmosphere, interfere with an individual's attendance, confidence or work performance.

BPP University recognises the seriousness of harassment and bullying, and has a responsibility to take appropriate action against all incidents of harassment and bullying.

BPP University will not condone abusive or offensive behaviour with regard to gender, race, political or religious belief, ethnic or national origin, sexual orientation, colour, age, or disability.

Similarly BPP University will not condone victimisation due to an employee or student having made a complaint or allegation of harassment, discrimination, bullying, or having acted as a witness in such cases.

Discriminatory conduct or remarks are not acceptable whatever the intention. It is the impact of the behaviour that is important rather than the intention of the perpetrator.

BPP University will not condone the promotion of intolerance of different faiths and beliefs.



Students with Disabilities and/or Learning Difficulties



BPP University welcomes applications from students with disabilities and/or learning difficulties and aims to provide the widest possible access to those who wish to benefit from its educational activities. BPP University is committed to removing barriers which already exist to students arising from disabilities, illness or any other cause, offering support and adjustments within the parameters of its facilities and funds.

BPP University will endeavour to ensure that its policies and provisions in relation to students with disabilities and/or learning difficulties exemplify the best possible practice, in order to help students to achieve a high-quality experience of professional education at BPP University.

BPP University's Learning Support Policy relates to all aspects of disability and learning difficulty. These include but are not limited to: dyslexia; sensory impairments; wheelchair user/assistance with mobility; personal care support requirements; mental health conditions; unseen disability (e.g. asthma, epilepsy, multiple disability).

Admissions

As part of our commitment, BPP University believes that admissions processes should be as equitable as possible for all students. All applications from candidates who have disclosed a disability and/or learning difficulty will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential.

From experience, we know that some students or prospective students are reluctant to disclose a disability because they fear that it might prejudice their application or result in them being treated differently by university staff. This is particularly the case for students with mental health difficulties and those with sensitive personal care issues. However, if you choose not to disclose a disability to BPP University we would be unable (and we would not be legally obliged) to make adjustments to support you. Please refer to the Disability Disclosure Policy in the Manual of Policies and Procedures (Part L) for more information.

In selecting students, equitable consideration is given to all applicants. On being made an offer, a student with a disability and/or learning difficulty shall be invited to discuss with a Learning Support staff the suitability of the university centre, the programme and the equipment and/or support available. This is in order to ensure that the student is fully aware of the demands of the programme; to identify any resources or arrangements that the student requires; and to determine whether BPP University can reasonably provide these and to ascertain that in the case of programmes leading to awards accredited or recognised by professional or statutory bodies, they do not contravene professional or statutory bodies' requirements.



Disclosure

Students with a disability and/or learning difficulty are strongly advised to make a disclosure as early as is reasonably possible in order to enable BPP University to formalise its commitment in a Learning Support Agreement. This agreement outlines any entitlements to reasonable adjustments support arrangements which will be implemented to assist the student in their programme of study.



If a student chooses not to disclose a disability or a learning difficulty prior to the start of their programme, it may result in a delay in accommodating any requirements they may have once the programme has commenced. If a student wishes to discuss the implications of disclosing a disability or learning difficulty before making a decision about whether to formally disclose, they can speak in complete confidence to a Learning Support officer who will be able to offer advice. Although we would normally encourage students to disclose so that they can access the additional support that they are entitled to, we fully respect any student's right not to do so.

Where a student does not reveal a disability or a learning difficulty until after registration, BPP University will endeavour to take steps to provide reasonable support and establish a Learning Support Agreement, however this may result in delayed implementation of adjustments.

All applicants will need to provide supporting, up-to-date medical and/or other evidence identifying the nature of their disability and/or learning difficulty. If an External Examiner requires additional evidence, the student will have to provide such evidence. If there is any doubt as to the specific nature of the evidence required, applicants should contact the Learning Support Office who will be able to advise.

BPP University treats all information and evidence provided in the strictest confidence. We do not disclose details of any disability or learning difficulty without the written consent of the student concerned. If you want to discuss the matter further before submitting evidence, please contact learningsupport@bpp.com.

Learning Support

Once a student with a disability or a learning difficulty is accepted on one of our programmes, BPP University will ensure, as far as possible, that they are provided with the resources and facilities necessary to take full part in the educational and social life of the in ways comparable to those of students without such requirements.

Support services will be put in place and reasonable adjustments made by the University to address barriers which disabled students may encounter in the learning, teaching and assessment environment, and which affect performance.



Some of the available support arrangements are as follows:

- (a) A Learning Support Officer with special responsibility for students with disabilities and learning difficulties is available for advice and guidance. The Learning Support Officer is a dedicated point of contact who will aim to provide a flexible service that is tailored to each student's individual needs;
- (b) A network of Learning Support Representatives with designated responsibility, available on all learning programmes. Ask your personal tutor or student manager for information;
- (c) BPP University enters into a Learning Support Agreement with every student with a declared disability or learning difficulty which sets out the specific entitlements, as well as the support arrangements which will be provided by the University, subject to any relevant constraints. The Learning Support Agreement may be amended, if required, during the student's programme of study and will be reviewed on an annual basis. BPP University expects that a student with a disability and/or learning difficulty will keep the University reasonably and expeditiously informed as to any alterations in their disability/learning difficulty and the effects on their study;
- (d) Special examination arrangements can be agreed - such as extra time, an amanuensis or scribe, use of a word processor. We can also provide other support such as (but not limited to) the provision of materials in alternative formats;
- (e) Extensive library and online resources, and specialised library support for students with disabilities and/or learning difficulties. (For details on specialist library provisions, please consult *Library Services for Students with Learning Difficulties* of the Library and Information section of this *University Handbook*);
- (f) Express notification of the External Examiners for the programme, as well as where appropriate the relevant professional body, of the terms of a student's Learning Support Agreement;
- (g) Accessibility. BPP University will ensure, as far as reasonably possible, that its physical, social and recreational facilities are available and readily accessible to students with disabilities in order to ensure their optimum integration in the BPP University community.



Disclaimer. Please note that while BPP University will make every reasonable effort to provide additional services and support to meet the needs of students with disabilities and/ learning difficulty, there may be occasions where such adjustments cannot be met due to professional body, financial or other constraints outside of our control. BPP University will give students early notice of any such limitations pertaining to their learning requirements.

For more detailed information, please consult the General Academic Regulations, Part L, Equality and Diversity, as well as the Manual of Policies and Procedures, Part L and Part H, Section 12, available from the Registry and Student Support section of the VLE (<http://my.bpp.com/vle/>). If you would like to seek advice and consult with a Learning Support Officer, please contact learningsupport@bpp.com.

Disabled Students Allowances (DSA)

If you are a student with a disability and/or learning difficulties you may be eligible for the [Disabled Students' Allowance \(DSA\)](#).

The DSA helps financially support students with a disability or long-term health condition, mental health condition and students with a specific learning difficulty such as Dyslexia or Dyspraxia. The DSA is only available to students from the UK and is in addition to loans or grants you may already have in place. You will need to provide evidence in the form of reports or medical evidence in order to apply.

- If you currently live in England, please contact [Student Finance England](#);
- If you currently live in Wales, please contact [Student Finance Wales](#);
- If you currently live in Scotland, please contact the [Student Awards Agency for Scotland \(SAAS\)](#);
- If you currently live in Northern Ireland, please contact your local Education and Library Board (ELB) or apply online through [Student Finance Northern Ireland](#).

Please contact the Learning Support team to find out more or if you require assistance in completing your DSA application form.

International Students

BPP University is committed to all of our students - whether from home or abroad. However, there are different funding sources for international students, who do not qualify for UK DSA funding. If you are an International Student, we first recommend obtaining funding from your home country by applying to your sponsor, Ministry of Education or government. Please contact the Learning Support team for details of the support available to you.

Well-being and Mental Health

Your Well-being is important and we appreciate that you may just want to discuss your feelings. If you are experiencing low mood, depression, anxiety or have an existing mental health condition, or just want someone to talk things through do not hesitate to contact the Learning Support Team. We can offer our experience and support you through the challenges which university naturally presents.

Your lifestyle is everything

Eating and sleeping well, having a good network of friends, getting enough exercise and getting to know the BPP centres and Student Association groups can help you feel well and avoid homesickness; keeping your mind focused. If you are studying an online course, it is important to keep in contact with the group and use appropriate and safe social media.

Whilst you are away from home, make your accommodation a 'homely' and safe place in which to live and study. Do not leave it to the last minute or distract yourself from what you know you have to do. If you want to talk to someone about anything at all just contact Learning Support or Student Advice and we will be happy to help.

Well-being Self-help (Visit our links page for more information)

- [Get out of the city! Visit The National Trust](#)
- [NHS Choices: Student Health](#)
- [Culture Shock: What is it?](#)
- [Stay Safe Online: A Rough Guide](#)
- [The Royal College of Psychiatrists useful and informative guides on Health Care](#)
- [Eat well for health: NHS Choices 5 a Day](#)
- [A Guide to the Real World: The Site](#)
- [Sleep Well: The Pocket Guide to Sleep](#)
- [Play Sport: Sport England](#)

Counselling Services

Taking the first step in deciding to talk to someone about your concerns can feel awkward and anxious at first - but making that decision is the beginning of your walk into a more positive chapter in your life. You may also be entitled to assistance through the Learning Support team, so please contact Learning Support, Student Advice or your tutor and ask for the details of the Counselling Service.



Data Protection

Any personal information on students, staff or other individuals gathered by BPP University, will be processed and kept in accordance with the Data Protection Act 1998. Personal data will be fairly and lawfully processed in accordance with an individual's rights, be maintained, accurate, adequate and relevant, be used for pre-defined purposes, and be handled securely by appropriately trained members of staff.

The information will be used for maintaining the quality of a programme, for monitoring attendance across the course, and for keeping records of individual attendance and absence, in order to meet the University's obligations to the relevant Statutory Authorities. Relevant information gathered may be released to the programme team or Statutory Authorities to ensure the health, safety and welfare of its students and the on-going quality of its programmes.



It is your responsibility to ensure that all personal data that BPP University maintains on you are accurate and up-to-date. It is vital that you notify the Academic Registry of any changes to your contact details or other personal information. Failure to do so may result in you not receiving important information such as examination dates or results. If you have a disability and/or a special need, you need to inform the University of any changes that affect your learning performance and that may require amendments to your Learning Contract.

Confidentiality

In addition to seeking to responsibly, confidentially and lawfully maintain and process accurate records with your details and academic performance, BPP University is further committed to treating all personal information that you share with us in the strictest confidence. We have particular regard for protecting the privacy and confidentiality of information relating to disability and/or learning difficulties, appeals and disciplinary, careers, as well as any personal information disclosed during private tutorials or student support guidance.

Information regarding your attendance and performance on a BPP University programme will be kept confidential, unless you agree otherwise, save for information required by the regulatory or professional body for your programme, or the UK Visas and Immigration if you are studying on a student visa. If you request a reference from BPP University you will be taken to have waived your right to confidentiality for the purposes of giving the reference. If you are sponsored you will be asked to waive your right to confidentiality for the purposes of giving information to your sponsor. BPP University reserves the right to inform your sponsors that you have refused to waive the right to confidentiality.

You cannot use the Data Protection Act to obtain examination results any earlier than their official release date. Please also note that BPP University may withhold results or certificates in the event that a student has not paid all appropriate fees and is in debt to the University.



Supporting Students to Succeed

BPP University prides itself on its outstanding facilities, high quality student services, flexible learning solutions, innovative teaching



and learning materials and technologies, rich and specialised library resources. We are dedicated to providing a first-class learning environment and to enable our students to thrive and succeed personally, academically and professionally.

We strongly encourage you to make the most of our library and e-learning resources, as well as to take active part in all other opportunities and activities that we offer to our students. All our services, from Library and Information through IT and Careers to Student Support, have been developed with our students' best interest at heart, and strive to continuously improve and enhance the student experience.

Do not hesitate to offer us feedback on the facilities and services we provide. We want to work with you to make your experience at BPP University not only intellectually stimulating and academically rewarding, but also professionally enriching, and personally fulfilling and enjoyable.



Library and Information Services

BPP University's Library and Information Service is dedicated to providing you with access to the information resources required for you to succeed and excel on your programme of study. Library staff are available to provide support and guidance to students in making the best use of information resources.



Online

As a student at BPP University you have access to an extensive Online Library which can be accessed via the student Virtual Learning Environment (VLE). Your **Athens username and password** allow you to access many of the online resources available to you via BPP University's Online Library. You will receive your personal Athens username and password in an email once you have registered for your programme of study.

On Site

BPP University students also have access to on-site study facilities which, across the University network, include 2114 study seats and 1025 networked PCs, printing, copying and scanning facilities, as well as hardcopy collections designed to complement the University's extensive online collections. In BPP University's larger centres, the Library also provides a laptop loan service.



The University is committed to providing a learning and teaching environment in which all students can achieve their full potential and in which they can study safely and without being adversely affected by the conduct of other students. To support this policy the Library maintains quiet and silent study facilities in every location. In some of our larger centres, group study facilities are also available.

You can help us maintain the quality of your Library Service by following these simple guidelines whilst using the library.



- Please be considerate of other students and hold conversations elsewhere



- Switch off mobile phones or place them on silent mode before entering the library.



- Food may not be brought into the library. Care must be taken with drinks in order to protect library books and equipment.

IT and Library and Information Service regulations are distributed at the start of the academic year and are available through the University's Online Library.

If you have any questions about library services or facilities, please contact library@bpp.com.



Library Services for Students with Learning Difficulties



This statement is intended as a resource for students. It provides information on library services available for students with disabilities and the library will be pleased to make it available in other formats on request. The statement is accurate at time of writing, but there may have been changes in facilities since then. It is advisable to check facilities by contacting your library.

General principles

The Library and Information Service is committed to complying with Equality and Diversity legislation by:

- Recognising that all users have a right to know what library services are available and how access to those services can be supported;
- Working from the premise that accessibility and appropriate provision is not additional, but a core element of the overall service that the library makes available;
- Developing an environment within which individuals feel able to discuss disability should they wish to do so, and to discuss reasonable adjustments in order to promote equal participation in the library services;
- Introducing systems to monitor the effectiveness of provision for those with disabilities, evaluate progress and identify opportunities for enhancement.

Information and advice

A dedicated librarian with responsibility for students with special needs is available to give information and advice on specific library issues.

Useful information can also be obtained from the Learning Support team.

Current provision

The library aims to ensure that students with a disability have equal access to information services and that materials are accessible and give accurate information to all.

All aspects of the service are covered by guides, which have been made available electronically and in print. Guides may be provided in alternative formats upon request.

Additional support

The library is dedicated to ensuring that students with a disability are offered appropriate support and guidance to enable them to benefit fully from the BPP University Library and Information services.

In order to achieve this all students will be offered the opportunity to discuss any special requirements with University staff. With your permission, requests for assistance may be passed onto the library and dealt with on an individual basis in consultation with the Head of Learning Support if appropriate.

The kinds of provision that may be discussed include:

- Individualised inductions so that needs may be discussed
- Support to provide texts in Braille/audiotape
- Priority access
- Purchase of assistive aids.

Accessibility and Facilities

Where possible, aisle widths have been altered in line with current recommendations to allow for wheelchair access. However, if you are a wheelchair user and have difficulty manoeuvring within the library, are visually impaired and have difficulty in seeing the books on the shelves, or have a condition which makes reaching up or bending down difficult then staff can assist by collecting items for you.

Loan service

It is recognised that some students may have difficulty using items within the required time, and students with visual impairments and specific learning difficulties may be able to borrow loan items for longer periods. It might also be possible for another student to withdraw books on your behalf.

If you would like to discuss any specific requirements related to borrowing please contact the Library Manager for your site.

IT facilities

A designated space with priority access is available in a convenient location near the library entrance at all locations. Further spaces may be made available on request.

In addition the library aims to offer remote access to as many of its services as possible (for further information see the **Remote Access Guide**, available from the VLE).

The Library & Information Service is able to provide reading equipment such as JAWs, screen magnifiers or CCTV magnifiers as required.

Photocopiers

All the photocopiers have an enlarging function, which may be of particular benefit to some students with visual impairments or dyslexia. If you find it helpful to copy onto coloured paper please ask staff for supplies.

Staff training in disability awareness

The library and information service recognises the importance of having well trained staff in disability awareness, and that investment in staff training is essential to underpin investments made in other areas.



The library aims to ensure that all staff are fully briefed and are familiar with the facilities and services that the library is available to offer.

The library induction programme has been modified to include disability awareness training and the importance of regularly reviewing and amending a disability equality programme is recognised.

Review

The library and information service recognises that it is essential to review services periodically to take into account any changes in good practice or advances in technology, and will seek to ensure that the views of disabled students are sought and taken into account whenever possible when policies affecting such students are reviewed.

If you have any suggestions for how we can improve our service to you, please contact the Library Manager at your site.



IT and Computing Services

At BPP University we pride ourselves on our flexible learning solutions and excellent educational materials, supported by innovative e-learning technologies. We invest generously in continuously developing and improving our learning and teaching resources, aiming to maximise the accessibility, interactivity and flexibility of online solutions, while enhancing the quality of our learning materials. We tirelessly review our provision and explore the latest e-learning opportunities in seeking to create innovative, high quality and educationally stimulating and effective learning resources. All our students have access to Office 365 and our licence enables students to install the Microsoft Office suite of programmes (such as Word, Excel, PowerPoint) onto their personal computer during their studies with us.

BPP University's Virtual Learning Environment ("VLE") is our online platform for students. The VLE offers a secure and safe place for communication and collaboration between students, tutors and support services from any location. From within the VLE students can have access to:



- A repository of programme-relevant, student-related and University-wide information and guidance;
- High-quality learning materials including a wide range of programme notes, presentations (including recordings of live lectures), eBooks, podcasts, computer-based tests and interactive tutorials;
- Online library with access to the library catalogue, legal, business, and health research resources, online books and e-journals;
- Online 'virtual' classrooms.

BPP University employs a range of cutting-edge technologies to enhance the learning experience of our students.

Lecture 'screen capture' applications are used extensively at BPP University to record all lectures given by our tutors. The software records the tutor's voice along with any computer screen activity such as PowerPoint presentations, web sites and documents being shared with the class. Face to camera presentations with on-screen text are also used. The recordings are then made available for students to watch online via streaming video, or transfer to their mobile devices or MP4 players to review as many times as they wish at their own pace and convenience.

BPP University's 'virtual' classroom enables tutors and students to collaborate in real-time classroom activities from wherever they are in the world. Participants enter the classroom via the Internet and are able to interact via voice and text message. Tutors are able to show PowerPoint presentations and other learning resources to the class, and can even allocate students to separate 'break out' rooms for group work. Students can also take part in group work through the use of online discussion forums.

The use of interactive eLearning platforms enables students to undertake self-directed study which can consist of a variety of interactive tasks, recordings and activities allowing them to continuously check their learning and understanding.



Internet access

Wireless access is available throughout the libraries and the rest of the buildings providing you with convenient access to the Internet, the Virtual Learning Environment (VLE) and the library resources on your laptop.

You can also access the VLE and online resources remotely from home or from work 24/7 allowing you to study when and where you want.

IT Assistance Centre

BPP University IT Assistance Centre can be contacted 24 hours a day, 7 days a week.

The BPP University IT Support can be contacted by e-mail at bpptac@bpp.com

You can also telephone IT Support on 0845 678 7821.

Please note that you can call the IT Assistance Centre free of charge from the telephones made available to students at BPP University sites.

Careers

It is the mission of BPP University to educate and train the legal, business and health professionals of tomorrow. We aim to offer our students the best preparation for a future career in professional disciplines. In this endeavour, our first-rate and dedicated Careers Service and award-winning Pro Bono Centre form an integral part of the services we provide.



Careers Service

At BPP University, it is not just about excellent tuition and internationally recognised qualifications - our quality assured Careers Service provides the support you need to become career ready and achieve your career goals. We offer extensive face-to-face and online specialist career resources to all our students, regardless of your programme of study or location.

Whatever your ambition, the Careers Team at BPP University are here to help, support and guide you on your journey. We also know how vital employer contacts and networks are so we provide opportunities to meet with employers throughout your time with us at BPP University.

To help you get ahead of the competition, our support is available to you as soon as you accept your place and because we know it can take time to secure the perfect role, our Careers Service's resources are available to you for up to a year after you leave BPP University.

BPP University Careers Service is designed to help you become career-ready

Being career-ready is more than having an up-to date CV. At BPP University we prepare you for working life by helping you to enhance the skills, attributes and positive mind-set that employers are seeking.

The Careers Service offer includes the following services free to current students and graduates up to one year after graduation.

- **Individual guidance appointments** with a careers consultant lasting 45, 30 or 20 minutes, bookable in advance and available throughout the week in person, by telephone, by Skype or via e-mail;



- **'Mock' interviews** with a Careers Consultant to help you prepare effectively for interviews; gaining feedback and practical advice on your interview technique
- **E-mail guidance** for careers queries and review of individual CVs, cover letters and application forms;
- **Comprehensive programme of career ready workshops** including planning your career, researching potential employers, appropriate CV formats and cover letters, interview success, skills development, etc;
- **Careers information in both print and electronic** formats relating to occupations, employers, finding work experience, further study and training;
- **An online vacancy database** for students looking for part-time, placement, voluntary and full-time opportunities;
- **Careers Intranet** offering profession-specific advice, and a range of online resources as well as interview feedback from students' experiences in firms and chambers;
- **Monthly Careers Newsletter** informing students about developments in the relevant sectors and useful articles relating to careers;
- **Employer events and Fairs** such as employer panels, a Law Fair, Business and Finance Fair, Volunteering Fair;
- **Presentations by employers and professional** bodies from relevant sectors;
- **Access to a Career Development Plan** that will help you identify your skills, set goals and action plan for developing your career-ready skills.

We recognise that each of our students has different strengths and backgrounds and may be interested in a wide variety of career opportunities. Your careers service is tailored to meet the needs of you as an individual whatever your interests.

Law Specific Careers Support

Our Careers Service offers specialist schemes to our Law students.

- **BPP University law fairs and a range of other opportunities** annually offering excellent opportunities to network with representatives from a range of law firms.
- **Diversity Schemes** - BPP Law School runs Diversity Access Schemes with two major law firms offering summer placements to students without training contracts. The schemes are designed to support students with limited access to employer contacts or who have mitigating circumstances that may be limiting their opportunities.
- **Access to Practice Scheme** aimed at students with limited access to the legal profession. Successful students are matched with a practitioner from a range of law firms and other legal service providers. The lawyer, known as a 'Practice Adviser' assists their allocated student by giving an insight into life in practice and provides a support network and a key contact to whom they can turn for advice (open to LPC students only in London).

Careers Service Contact Details

Birmingham birminghamcareers@bpp.com

Bristol bristolcareers@bpp.com

Cambridge cambridgecareers@bpp.com

Leeds leedscareers@bpp.com

Liverpool liverpoolcareers@bpp.com

London City businesscareers@bpp.com

London Holborn lawcareers@bpp.com

London Waterloo lawcareers@bpp.com

London Waterloo healthcareers@bpp.com

Manchester manchestercareers@bpp.com



Pro Bono Centre



BPP University's award winning Pro Bono Centre was established in February 2004 and operates a wide variety of pro bono projects from all our Law Schools.

Pro bono is professional work undertaken voluntarily and without payment as a public service. Our Centre seeks to improve awareness amongst students of their ability to make a difference in their local community and beyond by sharing knowledge and taking part in pro bono projects, all aimed at improving access to justice for the most vulnerable.

Our diverse range of projects provide students with the perfect opportunity to demonstrate their professionalism and help others while building experience that will prepare them for their future in the workplace. BPP University law lecturers and practising lawyers supervise the students' work, maximising the educational benefits to students as well as ensuring that legal advice and education is of the highest quality.

The Pro Bono Centre's work has been recognised as follows:

At the LawWorks and Attorney General Student Awards 2017:

- Runner Up for 'Best Contribution by a Team of Students' for BPP Leeds Mock Trial Team, working with school children to increase their knowledge of the British Legal System;
- Shortlisted in 'Best Contribution by an Individual Student' category for Demi McLean, BPP Law School Manchester, for her work widening the impact of public legal education with the Streetlaw project both there and in the Cayman Islands; and
- Shortlisted in 'Best New Pro Bono Activity' for BPP Pro Bono Centre Calais initiative. This project was created to highlight the plight of refugees to our student body and to directly engage a young audience in world issues. The design of the initiative encourages students to use their legal and research skills and to assist the vulnerable and disenfranchised.

At the LawWorks Pro Bono Awards 2017 (to be judged on 5 December 2017):

- Shortlisted for the 'Best Contribution by an In-house Team' category for the BPP Pro Bono Centre (BPP University Law School) for the work done by the team across its eight law schools; and
- Shortlisted for 'Most Effective Pro Bono Partnership' for our BPP Enterprise Legal Advice Clinic and the Entrepreneurial Refugee Network (TERN). The partnership offers free legal education and advice to refugees who wish to realise their dream of owning their own business.

At the LawWorks and Attorney General Student Awards 2016:

- Runner Up in 'Best Individual Student' category for Dr Barbara Green for her With Law in Mind project providing interactive workshops on mental health law;

- Runner up in the 'Best Contribution by a Team of Students' category for our European Council on Refugees and Exile project where students prepare case studies to help maintain the European Database of Asylum Law;
- Shortlisted in 'Best Individual Student' category for Paul Scripps' work in the London Housing Legal Advice Clinic; and
- Shortlisted in the 'Best New Student Pro Bono Activity' category both for our collaborative project, StreetLeeds (working with University of Leeds, University of Law and Leeds Beckett), and in the Manchester Free Legal Help nomination (working with Manchester University and the University of Law).

Our aim is to provide the opportunity for every BPP University law student to take part in pro bono work that matches their interests and level of commitment. Our goals include:

- helping the local, national and international communities by volunteering the legal services of our students and staff;
- expressing the commitment of BPP University's law students and staff to the pro bono ethic;
- contributing to the profile of the pro bono work undertaken by the legal community.

Our projects include the BPP Legal Advice Clinics, Human Rights Unit and Streetlaw (public legal education), as well as such innovative projects as the Employment Law Telephone Advice Line, Legal Translation Service and Tribunal Services.

We provide pro bono opportunities for our Law Schools, with some projects running across all sites (such as the Streetlaw projects) and others representing the needs of the particular local community.

Most of the projects are run in a way to allow for flexible levels of participation. Most projects are open to all students, though a few opportunities are course-specific.

Once you start your studies at BPP Law School you will be able to register for pro bono and will receive information about all of our projects.

We encourage you to contribute your time and legal skills to the public good through the Pro Bono Centre's initiatives and look forward to welcoming you.



Examples of pro bono projects at some of our sites:

<p>BPP Legal Advice Clinic</p> <p>Students get the opportunity to gain practical legal experience by interviewing and advising clients under supervision, giving free legal advice to the community.</p> <p>Sites: London, Leeds, Manchester Course eligibility: all</p>	<p>Employment Law Telephone Advice Line</p> <p>Students interview clients on the telephone, giving the background to solicitors from local firms who then provide initial free telephone advice to the public.</p> <p>Sites: Cambridge, London, Leeds, Manchester Course eligibility: all</p>
<p>Law Firm Shadowing</p> <p>Law firms send teams of lawyers to Law Centres to run evening clinics and improve access to justice for the local community. Depending on the project, students may be required to interview, research areas of law and prepare letters of advice.</p> <p>Sites: Birmingham, London, Leeds Course eligibility: LPC, BPTC and sometimes GDL, LLB*</p>	<p>Legal Translation Service</p> <p>The LTS aims to provide legal advice centres and not for profit organisations with free interpretation and translation, both in writing and in person, by involving students with native or fluent foreign language abilities. Students develop good listening and client skills and are exposed to varied real life legal issues.</p> <p>Sites: all Course eligibility: all</p>
<p>Human Rights Unit</p> <p>HRU educates students on the importance of human rights laws by running a series of talks from external speakers, for example on the US death penalty and on forced marriages. HRU students also get practical experience by assisting charities such as Amicus, CRIN, Reprieve and the International Bar Association's Human Rights Institute with legal research. Students can also join BPP University's Amnesty group.</p> <p>Sites: all Course eligibility: all</p>	<p>Streetlaw</p> <p>Streetlaw promotes understanding about legal rights and responsibilities to individuals who would not otherwise have access to legal knowledge or education. Streetlaw projects benefit both the wider community and law students, who learn valuable legal and professional skills.</p> <p>Law students research, design, draft and deliver interactive presentations on the law to a range of community groups including schoolchildren, youth groups, prisoners, ex-offenders and the homeless.</p> <p>Sites: all Course eligibility: all</p>

Student Advice

At BPP University we put students at the heart of everything we do. We are not only dedicated to the academic and professional development of our students, but are also concerned with the overall student experience and the general welfare of our students.

The Student Advice Team is at the heart of this commitment, dedicated to providing the very best pastoral support to help you succeed in your studies.

The Student Advice Team is your first point of contact for non-academic queries. They are a professional and experienced team offering free, confidential and non-judgemental advice on all areas of student concern including:



- Landlord and Tenant problems;
- Finance;
- Counselling referrals;
- Health Services;
- Learning Support referrals;
- University Procedures including Appeals, Deferrals, Interruption of Studies and Mitigating Circumstances processes;
- Travel and Transport information;
- Local area information.

The Student Advice Team can also provide important student documentation upon request, such as Council Tax letters, Student Status letters and ID cards.

The Student Advice Team are located at BPP University study centres throughout the UK offering face-to-face support. The team also offer advice by telephone, e-mail, drop-in sessions, appointments, Skype sessions and workshops.

A range of leaflets and fact sheets on student issues is available from the Student Advice Team and can be accessed at the BPP University Student Advice Centres, or via email or post.

International Student Advice

Specialist International Student Advisors are dedicated to providing international student support and to helping international students get the best experience of living and studying in the UK. Our student advisors have lived and worked overseas, and they understand the challenges of living in a new country.

Our International Student Advisors are able to provide advice on a wide range of issues including:

- Arrival in the UK;
- Orientation;
- Culture Shock;
- Understanding British Culture;
- Funding;
- Supporting your Family;
- Visas and Immigration.



Information about the **Student Advice Team** can be found at <http://www.bppstudents.com/student-advice/>

Contact the Student Advice Team on

0330 0603777

Advice@bpp.com

Internationaladvice@bpp.com



International Student Advice and Services



BPP University is a truly international community and values international students for the diverse cultural experiences they bring with them. The International Team at BPP University is dedicated to providing high quality support to you throughout your time with us and consist of International Admissions, International Student Advice and the Study Visas team.

We understand that for students studying in the UK, relocation to a new country can be a stressful time. We are dedicated to providing an array of pastoral care and support services: from advice on the best programme for you, through to guidance on visas, accommodation and financial issues.

We also realise that as an international student you will be keen to experience the UK culture. Our university centres are centrally located, ideal starting points to explore all the UK has to offer. We also have a regular programme of social events, many of which are held specifically for international students and also a great many student societies that will make you feel part of the ever-growing BPP University community.

Our aim is to support and assist you through every step of your journey with BPP University - we give advice and assistance from the initial stages of the application process, pre-arrival information, guidance and advice to help you adjust to studying at BPP University and to settle into your new life in the UK.

Advice and Services for International Students:

- Advice and guidance for all international students, prospective and current ;
- Pre-departure information;
- Immigration advice;
- International student guide with pre-arrival information pack;
- Orientation and culture shock support;
- Accommodation information and assistance;
- Assistance on arranging your arrival;
- UK life information – living costs, transport, culture, health care, banking, social activities, welfare benefits, etc.;
- Student social events;
- Student societies and clubs.

BPP University is a Tier 4 Sponsor with the UK Visas and Immigration and strictly complies with all visa 'sponsorship' requirements for international students from outside the European Economic Area and/ or with limited leave to remain in the UK.



Please note that in the case of international visa students, additional admissions, attendance, referrals, re-sits and termination of registration policies may apply.

For current and detailed information, please visit our dedicated International Student webpages:

<http://www.bpp.com/bpp-university/international>



Accommodation

BPP University has many relationships with accommodation providers of varying kinds, so we can provide the help and support you need in finding the right place to live.

Whether you are a full-time student looking for a place to stay for the whole of your programme of study, or a part-time student simply looking for a hotel for a day or two, we will be able to provide information to help you find suitable accommodation near our study centres.



We can help and advise you on finding:

- Places in private halls of residence
- Flat shares with other BPP University students
- A portal to advertise spare rooms to BPP University Students
- Private rental accommodation
- Short-term accommodation
- Accommodation for mature students
- Homestay for international students

Through **BPP Accommodation Facebook page**, we can help you to find other BPP students to share with, and advertise rooms available in existing flat shares.

There are opportunities to visit our centres and receive face-to-face advice about accommodation, pick up our accommodation guide and often arrange to meet accommodation providers directly.

More information, including our downloadable accommodation guides and information about our accommodation mixer events for each study centre is available in the **Accommodation** section of the BPP University Website <http://www.bpp.com/bpp-university/student-services/accommodation> or the BPP Students' Association website at http://www.bppstudents.com/advice_help/accommodation/.



Part-Time and Online Students



More students than ever are choosing to study part-time or online for a wide variety of reasons - from financial and family commitments to career development opportunities. We recognise that part-time and online students have to balance complex pressures in their personal and professional lives; and we also recognise that the needs and requirements of every part-time and online student are different.

Our commitment to you is that as a part-time or an online student at BPP University, you will receive:

- Same high quality of teaching as on our full-time and classroom-based programmes;
- High-quality distance learning materials so you can watch or listen to lectures whenever and wherever you want, and log into online tutorials at scheduled times;
- Optional face-to-face tutorials for online students;
- Video or Audio (e.g. streaming video, MP4 or MP3 files to play on your computer or mobile device) and self-study materials which supplement face-to-face lectures and enable you to study at your convenience;
- A wide range of books and materials included within the programme fees to save you the time and expense of searching for the right texts;
- Specialist careers advice from careers experts at times convenient for busy part-time and online students;
- Access to libraries with long opening hours and 24-hour access to on-line libraries;
- Lecture PowerPoint slides or self-study materials available remotely via the VLE 24 hours a day;
- Notices, announcements and information about your programme and careers sent directly to your e-mail address (optional);
- Key dates for your diary at the start of programmes to allow you to plan in advance;
- Weekly study schedule guiding you through the programme materials;
- A high-level of tutor support through telephone, email and face-to-face contact;
- Support and encouragement to assist part-time and online students to make the most of *pro bono* opportunities.

Returning to Learning

Returning to being a student can be a daunting and difficult transition. For the benefit of our 'returning-to-education' students, we have developed a series of additional support programmes, designed to help students develop personal study skills and learn to balance a demanding course of study with work demands and other commitments.





Finance

At BPP University we understand that every student is different and we work hard to accommodate personal circumstances. We offer flexible payment options for many programmes, and our Finance Advisers are here to provide expert support and advice to help you achieve your goals.

For your convenience we offer a number of options to assist you with paying your fees.

- We offer a wide range of scholarships for many of our programmes (See *Scholarships* below);
- We offer instalment options of payment for many of our programmes. (Please consult the payment plans available for your chosen programme);
- All programme fees include an extensive range of books and materials;
- Please note that in addition to our programme fees, in certain programmes we are required to collect an administration fee and/or an application fee on behalf of the professional bodies regulating those programmes.

The **Student Finance Office** looks after all financial enquiries that students may have, from programme fees to instalment plans to refunds. The Student Finance Office also issue invoices and receipts to students and sponsors, as well as process all fee payments and ensure that payments are met within the agreed guidelines.



The Student Finance Office is open between the hours of 8.00am to 6.00pm Monday to Friday. Alternatively, you can e-mail studentfinance@bpp.com or telephone 03300 603100

Government Funding for UK Students

As a BPP University student you are fully entitled to apply for government funding – just as you would if you were studying for a degree at any other UK university. Explore your options in detail at <https://www.gov.uk/browse/education/student-finance>.

Additional Funding

Whatever your financial circumstances or social background, we believe you have a right to develop your talents. This not only benefits you, but also helps grow and develop the diverse companies and professions who recruit our students. That is why we offer a range of discretionary awards and other scholarships to help fund your studies, as well as highlighting funding opportunities through local authorities, charities, trusts, employers and many other bodies.

Please do not hesitate to contact us if you have questions regarding the payment of fees.



Fees

Please note that your place on the programme is not guaranteed until due payments are received by the Student Finance Office. Payments must be received by the specified payment date, which will differ depending on whether you start in January, May or September.

Payment

For your convenience, the Student Finance Office accepts payments by standing order, credit/debit card, cheque, or direct payment by BACS transfer.

Please note that BPP University cannot accept fees paid by cash payments.

Online payments by credit/debit cards

If you wish to pay your fees online, please go to <http://www.bppcollegepayments.com/>

If you wish to pay your fees by credit/debit card please note that a 1.3% fee to cover bank charges will apply to payments by credit card (no charge for debit cards).

Monthly Payments

If monthly payments are offered on the programme you are studying, a standing order must be set up directly with your bank.

For the avoidance of doubt, all instalments and deposit are required to be cleared funds by the date specified; in the event that a cheque is returned or a credit card transaction declined by the account holding bank, funds will not be deemed cleared. BPP University shall not be liable for any bank forfeiture charges incurred.

Bank Charges

Please note that you will be liable to pay for any extra handling charges levied by banks when processing payments made from outside the UK.

Sponsored Students

Please ensure that you inform the Student Finance Office should there be any change in your sponsored student status. We recommend that you advise your sponsor of the payment deadline.

Cancellations and Deferrals

Please contact the Student Records Office who will be able to advise you on the cancellation or deferral policy for your programme.



Funding and Scholarships

Research has shown that an individual's gender, ethnicity and class greatly affect the number of obstacles they are likely to face in achieving a professional qualification. With this in mind, BPP University offers a number of Scholarship places for exceptional individuals demonstrating a strong desire and level of commitment to qualifying within the business arena or the legal field, but who, without support, would find it difficult to attain their dream.



It is our hope that these scholarships will assist talented individuals to overcome the odds, whether they are social, educational, financial, a disability or unusual family circumstances, in order to increase the diversity within the business and legal fields, enhancing the professions as a whole.

BPP University offers a wide range of generous scholarship opportunities to its students. In addition to BPP University's scholarships, there are other potential sources of funding. You may be able to apply for financial support for your studies through Local Authority grants, charities and grant-making trusts, Disabled Students' Allowance and employer scholarships.

Please refer to the BPP University Scholarships sections of this University Handbook for a detailed overview of the funding schemes on offer. For most current information on scholarships, eligibility criteria and application processes, please consult BPP University's website <http://www.bpp.com/bpp-university/scholarships>.

Student Discipline Policy

1. The University is committed to providing a learning and teaching environment in which all students can achieve their full potential and in which they can study safely and without being adversely affected by the conduct of other students. Every student, therefore, has a duty to the University, its staff, students and representatives to maintain appropriate standards of behaviour and to refrain from causing damage, in any way, to its property or reputation, or to impede or harm the effective operation of the University or its staff. Any breach of these duties will constitute a disciplinary offence.

Disciplinary offences

2. A failure to maintain an appropriate standard of behaviour will be treated as a disciplinary offence.
3. Disciplinary offences include:
 - (a) criminal offences;
 - (b) matters which endanger the health or safety of others;
 - (c) matters which may bring the University into disrepute;
 - (d) matters which interfere with the effective operation of the University;
 - (e) insulting and disrespectful treatment of staff, students or visitors;
 - (f) behaviour which disrupts other students' study;
4. Examples include but are not limited to:
 - (a) racial or sexual harassment;
 - (b) violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically)
 - (c) vocal or active incitement of violence in order to promote political, religious, philosophical or other beliefs including views which undermine the rule of law, individual liberty and democracy;
 - (d) fraud, deceit, falsification of documents, deception or dishonesty in relation to the University or its staff
 - (e) disregard of safety regulations;
 - (f) damage to or misappropriation of University property;
 - (g) serious incapacity through alcohol or illegal drugs;
 - (h) disruption of examinations and assessments or disregard of examination or assessment rules;
 - (i) behaviour incompatible with relevant codes of professional conduct;
 - (j) failure to comply with Library and Information Services Regulations;
 - (k) disruption of University hearings;
 - (l) making false, frivolous, malicious or vexatious complaints;
 - (m) doing, or failing to do, anything which thereby causes the University to be in breach of a statutory obligation.



The Procedure to be followed

5. Disciplinary offences will be subject to the procedures set out in this policy except for the following:
 - (a) Any allegation of academic malpractice in examinations and assessment must be made and investigated in accordance with the University's Academic Malpractice Regulations.
 - (b) Where a student wishes to complain of a disciplinary offence committed by another student s/he should do so in accordance with the Student Complaints Policy and Procedure.
 - (c) Where the University believes that a criminal offence may have been committed it may at any time refer the matter to the police instead of, or in addition to, the initiation of disciplinary proceedings.

Disciplinary procedure

Initial allegation

6. An allegation that a student has committed a disciplinary offence shall be made to the relevant programme leader, or nominee, who will undertake a preliminary investigation, as soon as possible and normally within 10 working days, to determine whether there is a case to answer. If the programme leader determines that there is a case to answer they will require the student to attend a meeting, normally within a further 5 working days. The programme leader will set out the allegation in writing to the student at least three working days before the hearing, and invite the student to provide evidence to rebut the allegation. Where the student submits evidence in advance of the hearing which conclusively rebuts the allegation the programme leader may cancel the hearing and dismiss the case.
7. At the meeting the programme leader will review the allegation in the light of the evidence and hear any representations from the student. The student may be accompanied at the meeting by a friend or representative unconnected with the allegation. The hearing will be recorded and the recording may be made available in any later proceedings.

Decision

8. The programme leader may decide that the:
 - (a) matter should not be the subject of further action; or,
 - (b) student be admonished orally but without record; or
 - (c) student be given a written warning that any further disciplinary offence may result in the application of a penalty. The written warning will form part of the student's University record; or
 - (d) matter is sufficiently serious to warrant review by the Proctor³, or nominee.

³ The Proctor is the officer responsible for discipline within the University. The Proctor shall be supported by Pro-Proctors who shall hear disciplinary cases. Pro-Proctors will not normally



9. The programme leader shall inform the student of his or her decision in writing within three working days of the hearing.
10. If under 8(c) the student refuses to accept the written warning the case shall be referred to the Proctor. The Proctor shall have the right to waive the warning and impose such other penalty as he or she sees fit.
11. Where the case is referred to the Proctor the programme leader shall, within 5 working days, provide the Proctor with a report on the case and the evidence that has been made available to date. The Proctor, or nominee, shall consider the report and may call for such other information or evidence as he or she sees fit. The Proctor, or nominee, shall write to the student within ten working days of receiving the programme leader's report to invite them to make representations, to review any further evidence called for by the Proctor, or nominee, and to invite them to a hearing. Where the student declines or fails to respond or to attend the hearing the case shall be reviewed on the papers.
12. Where the student elects to attend a hearing the protocol on hearings shall apply. The student shall have the right to review the evidence provided in the case at least two days prior to the hearing. The student may be accompanied at the hearing by a friend or colleague unconnected with the case. The programme leader will present the case on behalf of the University.
13. The Proctor, or nominee, shall inform the student of his or her decision within three working days of the hearing. The Proctor, or nominee, may determine:
 - (a) That the allegation is unfounded and dismiss the case; or,
 - (b) That there is insufficient evidence and dismiss the case; or,
 - (c) That there is sufficient evidence to support the allegation and to apply one or more of the following penalties:
 - (i) administer an oral reprimand;
 - (ii) administer a written warning;
 - (iii) require the student to write an approved apology to any wronged party.
 - (iv) administer a suspension of specified privileges for a specified period that does not exceed one semester (this may include suspension from the University Library, computing facilities, particular premises, placements);
 - (v) require the student to make good in whole or in part, the cost of any damage caused;
 - (vi) terminate the occupancy of University managed living accommodation;
 - (vii) exclude the student from all or specified parts of the University;
 - (viii) expel the student from the University (see 22 below);
 - (ix) report the matter to the student's professional body.

Appeal against decision

14. The student shall have the right to appeal against the decision of the Proctor to the Academic Appeals Board as set out at MoPPs/K/Section 3.

hear cases from within their own School. The role of the Proctor shall be assumed by the Dean of Academic Affairs.



Exclusion

15. A student may be excluded by the Dean or any Director of Programmes:
 - (a) pending the outcome of proceedings under this Code; and/or
 - (b) where a criminal charge has been brought against the student or they are the subject of a police investigation.
16. Exclusion may be total or partial.
17. Total exclusion bars the student from the course and from University premises and activities. It may be qualified by allowing the student to attend for specific purposes such as assessment.
18. Partial exclusion bars the student from specified classes or activities or from parts of the premises.
19. An exclusion order may place a ban or restriction on contact with a named person or persons.
20. Exclusion will only be ordered where it is necessary in order to protect a member of the University or to prevent serious disruption to the effective running of the University. Normally an exclusion order will not be made without the student concerned having an opportunity to make representations. Where in cases of extreme emergency they have not had that opportunity, they will be entitled to make representations within the next 5 working days of making the exclusion order.
21. Where a student is excluded, they will be given written reasons for the suspension.

Effect of expulsion

22. Where a student is expelled from the University they will not be entitled to:
 - (a) any refund of fees already paid; or
 - (b) be admitted to any other University course, and will remain liable to pay any fees which are still outstanding.

BPP University Scholarships

BPP University offer a number of scholarships:

How much is the BPP Scholarship worth?	Scholarships available	
Vice-Chancellor's Scholarship	There are three Vice Chancellor's Scholarships available each year: <ul style="list-style-type: none"> September intake (one available) January intake (one available) May intake (one available) 	The Vice Chancellor's Scholarship covers the full cost of tuition and is valid for the duration of your programme.
Amos Bursary BPP Scholarship	There are three full scholarships available: Two for our undergraduate law programme One for either our undergraduate business or accounting programmes	The Amos Bursary BPP Scholarship covers the full cost of tuition and is valid for the duration of your programme.
Undergraduate Excellence Bursary		BPP University's Excellence Bursary is worth £1,000 per year, which will be applied towards the fees of your undergraduate degree.
Dean of the Business School Scholarship	There are three Dean of the Business School Scholarships available each year: <ul style="list-style-type: none"> September intake (one available) January intake (one available) May intake (one available) 	The Dean of the Business School Scholarship is worth £18,000, and the value awarded to each student will depend on the number of applicants. The amount will be applied towards the first year's fees for the following programmes: <ul style="list-style-type: none"> BSc (Hons) Business Management; or BSc (Hons) Accounting and Finance; or MSc Management; or MSc Management with Finance; or MSc Management with Project Management; or International MBA; or MSc International Marketing; or MSc Accounting and Finance



Dean of the School of Health Scholarship	There are two Dean of the School of Health Scholarships available each year: <ul style="list-style-type: none"> September intake (one available) January intake (one available) 	The Dean of the School of Health Scholarship is worth £3,000, which will be applied towards the first year's fees for the following programme: <ul style="list-style-type: none"> BSc (Hons) Psychology
Dean of the School of Foundation & English Language Studies Scholarship	There are three Dean of the School of Foundation & English Language Studies Scholarships available each year: <ul style="list-style-type: none"> September intake (one available) January intake (one available) May intake (one available) 	The Dean of the School of Foundation & English Language Studies Scholarship is worth £3,000, which will be applied towards the fees of any International Foundation Certificate.
Director of Programmes' Scholarship English Language Studies	There are three Director of Programmes' Scholarships for English Language Studies available each year; <ul style="list-style-type: none"> September intake (one available) January intake (one available) May intake (one available) 	The Director of Programmes' Scholarship for English Language Studies is worth £1,000, which will be applied towards the fees of the following programmes: <ul style="list-style-type: none"> Pre-Sessional English Language; or English Language, Study and Communications Skills
Law School Dean's Scholarship	There is an overall fund of £55,000 available	The Law School Dean's Scholarship is worth up to £5000, which will be applied towards the fees for the following programmes: <ul style="list-style-type: none"> GDL LPC
Director of LLB Programmes' Scholarship	There are 10 Director of LLB Programmes' Scholarships available each year: <ul style="list-style-type: none"> September intake January intake May intake 	The Director of LLB Programmes' Scholarships is worth £9,000, which will be applied towards the first year's fees for the following programmes: <ul style="list-style-type: none"> LLB (Hons); or LLB (Hons) [Distance Learning].
International Postgraduate Bursary		The International Postgraduate Bursary is worth £1,000, which will be applied towards the fees of your postgraduate programme.
Director of LLM Programmes' Scholarship	There is one Director of LLM Programmes' Scholarship available each year.	The Director of LLM Programmes' Scholarship is worth £2,000, which will be applied towards the first year's fees of any LLM programme.



BPTC Excellence Award	There is an overall fund of £100,000 available.	The BPTC Excellence Award is worth up to £5000 for BPTC applicants.
BPTC Hardship Award	There are two awards available.	The BPTC Hardship Award is worth up to £5000 for BPTC applicants.
Career Guarantee Scholarship	There is an overall scholarship fund of £300,000 per academic year to be offered at the discretion of the Directors of Programmes.	The Career Guarantee Scholarship is worth £2500 for each successful candidate, which will be applied to the cost of the GDL or LPC.
The Cohen Excellence Scholarship	There is an overall scholarship fund of £90,000 per academic year to be offered at the discretion of the Directors of Programmes.	The scholarship will result in a reduction in your GDL or LPC fees of £4000 in London centres and £3000 in regional centres

BPP University Hardship Fund

The BPP University Hardship Fund is a limited source of support for specific students who, due to circumstances beyond their control, are in severe financial difficulties which is detrimental to the completion of their studies. BPP University is committed to providing reasonable assistance to students who find themselves in unexpected situations in which their studies are either interrupted or hindered through circumstances beyond their control.

The fund has limited resources and any grant of award will be modest and with the sole aim of providing short-term emergency support. The fund is unable to provide ongoing or regular support to any student. Additionally, it is not designed for students to embark on a course of study or to assist those who have made inadequate financial provision for their studies. Therefore, applicants who seek funding to cover their course fees are ineligible.

Applicants who have received funding from other sources are still eligible to apply (though this factor will be considered by the Committee in granting any award).

The Committee will presume that applicants have taken all reasonable steps to obtain other funds which they may be eligible for. Furthermore, it is expected that students will have budgeted efficiently and not indulged in extravagant purchases which would put everyday subsistence at risk.

External award schemes

Law Society Diversity Access Scheme

The Law Society Diversity Access Scheme offers assistance with Legal Practice Course (LPC) fees to exceptional individuals who face or have overcome exceptional obstacles to qualify as a solicitor. Obstacles may be of a financial, social, educational or personal nature, or might relate to a disability or chronic health condition that makes the goal of qualifying as a solicitor a particularly challenging one.



Previous alumni have experienced time in local authority care, resisted coercion into arranged marriage, and battled for access to university and work experience with severe physical disabilities. Whatever their obstacles, all have shown tenacity, courage and commitment to furthering their career.

BPP Law School provides three free places for this scheme each year.

Other scholarships and funding options

In addition to what BPP University can offer, there are a number of other ways to fund your study:

- Future Finance student loan
- LLMstudy.com Annual Global Bursaries
- Postgrad Solutions Annual Bursaries for Business students
- Chevening scholarships
- Disabled student allowances
- Law Society bursary scheme
- Local Authority grants
- Snowdon Trust Grants
- Inns of Court sponsorship

Future Finance student loan

A student loan, from Future Finance, of between £2,000 and £40,000 is available to BPP University students.

Further details of eligibility requirements, interest rates and other key terms of the loan are available by visiting the Future Finance website <https://bpp.futurefinance.com/>.

LLMstudy.com Annual Global Bursaries

Postgrad Solutions Ltd offers two Global and US LLM Study Bursaries each to the value of £500. They are open to both international and UK students, and aim to help students fund their chosen Master of Laws programme anywhere in the world or specifically in the United States.

British Council Overseas Support

Students from outside the European Community are usually not eligible for LEA funding but can apply for various scholarships. Please visit the British Council <https://www.britishcouncil.org/study-work-create/practicalities/funding-studies>.

Disabled Students' Allowances (DSAs)

As a higher education student living in England, you can apply for a Disabled Students' Allowance (DSA) if you have a:

- disability
- long-term health condition
- mental health condition
- specific learning difficulty like dyslexia

The support you get depends on your individual needs and not on income.

Law Society bursaries and scholarships (for future solicitors)

The Law Society offers assistance with LPC fees to exceptional individuals who face or have overcome exceptional obstacles to qualify as a solicitor. Please visit the Law Society website for further information: www.lawsociety.org.uk.

Local Authorities

Many Local Authorities do not provide funding for postgraduate programmes but criteria may vary. Please contact your local authority for further information.

Snowdon Trust Grants

If you have a physical or sensory disability and are in post-16 education, you can apply to the Snowdon Trust for help with additional disability-related costs that are not fully provided for you from available statutory funding. To apply visit www.snowdontrust.org/grants/.

Inns of Court sponsorship (for future barristers)

The four Inns offer financial support for students.

Gray's Inn	Gray's Inn offers BPTC Scholarships, CPE/GDL Awards, Senior Scholarships for Pupillage and other awards and prizes to support those pursuing a career at the Bar. Please visit their website www.graysinn.org.uk for further information.
Inner Temple	In 2018, the Inner Temple intends to make awards to a total value of £1,786,306. These funds are distributed between the BPTC, CPE, Internships, Pupillage and Disability awards. Please visit their website www.innertemple.org.uk for further information.
Lincoln's Inn	The Inns total Scholarship Budget for the 2018/19 Academic Year is £1,574,000. Please visit their website www.lincolnsinn.org.uk for information about the scholarships and awards offered by Lincoln's Inn.
Middle Temple	<p>There are two competitions for Major Scholarships each year:</p> <ul style="list-style-type: none"> • for the Bar Professional Training Course (BPTC); • for the Common Professional Entrance Examination (CPE) / Graduate Diploma in Law (GDL) course / accelerated Law Degree for graduates. <p>The Middle Temple also offers scholarships for post-BPTC placements in overseas jurisdictions, essay prizes, support for five places on the South-Eastern Circuit Advocacy Course ('Keble course'), and a Pupillage hardship fund.</p> <p>Please visit their website www.middletemple.org.uk for further information.</p>



UK Government loans and grants

If you are applying to BPP University as an undergraduate student you are fully entitled to apply for government funding – just as you would if you were studying for an undergraduate degree at any other UK university.

If you plan to take a postgraduate Master's course you may be able to get a Postgraduate Loan of up to £10,280 to help with course fees and living costs.

You don't have to pay back grants, scholarships or bursaries and you do not start repaying your government loan until you earn £21,000.

Government funding includes:

- Tuition fee loan
- Maintenance loan
- Disability allowance
- Postgraduate loans for Master's degrees

The rules are different if you became a student before 1 September 2012.

Tuition fee loans pay for your course. Maintenance loans help with living costs (e.g. accommodation, books, bills).

You could also qualify for help with the costs of studying abroad.

You apply for student finance every year. You do not need a confirmed place at a university or college to apply.

Professional and Career Development Loans

Professional and Career Development Loans are bank loans to pay for courses and training that help with your career or help get you into work.

You may be able to borrow between £300 and £10,000.

Loans are usually offered at a reduced interest rate and the government pays interest while you're studying.

Applying for student finance

You can apply online for student finance via the [Gov.uk website](#)

For further scholarship opportunities, please consult the BPP University website (www.bppuniversity.ac.uk) or the **BPP Students' Association website** (www.bppstudents.com).



Rights and Responsibilities



We encourage you to familiarise yourself with the following section which outlines your rights and responsibilities as a student at BPP University. We kindly ask that you abide by our regulations and policies for student discipline, copyright, library and information services, IT and VLE conduct, equal opportunities, health and safety, ethics and environmental protection.



Prevent Duty

Section 26 (1) of the Counter-Terrorism and Security Act 2015 imposes a duty upon universities as 'specified authorities' to have *due regard to the need to prevent people from being drawn into terrorism*. This is known as the *Prevent Duty*.

The *Prevent Duty* is part of the government's overall counter-terrorism strategy and seeks to reduce the threat to the UK of terrorism by stopping people from becoming terrorists and/ or from supporting terrorism. The government has identified universities as institutions where there are risks from extremist groups or organisations of radicalisation.

The Government has defined extremism in the *Prevent* strategy as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces".

The *Prevent Duty* further encompasses the commitment of universities to academic freedom and the freedom of speech. Universities exist to promote the advancement of knowledge and the exploration of diverse perspectives. In that regard, there must exist opportunities to challenge and question extreme views and ideologies. The University will monitor the use of its premises and resources to ensure that they are not used to promote radicalisation, insurrection, incitement to riot, hatred or violence towards a section of society.

Over the following pages we set out our:

- Code of Practice on Freedom of Speech
- Events and External Speaker Policy
- IT Regulations
- Acceptable Use Policy

Code of Practice on Freedom of Speech

Introduction

1. This Code of Practice is applicable to all BPP students, employees and freelancers.
2. BPP recognises and supports freedom of speech and expression, within the law, as a fundamental principle of a democratic society and one that is central to higher education.
3. BPP will act to support the principle of freedom of speech and expression even where the ideas and views expressed may be deeply unpopular, controversial and contested. However, BPP also recognises that freedom of speech and expression must be exercised within the law to protect the rights and freedoms of others. Consequently, BPP will not permit its premises or resources to be used to promote or support radicalisation⁴, insurrection, incitement to riot, hatred or violence towards a section of society, particularly those that share a protected characteristic, or other act that may lead to a breach of the peace or public disorder.

Application

4. BPP shall have the right and powers to protect freedom of speech and expression within its premises, resources and activities and to determine when those freedoms are being breached or are being exercised outside the law.
5. Premises and resources are defined as those buildings and facilities over which it has control (including online or virtual classrooms and communication spaces). Activities include the provision of learning and teaching opportunities, tutorials, seminars, workshops, guest lectures, external speaker events and social, pastoral, cultural and political events arranged by students or staff.
6. The rights and duties expressed within this Code of Practice apply to:
 - (1) all directors, staff and students of BPP and the BPP Students' Association;
 - (2) any guest of BPP or the BPP Students' Association including guest lecturers, speakers and those holding honorary awards of BPP University Limited;
 - (3) any constituent societies and clubs of the BPP Students' Association;
 - (4) any other person permitted to utilise BPP's accommodation or resources or permitted to attend any event held at its premises; and
 - (5) BPP events that are held on and off its premises.
7. Academic managers and staff are responsible for ensuring that freedom of speech and expression is embedded within learning and teaching materials and activities and for reporting instances where these freedoms are transgressed.

⁴ BPP has a duty under the [Counter Terrorism and Security Act 2015](#) to have due regard to the need to prevent people from being drawn into terrorism.



8. Ad Hoc or Non-Routine Events which are not part of the standard or approved calendar of academic activities must be approved in advance in accordance with BPP's policies and procedures. Where such events address controversial topics or involves controversial speakers, BPP shall endeavour to ensure appropriate measures are put in place to mitigate the risk to public safety or of the occurrence of disorder. However, the fact that an event may be controversial shall not of itself be sufficient reason to prevent it being held, particularly where BPP has a duty to advance equality of opportunity and foster understanding between social groups and particularly those with protected characteristics.

Enforcement, Discipline and Review

9. BPP shall be entitled to take action, under the relevant disciplinary procedure, against any person who breaches this Code of Practice.
10. BPP shall, in accordance with its legal obligations including those under section 43 of the Education (No. 2) Act 1986, periodically review and, where necessary, update this Code of Practice and any associated events policy and procedure that supports it.
11. The Dean of Academic Affairs and/or the National Prevent Compliance Manager shall report annually to the Academic Council and to all Board of Directors on compliance with this Code of Practice and on any recommendations for its amendment.
12. BPP may be required to disclose information obtained through the operation of this Code of Practice to other third parties in accordance with its legal requirements.

Definitions

"**BPP**" refers to BPP Holdings Limited and its UK subsidiary companies, which includes (but is not limited to), BPP University Limited and BPP Professional Education Limited.

Events and External Speaker

POLICY AND PROCEDURE

Introduction and Principles

1. This Policy is applicable to all BPP students, employees and freelancers.
2. BPP has the responsibility to maintain good order on its premises and at BPP events held on its premises. It has the power to regulate and, if necessary, impose conditions or restrictions upon events such as meetings and demonstrations held or proposed to be held on its premises and for BPP events held or proposed to be held off its premises.
3. BPP has regard to taking reasonably practicable steps to ensure that freedom of speech within the law is respected and secured from its students, employees and freelancers and from visiting speakers. This Policy should be read in conjunction with the BPP's Code of Practice on Freedom of Speech.
4. The Counter Terrorism and Security Act 2015 introduced a duty on Further and Higher Education Institutions to have robust policies and procedures in place to mitigate the risks of people being drawn into terrorism - this includes ensuring that risks around events and external speakers are assessed and managed.
5. To enable BPP to meet its legal obligations and its duty to students and employees of BPP, to uphold freedom of speech and expression whilst ensuring those freedoms are not abused, all Ad-Hoc or Non-Routine Events and/or Controversial Events, regardless of whether an event is held on or off its premises, must be formally approved by BPP in advance in accordance with this policy.

Ad-Hoc or Non-Routine Events

6. Ad-Hoc or Non-Routine Events are defined as those events which are not:
 - part of the planned learning and teaching curriculum for any programme of BPP;
 - the routine meetings of the Approved Clubs or Societies, except where the latter involves an external speaker(s); or
 - guest speaker and networking events routinely organised by BPP, for instance, BPP Careers and BPP Pro Bono Centre programmed events.

Controversial Events

7. Controversial Events, include but are not limited to, any event:
 - where the speaker, subject or material will address social, political or religious issues that may attract strongly opposing views;
 - that could be subject to adverse media attention;



- where the speaker, subject or material is associated with a campaign or political pressure group or a faith or belief group whose views may be deemed as being discriminatory or inflammatory to others; or
- that is likely to incite a breach of the law; is likely to express views which are contrary to the law; is likely to promote or support an illegal organisation including any Proscribed Organisation; or is likely to express extremist views that either risks drawing people into terrorism or are shared by terrorist groups.

8. BPP shall seek to accommodate requests for Controversial Events provided that the event incorporates a counter-view, the opportunity to debate the topic safely, or the right to reply.

Procedure

Persons wishing to hold an Ad-Hoc or Non-Routine Event, whether a Controversial Event or otherwise, and regardless of whether it is held on or off the premises of BPP, must submit an application.

Any and all Controversial Events must be approved, regardless of whether it is an Ad-Hoc or Non-Routine Event or whether it is held on or off the premises of BPP.

All applications must be on the prescribed form and must be received at least 14 days in advance of the date of the event. Requests received later than 14 days in advance may not be considered.

The process for approving events which are not subject to this policy is set out in Schedule 1 to this policy.

Persons wishing to hold an Ad-Hoc or Non-Routine Event and/or Controversial Event must appoint an Event Organiser. The Event Organiser will be responsible for ensuring that:

completing the prescribed application form and submitting the same;

submitting any materials, literature or presentation to be used or circulated as part of the event;

the information disclosed is correct to the best of their knowledge;

where applicable, any external speakers or organisations associated with the event agree to and conforms with BPP's Code of Practice on Freedom of Speech; and

liaising and fully co-operating with BPP in matters relating to the event, including but not limited to any risk assessment, organisation of the event, and any further information required.

A unique events identification number will be assigned to an application (Event ID). The Event ID will be provided on approval.

Permission

The event must not be advertised or promoted internally or externally before permission has been given for the event to take place.



The BPP Prevent Lead (or their nominee) shall, endeavour within 5 working days of receiving a complete application but no longer than 10 working days:

decline the request;
approve the request with conditions;
approve the request without condition; or
request further information to in order to reach a decision under this provision.

An event may be declined where there are reasonable grounds to believe that the event may:

support illegal objectives or organisations;
incite those attending to criminal acts;
facilitate the expression of views that are illegal;
give rise to a breach of the peace or other public disorder;
place the security of those attending or BPP's premises or resources at risk.

Conditions under which permission is granted include, but are not limited to:

the number of persons to be admitted to the premises where the Ad-Hoc or Non-Routine Event is to be held;
the appointment of a person as a Chair of the Ad-Hoc or Non-Routine Event;
the requirement of the Event Organiser to form a Panel, with differing and counter views, to ensure a balanced forum;
whether the event can be open or closed to the public;
the employment of security staff to ensure orderly conduct and safety of all at the event.

The BPP Prevent Lead (or their nominee), in reaching a decision whether to approve an event, may seek input from internal teams and/or external agencies, such as, but not limited to, the Police and Local Authority Counter-Terrorism Officers.

Where necessary BPP shall have the right to have members of its staff or the police at the event to ensure it is conducted within the law and to safeguard against disruption. BPP does not need to give notice to the Event Organiser where BPP exercises this right.

Where BPP determines that the event may be a threat to public safety or order it may choose to discuss the organisation of the event with the police and/or other third parties, and to take such steps as it might deem necessary to protect public safety or order.

Room Booking Process

Once approved it shall be for the Event Organiser to liaise with BPP to determine whether or not appropriate accommodation and resources for the event are available at the desired time and to secure them if they are available.

A room booking will not be confirmed without an Event ID.

Appeal

The Event Organiser may, within 2 days of receiving the decision from the BPP Prevent Lead (or their nominee), appeal the decision.

Where the Event Organiser is:



- a BPP University student, they may appeal to the Dean of Academic Affairs;
- in all other cases, they may appeal to the BPP Legal team.

There is no prescribed form to appeal. The Event Organiser must provide sound reasons in writing as to why the decision was unreasonable. The appeal decision shall be final and binding.

Withdrawal of Permission

BPP may withdraw permission to hold the event, postpone, cancel the event or stipulate (additional) conditions after approval has been granted in the light of information revealed, a change in circumstances or from consultation with internal teams and external agencies and/or parties, for instance but not limited to, Facilities and/or the Police.

Additional Provisions

Where a request is approved, charges may apply, including those for ensuring the safety of the event and the mitigation of any risk.

The Event Organiser may be liable for any charges incurred in hosting the event and for any damage incurred to BPP's premises and facilities. Where the event is organised by a BPP department or team, that department or team may be responsible for any additional cost.

BPP shall not be liable for any losses incurred by the Event Organiser(s) and/or any third party as a result of any refusal and/or cancellation and/or postponement of the event by BPP under this Policy.

Review

A review of any Ad-Hoc or Non-Routine Event and/or a Controversial Event may be undertaken. In the case of any public disorder or breaches of the law at an event, a review meeting must be held with representatives of key stakeholder, including but not limited to, Facilities, BPP University Students' Association, Prevent Champion and BPP's Senior Leadership Team. Where such a review is undertaken, the findings of which may be shared with third parties in accordance with BPP's legal duty.

In all other cases, it will be at the discretion of the BPP Prevent Lead whether such information will be shared with third parties.

Breaches of Policy

A student who does not comply with this Policy may be subject to disciplinary action by BPP under its relevant procedures.

It is a condition of employment that all employees will abide by the rules and policies made by BPP. Employees who do not comply with this Policy and any other relevant policy, law or regulation may be subject to disciplinary procedures under BPP's disciplinary procedure and could be subject to summary dismissal. For the avoidance of doubt, this Policy does not form part of any employee's contract of employment and may be amended at any time.

Other persons covered by this Policy who do not comply with it or any other relevant policy, law or regulation may have their relationship with BPP terminated or not renewed.

In addition, individuals may be referred to law enforcement or other appropriate entities for prosecution in the case of illegal acts.

Data Storage

All records and information regarding an event, which must include but is not limited to, the event application form, risk assessment, decision and any post event review, must be kept for 6 years.

Monitoring and Reporting

The BPP Prevent Lead shall provide a report annually to the relevant Board of Directors on Controversial events applied for under this Policy and listing those that were approved or declined and the instance and outcome of any appeals. The reports shall include any recommendations for amendment to the Policy or Procedure.

In complying with clause 0 above, the BPP Prevent Lead may request staff to provide data regarding events which fall outside of the scope of this policy.

BPP may be required to disclose information obtained through the operation of this Policy to other third parties in accordance with its legal requirements.



Related Policies

BPP Code of Practice on Freedom of Speech

Definitions

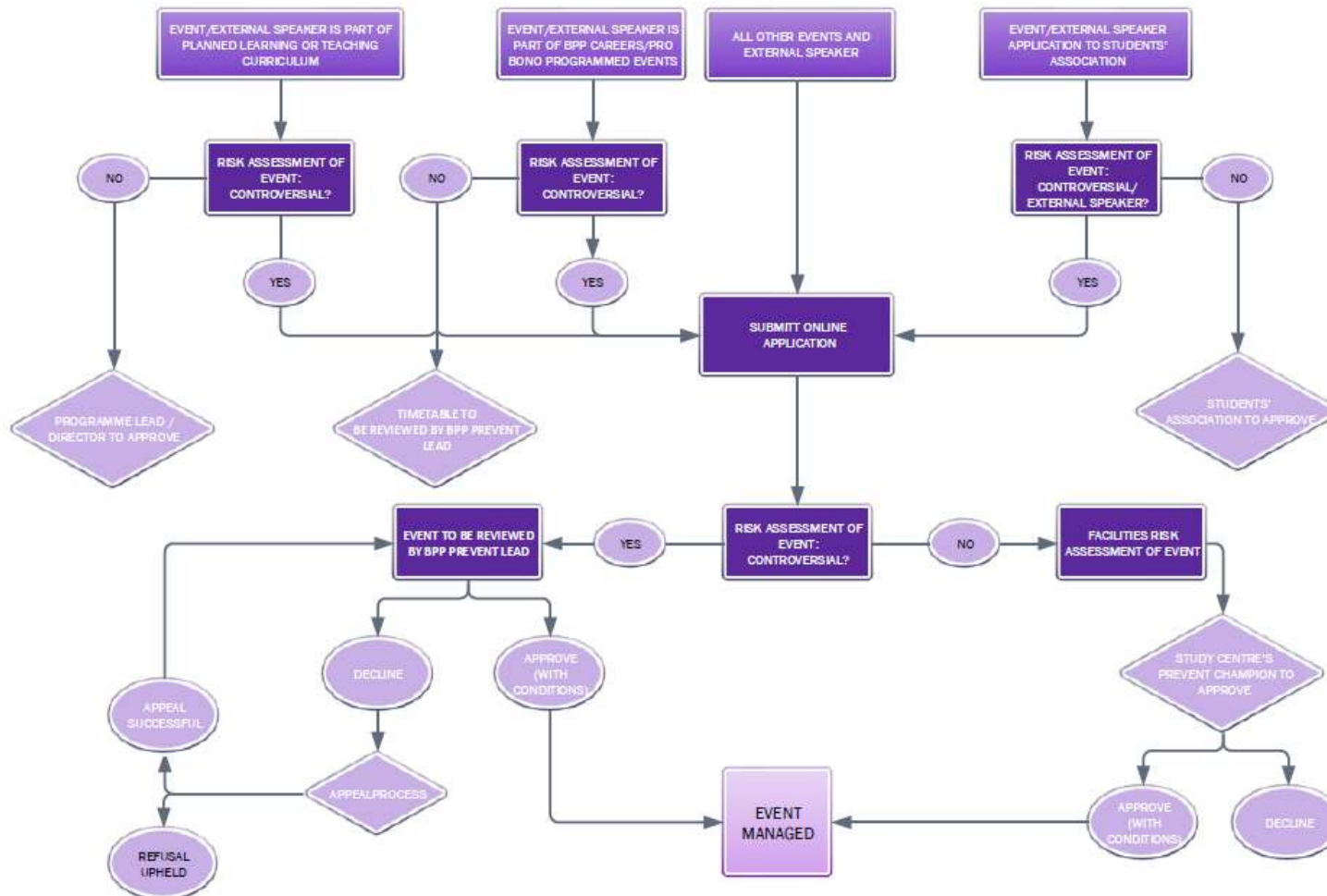
“Approved Clubs or Societies” being a student club, society or extra-curricular activity approved by BPP University Students’ Association or by a Programme lead or Director;

“BPP” refers to BPP Holdings Limited and its UK subsidiary companies, which includes (but is not limited to), BPP University Limited and BPP Professional Education Limited;

“BPP University” refers to BPP University Limited;

“Proscribed Organisation” refers to the organisations as listed on <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>.

Schedule 1 – Process for approving events



BPP IT Regulations

1. Definitions

In these Regulations the following words shall have the following meanings:

1.1 "BPP IT facilities" means all IT facilities, including all computer equipment, peripherals, networks, the Virtual Learning Environment (VLE), software and data owned by or licensed to BPP University.

1.2 "The IT Manager" means the manager of BPP IT department and includes anyone authorised to act on the IT Manager's behalf.

2. Scope

2.1 These Regulations apply to the use of all BPP IT facilities and the use of other IT facilities to communicate with or otherwise use BPP IT facilities.

2.2 By logging on to the BPP IT facilities you accept the requirements of these Regulations and any legal requirements. Breach of these Regulations constitutes a disciplinary offence and could lead to action being taken under the University's Academic Progress and Discipline policy and procedures.

3. Resource allocation and charging

3.1 The following persons may use the BPP IT facilities:

- staff employed at BPP University
- registered students of BPP University
- others registered as users at the discretion of the IT Manager, subject to additional conditions.

3.2 Except as otherwise agreed by the IT Manager, you may only use the BPP IT facilities for academic and administrative purposes, and for limited and reasonable personal use.

3.3 BPP reserves the right to charge for use of any IT facilities for any purpose other than those defined in 3.2.

3.4 BPP reserves the right to restrict access to internet content through BPP IT facilities, as permitted by law including but not limited to, the Counter-Terrorism and Security Act 2015.

3.5 BPP makes no guarantee that all information available through the VLE, website and other sources is entirely up-to-date and accurate.

4. Use of BPP IT facilities

4.1 You must use the BPP IT facilities responsibly and in a safe manner at all times. Other equipment may be connected to BPP's IT facilities only with the authorisation of the IT Manager.

4.2 You may send electronic mail only by an approved program configured in an approved manner. BPP reserves the right to monitor the use of electronic mail and the Internet.

4.3 The IT Manager may specify precautions to be taken from time to time against the spread of computer viruses. All files transferred between computers and, where appropriate, executable files copied over networks, must be virus checked.

4.4 You must not leave logged-in public workstations unattended for more than twenty minutes.

4.5 Regular back-up copies will be made of files held on the servers and the VLE, but recovery of lost data cannot be guaranteed. It is your responsibility to ensure that your data is backed up onto external media.

4.6 Reasonable precautions will be taken to ensure the reliability of the service, but no guarantee of the correct functioning of a program or equipment is given.

4.7 You may not install or uninstall any program without prior authorisation from the IT Manager.

5. Unacceptable Use

5.1 You must not use the BPP University IT facilities to engage in any unlawful activity. You must not send any 'mass emails' without the prior express permission of your programme director. Mass emails include emails to more than one tutor group or to more than 20 individuals.

5.2 In using any of the BPP University IT facilities you must not access or attempt to access any programs, data or resources which belong to any other user. You must not make any modification to computer programs or data without previous authorisation. In particular, it is illegal to:

- use another person's ID and / or password in order to access a computer;
- copy or use data or to run a program without authorisation;
- alter, delete, or move a program or data,
- access unauthorised data; or
- ignore intellectual property rights.

5.3 You must not make copies of software supplied by, or through, the BPP computer network without authorisation from the IT Manager.

5.4 You must not download any software from the Internet, including games, films and music, other than for incidental inclusion of material for academic purposes.

5.5 Unacceptable use of the BPP IT facilities includes, but is not limited to, the following activities. Any such use will be considered a disciplinary offence, may result in dismissal from any student programmes, and may result in a referral to law enforcement agencies:

- creating or transmitting any offensive, racist, obscene or indecent images, data or other material, or any data capable of being resolved into such images or material;
- creating or transmitting defamatory materials, commercial materials (such as advertising), chain letters, or messages in which the author's identity is disguised;
- transmitting material knowing that this infringes the copyright of another person;
- deliberately attempting to gain access, or posting links to websites containing offensive material, including pornographic, racist, gambling materials or extremist views;
- violating the privacy of other users.



Acceptable Use Policy

PURPOSE

All BPP students have access to the Internet, as provided by BPP IT systems and equipment. BPP reserves the right to restrict access to internet content through BPP IT Facilities, as permitted by law including but not limited to, the Counter-Terrorism and Security Act 2015. This policy is designed to help students better understand their obligations with respect to using associated IT systems and equipment.

USAGE

Incidents

All known or suspected security incidents must be reported to IT Services through a local BPP contact.

Applications

All general purpose PC's are installed with a standard set of applications. Self-installation of unauthorised software is prohibited.

Data Storage

All data stored on BPP property is considered BPP property. All such data may be considered temporary data, and is subject to being deleted at any time.

Copyright Laws

Any copying without permission, including electronic copying, is prohibited.

Internet & E-mail

Computer hacking is strictly prohibited and can be a criminal offence under the Computer Misuse Act 1990.

Computers may not be used inappropriately. Inappropriate use includes the following (this is not an exhaustive list):

- Visiting pornographic sites
- Receiving, sending or downloading pornographic information
- Sending offensive/obscene statements/ attachments
- Anything that may damage the business interests of BPP
- Making potentially libellous statements
- Sending untrue/malicious statements
- Breaches of copyright
- Harassment
- Discriminatory or illegal religious, gender and gender preferences materials, including visiting sites which contain extremist materials or views, or promoting or disseminating the same

Viruses

The spreading of viruses is subject to prosecution under The Computer Misuse Act 1990.

If you have an infected PC or file, or think you may have, do not use the PC or file. Notify a BPP contact immediately.

Data Protection

The Data Protection Act 1998 must be complied with.

IMPLICATIONS

If a student is found to be using the IT systems or the Internet inappropriately, in breach of this policy, then the student may be asked to leave the premises without compensation for coursework not completed.

Any inappropriate use will be considered a disciplinary offence which may result in dismissal from any student programmes, and/or referral to law enforcement agencies.

If BPP is found to be liable because of an act by a student, it reserves the right to claim compensation from the individual involved.



Copyright: A Student's Guide

During your course, you may sometimes wish to copy material, e.g. journal articles, web pages etc. This material will almost certainly be protected by copyright and this limits what you can do.

Making a single copy for private study or research, for a non-commercial purpose

Under UK copyright law, 'fair dealing' permits students to make a single copy of extracts from printed books, journals, and magazines published in the UK, plus many published overseas and many digital publications.

This **must** be for your own private study or research, and **must not** be passed on to any third parties or used for any commercial purposes.

Extent limits

Fair dealing is allowed as long as the amount copied is less than a 'significant amount' of a copyright protected work. This is generally taken to be the following limits:

- One whole chapter from a book
- One whole article from a journal issue
- One short story, poem or play (not exceeding 10 pages in length) from an anthology
- One whole paper from a set of conference proceedings
- One whole report of a single case from a volume of judicial proceedings

Or 5% of any of the above, whichever is the greater.

The copying may be done by using a photocopier or other means of copying, e.g. scanner or mobile 'phone.

Sound recordings, e.g. music CDs; films and broadcasts are not covered by fair dealing for private study or research and so may not be copied.

Although you may make your single copy by using a scanner or other means of electronic copying, you must not re-publish or distribute the material in any way, e.g. by adding it to a web page or mailing it to friends; nor must you edit or make multiple copies of the item.

Further information on Copyright and Fair Dealing can be found on the Intellectual Property Office's website at <https://www.gov.uk/guidance/exceptions-to-copyright>

Making Multiple Copies

BPP University has a Higher Education Licence from the Copyright Licencing Agency which permits staff members to make multiple copies of copyright protected works for distribution to students as part of their studies. Please be aware that this licence does not extend to students, and you should therefore not make multiple copies for distribution to other students.



Photocopied material distributed by your lecturers, including that contained in BPP Manuals, should not be further photocopied as this may be a serious breach of BPP University's copyright licence.

The Web

- Unless otherwise stated, **ALL** material on the internet is protected by copyright.
- You may download and/or print material from BPP University's online databases, e.g. LexisNexis, Westlaw UK, Business Source Complete, for the purposes of your course.
- If you wish to copy material from the web, i.e. to print or download it, check first whether the page indicates what you can and cannot do.
- If no guidance is provided, then you may make **ONE** copy (on disk etc. or on paper) of the material you need for your own private study or research for a non-commercial purpose. The limits as to how much you may copy are set out above.
- You must not download music from the web, unless the web page permits it; nor must you take part in file-sharing with others. These are very serious breaches of copyright and can have grave consequences both for you and for BPP University.

Moodle

Copyright material, e.g. a section from a book or a journal article, may be provided for you in your module materials on Moodle, in the form of a PDF document. The PDF document will begin with a Copyright Notice which contains important information that you should read and observe. The Copyright Notice must not at any time be detached from the document.

As a student registered on that module, you may access, download and print out a copy of the document, together with the Copyright Notice. You may not make further copies of the document, or store or distribute it in any way, e.g. by e-mail. At the end of the module, you may retain your copy of the document but strictly for your own personal use.





BPP Students' Association



To help you make the most of your experience at BPP University, our award winning Students' Association offers many exciting opportunities to socialise and develop your skills to enhance your CV. All BPP University students automatically become members, so make sure you take advantage of what is on offer.

Here is a snapshot of some of the opportunities that are available; more details can be found at www.bppstudents.com

Students' Association Opportunities



Clubs and Societies: There is already a range of student-led clubs and societies which cover a vast range of sports, academic, cultural, political and other interests. Or you can set up a new club or society yourself! We are able to provide start-up funding and support to get new club activities off the ground. Join in at www.bppstudents.com/clubssocieties



Events: There are plenty of opportunities for you to socialise with fellow students. We run or support students in running a wide range of events including Fresher's Fairs, welcome parties, activities and nights out. Find out what events are on [here](#)



BPP University Hoodies: You can feel part of the BPP University community by getting yourself a personalised branded t-shirt, scarf, hoodie and much more. Students can purchase them at www.leavershoodies.com/shop/bpp

Independent Advice: The Students' Association [Independent Advice Team](#) is can help you with a variety of issues, ranging from Appeals, Academic Malpractice, Welfare advice and support, Crisis Fund application and accommodation advice.

independentadvice@bpp.com



Student Publications: We have two student publications - Legal InCite and Business Brief, that are entirely written, edited and produced by students. Being part of the editorial team or simply writing an article for one of our publications is a great way to develop your research and writing skills as well as to boost your CV. Find out how to join the editorial team, or how to submit an article for the next edition at https://www.bppstudents.com/events_news/sa_press/

Student Voice



BPP University's Students' Association offers an independent voice for our students, and works closely with BPP University to put students at the heart of the institution. The student voice is championed through various channels of student representation and so there are many opportunities for you to be involved in strengthening the student voice at https://www.bppstudents.com/student_voice/

Look out for the student elections in November and April each year.

Students are able to evaluate their student experience with BPP University in the following ways:

- Student Staff Liaison Committees
- Student opinion surveys/programme and module questionnaires
- Feedback during focus groups with the Managing Director and President of Students
- Feedback to the Vice Presidents of the Students' Association, who are elected at each centre

Stay Connected with the BPP Students' Association



Visit the **BPP Students' Association** at www.bppstudents.com



@BPPSTUDENTS



BPP Students' Association

Contact us at: engage@bpp.com





Alumni

BPP University takes great pride in the achievements and progress of its graduates and we seek to maintain and nurture strong links with our alumni at home and abroad. We welcome all former BPP University Students.

Completing your programme with us is just the first step – BPP University is committed to providing you with information and support as you progress in your career.

BPP University Graduates automatically become members of the BPP University's Alumni Network.

Being a member of the BPP University's Alumni Network helps you to keep in touch with BPP University, stay connected with your former classmates and enhance your career. Continued engagement with BPP University can be professionally rewarding and personally fulfilling.

A rapidly growing range of attractive benefits include:

- Opportunity to apply for an International Work Placement
- National and International networking opportunities
- Opportunities to attend special guest lectures
- Access to the BPP University Careers Services
- Professional profiling opportunities
- Discounts on selected courses at BPP University



For further information on forthcoming events and other services offered by BPP Alumni, please contact bppalumni@bpp.com.



BPP
UNIVERSITY
ALUMNI NETWORK





Buildings and Facilities

We pride ourselves on our attractive, centrally-located buildings and excellent facilities.

BPP University Buildings

We kindly ask you to observe a few basic house rules and procedures.

Reception is staffed from early morning to early evening on weekdays. You will find that the reception staff are pleased to help. Reception will be able to assist you with **queries**, visitors, **lost property** or direct you to a **Multi faith room**.

The **Facilities Manager** is responsible for the smooth running of the building. If you have any queries or complaints about the building, please refer the matter to the Facilities Manager through reception or the Student Record's Office. Alternatively, you can raise the matter at your Student Liaison Committee meetings through your representatives.



Guests

Please note that in the interest of safety and security, you are not allowed to bring guests into the building. Visitors are welcome to the main Reception area. Visits for family members can be arranged with prior notice.

No Smoking Premises

All BPP University premises are no smoking premises. This is to ensure the safety of the premises, health of students and staff and to comply with our statutory obligations. The no smoking policy applies to all entrances to the buildings. If you wish to smoke outside please do not smoke near the entrance.

Recycling and Corporate Responsibility

BPP University encourages you to recycle paper and other materials which can be recycled. BPP University takes corporate responsibility seriously and is working to reduce the carbon footprint created by the Law School. Any suggestions you may have in this respect are welcomed.

Cafés and Common Rooms

BPP University sites provide common rooms for students where students can interact, relax, work or read.

Drinks and snack-vending machines are available at BPP University sites. There is also a coffee shop inside each BPP University building for students to use.

In addition, there are a great many cafes, pubs, sandwich bars and inexpensive restaurants in the vicinity of any BPP University site.



Personal belongings and security

Personal belongings must be kept with you at all times and are not to be left in the library, lecture theatre, corridors or with reception. BPP University will not be responsible for the safety of your possessions. Should you lose an item all lost property is taken and stored at the main reception desk on the ground floor.

Lockers may be provided for full time student (subject to availability). We are not responsible for your personal belongings and will not accept liability in the event of theft, loss or damage. A £15 fee is payable for a lost locker key.

Security within BPP University buildings is important. Our security officers are on patrol around the building and can be located at other times at the reception desk. Security officers are in the building from opening to closing every day.

We will issue you with a BPP University **identity card** bearing your photograph and course details. Please carry this card with you at all times when in the building. You may be asked to produce your identity card to the security officers and authorised members of staff. Access will be denied to any student who cannot produce an identity card when asked. Should you forget your card on a particular occasion you must report to reception for a temporary pass. Should you lose your card please see your programme registrar for a new one, a new photograph will be required and a charge may be levied.

Health and Safety



Fire procedure notices are posted on the main notice boards in the building. Please ensure that you are familiar with the procedures to be followed in the event of a fire.

Do not use the lifts in the event of an emergency evacuation.

Instructions in case of fire

Immediately operate the nearest fire alarm point.

Reception will telephone the Fire Brigade on hearing the fire alarm. The lifts will automatically go to the ground floor where the doors will remain open.

Fire alarm and evacuation procedures

The alarm comprises a continuous bell signal. Please leave the building by the nearest exit.

You should then proceed to the designated assembly point.

DO NOT USE THE LIFTS

The fire wardens will take charge of any evacuation and will ensure that no one is left in the area.

DO NOT stop to collect personal belongings.

DO NOT call the fire brigade.

DO NOT re-enter the building until told to do so.

First Aid

There are members of the teaching and administrative staff qualified in First Aid. In case of such an emergency please contact Reception.





Useful Contacts

Admissions - responsible for managing the offer and acceptance process
03331 224 359

Help and advice for international students: (+44) 03331 226478
admissions@bpp.com; internationaladmissions@bpp.com

Examinations & Assessments Office - coordinates examinations and the publication of results

0330 060 3344
examinations@bpp.com

International Student Advice – provides a range of advice and support services to international students

03300 603777 (out of hours voicemail 03300 603880)
internationaladvice@bpp.com

IT Support - advise on IT and Computing-related queries

0330 1000 706
bpptac@bpp.com

Learning Support Officers - offer guidance, support and advice to students with disabilities and/or learning difficulties

learningsupport@bpp.com

Office of Regulation & Compliance – provides student advice and support with mitigating circumstances, appeals, complaints and disciplinary

ORC@bpp.com

Student Accommodation

accommodation@bpp.com

Students' Association – BPP University Students' Association

Student feedback: represent@bpp.com

Clubs and Societies: engage@bpp.com

Independent Advice: independentadvice@bpp.com

Student Records Office - maintains student records and coordinates registration studentrecords@bpp.com

Student Advice – Student advice on non-academic matters, accommodation, Student Advantage Scheme etc.

0330 060 3777
advice@bpp.com

Student Finance - manages student payments and payment plans

03300 603 100 + option 3
studentfinance@bpp.com

Study Visas Enquiries – studyvisas@bpp.com

03331 224 359

Please note that if you wish to telephone any of the above BPP University offices, you could do so free of charge using the telephones made available to students at each BPP University site.



Glossary of Terms

Academic Malpractice	<p>Academic malpractice is defined as any act, or attempted act, leading to circumstances whereby a student, or another, might gain an unpermitted or unfair advantage in an examination or an assessment or in the determination of results, whether by advantaging the alleged offender or by advantaging or disadvantaging another or others, or which might otherwise undermine the integrity or reputation of the University and its examination and assessment process.</p> <p>Examples of academic malpractice include but are not limited to <i>plagiarism, collusion, fabrication, impersonation, misrepresentation, unauthorised possession or reference, bribery/intimidation, breach of the rubrics of assessment.</i></p>
Academic Misconduct	<p>Academic misconduct is defined as any act, or attempted act, leading to circumstances whereby a student, or another, might gain an unpermitted or unfair advantage in an examination or an assessment or in the determination of results, whether by advantaging the alleged offender or by advantaging or disadvantaging another or others, or which might otherwise undermine the integrity or reputation of the University and its examination and assessment process and where there are no mitigating factors which would lead to the actions of the student to be deemed to be poor academic practice.</p>
Academic Year	<p>An academic year is a period of twelve months running from October to September.</p>
Aegrotat Award	<p>An aegrotat award may be recommended by a board of examiners where a student has been unable to provide sufficient evidence for the board to recommend an award but where the board is satisfied that except for illness, or other valid cause, the student would have reached the standard required for the award.</p>
Anonymous Marking	<p>The identity of students is not revealed to markers and/or to the assessment panel or examination board. There may be a point towards the end of the assessment process where anonymity ends.</p>
AP(E)L	<p>Accreditation of Prior (Experiential) Learning refers to the recognition of prior certified learning or non-accredited experience, usually designed to allow a candidate entry onto a programme without the traditional admissions qualifications or to permit exemptions from certain programme modules.</p>
Appeal	<p>An appeal is a written request by a student for the reconsideration of a determination made by an officer, board, committee or panel of the University in relation to their status, progression or achievement as a student.</p>
Assessment	<p>A broad term used to refer to all methods whereby a student's work may be assessed. Assessment can be <i>Diagnostic, Formative</i> or <i>Summative</i>.</p>
Assessment Criteria	<p>Based on the intended learning outcomes for the work being assessed, the knowledge, understanding and skills markers expect a student to display in the assessment task and which are taken into account in marking the work.</p>



A-synchronous Online Seminar	An online class which students and tutors attend asynchronously, i.e. not at the same time. A particular a-synchronous online seminar is typically open for 5 days a week and students are expected to participate in the learning activity in their own time. This is the most flexible version of seminar attendance and is especially good for students who cannot attend the timetabled classes for any reason.
Authenticity	Authenticity applies to the certainty of the submitted work being that of the student. In such cases an assessment that has a high level of security enhances authenticity, or the assessment instrument matrix has been designed in such a way to ensure that the overall result is based on a diet of assessments which provides reassurance that the student achieved the outcomes.
Award	A qualification or certificated credit conferred upon a student who has achieved the intended learning outcomes and passed the assessments required to meet the academic standards set by an institution for the award. Awards may be divided into modules, units or elements at various levels and with different volumes of study, each of which has attached to it intended learning outcomes and academic standards to be achieved by students in order to receive the final award.
Blind Marking	Blind marking occurs where an assessment is marked by two markers without their identities being known to each other. For example, the second marker would not know who first-marked the work. This is designed to increase the objectivity of marking judgements.
Breach of the Rubrics of the Assessment	Breach of the Rubrics of the Assessment: <ul style="list-style-type: none"> • commencing a time-constrained examination or assessment before being instructed by an invigilator to do so or continuing with an examination or assessment after being instructed by an invigilator to stop; • improper annotation of open book material.
Bribery/ Intimidation	Bribery/ Intimidation is the act of attempting to influence by bribery or other unfair means an official of BPP with the aim of affecting a student's results.
Calendar Year	A calendar year is a period of twelve months running from 1st of January to 31st of December.
Candidate	A student of the University who is being considered under regulations or procedures relating to assessment or the granting of an award.
Certificates and Diplomas	A certificate or diploma may be awarded at undergraduate or postgraduate level, either as a planned exit point from a Bachelor's or Master's degree programme, or as a stand-alone award such as the Graduate Diploma in Law or the Postgraduate Diploma in Legal Practice. Certificates are usually specified at a lower level and duration of study than diplomas.

Collusion	<p>Collusion is the act of aiding, or being aided by, one or more others in the preparation of an assessment for submission where the assessment brief or invigilation instructions do not expressly permit collaboration. Collaboration within, for example, a moot or a group project that is explicitly permitted by the examination or assessment regulations does not constitute collusion. Unpermitted collusion includes:</p> <ul style="list-style-type: none"> • A student working with another person on an assessment and submitting or otherwise presenting the resulting assessment as an individual student's own work. • Un-permitted collaboration in the preparation for submission of a seen assessment or communication with another student within an unseen examination.
Complaint	<p>A complaint is the notification by a student to the University of their dissatisfaction with an aspect of service or treatment that they have received from the University. A complaint should usually include an indication as to what resolution is being sought.</p>
Concession	<p>A concession is the disregarding of an examination or assessment result or attempt, and means that a student's results are processed as if the assessment or examination had never been taken by the student. A concession is the acceptance on the part of an authorised body that mitigating circumstances, supported by objective and authoritative evidence, have affected a student's summative assessment and the voiding of that attempt at the assessment. The granting of a concession will not result in any increase in marks.</p>
Condonation	<p>Condonation refers to the award of condoned credit by a Board of Examiners for a module where the student has not reached the pass mark. Under BPP University's regulations for undergraduate awards, condoned credit may only be granted twice - once at stage one, and once at either stage two or stage three, and where the student has achieved a mark in the range 35%-39%, and has no other failed modules at the same stage eligible for condonation, and has otherwise met the intended learning outcomes. For postgraduate programmes, a student may be condoned by the Board of Examiners only once in one module, where the student has achieved a mark in the range 45%-49%, and has no other fail marks, and has otherwise met the intended learning outcomes. Condonation shall not be applied to programmes of fewer than 120 credits, to modules greater than 30 credits, to modules comprising a research project, and to modules excluded in individual programme regulations.</p>
Core Module	<p>A programme module that a student must both take and pass in order to progress.</p>
Co-requisite Modules	<p>Co-requisite modules are two, or more, modules which must be taken together.</p>



Credit	<p>A quantified means of expressing units of learning. Credit is awarded where there has been a verified achievement of stated learning outcomes at a specified level. Credit is quantified so that learning achieved in different programmes and modules can be broadly compared in terms of intellectual demand and relative volume. Modules carry a credit value and there are common credit values for different award programmes across higher education in England, Wales and Northern Ireland.</p> <p>As a rule of thumb, one credit is deemed to correspond to 10 notional learning hours - these may include direct contact time, self-study and assessment.</p>
Deferral	<p>A deferral is the approval for a student to defer sitting an examination or undertaking a coursework assessment until the next available opportunity. A deferral is different from an extension as the student will not undertake the same coursework task or examination as students undertaking the assessment at the current sitting.</p>
Diagnostic Assessment	<p>Diagnostic assessment is used to show a learner's preparedness for a module or programme and identifies, for the learner and the teacher, any strengths and potential gaps in knowledge, understanding and skills expected at the start of the programme, or other possible problems. Particular strengths may lead to a formal consideration of accreditation of prior learning.</p>
Double/ Second Marking	<p>Double/second marking (also referred to as 'internal verification') occurs where student work is independently assessed by more than one marker. Each marker normally keeps a record of all marks awarded, together with his/her rationale for awarding each mark. In some cases, second markers have the first marker's comments and/or marks/grades. Where this is not the case, the use of marking sheets or similar procedures for written work is sometimes used to ensure that the marks given by the first marker do not influence the second marker's judgement. Markers' notes enable discussions to take place, after initial marking, about the reasons for individual decisions if there is a significant difference between the markers' judgements.</p>
Enrolment	<p>Enrolment takes place when the University records a student's formal communication of acceptance of an offer of admission on conditions attaching to the offer.</p>
Examination	<p>An examination is an assessment of any duration which is subject to continuous invigilation. In the case of a skill performance the examination script may include visual material such as a video recording as well as written materials such as a plan.</p>
Excluded Combinations	<p>Excluded combinations of modules are pools of two or more modules from which a student is permitted to choose only one.</p>
Exclusion	<p>Exclusion means that a student has been required to withdraw from the University either temporarily and for a specified period of time, or permanently.</p>

Exit Award	An interim award which is available to a student who is unable to meet the credit requirements for a higher level award, but who has nevertheless completed a significant period of study and achieved the specified learning outcomes for that interim award.
Extension	An extension is the approval for a student to submit a coursework assessment later than the given deadline.
External Examiner	An External Examiner is an independent senior academic or professional, who is a specialist in a particular field with extensive expertise and experience, and who has been appointed to a particular University programme in order to scrutinise the academic standards of the award and the standards of student performance, the measurement of student achievement, and the rigour and fairness of the assessment process.
Fabrication	Fabrication is the presentation of data or such other results in reports intended to be based on empirical work which has either not been undertaken or fully completed and where the data or results have, in whole or part, been deliberately invented or falsified.
Flexi-Mode	Flexi-mode provides students with the opportunity to switch between modes of study for different modules within a programme (but not within a module) and to increase or decrease the number of modules taken in any particular term. The modes of study may be face-to-face, online synchronous or online a-synchronous.
Formative Assessment	Formative assessment has a developmental purpose and is designed to help learners learn more effectively by giving them feedback on their performance and on how it can be improved and/or maintained. Reflective practice by students sometimes contributes to formative assessment.
Grade Descriptors	Grade descriptors encapsulate a level of achievement in relation to bands of marks. For individual assignments they indicate how well the assessment criteria have been met; for award classifications they indicate the level of achievement across a programme of study as a whole.
Impersonation	Impersonation is the act of one person assuming the identity of another with the intent to gain an unfair advantage for the person being impersonated, for example, by undertaking an examination on the other's behalf. Both parties, the impersonator and the person being impersonated, shall be considered culpable of academic malpractice.
Intermission	Intermission is defined as a period of approved absence from the programme of study where a date for re-entering the programme at an appropriate point has been approved by the director of programmes. Also referred to as Interruption of Studies. Reasons for granting intermission may include: <ul style="list-style-type: none"> • ill-health of a serious or extended nature; • financial hardship where the student is unable to meet his or her fee payments or otherwise needs to return to employment; • maternity and paternity leave or parental duties of a similarly demanding kind; • significant compassionate grounds;



	<ul style="list-style-type: none"> changes of a significant nature to the employment commitment of part-time students.
Intermit	To intermit means to voluntarily and temporarily suspend registration by a student with the approval of the school board.
Learning Outcomes	The expected outcomes from a process of learning. Statements of learning outcomes indicate what learners should have gained as a result of their learning on a module or on a programme.
Level	A broad indicator to the relative demand, complexity, depth of study and autonomy or independence of learning. Within the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies there are descriptors for five higher education levels.
Linked Modules	Two or more modules formally connected with overall learning outcomes and co-ordinated assessment leading to a single result status for the connected modules.
Manifestly Unreasonable	A decision is “manifestly unreasonable” if it can be demonstrated unequivocally that an officer of the University or a properly constituted University Panel or Board has made an irrational, perverse or logically flawed decision.
Matriculation	The process of matriculation involves a student providing evidence as required both of the qualifications claimed in the student’s application for admission and also of other requirements imposed as a condition of admission being met.
Marking Scheme	A detailed framework for assigning marks, where a specific number of marks is given to individual components of the answer.
Misrepresentation	<p>Misrepresentation can include:</p> <ul style="list-style-type: none"> presenting a claim for mitigating circumstances, or supporting evidence, which is misleading, untrue or false; exceeding the word limit specified for an assessment and declaring a lower word count than the assessment contains.
Mitigating Circumstances	Mitigating circumstances are defined as unforeseeable and unavoidable circumstances that may be deemed to have a detrimental effect on academic ability and academic performance.
Mode of Study	Mode of study describes the way a module or programme is studied. Approved modes are full-time, part-time day, part-time evening and part-time weekend. A programme comprises the study of an approved sequence of modules each by a specified mode leading to stated learning outcomes and awards, of the University or a validating body for which a student is registered.
Model Answer	Model answer is the assessor’s explicit view of what an answer to an assessment task should contain. Model answers are more commonly used where the right answer can be defined precisely.



Moderation	<p>Moderation is a process intended to assure that an assessment outcome is fair and reliable and that assessment criteria have been applied consistently. Forms of moderation include:</p> <ul style="list-style-type: none"> • sampling, either by an internal or external examiner; • additional marking, for example of borderlines, firsts and fails, or where there is significant difference between the marks of different markers that cannot be resolved without the opinion of another marker; • review of marks: where there is a significant difference between several assessment marks, within or between parts of a programme, which indicate the marks may need to be reconsidered.
Module	<p>A module is a coherent and self-contained unit of learning and teaching with specified aims and defined learning outcomes. Modules may have different credit weightings in accordance with their content and duration. A module may be taught and assessed within one or more than one semester provided that the module is set in a single stage and at a single level and, where this is applicable, single sub-level. Marks for completed items of module assessment must be aggregated and a result status determined for the module.</p>
Pathway Programme	<p>A programme whose successful completion enables students to gain access onto degree programmes.</p>
Plagiarism	<p>Plagiarism is derived from the Latin term "plagiarius" meaning kidnapper, and is defined in the OED as "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or expression of the ideas (literary, artistic, musical, mechanical, etc.) of another." and includes:</p> <ul style="list-style-type: none"> • copying the work of another without proper acknowledgement; • copying from text books without proper acknowledgement; • downloading and incorporating material from the internet within one's work without proper acknowledgement; • paraphrasing or imitating the work of another without proper acknowledgement. Proper acknowledgement requires the identification of material being used, and explicit attribution to the author and the source using referencing acceptable to the subject discipline.
Poor Academic Practice	<p>Poor Academic Practice is defined as the inadvertent breach of academic practice or conventions which is below the level of infringement, where no distinguishable advantage may be or has been accrued to the student, and where there is no discernible intention to deceive.</p>
Pre-requisite Modules	<p>A pre-requisite module is a specified module that must be taken before a student may take a second specified module which deals with related material but usually at a higher level.</p>
Proctor	<p>The Proctor is the officer responsible for discipline within the University. The Proctor shall be supported by Pro-Proctors who shall hear disciplinary cases. Pro-Proctors will not normally hear cases from within their own School. The role of the Proctor shall be assumed by the Dean of Academic Affairs.</p>
Programme	<p>Programme, or programme of studies, is used to describe an approved curriculum, studied through formally designated</p>



	modules, leading to stated learning outcomes and awards, whether of the University or of another awarding body for which a student is registered.
Programme Specifications	Programme specifications set out detailed information about a programme at the core of which is a concise description of the intended outcomes of learning from a higher education programme and the means by which these outcomes are to be achieved and demonstrated.
Prohibited combination	Prohibited combination is used to describe two modules which may not both be included in the same approved programme.
Provisional Results	A mark or result in an assessment that has been internally moderated.
Raw Marks	Raw marks are those marks awarded by an examiner to a student assessment prior to that assessment being internally moderated.
Registration	The process of registering an applicant who has been enrolled and matriculated as a student of the University, in a named School and on a named programme and, if appropriate, pathway of study, and specified modules.
Repeat	To study for another time a whole stage, module or component part of a module.
Resubmit	Resubmission applies to programmes where the examiners may require a dissertation or project to be corrected or improved and to be re-examined.
Re-sit and Retake	To take for a second or third time one or more items of coursework assessment or an examination, for a mark capped at the pass mark, without having to repeat the associated study.
Sampling	Sampling is most commonly used in the process of <i>moderation</i> (see above). It normally involves internal or external examiners scrutinising a sample of work from a student cohort. Sampling may be based on the desirability of checking borderline marks of any kind, or to test that assessment criteria have been applied consistently across the assessment of students in the cohort.
School Board	For the purpose of these Regulations the use of the term is deemed to also mean a student progress sub-board of the school board where one has been established.
Second Marking	Second marking, as opposed to moderation (see above) is where the submitted work for an assessment, module or award for all the students who took that assessment at that time is marked by a different marker to first marker. Given that second marking reviews the whole population rather than a sample of it, where appropriate second marking may result in individual marks being changed.
Seen Examination	A 'seen' examination is one where the examination questions are released to the students in advance of the examination date. Students then have the opportunity to prepare their answers before writing them under formal invigilated examination conditions.
Short Course	A programme of studies that does not of itself lead to an award of the University and does not attract a value of more than 30 credit points.

Stage	A stage is a sub-division of a programme where a programme has a credit value of more than 120 credit points. The completion of a stage is an identified step in student progress towards the completion of a programme.
Stream	A pathway through a degree which indicates a specialisation and attracts a suffix in the degree title.
Student	A student is a person registered on an approved programme of study.
Study Pathway	A study pathway is an approved suite of modules with disciplinary, inter-disciplinary or multi-disciplinary coherence forming one part of a programme leading to a designated award.
Summative Assessment	Summative assessment is used to indicate the extent of a learner's success in meeting the assessment criteria used to gauge the intended learning outcomes of a module or programme.
Synchronous Online Seminar	An online classroom where students and tutor attend at the same time in weekly timetabled slots; physically they may be located anywhere. These are known as synchronous or realtime online classes. Depending on the software used, participants can speak with each other, see and hear each other and/ or the tutor, use instant messaging, share documents and visuals, work in groups, as well as archive the class.
Synoptic Assessment	An assessment that encourages students to combine elements of their learning from different parts of a programme and to show their accumulated knowledge and understanding of a topic or subject area. A synoptic assessment normally enables students to show their ability to integrate and apply their skills, knowledge and understanding with breadth and depth in the subject. It can help to test a student's capability of applying the knowledge and understanding gained in one part of a programme to increase their understanding in other parts of the programme, or across the programme as a whole.
Taught Degree	A taught degree includes any degree that is not awarded solely or largely on the basis of independent or supervised research. Taught degrees include all bachelor's degrees and those master's degrees where the first two semesters at least comprise a programme of study and where any dissertation component does not count for more than 33% of the marks counting towards the award.
Trimester (term)	A trimester is a subdivision of the academic year. Each trimester comprises 15 study weeks and, subject to the programme regulations, may attract 60 credits. There are up to three trimesters in a calendar year.
Unauthorised Possession or Reference	Unauthorised Possession or Reference includes: <ul style="list-style-type: none"> being in possession of any prohibited material or item within an examination or assessment room unless expressly permitted by the examination and assessment regulations;



	<ul style="list-style-type: none"> • using unauthorised material or item in an examination or unseen assessment; • consulting or trying to consult any books, notes or similar material or item while temporarily outside the examination room during the period of the examination; • gaining access to a copy of an examination paper or assessment material(s) in advance of its authorised release
The University	Unless expressly provided to the contrary, the University means BPP University Limited.
University Centre	University Centre describes the distributed locations at which teaching programmes are delivered. BPP University Centres are in Abingdon, Birmingham, Bristol, Cambridge, Croydon, Leeds, Liverpool, London City, London Holborn, London King's Cross, London Shepherd's Bush, London Wall, London Waterloo and Manchester.
Unseen Examination	An 'unseen' examination is one where the students have had no sight of the examination paper content prior to the start of the examination itself.
Validity	Validity in assessment refers to the extent to which an assessment instrument, an examination, essay or oral presentation for example, accurately measures the achievement by students of the intended outcomes of a programme of study or other learning experience.
Viva Voce (Examination)	<p><i>Viva voce</i> - from Medieval Latin, literally meaning 'with/by the living voice', is a form of oral examination or academic discussion with senior academic colleagues. A <i>viva voce</i> examination is often used in the context of research dissertations where it constitutes the verbal defence of the written thesis.</p> <p>A <i>viva voce</i> examination may be used a supplementary form of assessment to determine a student's overall achievement.</p>

Abbreviations

BPP University Committees, Boards, Panels & Departments

AC	-	Academic Council
ARA	-	Academic Regulations and Awards Committee
ARPC	-	Academic Resource Planning Committee
BoD	-	Board of Directors
BS	-	Business School
CAP	-	College Approval Panel (<i>replaces CVP from 2012/13</i>)
CVP	-	College Validation Panel
ETC	-	Education and Training Committee
FLDC	-	Faculty Learning and Development Committee
IDD	-	Instructional Design & Development
KS	-	Knowledge Services
LARA	-	Learner Assessment, Retention and Achievement Committee for Apprenticeship and Training Programmes
LIS	-	Library and Information Services
LS	-	Law School
LSS	-	Learning Support Services
LTC	-	Learning and Teaching Committee
LTAEC	-	Learning, Teaching, Assessment and Enhancement Committee (<i>replaces LTC from 2012/13</i>)
MAP	-	Module Approval Panel (<i>replaces MVP from 2012/13</i>)
MVP	-	Module Validation Panel
NACAP	-	Non-Award Course Approval Panel
ORC	-	Office of Regulation and Compliance
PASP	-	Programme Approval Scrutiny Panel
PDT	-	Programme Development Team
PIGG	-	Published Information Governance Group
RAP	-	Reasonable Adjustments Panel
SARA	-	Student Assessment, Retention and Achievement Committee
SoFELS	-	School of Foundation and English Language Studies
SoH	-	School of Health
SSLC	-	Staff Student Liaison Committee
SRB	-	School Review Board
UAP	-	Approval Panel (<i>replaces CAP from 2013/14</i>)

Educational Delivery Methods and Processes

APCL	-	Accreditation of Prior Certificated Learning
APEL	-	Accreditation of Prior Experiential Learning
BL	-	Blended Learning
CPD	-	Continuing Professional Development
OLL	-	Online Learning
VLE	-	Virtual Learning Environment

Regulatory & Reporting Instruments

APMR	-	Annual Programme Monitoring Report
AQI	-	Annual Quality Indicators
GARS	-	General Academic Regulations
MoPPs	-	Manual of Policy and Procedures
MPF	-	Module Proposal Form
NACPF	-	Non-Award Course Proposal Form



PPF - Programme Proposal Form

BPP University Programmes

AdvDip - Advanced Diploma
BSc - Bachelor of Science
BPTC - Bar Professional Training Course (for Barristers)
BVC - Bar Vocational Course (for Barristers)
GDL - Graduate Diploma in Law
QLD - Qualifying Law Degree
LLB - Bachelor of Laws
LLM - Master of Laws
LPC - Legal Practice Course (for Solicitors)
MA - Master of Arts
MChiro - Master of Chiropractic
MCLinDent - Masters of Clinical Dentistry
MSc - Master of Science
PGCE - Postgraduate Certificate in Education
PGCPHE - Postgraduate Certificate in Professional Higher Education
PLP - Professional Legal Practice

BPP Functionary Titles

DAA - Dean of Academic Affairs
DL&T - Dean of Learning and Teaching
DDAA - Deputy Dean of Academic Affairs
DoP - Director of Programmes
DoS - Dean of School
EE - External Examiner
ML - Module Leader
PL - Programme Leader or Principal Lecturer
PSA - President of the Students' Association
SME - Subject Matter Expert
VC - Vice-Chancellor

External Professional and Statutory Bodies, and Learned Associations

ACCA - Association of Chartered Certified Accountants
ACDAP - Advisory Committee on Degree Awarding Powers
ALT - Association of Law Teachers
AMBA - Association of MBAs
BEIS - Department for Business Energy and Industrial Strategy
BSB - Bar Standards Board
CIMA - Chartered Institute of Management Accountants
CIPD - Chartered Institute of Professional Development
CIM - Chartered Institute of Marketing
CMA - Competition and Markets Authority
CMI - Chartered Management Institute
DfE - Department for Education
FHEQ - Framework for Higher Education Qualifications
HEA - Higher Education Academy
HEFCE - Higher Education Funding Council for England
HEPI - Higher Education Policy Institute
HESA - Higher Education Statistics Agency
ICAS - Institute of Chartered Accountants of Scotland
ICAEW - Institute of Chartered Accountants of England & Wales
JASB - Joint Academic Stage Board



OIA (HE)	-	Office of the Independent Adjudicator (for Higher Education)
OfS	-	Office for Students
PSRBs	-	Professional, Statutory & Regulatory Bodies
SLS	-	Society of Legal Scholars
SLSA	-	Socio-Legal Studies Association
SRA	-	Solicitors Regulation Authority
QAA	-	Quality Assurance Agency
UKVI	-	UK Visas and Immigration

External Mechanisms

ECTS	-	European Credit Transfer and Accumulation System
DLHE	-	Destination of Leavers from Higher Education Survey
DSA	-	Disabled Students Allowance
KIS	-	Key Information Set
NSS	-	National Students Survey
WIS	-	Wider Information Set





Handbook Evaluation Form

Handbook Evaluation Form



Please help us improve the University Handbook. We continually seek to revise and enhance our University Handbook and your views on its content, structure and outlook will be greatly appreciated. We kindly ask you to take a few moments to consider the following questions:

1. What other information would you like to see included in the University Handbook?
2. What has been useful?
3. Comments on any aspect

Please kindly return your comments to Dr Boryana Peevska-Cutting, Deputy Dean of Academic Affairs, BPP University, 68-70 Red Lion St, London WC1R 4NY, Tel: 0207 7633 4738, e-mail: BoryanaPeevska-Cutting@bpp.com

