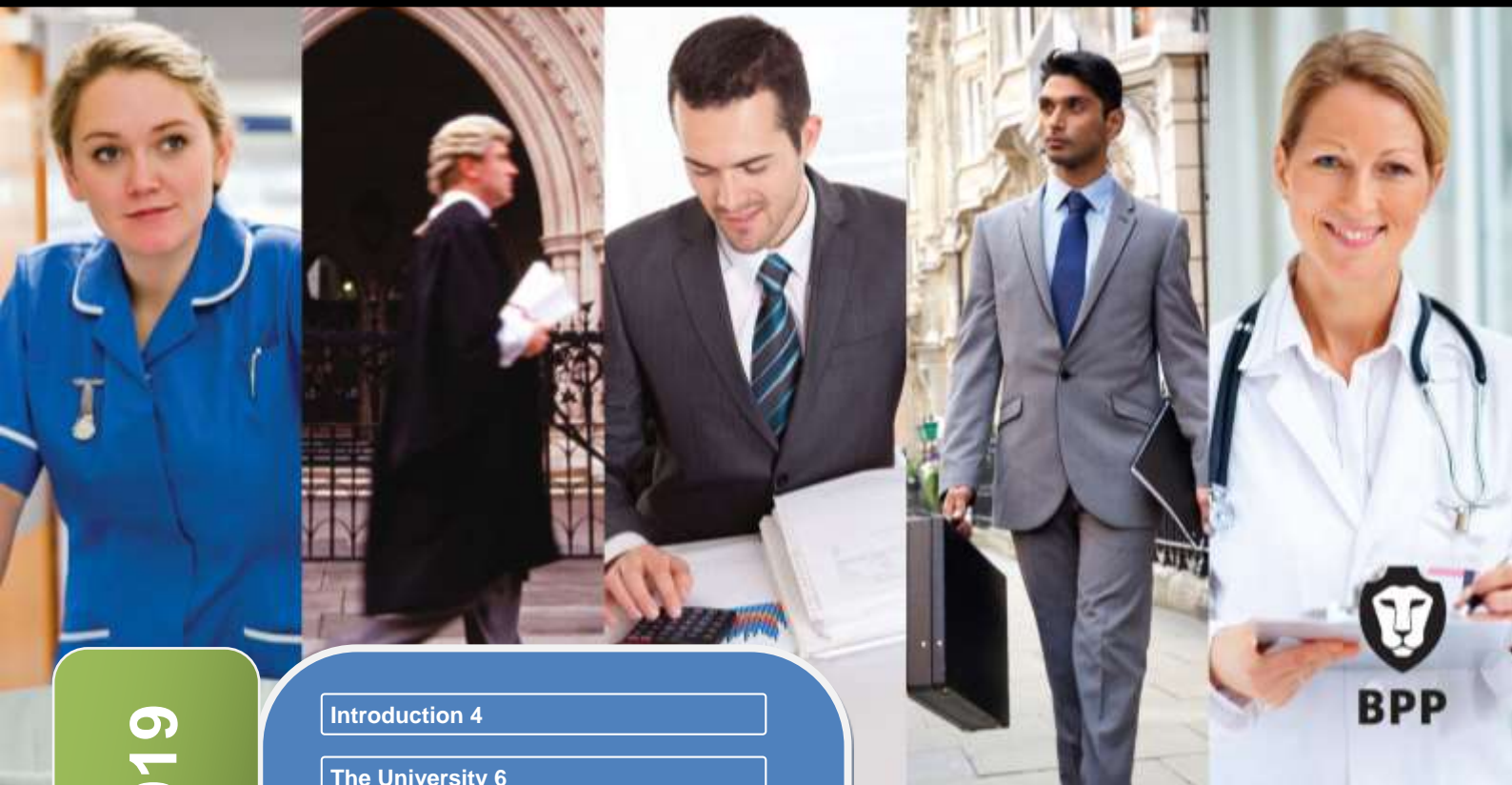


BPP UNIVERSITY



University Handbook 2018 - 2019

Introduction 4

The University 6

The Student Charter 13

Teaching, Learning & Assessment 14

Academic Progress 30

Equality and Diversity 38

Finance 42

Rights and Responsibilities 49



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.

Contents

	Page
Introduction	4
Welcome and Purpose of this Handbook	4
Our Students' Views Matter	5
The University	6
Brief History of BPP University	6
Mission	7
Career Ready at BPP	8
Governance and Management	10
The Student Charter	13
Teaching, Learning & Assessment	14
Teaching and Learning Delivery Strategy	14
Assessment Strategy	16
Examination and Assessment	17
Integrity of Assessment	18
Absence from or Failure at Assessments	19
Extensions, Deferrals and Mitigating Circumstances	20
Academic Malpractice	23
Complaints and Appeals	25
Academic Supervision	28
Academic Progress	30
Fitness to Study	30
Attendance and Workload	31
Suspension of Registration and the Granting of Interruption of Studies	33
Withdrawal of Registration	34
Termination of Registration	35
Fitness to Practise	36
Certificates and Transcripts	37
Equality and Diversity	38
Harassment and Bullying	39
Well-being and Mental Health	40
Part-Time and Online Students	41
Finance	42
Fees	43
Funding and Scholarships	44
Rights and Responsibilities	49
Prevent Duty	49
Code of Practice on Freedom of Speech	50
Events and External Speaker	52
BPP IT Regulations	58
Acceptable Use Policy	60
Copyright: A Student's Guide	62
Handbook Evaluation Form	64





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:

- Feedback opportunities within individual programmes
- 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 Focus Groups
- Student Opinion Surveys including the Student Experience Survey and the National Student Survey



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 a medium-sized independent University which was granted degree awarding powers by Her Majesty's Privy Council in September 2007, and gained University College title in 2010, and University title in August 2013.

BPP University is the University of and for the Professions. Professions include the long established professional disciplines such as accounting, law, health and teaching but also the new emerging wider business professions. BPP University's unique contribution is professional education that is academically rigorous but also grounded in practical professional application that is highly relevant to our students, stakeholders and relevant professions.

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 University Law School, which was established in 1992 and soon became one of the leading professional graduate Law Schools in the UK. BPP University has been a leading provider of professional education in Accountancy and Law for many years. The majority of accountants in the UK will have at one stage or another trained with BPP or used our materials. The Law School has over 60 of the country's leading law firms which send their students exclusively to BPP University. In 2011, BPP University established BPP University School of Health and in 2018 – the School of Nursing. In 2018, the BPP Business School was renamed School of Business and Technology.

BPP University has centres throughout the UK, in Abingdon, Birmingham, Bristol, Cambridge, Leeds, London, and Manchester. In the 2017/18 academic year, approximately 16,000 students studied with BPP University, a third of which were international students.

Mission

BPP UNIVERSITY



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:



Governance and Management

BPP University is governed and managed through three main vehicles:

- The General Academic Regulations and sub-regulatory instruments
- The Committee Structure
- University Leadership Team

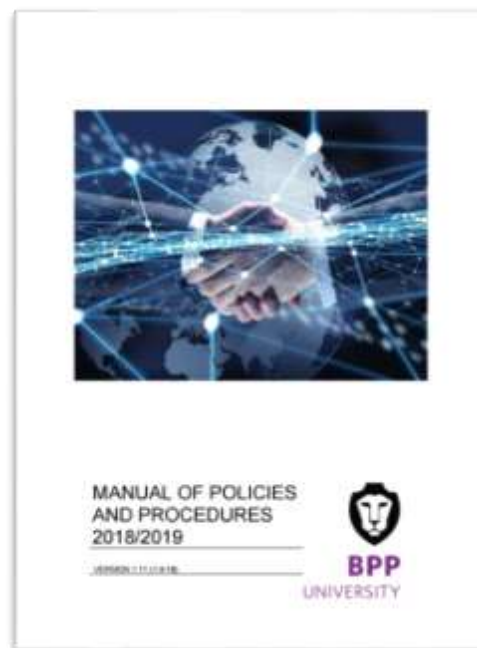
Together these vehicles provide clear principles on which to act and effective mechanisms through which to communicate and agree those actions.

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

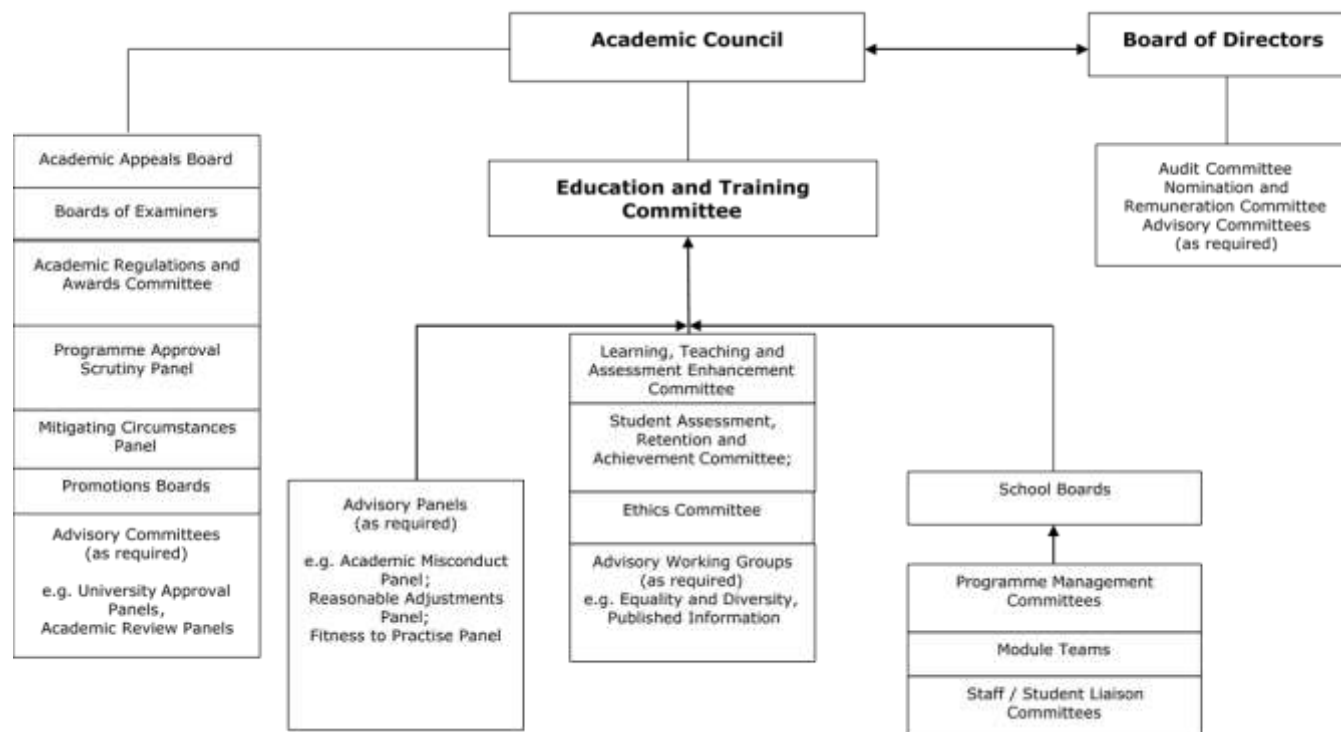
These documents are available for students to view on the Virtual Learning Environment under the Registry tab and from clicking on the images below.



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. 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** – the most senior body with responsibility for our academic governance and policy, standards and quality. The Academic Council has a voting majority of independent members who represent the wider UK Higher Education sector. No award of BPP University can be made without the approval of the Academic Council. The powers of the Academic Council are contained within the regulations devolved by the Board of Directors.
- The **Board of Directors** – operates in partnership with the Academic Council on matters relating to academic provision. The Board of Directors is chaired by a Senior Non-Executive Director and includes both executive and non-executive directors. The Board of Directors have devolved powers to the Academic Council in relation to academic matters.
- The **Education and Training Committee** – is the engine room of the University's committee structure and the most senior internal academic committee. The Education Training Committee reports directly to the Academic Council.
- The **Learning, Teaching and Assessment Enhancement Committee** – acts as a cross-University forum for capturing, developing and disseminating best practice.
- **School Boards** – the main conduit for our academic voice, central to monitoring standards and quality. Each School has its own board comprising of members of faculty, students and supporting staff.
- **Programme Committee, Module Teams, Staff Student Liaison Committee** – these review and preview delivery and identify and act upon any immediate initiatives or issues.

University Leadership Team

The operation of the committee structure is supported by the University Leadership Team. The University Leadership Team, under the leadership of the Vice-Chancellor, is the University's senior management team with responsibility for organising, directing and managing the academic and academic-related functions of BPP University. The University Leadership Team operates 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.

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, Learning & Assessment

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.

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/>).

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 or moderated to ensure the accuracy of assessment decisions. In the case of differences between the first and the second marker, the scripts are re-evaluated. Following an Examiner's Report to the Head 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/>). If you miss an assessment or are required to retake a failed component you are automatically registered to take this exam at the next available opportunity.

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 condonation 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.

More information on the procedure is available in the Manual of Policies and Procedures.

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.

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 **by 12.00 noon the working day before 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. For further information on the procedure for applying for a deferral application, please consult the 'What to do when things go wrong' document, available on the VLE – Registry & Student Support Section. Guidance on permissible evidence is also available.

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



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. Please note that the mark for the assessment for which you made the application will be voided, even if a pass, and cannot be reinstated. If your mitigating circumstances application relates to a first sit and 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 Office of Regulation and Compliance no later than 10 working days after the assessment was due or you sat the examination. The Students Association Independent Advice Team is available to advise you on completing your mitigating circumstances application.

For further reading and process maps outlining the Mitigating Circumstances and Concessions Procedure, please review the 'What to do when things go wrong' document, available on the VLE under the 'Registry and Student Support' tab. Guidance on permissible evidence is also available.

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 ten 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 (by 12 noon the last working day before the assessment), or (ii) an extension of the submission deadline (by 12 noon on the last working day before the deadline).

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;
- *contract cheating* (engaging a third party to compete or contribute to student’s research, assignment or assessment, e.g. ‘essay mill’, sharing websites)
- *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 School Academic Malpractice Decision Makers (SAMDMs). Cases of alleged academic misconduct are investigated and addressed in accordance with the Academic Malpractice Procedures and may result in referral to 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.

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.

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.

The University's Students' Association has an Independent Advice Service who can offer confidential, impartial advice to all students studying at BPP University. They may be able to assist with this. For further detailed information on the Appeals procedure, please review the 'What to do when things go wrong' Guide available to students on the VLE.

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.



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 Head 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).

For further information on the complaints procedure, please review the 'Registry and Student Support' tab of the VLE which explains this procedure.

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 programme support officer at the start of your programme who will be your first point of contact for academic queries. Your personal tutor or programme support officer 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 programme support officer 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 programme support officer 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 programme support officer 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 Head 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 programme support officer. A Student Advice and Guidance team is also available to all students as a front line service for non-academic queries.

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 requests for references should be made to your personal tutor.

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, programme support officer 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 programme support officer. If you experience any problem which is affecting your studies, you should see your personal tutor or programme support officer 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 programme support officer;
- Contact your personal tutor or programme support officer 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 and Guidance, 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. These processes are intended to be supportive and constructive, and are 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.

Fitness to Study

'Fitness to Study' is defined as the ability to positively and proactively engage with academic study and the University learning community, which includes academic participation and progress, as well as respectful engagement with University colleagues. This is not to be confused with fitness to practise.

The University operates a Fitness to Study policy, which is intended to be preventative and supportive, not punitive, and is reserved for situations when a student's fitness to study is deemed to be a cause for concern and for urgent intervention, for example if a student's behaviour or health difficulties are, or are at risk of, impacting upon the health, safety or wellbeing of themselves or others, or adversely affecting the teaching, learning, or experience of other students. The Fitness to Study Policy might also be invoked where a student's failure to engage or progress academically may be attributable to an underlying physical or mental health difficulty.

The Policy includes two stages: informal review and, where necessary, a Fitness to Study Panel. The aim of the Policy is to support students by helping to identify measures to support them to continue and complete their studies.

For more information, please see the Manual of Policies and Procedures, Part G, Section 6, Fitness to Study Policy.

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 Registry in writing 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.



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 Head 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 Registry, which will normally provide a letter supporting an application to be excused. However, excusal is not a right. You should contact the Registry and submit your application to the relevant court at the earliest opportunity.

Suspension of Registration and the Granting of Interruption of Studies



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 interruption of studies for a defined period of a minimum of one term up to 12 months, (provided the maximum permitted length for your programme is not thereby exceeded).

An interruption of studies 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 interrupts will be allowed to carry forward all assessment results that they have obtained prior to the commencement of the period of interruption of studies. 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 interrupt 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 School 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 interruption of studies, you should consult with your personal tutor or programme support officer as soon as possible. They will be able to advise you on making an application for interruption of studies, 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 Head of Programme 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.bpp.com

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 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/>).



Fitness to Practise

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.

Learning Support: For more information on the support the University are able to offer you, visit the VLE dedicated Learning Support & Inclusion Pages

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.



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.

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](#)
- [Mental Health: The Mix](#)
- [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 and Guidance or your tutor and ask for the details of the Counselling Service.

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 when you start.

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/>

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 refer to the University's terms and conditions for information about our cancellation or deferral policy.



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.

For most current information on scholarships, eligibility criteria and application processes, please consult BPP University's website <http://www.bpp.com/bpp-university/scholarships>.

BPP University Students' Association Crisis Fund

The BPP University Students' Association Crisis 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 Association in granting any award).

The Association 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.

For more information visit https://www.bppstudents.com/advice_help/crisisfund/

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 Students allowance
- 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 2019, the Inner Temple intends to make awards to a total value of £1,836,306. 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 £10,609 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](https://www.gov.uk)

For further scholarship opportunities, please consult the BPP University website (www.bpp.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. BPP³ 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 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.
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.

³ "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.

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.



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; the Education Reform Act 1988; the Human Rights Act 1998; the Equality Act 2010; the Counter Terrorism and Security Act 2015 and the Higher Education and Research Act 2017, periodically review and, where necessary, update this Code of Practice and any associated events policy and procedure that supports it.
11. Breaches to this Code shall be reported annually to the Academic Council and the Board of Directors. The Code shall be reviewed annually and recommendations for amendments made, as appropriate.
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.



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

9. 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.
10. 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.
11. 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.
12. The process for approving events which are not subject to this policy is set out in Schedule 1 to this policy.
13. 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:
- 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;
 - ensuring that the information disclosed is correct to the best of their knowledge;
 - ensuring that, 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.
14. A unique events identification number will be assigned to an application (Event ID). The Event ID will be provided on approval.

Permission

15. The event must not be advertised or promoted internally or externally before permission has been given for the event to take place.
16. 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; or
 - approve the request with conditions; or
 - approve the request without condition; or
 - request further information to in order to reach a decision under this provision.



17. 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.
18. 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.
19. 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.
20. 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.
21. 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

22. 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.
23. A room booking will not be confirmed without an Event ID.

Appeal

24. The Event Organiser may, within 2 days of receiving the decision from the BPP Prevent Lead (or their nominee), appeal the decision.
25. Where the Event Organiser is:
 - a BPP University student, they may appeal to the Dean of Academic Quality;
 - in all other cases, they may appeal to the BPP Legal team.
26. 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

27. 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

28. Where a request is approved, charges may apply, including those for ensuring the safety of the event and the mitigation of any risk.
29. 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.
30. 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

31. 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.
32. 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

33. A student who does not comply with this Policy may be subject to disciplinary action by BPP under its relevant procedures.
34. 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.
35. 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.
36. In addition, individuals may be referred to law enforcement or other appropriate entities for prosecution in the case of illegal acts.

Data Storage

37. 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

38. 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.



39. In complying with clause 38 above, the BPP Prevent Lead may request staff to provide data regarding events which fall outside of the scope of this policy.
40. 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

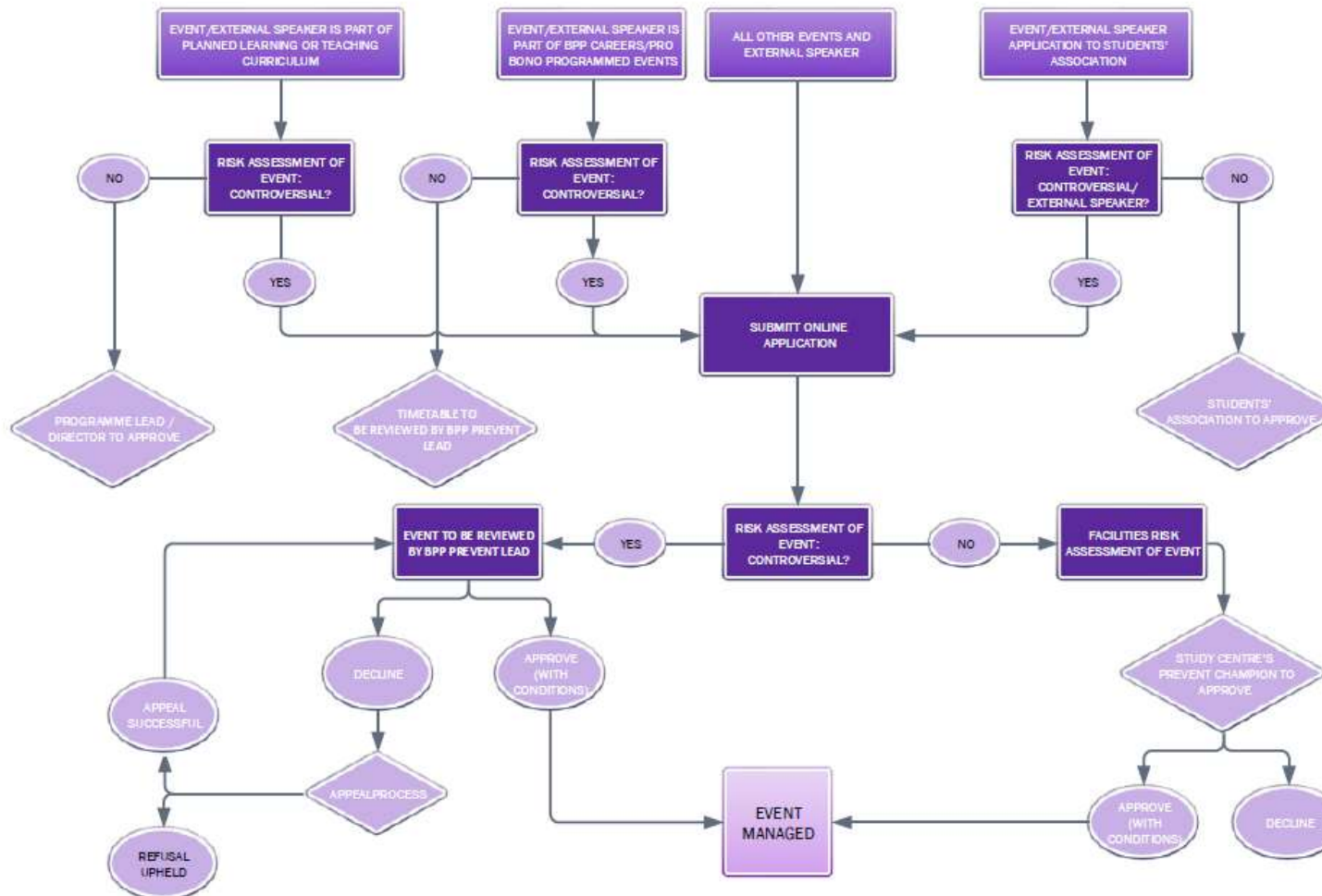
“Approved Clubs or Societies” being a student club, society or extra-curricular activity approved by BPP University Students’ Association or by a Programme lead or Director;

“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 Student Performance and Discipline Code.

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

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 Licensing 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.



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, Dean of Academic Quality – please e-mail: BoryanaPeevska-Cutting@bpp.com