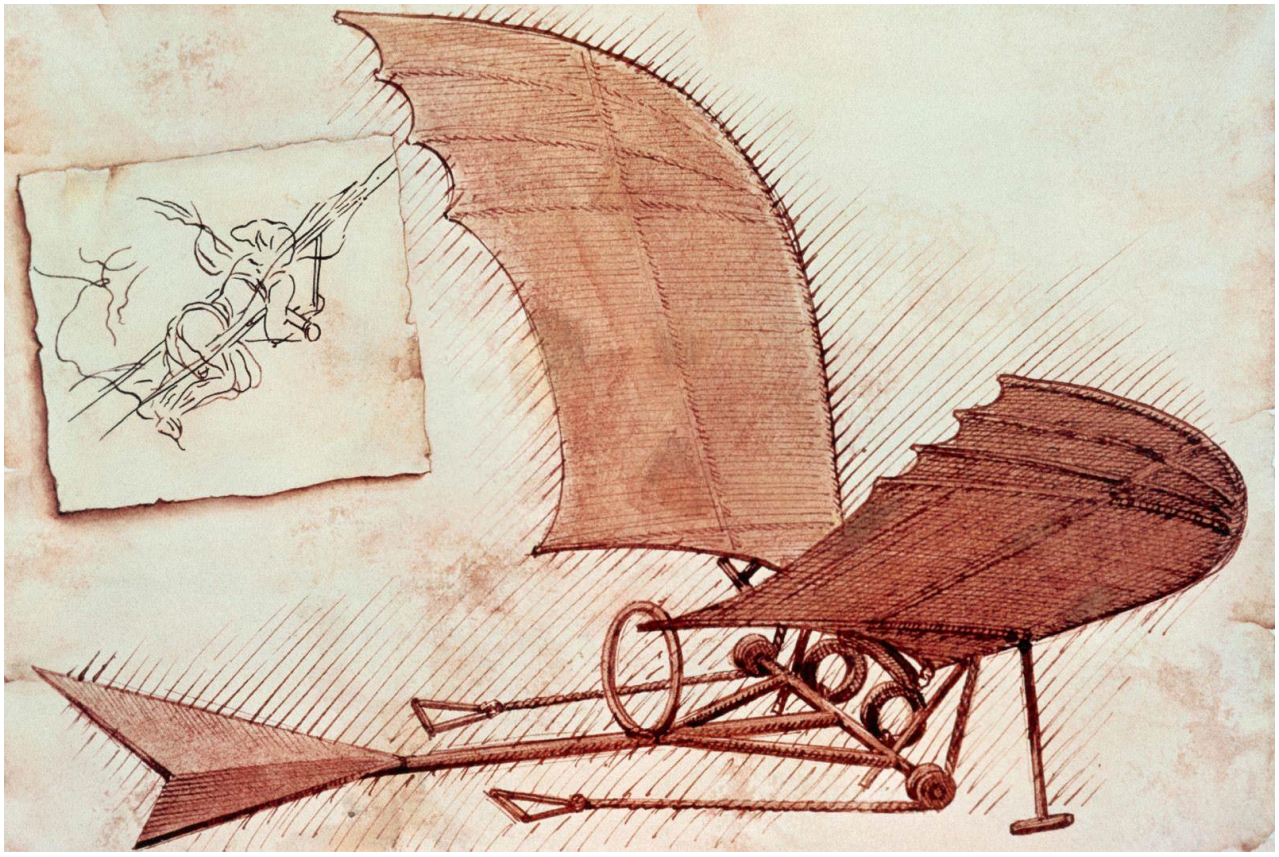

GENERAL ACADEMIC REGULATIONS 2017/2018

VERSION 10 (1-9-17)

BPP UNIVERSITY

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General Academic Regulations

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Introduction and Contacts

This framework details the structures and regulations in place to assure the quality of academic provision within BPP University Limited ("the University").

These quality assurance and enhancement structures and regulations have taken into account the national academic infrastructure for higher education, particularly the *UK Quality Code for Higher Education* by the Quality Assurance Agency for Higher Education (QAA) and the *Standards and Guidelines for Quality Assurance in the European Higher Education Area*.

Chapter 1 of this framework provides a diagram, membership and terms of reference of the major committees concerned with regulating the quality of the academic provision of BPP University.

Chapter 2 of this framework provides the General Academic Regulations which regulate the awards, programmes of study, assessment and examinations of BPP University.

It should be stressed that this document is the primary regulatory instrument within a hierarchy of instruments within BPP University. It is supported by a range of sub-regulatory instruments (rules, policies, and procedures) presented in stand-alone documents which provide more detailed information in relation to the implementation and enforcement of these Regulations.

The regulatory framework includes:

1. the General Academic Regulations (these Regulations)
2. the Manual of Policies and Procedures
3. the University Handbook
4. the Programme Handbooks
5. the Repository of Forms and Guidance

Should you have any queries related to the regulatory framework, please contact:

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Chapter 1: Academic Governance Structures

This section sets out the membership and terms of reference of the key bodies within the committee structure of BPP University.

Three separate bodies share responsibility for the character, organisation and function of BPP University: the Board of Directors, the Academic Council and the Academic Directorate.

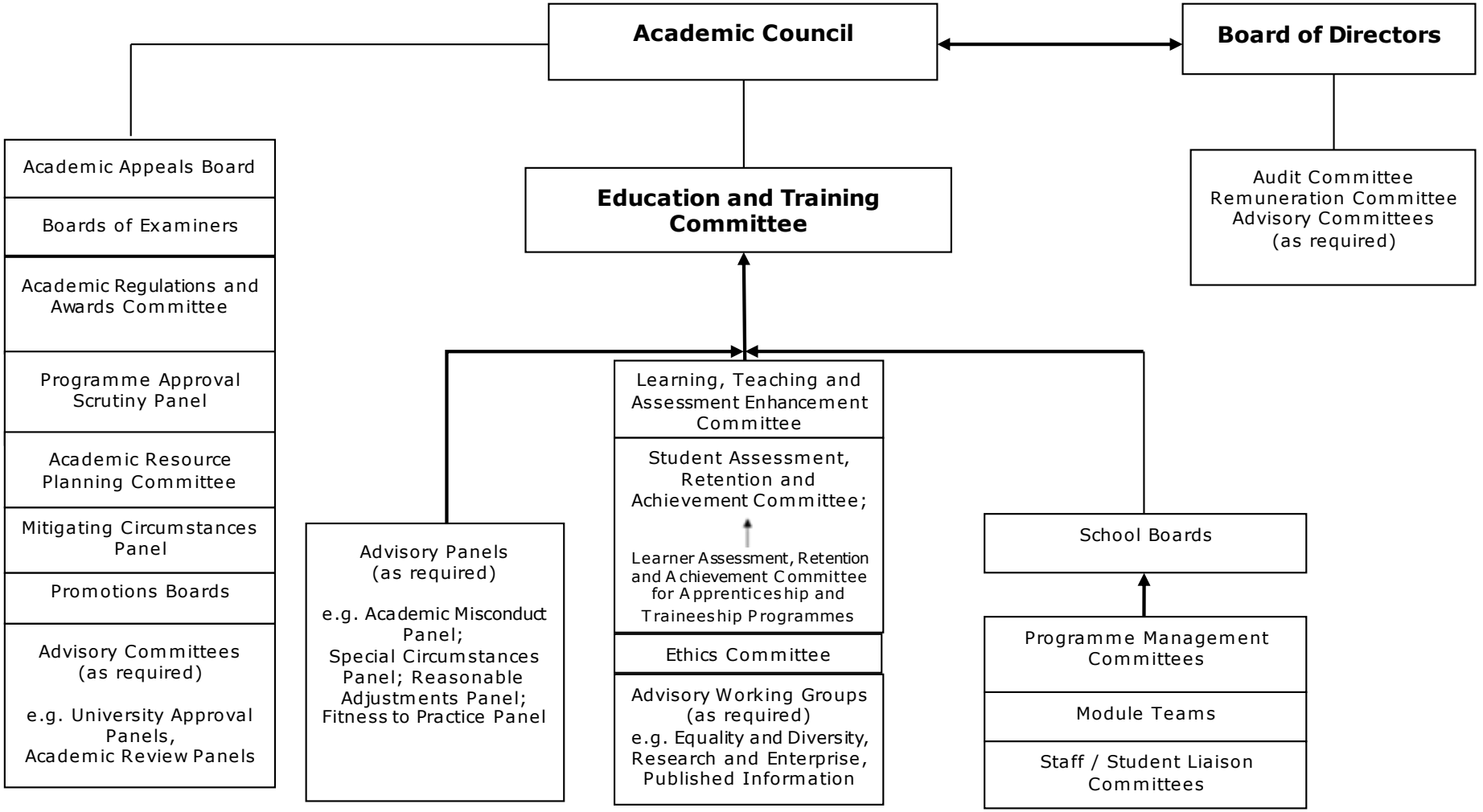
1. The Board of Directors is legally responsible for determining the educational character and mission of the University and for overseeing its activities.

2. The Academic Council is the primary academic authority within BPP University. In particular it considers and advises the Vice-Chancellor on matters relating to awarding taught degrees. To help it carry out its duties, the Council delegates responsibility for some matters relating to quality management to its committees, as well as to School Boards, Boards of Examiners and Programme Committees.

3. The Academic Directorate, 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 Directorate includes the Vice-Chancellor, the Deans of School, the Dean of Academic Affairs, and the Dean of Learning and Teaching.

The way in which these three strands operate and interact with each other is fundamental to maintaining and improving quality and standards within BPP University.

Committee Diagram



Academic Council

The Board of Directors of BPP University established an Academic Council in 2005 and will maintain that Academic Council on the terms set out in these Regulations.

These Regulations are taken from those approved by resolution of the Board of Directors on 12 November 2007.

Membership

There shall be an Academic Council of no more than twenty-three (23) members. The Council members shall comprise:

Independent Members

Independent Chair of Council
Five Independent Council Members appointed by Council, at least two of whom should have substantial experience in the provision and management of higher education in the United Kingdom.

The Independent Council Members shall be in addition to the Independent Chair of Council. The Independent Chair of Council may nominate a Deputy Chair from among the Independent Council Members to take the Chair, in his or her absence.

Ex Officio Members

Vice-Chancellor of BPP University
Dean of the Business School
Dean of the Law School
Dean of the School of Health
Dean of Academic Affairs
Dean of Learning and Teaching

Elected Members

Two student representatives from the registered students of the University
Two academic staff representatives elected by the employed staff of the University

Co-opted Members

In addition, up to six further members co-opted by the Board of Directors on the recommendation of the Academic Council and with voting powers recommended by the Independent Council Members.

Quorum: Half the Council Members of whom no fewer than two shall be Independent Members including the Chair.

Secretary: A Council Secretary, appointed by the Vice-Chancellor, will minute the meetings on behalf of the Council but will not take part in the voting of the Council. The Council Secretary is the Deputy Dean of Academic Affairs.

Frequency: The Academic Council shall normally meet at least four times in each academic year.

Reserved Business

The student representatives on the Academic Council shall not be entitled to receive papers, participate in or be present for discussions relating to the admission or academic assessment and examination of individual students or affecting the appointment, promotion or personal affairs of a member of staff of the University. The Independent Chair of the Council shall decide whether a matter falls within the terms of the above proviso. The decision shall be final and neither the Independent Chair of Academic Council nor Council is bound to give any reason for the decision.

Terms of Reference

1. The Academic Council shall be the academic authority of BPP University and shall take such measures and act in such a manner as shall best promote the academic and professional work of the University and safeguard the integrity and standards of its awards, including:

   (a) acting in its discretion to give approval to a proposal by the Board of Directors of BPP University to make an appointment to the office of Vice-Chancellor;

   (b) acting in its discretion to give approval to a proposal by the Board of Directors of BPP University to reappoint an acting Vice-Chancellor for a defined period of no more than six months, and, where proposed by the Board, further reappointments with the Academic Council's approval for defined periods of no more than six months;

   (c) where the Academic Council deems this to be necessary, reaching a determination that in its considered judgment the Academic Council has lost confidence in the holder of the office of Vice-Chancellor, any such determination to be reported by the Council to the Board of Directors of the University.

2. When consulted by the Board of Directors or, by delegation from the Board of Directors by the Vice-Chancellor, the Academic Council shall advise the Board of Directors of BPP University generally on matters of an academic and professional educational character. In so doing its advice shall be informed by recognised and accepted academic and professional standards both of relevant professional bodies and of UK higher education.

3. The Academic Council shall give advice or make recommendations to the Board on the following in relation to BPP University:

   (a) the educational character and objectives of BPP University;

   (b) the academic development plan of BPP University;

   (c) the introduction and closure of programmes;

   (d) strategy for risk and change management;

   (e) establishment and closure of centres;

   (f) collaborative provision;

(g) agreements with other validating, accrediting or awarding bodies;

(h) awards, titles, and conferment of awards;

(i) procedures for the suspension and expulsion of students on academic grounds;

(j) an institution-wide critical review and report for the purpose of seeking a renewal of degree awarding powers; and

(k) to establish policy and to approve regulations as appropriate governing the admission of students;

(l) to ensure that BPP University fosters an ethos of inclusive practice and operates in accordance with the Equality Act 2010 and that all aspects of provision are available to individuals with protected characteristics, where reasonable.

4. The Academic Council shall have the following additional powers and functions in relation to BPP University:

(a) to establish policy, approve regulations and determine quality assurance and enhancement procedures, as appropriate, governing the content and teaching of higher education programmes of study, including:

(i) programme design,

(ii) mode of study,

(iii) evaluation and approval,

(iv) amendment,

(v) annual monitoring,

(vi) periodic review, and

(vii) closure of programmes of study;

(b) to establish policy, approve regulations and determine quality management procedures, as appropriate, for the design and conduct of assessment at a standard appropriate to the award or award element, including:

(i) composition, duties and procedures of assessment/examining boards,

(ii) the appointment and duties of internal and external examiners,

(iii) the submission and marking of summative assignments,

(iv) aggregation of marks,

(v) progression,

(vi) final awards and classification,

(vii) suspected cheating,

(viii) plagiarism and other irregularities;

(c) to establish procedures for the award and conferment of qualifications and honorary academic titles;

(d) to establish regulations and procedures governing student academic appeals and complaints;

(e) to maintain oversight over operational practice in the implementation of academic policy, academic regulations and quality management procedures, and to report with recommendations, as appropriate to the Board of Directors of BPP University, including by reviewing annual reports on:

(i) an annual overview report of quality and standards, drawing upon the range of quality instruments and mechanisms employed by BPP University, from which a judgement shall be drawn as to the confidence BPP University may have in the academic standards of its awards, and identifying areas for attention; and,

(ii) an annual report on the character of the academic community of BPP University judged against the criteria stated for institutions granted degree awarding powers and plans for staff development and enhancement; and,

(iii) a summary report on the scholarship and pedagogic effectiveness of staff; and,

(iv) a summary report on the outcomes and action plans from annual programme monitoring;

(v) a summary report on the findings and action plans from external examiners; and,

(vi) a summary report on student recruitment, admissions and induction; and,

(vii) a summary report on the operation and monitoring of student services; and,

(viii) a summary report on applications for complaints, concessions and appeals;

(f) by exercising a discretionary power to institute of its own volition an academic audit of centres, schools or programmes, or to conduct an academic audit of any issue(s) that raise institution-wide interest/ concern, involve institution-wide policies, or matters arising out of the UK Quality Code for Higher Education of the Quality Assurance Agency for Higher Education in the United Kingdom. Where an audit has been conducted the Academic Council shall report its findings to the Board of Directors and shall advise on any appropriate action;

(g) to establish committees of the Academic Council on such terms as the Academic Council shall see fit.

Relationship with the Board of Directors

5. The Board of Directors, or by delegation from the Board of Directors the Vice-Chancellor, shall in their discretion, consult the Academic Council on matters of an academic and professional educational character, and specifically shall consult on those matters where the Academic Council by these Regulations has a stated responsibility for giving advice.

6. The Board of Directors, or by delegation from the Board of Directors the Vice-Chancellor, shall seek the prior approval of the Academic Council where, under these Regulations, the Academic Council is required to give its approval.

7. The Board of Directors, or by delegation from the Board of Directors the Vice-Chancellor, shall provide such assistance to the Academic Council as is required for the Academic Council to carry out its responsibilities for exercising a broad oversight over academic operations including the implementation of academic policies, academic regulations and academic procedures, and the Board of Directors shall take due account of reports from the Academic Council on its findings and consequential recommendations.

Voting and Recommendations

8. It is expected that decisions of the Academic Council will be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting, provided also that the majority includes a majority of the Independent Members present and voting. In the event of an equality of votes being cast, the Chair of the meeting shall have a second or casting vote. A record of voting shall be minuted.

Education and Training Committee

Membership

There shall be an Education and Training Committee (the ETC) of no more than twenty (20) members. The ETC shall comprise:

Ex Officio Members

Dean of Academic Affairs (Chair)
Deputy Dean of Academic Affairs
The Deputy Dean, or the Dean's nominee, for each School
The Dean, Learning and Teaching
The Directors of Programmes

Co-opted members

President of the Students' Association
The Head of Learning Support and Inclusion
One Regional Representative from among the senior academics
Two student representatives

Appointed members

Two other members appointed by the Chair

The Deans of School shall receive the Committee's papers and may attend meetings.

Quorum: Half the members of the ETC of whom no fewer than three shall be *Ex Officio* Members.

Secretary: An ETC Secretary, appointed by the Chair, will minute the meetings but will not take part in the voting of the Committee.

Frequency: The ET Committee shall normally meet at least four times in each year.

Terms of Reference

1. The ETC shall assist and support the Academic Council in the exercise of the Academic Council's responsibilities as the academic authority of BPP University and shall provide advice to the Vice-Chancellor, if that advice is sought.

2. The ETC's overriding functions shall be to:

   (a) safeguard the standards of academic awards and of professional qualifications, and,

   (b) ensure that each programme of study is delivered in a manner that provides, in practice, a learning opportunity and resources which give students a fair and reasonable chance of achieving the academic standards required for successful completion;

   (c) ensure that BPP University fosters an ethos of inclusive practice and operates in accordance with the Equality Act 2010 and that all aspects of

provision are available to individuals with protected characteristics, where reasonable;

(d) proactively review, promote and disseminate internal and external initiatives and developments that will enhance academic and professional practice, programme delivery and the student experience within the University.

3. In carrying out the functions described above the ETC shall monitor and review operational practice in the implementation of academic policy, academic regulations and quality management procedures.

4. Consistent with the findings of monitoring and review the ETC shall make regular reports to the Academic Council, including recommendations on action plans to enhance academic standards and desirable revisions of, or enhancements to, academic policy, academic regulations and quality management procedures.

5. To assist it in its provision of advice to the Academic Council, the ETC shall receive:

(a) from the Dean of Academic Affairs an annual overview report, and other reports as necessary, on

(i) the effectiveness of the internal quality assurance processes;

(ii) developments external to BPP University which have implications for the assurance of academic quality and standards, including developments in the UK Quality Code for Higher Education by the Quality Assurance Agency and in the requirements of relevant professional bodies; and,

(iii) where the ETC deems this appropriate, recommend action plans for the consideration of the Academic Council;

(b) from the Director of Operations and the Senior Academics for each site, reports on the provision of resources and their appropriateness in supporting the student learning experience;

(c) from the Dean of Learning, Teaching and Assessment Enhancement, an annual report on the pedagogic effectiveness of staff, and on initiatives in learning teaching and assessment;

(d) from the Directors of Programmes reports on the initiatives, best practices and issues in programme design, development and delivery;

(e) from the Chair of the Student Assessment, Retention and Achievement Committee, reports on student progression, retention and achievement, and on enhancement initiatives in response to identified areas for improvement.

6. In fulfilling the duties set out above the ETC shall:

   (a) carry out such other functions as are set out for the ET Committee in the operational processes for the assurance of academic quality and standards that the Academic Council or the Board of Directors may from time to time determine;

   (b) provide a forum for office holders for the presentation and debate of ideas, initiatives and plans for the development of academic and professional courses, and other matters that fall within the ETC's remit relevant to BPP University's mission statement and academic development plan;

   (c) advise the Academic Council on those standing and specific matters that the Academic Council refers to the ETC for its advice. The Secretary to the Academic Council shall maintain a list of those items identified as standing items;

   (d) undertake such other functions as the Academic Council may from time to time delegate to the ETC.

Authority

7. The ETC is responsible to and reports to the Academic Council.

8. The ETC has the power to form ad hoc sub-committees and working groups. The ETC and those sub-committees may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration by the ETC.

Voting and Recommendations

9. It is expected that decisions of the ETC will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Learning, Teaching and Assessment Enhancement Committee

Membership

There shall be a Learning, Teaching and Assessment Enhancement Committee (the LTAE Committee) of no more than twenty members. The LTAE Committee shall comprise:

Ex Officio Members

Dean of Learning and Teaching (Chair)
President of the Students' Association
Head of Student Services
Head of Learning Support and Inclusion

Appointed Members

A School Representative appointed by each Dean of School:
Law School representative
School of Health representative
Business School representative
School of Foundation and English Language Studies representative

A tutor representative appointed by each Dean of School

Four student representatives

Up to five other members appointed by the Chair

Appointed Members shall be appointed for an initial period of two years renewable for one further two-year term.

Quorum: Half the members

Frequency: The LTAE Committee shall meet at least four times each year.

Secretary: The Chair will appoint a Secretary who will minute the meetings but will not take part in the voting of the Committee.

Terms of Reference

Aim

1. The aim of the LTAE Committee (LTAEC) is to provide leadership and guidance in relation to all aspects of learning, teaching and assessment enhancement across BPP University.

Objectives

2. The objectives of the LTAE Committee are as follows:

   (a) To develop institutional learning, teaching and assessment policy, strategy and guidance;

(b) To identify and respond to institutional learning, teaching and assessment enhancement challenges;

(c) To disseminate good practice and innovation in learning, teaching and assessment enhancement from both internal and external sources;

(d) To obtain the student and tutor voices on learning, teaching and assessment enhancement issues and proposals;

(e) To provide a forum for institutional debate around learning and teaching themes;

(f) To consider and advise on improvements to staff development and training in relation to learning, assessment and teaching enhancement;

(g) To promote the role of scholarship to underpin learning, teaching and assessment;

(h) To promote the use of appropriate learning technology to enhance learning, assessment and teaching enhancement;

(i) To ensure that the needs of students with learning difficulties and disabilities are anticipated and accommodated, where it is reasonable to do so and this does not contravene regulations imposed by regulatory bodies;

(j) To ensure that all aspects of teaching and learning are sensitive to cultural and religious diversity and promote equality of opportunity for all students.

Authority

3. The LTAE Committee is responsible to and reports to the ET Committee.

4. The LTAE Committee has the power to form ad hoc sub-committees and working groups. The LTAE Committee and those sub-committees and working groups may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration by the LTAE Committee.

Voting and Recommendations

5. It is expected that decisions of the LTAE Committee will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

School Boards

There shall be School Boards. The School Boards ("School Boards") shall comprise:

Membership

Ex Officio Members

Dean of the School (Chair)
Deputy Dean of the School
Directors of Programmes

Co-opted Members

President of the Students' Association
Two student representatives

The School Boards may invite such other staff or students of BPP University to attend its meetings for the purposes of providing information or expertise as deemed appropriate.

Co-opted and appointed members shall be renewable annually. There shall be no maximum term to the appointment.

Quorum: Half of the members of whom no less than two shall be *Ex Officio* Members.

Secretary: A Secretary nominated by the Dean of Academic Affairs will minute the meetings but will not take part in the voting of the School Boards.

Frequency: School Boards shall meet at least once every 15 weeks and additionally as decided by the Dean.

Terms of Reference

1. The primary purpose of the School Boards shall be to assist the ET Committee to:

   (a) safeguard the standards of academic awards, professional qualifications and other educational provision prescribed for the relevant School;

   (b) ensure that each programme of study is delivered in a manner that provides, in practice, a learning opportunity and resources which give students a fair and reasonable chance of achieving the academic standards required for successful completion.

2. In fulfilling this purpose the School Boards shall be responsible for the following specific functions:

   (a) to submit to the ET Committee an annual programme development plan for the school, to include proposals for new programmes, modules and courses, and, where relevant, associated awards, major modifications to programmes, and, where appropriate, the withdrawal of programmes and modules.

(b) by reference to the annual programme development plan to recommend additions or variations whenever appropriate and to identify priorities in the enhancement of provision in the School.

(c) to review existing provision each year on the basis of the annual programme monitoring reports, external examiners' reports and other relevant material and to make recommendations to the Education and Training Committee arising from them.

3. More generally, the School Boards shall:

(a) take such other action as is needed to promote academic quality and standards within the School;

(b) offer advice on matters as invited by the Dean;

(c) discharge such other functions as the Academic Council or the Education and Training Committee may, from time to time, determine;

(d) Ensure that the needs of students with protected characteristics in the Equality Act 2010 are fully considered in all decision-making processes.

Authority

4. The School Boards are responsible to and report to the Education and Training Committee.

5. The School Boards have the power to form ad hoc sub-committees and working groups. Those sub-committees and working groups may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration by them.

Voting and Recommendations

6. It is expected that decisions of the School Boards will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Student Assessment, Retention and Achievement Committee for Degree Programmes

There shall be a Students Assessment, Retention and Achievement (SARA) Committee for Degree Programmes.

Membership

Ex Officio Members

The Deputy Dean of Academic Affairs (Chair)
The Dean of Academic Affairs
The Deputy Dean of each School
The Associate Dean Learning and Teaching (Assessment)
The President of the Students' Association
Head of Learning Support and Inclusion

Appointed Members

Up to four senior academics with expertise in assessment issues.

Quorum

At least half the members.

Secretary

The Committee will be supported by a Secretary appointed by the Dean of Academic Affairs.

Frequency

The Committee shall meet at least termly.

Terms of Reference

1. The Student Assessment, Retention and Achievement Committee (SARA) is responsible for monitoring the progression, retention and achievement of students who have enrolled on the University's degree programmes and for advising the Education and Training Committee (ETC) on any matters arising.

2. The Committee will have specific responsibility for:

   (a) Monitoring the retention and progression of students within programmes;

   (b) Monitoring the conduct of BPP University's examination and assessment processes;

   (c) Reviewing the spread of achievement within the examination and assessment results of each module and programme;

   (d) Reviewing proposed amendments to examination and assessment regulations and making a recommendation to the ETC;

(e) Monitoring consistency and disseminating best practice on the assessment arrangements for students with disabilities;

3. The Committee shall submit an annual report to the Academic Council through the Education and Training Committee.

Authority

4. The Student Assessment Retention and Achievement Committee reports to the Education and Training Committee.

5. The Committee has the power to investigate and require disclosure of information and data, subject to the maintenance of the anonymity of candidates, relating to matters falling within its remit.

Voting and Recommendations

6. It is expected that decisions of the Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the chair shall have a casting vote.

Board of Examiners

There shall be Boards of Examiners ("Boards of Examiners")

Membership

Appointed Members (Voting)

Chair, independent of the programme, appointed annually from a previously approved pool of examination board chairs by the Academic Council. The pool shall be reviewed annually and refreshed as necessary.

Ex Officio Members (Voting)

The Dean(s) of School(s) responsible for the programme.

The Internal Examiners: are normally full or part-time members of the staff of BPP University with responsibility for the assessment or examination of modules (for example as module leaders).

The External Examiners: appointed to modules of programme, whose role, authority, duties and rights shall be defined in the regulations on external examiners made by the Academic Council.

Ex Officio Members (Non-Voting)

The Dean of any School which contributes to a programme, or nominee

The Director of Programmes

Dean of Academic Affairs, or nominee

Attending Members (Non-Voting)

Any other person approved by the Chair of Board of Examiners

Appointed members shall be reviewed annually. There shall be no maximum term to the appointment.

Quorum: Four voting members which must include the Chair, one internal member and two external members.

Secretary: A Secretary nominated by the Dean of Academic Affairs will minute the meetings but will not take part in the voting of the Board of Examiners.

Frequency: Boards of Examiners shall meet at least twice each calendar year and additionally as decided by the Dean of School.

Terms of Reference

1. To scrutinise and, if satisfied, endorse recommendations made to it in respect of students' fulfilment of assessment requirements by the internal and external examiners, and to pass the recommendations to the Academic Council and to such validating or accrediting bodies as are appropriate.

2. To monitor the conduct of assessment procedures and the academic standards of the programmes.

Authority

3. Boards of Examiners are responsible to and report to the Academic Council.

Voting and Recommendations

4. It is expected that decisions of the Boards of Examiners will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic Appeals Board

There shall be an Academic Appeals Board ("Academic Appeals Board") of no fewer than six members. The Academic Appeals Board shall comprise:

Membership

Appointed Members

One appointed external member and five senior members of academic staff who are unlikely to have had previous contact with the case during the investigation process. The Academic Appeals Board shall be chaired by a Dean of School or nominee.

Quorum: Three members drawn from the appointed members who have not been involved in the matter before the Academic Appeals Board.

Secretary: A Secretary nominated by the Dean of Academic Affairs will minute the meetings but will not take part in the voting of the board.

Frequency: The Academic Appeals Board shall meet at least termly and additionally as required.

Terms of Reference

1. To hear and determine all applications, and appeals from students, coming before it as expeditiously as is reasonably possible, having regard to the circumstances of each case and the requirements of natural justice and fairness.

2. To consider all applications to extend the period within which an appeal may be heard, where under any regulation or procedure an appeal is required to be made to the Academic Appeals Board within a specified period.

3. To consider all applications for the Academic Appeals Board to intervene in or alter the workings, or procedures of, a lower committee or panel, where it is felt that those workings or procedures contravene the principles of natural justice, reasonableness or fairness, when applied to the specific case referred to in the application.

Authority

4. The Academic Appeals Board is responsible to and reports to the Academic Council.

Voting and Decisions

5. It is expected that decisions of the Academic Appeals Board will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

6. Decisions of the Academic Appeals Board in all cases, except those determined by a Board of Examiners, shall override all other decisions made by lower bodies and be introduced with immediate effect. In the case of a decision determined

by a Board of Examiners, the Board of Examiners shall be invited to review its decision in the light of the recommendation of the Academic Appeals Board and to report back to the Academic Appeals Board.

Mitigating Circumstances Panel

There shall be a Mitigating Circumstances Panel of as many members as the Education and Training Committee deem necessary to deal effectively with the business of the committee.

Membership

A Dean of School or Deputy Dean or Associate Dean, or nominee, (Chair)
Dean of Academic Affairs, or nominee
At least two senior members of academic staff[1]
An External Member drawn from the appointed external examiners or external members
A student representative from the pool of elected Committee student representatives

Quorum: Half the members of whom at least one should be external to BPP University.

Frequency: The Mitigating Circumstances Panel shall meet at least three times in each year.

Secretary: The Dean of Academic Affairs shall appoint a Secretary who will minute the meetings. The Secretary will not take part in any voting of the Panel.

Terms of Reference

1. To review all "open" claims for mitigating circumstances submitted by students and to consider whether they are admissible in terms of timeliness of submission, whether they meet the published definition and whether there is appropriate evidence to support the claim made.

2. To consider whether the mitigating circumstances claimed are of such a nature that they may have affected the student's performance in the module(s) identified.

3. To determine whether the mitigating circumstances should be accepted or rejected and to agree an appropriate summary to be presented to the Board of Examiners.

4. To receive any mitigating circumstances submitted in a sealed envelope and confirm their submission by the due date and the module(s) to which they relate.

5. To maintain a record of all claims for mitigating circumstances reviewed and submit a summary report to the Dean of Academic Affairs annually.

Confidentiality of Mitigating Circumstances

6. The Panel will administer all claims of mitigating circumstances submitted by students in a confidential manner. All copies of papers before the committee shall be collected after the meeting and only a central copy retained by Academic Registry for administration purposes.

[1] Senior members of academic staff are deans, deputy deans, directors of programmes, members of the professoriate, senior academics (i.e. appointed academic managers of BPP University's regional centres).

7. Notification of Mitigating Circumstances forms and supporting evidence will be provided to and discussed by the Mitigating Circumstances Panel in confidence. No Panel member shall discuss any detail or anonymous information with anybody outside of the Panel.

8. All Panel members should take appropriate and necessary steps to safeguard student confidentiality and should not distribute materials by electronic means for this reason.

Authority

9. The Mitigating Circumstances Panel is responsible to and reports to the Academic Council.

10. The Mitigating Circumstances Panel may recommend to the Academic Council that the Education and Training Committee form ad hoc sub-committees or working groups, to advise on issues particular to the deliberations of the Panel.

Voting and Recommendations

11. The Panel shall vote on any matters before it upon which agreement cannot be reached. A record of voting shall be kept. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic Misconduct Panel

There shall be an Academic Misconduct Panel.

Membership

Ex Officio Members

One member of the Board of Examiners for the Programme or Programme Group to which the alleged academic misconduct relates;
One Senior Academic member of a Programme not associated with the alleged academic misconduct;
One member of the Education and Training Committee

Frequency

The Panel shall meet as required on the recommendation of the Dean of Academic Affairs, or nominee.

Terms of Reference

1. The Academic Misconduct Panel is responsible for reviewing and determining allegations of academic misconduct as expeditiously as possible, having regard to the circumstances of each case, the principles of natural justice and fairness, and the integrity of BPP University's awards.

2. In fulfilling this objective, the Academic Misconduct Panel shall be responsible for:

   (a) investigating and hearing cases of alleged academic misconduct;

   (b) establishing whether an alleged case of academic misconduct is proven;

   (c) deciding on a penalty, having regard to the particulars of each case and any relevant mitigating circumstances.

3. An annual report on academic misconduct cases shall be made to the Academic Council and the Education and Training Committee.

Authority

4. The Academic Misconduct Panel reports to the Board of Examiners for the programme or programme group.

5. The Panel has the power to investigate and require disclosure of information and data, subject to the maintenance of the anonymity of candidates, relating to matters falling within its remit.

Voting and Recommendations

6. It is expected that decisions of the Panel will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic Regulations and Awards Committee

Terms of Reference and Composition

There shall be an Academic Regulations and Awards Committee of the Academic Council of no more than 15 (fifteen) members.

Membership

Ex Officio Members

Independent Chair of the Academic Council (Chair)
Independent or Co-opted Member of the Academic Council who is external to the University (Vice-Chair)
Dean of Academic Affairs
Deputy Dean of Academic Affairs
The Dean of each School
The President of the Students' Association

Quorum

Half the members of whom at least one shall be an independent member of the Academic Council.

Secretary

The Committee will be supported by a Secretary appointed by the Dean of Academic Affairs.

Frequency

The Committee shall meet termly.

Terms of Reference

1. The Academic Regulations and Awards Committee (the ARA Committee) shall assist and support the Academic Council in reviewing and enhancing the General Academic Regulations and sub-regulatory instruments, in reviewing collaborative provision, and in scrutinising the conferment of awards. The ARA Committee's overarching aims are to review the regulatory framework of BPP University (BPP University) and to safeguard the academic awards conferred in its name.

2. The Committee will have specific responsibility in three distinct areas:

   (a) Reviewing the General Academic Regulations of BPP University and proposing amendments and/ or additions to existing academic policy, regulations and procedures;

   (b) Reviewing recommendations from Boards of Examiners for the conferment of University awards and monitoring issues arising;

   (c) Scrutinise, review and make recommendations to the Academic Council on proposals for collaborative provision.

3. With regard to reviewing the regulatory framework of BPP University, the Academic Regulations and Awards Committee shall:

   (a) Scrutinise the academic regulations of BPP University and propose amendments where:

   - new national, international, professional body or University developments require changes to the existing regulations;
   - in the view of the ARA Committee, University regulations could benefit from further refinement and/or clarification;
   - quality assurance review processes highlight areas for academic policy enhancement. Such recommendations could arise from the annual review of the General Academic Regulations and Manual of Policies and Procedures, the Annual Quality Review, the Annual Programme Monitoring Reporting, External Examiner reporting, Institutional Review, professional body audits;
   - the Academic Council instructs the Committee to review a policy or procedure and to recommend amendments;
   - a College Committee, a member of BPP University's staff or a student of BPP University raise(s) a regulatory issue which the ARA Committee undertakes to review.

   (b) Where necessary, propose the development of new academic policy, regulations and processes for BPP University;

   (c) Review applications for derogations from BPP University's General Academic Regulations and Manual of Policies and Procedures, and make recommendations to the Academic Council.

4. In relation to scrutinising the approval of University awards, the ARA Committee shall:

   (a) Review recommendations from Boards of Examiners on student results, awards classifications and the conferment of University awards, and if satisfied, approve the recommendations on behalf of the Academic Council under delegated powers.

   (b) Consider exceptional recommendations from Boards of Examiners or the Deans of School on student results, student progress, awards classifications and the conferment of University awards, and make recommendations to the Academic Council, as appropriate;

   (c) Review nominations for honorary degree conferment and make recommendations to the Academic Council;

   (d) Scrutinise the proceedings of Boards of Examiners in order to:

   - identify any issues arising and draw these to the attention of the Academic Council or any other Board and/or Committee within BPP University;
   - review external examiner comments and recommendations;
   - review reports and recommendations from Boards of Examiners and advise on actions.

(e) Receive annual reports, and where appropriate, recommend further scrutiny and action in the areas of:

- Academic Malpractice;
- Deferrals, Extensions and Concessions;
- Academic Appeals.

5. With regard to reviewing proposals for collaborative provision, the Academic Regulations and Awards Committee shall:

(a) consider and advise on applications for models of partnership;

(b) receive and make recommendations on academic due diligence reports on new partnership proposals;

(c) receive progress reports on partnership negotiations and conditions of approval; and,

(d) review and determine applications for the termination of collaborations.

6. The Academic Regulations and Awards Committee shall report regularly to the Academic Council and advise on those standing and exceptional matters that the Academic Council refers to the Committee for its advice.

Authority

7. The Academic Regulations and Awards Committee is a committee of and reports to the Academic Council.

8. The Committee has the power to investigate and require disclosure of information and data, subject to the maintenance of the anonymity of candidates, relating to matters falling within its remit.

9. The Academic Regulations and Awards Committee has the power to form ad hoc sub-committees and working groups. The Committee and its sub-committees may invite other persons to attend as appropriate to contribute to the issues under consideration by the Committee.

Voting and Recommendations

10. It is expected that decisions of the Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Programme Approval Scrutiny Panel

The Academic Council shall convene a Programme Approval Scrutiny Panel, as appropriate, to assist in the approval of new programmes.

Membership

Ex Officio Members

Independent Chair of the Academic Council, or nominee from among the Independent Members of the Academic Council (Chair)
Chair(s) of BPP University Approval Panel(s) for the programme(s) under review, drawn from the Independent Members of the Academic Council
Dean of Academic Affairs
Deputy Dean of Academic Affairs
The Secretary of BPP University Approval Panel(s) for the programme(s) under review

Quorum

Half the members to include the Independent Chair of the Academic Council, the Dean of Academic Affairs, or nominee, and at least one other independent member of the Academic Council.

Secretary

The Panel will be supported by a Secretary appointed by the Dean of Academic Affairs. The Secretary will minute the meetings but will not take part in any voting of the Panel.

Frequency

The Panel shall meet as required, usually prior to each meeting of the Academic Council.

Terms of Reference

1. The primary purpose of the Programme Approval Scrutiny Panel (PASP) shall be to assist the Academic Council to

   (a) safeguard the standards of BPP University's academic awards and professional qualifications, and,

   (b) ensure that each programme of study is designed and delivered in a manner that provides, in practice, a learning opportunity and resources which give students a fair and reasonable chance of achieving the academic standards required for successful completion.

2. In fulfilling this purpose the Panel shall be responsible for the following specific functions:

   (a) to scrutinise the evidence of how programme approval conditions have been addressed and make recommendations for final programme approval, as appropriate, to the Academic Council;

(b) in instances where a programme's approval conditions have not been satisfied in full, to refer the proposed programme back to the School for further review, with recommendations on how outstanding conditions could be addressed, and to monitor the satisfactory fulfilment of such conditions.

3. The Programme Approval Scrutiny Panel may propose the development of new academic policy, regulations and processes for BPP University.

4. The Panel shall report regularly to the Academic Council and advise on those standing and exceptional matters that the Academic Council refers to the Panel for its advice.

Authority

5. The Programme Approval Scrutiny Panel is a panel of and reports to the Academic Council.

6. The Panel has the power to form ad hoc working groups. The Panel and its working groups may invite other persons to attend as appropriate to contribute to the issues under consideration by the Panel.

Voting and Recommendations

7. It is expected that decisions of the Panel will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic Resource Planning Committee

Terms of Reference and Composition

There shall be an Academic Resource Planning Committee of the Academic Council of no more than 5 (five) members.

Membership

Ex Officio Members

Chair of the Academic Council or nominee from among the independent or co-opted members who are external to the University (Chair)
Vice-Chancellor
The President of the Students' Association
At least two other Academic Council members (as appointed annually by the Vice-Chancellor). These would normally be Deans of School or independent members.

Attending Officers (with no voting powers)

The Chief Operating Officer and the Director of Finance will normally be invited to attend meetings.

Quorum

Half the members to include the Vice-Chancellor and the Chair

Secretary

The Secretary of the Academic Council will act as the Secretary of the Academic Resource Planning Committee.

Frequency

The Committee shall meet as required and, in any event, no less than twice per annum..

Terms of Reference

1. The Academic Resource Planning Committee (the ARPC) shall advise and support the Academic Council in reviewing and informing the Annual Resource Plan on matters relating to the educational character and objectives of BPP University.

2. Consistent with the Council's areas of authority as set out in Clause 9 of the Academic Council Regulations, the ARPC will have specific responsibilities in the following areas:

   (a) conferring with and advising the Vice-Chancellor on the Academic Resource Plan and the annual resource allocation;

   (b) ensuring compliance with BPP University's commitments as a UK higher education institution with degree-awarding powers to maintain academic standards and safeguard the quality of student learning opportunities;

(c) reviewing the resource implications of BPP University's academic development priorities as set out in the Academic Development Plan;

(d) scrutinising adherence to approved academic plans in relation to BPP University Schools, centres and programmes;

(e) advising on the resource implications of recommendations arising from external audits (e.g. QAA, UKVI, PSRBs) and the Academic Council thematic reviews.

(f) developing policy and articulating BPP University's standards for the use and deployment of educational resources which are congruent with the academic objectives and needs of BPP University, including but not limited to centre facilities, learning spaces and infrastructure and student support provision.

(g) receiving for scrutiny quarterly reports on the projects which impact on BPP University's teaching and learning infrastructure and services, including but not limited to Estates, IT, Systems and student-facing administrative structures.

Authority

3. The Academic Resource Planning Committee is a committee of and reports to the Academic Council. It shall advise the Academic Council on those standing and exceptional matters that the Academic Council refers to the Committee for its advice.

4. The Committee has the power to investigate and require disclosure of information and data, subject to the maintenance of confidentiality, relating to matters falling within its remit.

5. The Academic Resource Planning Committee has the power to form ad hoc sub-committees and working groups. The Committee and its sub-committees may invite other persons to attend as appropriate to contribute to the issues under consideration by the Committee.

Voting and Recommendations

6. It is expected that decisions of the Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Reasonable Adjustments Panel

There shall be a Reasonable Adjustments Panel to decide on the suitability of any reasonable adjustments needed to support an individual student through the programme of study.

Membership

Dean of Academic Affairs, or nominee (Chair)
Directors of Programmes (representatives from a minimum of two Schools)
Head of Learning Support and Inclusion, or nominee
Head of Examinations and Assessment, or nominee

Quorum

Three members drawn from the appointed members relevant to the matter before the Panel.

Secretary

A secretary nominated by the Dean of Academic Affairs will minute the meetings but will not take part in any voting of the committee.

Frequency

When matters are drawn to the committee for attention, and at least annually.

Terms of reference

1. To consider the suitability of any reasonable adjustments that might be made in order to support individual students through their programme of study in the context of BPP University regulations and the requirements or guidance of any regulatory body;

2. To convene relevant sub-committees to enable individual student issues to be considered;

3. To make recommendations to the Education and Training Committee concerning reasonable adjustments, in particular where any decision of the Panel results in a student being advised that reasonable adjustments cannot be made.

Authority

4. The Reasonable Adjustments Panel is responsible to and reports to the Education and Training Committee.

5. The Panel shall submit an annual report to the Education and Training Committee.

Voting and Recommendations

6. It is expected that decisions of the Panel will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Fitness to Practise Committee

There shall be a Fitness to Practise Committee to review student fitness to practise.

Membership

Dean of the School (Chair)
Directors of Programmes
Programme leaders
Module Leaders
Placement Manager
Senior academic from another School
Lay member (patient/carer/practice colleague)

Quorum

Three members drawn from the appointed members relevant to the matter before the committee.

Secretary

A secretary nominated by the Dean of School will minute the meetings but will not take part in any voting of the committee.

Frequency

When matters are drawn to the committee for attention, and at least annually.

Terms of reference

1. To set out the professional behaviour that is expected of students and what constitutes unprofessional behaviour;

2. To make students aware of the need to act professionally, enable them to develop their professionalism and assess this during the programme;

3. To determine clear, published student fitness to practise policies and procedures that are separate from academic disciplinary procedures;

4. To monitor and review student fitness to practise;

5. To convene relevant sub-committees to enable individual student issues to be heard;

6. To make recommendations to the Education and Training Committee where student fitness to practise procedures have been breached.

Authority

7. The Fitness to Practice Committee is responsible to and reports to the Education and Training Committee.

8. The Committee shall submit an annual report to the Education and Training Committee.

Voting and Recommendations

9. It is expected that decisions of the Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Ethics Committee

Membership

Appointed Members

University Director of Research Ethics (Chair)
One member of the Education and Training Committee, nominated by the committee
Two senior members of academic staff[2]

Quorum: Half the members, one of whom must be the Chair or a member of the Education and Training Committee.

Secretary: A Secretary nominated by the Dean of Academic Affairs will minute the meetings but will not take part in the voting of the board.

Frequency: The Ethics Committee will meet at least annually, whether or not individual project proposals are presented for scrutiny.

The Education and Training Committee shall pay due regard to ensuring the membership displays a breadth of relevant experience in research or teaching and learning involving human participants or sensitive subjects or materials.

Terms of Reference

1. To consider the general ethical issues relating to research, learning and teaching, and enterprise activities at BPP University (including research or enterprise assignments within taught programmes) which involve human participants as subjects, or are based in ethically sensitive contexts / environments or require the use of ethically sensitive material.

2. To review the ethical implications of individual project proposals, as referred to the committee, and to authorise or reject proposals, or require additional measures to be taken as a condition of authorisation.

3. To advise the deans or directors of programmes on the use of ethically sensitive material or environments in the teaching of programmes offered by BPP University, including notions of informed consent and with due regard to the importance of the ethically sensitive material within the academic discipline.

4. To ensure that staff and students are advised on the ethical considerations that may arise in research, learning and teaching, and enterprise projects.

5. At the discretion of the committee, to refer proposals or issues for external expert opinion.

[2] Senior members of academic staff are deans, deputy deans, directors of programmes, members of the professoriate, senior academics (i.e. appointed academic managers of BPP University regional centres).

Authority

6. The Ethics Committee reports to the Education and Training Committee, at least annually, on ethical issues which have arisen or on recommendations for the enhancement of practice and procedures.

Voting and Decisions

7. It is expected that decisions of the Ethics Committee will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Staff and Student Liaison Committee

There shall be a Staff and Student Liaison Committee (SSLC) for each credit bearing programme to be constituted appropriate to delivery mode and site.

Membership

Director of Programmes (or nominee) (*Ex Officio*)
Programme Leader (*Ex Officio*)
Deputy Programme Leader (*Ex Officio*)
SSLC Coordinator[3] (*Ex Officio*)
Elected Programme Student Representative(s)

Quorum: At least one of the Director of Programmes (or nominee) or the Programme Leader and Deputy Programme Leader, and at least half of the student representatives.

Frequency: The SSLC shall hold meetings at least once per term.

Terms of reference

Aim

1. The aim of the SSLC is to provide a regular forum for communication between programme management and students regarding the student experience including the quality of programme delivery, student support and facilities. The forum will also be used to discuss and gather student input on current and emerging initiatives and to make proposals for development.

Objectives

2. The SSLC shall seek to liaise with students to:

   (a) discuss any matters of interest or concern that fall within the programme management's responsibility and to make proposals for their resolution or development;

   (b) report any matters that fall outside the programme management's powers to the Director of Programmes or School Board with recommendations for action;

   (c) report back to the student body and relevant staff, as appropriate, on the actions taken and issues raised;

   (d) to note and report to the Programme Management Board on:

      i) the strengths of the student experience that are considered best practice or otherwise important to safeguard;
      ii) the matters raised and the actions taken or proposed at each SSLC meeting;
      iii) recommendations for development.

[3] The staff composition for the SSLC will vary according to the size of the programme and in some cases the role of the SSLC Coordinator will be part of the duties of the Programme Leader or deputy Programme Leader.

Functioning

3. The minutes of the meeting will specify attendees and shall take the form of a tabulated action plan containing information on the issue raised, the response, the person tasked to take action and the timescale for doing so. The minutes shall be sent to the Programme Management Board and to the School Board.

Academic Promotions Board

Terms of Reference and Composition

There shall be an Academic Promotions Board of at least six (6) members.

Membership

Ex Officio Members

The Dean of Academic Affairs (Chair)
The Dean of Learning and Teaching
The Deans of School
The Deputy Deans of School

Appointed Members

Up to two (2) members of University faculty appointed by the Academic Council, who shall be Directors of Programmesor Vice-Chancellor.

Quorum: Half the membership of whom at least one shall be a Dean of School and one a member of another School.

Frequency: The Promotions Board shall meet at least twice in each year. The Board may convene exceptionally out of cycle – e.g. in relation to urgent proposals for promotion.

Secretary: The Chair will appoint a Secretary who will minute the meetings but will not take part in the voting of the board.

Terms of Reference

1. To have oversight of policy and procedures pertaining to BPP University's arrangements for promotion of academic staff up to and including Principal Lecturer level (including promotion and review criteria);

2. To act as the decision-making body for individual proposals put forward under the procedure for the promotion of academic staff, up to and including Principal Lecturer level;

3. To provide feedback through the Chair or the relevant Dean or Deputy Dean to applicants who are unsuccessful;

4. To consider equality and diversity issues in relation to promotion; to receive reports on the profile of promotion candidates by gender and ethnicity with a view to looking at potential inequalities and ensuring that School procedures do not operate unfairly; to make recommendations to the Education and Training Committee as appropriate on equality and diversity issues in respect of promotion and review procedures;

5. To consider and make recommendations on any other policy matters or issues which have a direct bearing on its work that may be referred to it by the Academic Council, Board of Directors and other University committees;

6. To review and report annually to the Academic Council on the operation of these arrangements and to make recommendations as appropriate on developments or changes to policy and procedures.

Authority

7. The Promotions Board reports to the Academic Council.

8. The Promotions Board has the power to form ad hoc sub-committees and working groups. The Board and sub-committees may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration.

Voting

9. It is expected that the decisions of the Promotions Board will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Professorial Promotions Board

Terms of Reference and Composition

There shall be a Professorial Promotions Board of at least four (4) members, two of whom should be appointed members.

Membership

Ex Officio Members

Vice-Chancellor (Chair)
Chair of the Academic Council
Dean of Academic Affairs

Appointed Members

An external professor from the cognate area
An Independent Member of the Academic Council
At least one member of the professoriate

At least one additional external professor in the cognate area will be invited to submit written views.

Quorum: Four members of whom one should be an external professor and one an independent member of the Academic Council.

Frequency: The Professorial Promotions Board shall meet as required.

Secretary: The Dean of Academic Affairs, or nominee, shall act as Secretary.

Terms of Reference

1. To have oversight of policy and procedures for the promotion of staff to the Professoriate, including promotion and review criteria;

2. To act as the decision-making body for individual proposals put forward under the procedure for the promotion of academic staff to the Professoriate;

3. To provide feedback to applicants who are unsuccessful;

4. To consider equality and diversity issues in relation to promotion; to receive reports on the profile of promotion candidates by gender and ethnicity with a view to looking at potential inequalities and ensuring that School procedures do not operate unfairly; to make recommendations to the Education and Training Committee as appropriate on equality and diversity issues in respect of promotion and to review procedures;

5. To consider and make recommendations on any other policy matters or issues which have a direct bearing on its work that may be referred to it by the Academic Council, Board of Directors or other University committees.

6. To review and report annually to the Academic Council on the operation of these arrangements and to make recommendations as appropriate on developments or changes to policy and procedures.

Authority

7. The Professorial Promotions Board reports to the Academic Council.

8. The Professorial Promotions Board has the power to form ad hoc sub-boards and working groups. The Board and sub-board may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration by the Board.

Voting

9. It is expected that the decisions of the Professorial Promotions Board will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Published Information Governance Group

There shall be a Published Information Governance Group.

Membership

Ex Officio Members

Dean of Academic Affairs (Chair)
Chief Marketing Officer, BPP University
Deputy Dean of Academic Affairs
The President of the Students' Association
Associate Dean (Partnerships)
Head of Student Management Centre
International Admissions Director

Appointed Members

A senior University Marketing Officer
Four academic members of the Education and Training Committee, one from each School
Two student representatives
A senior member of the International team

The Academic Quality Officer (Published Information and Prevent) shall act as secretary.

Quorum

Half the members to include either the Chair or the Deputy Dean of Academic Affairs, and either the Director of Marketing or their nominee.

Frequency

The Group shall meet at least termly.

Terms of reference

1. The primary purpose of the Group shall be to assist the Education and Training Committee monitor and ensure that the University's published information conforms to the expectations set out in the QAA's UK Quality Code and the regulations of the Competition and Markets Authority;

2. In seeking to meet this purpose the Group shall agree and recommend for implementation clear, effective and proportionate policy and procedures, which recognise and respect the importance of authorship and ownership of marketing material, appropriate consultation with stakeholder groups such as students, alumni and academic staff and the exigencies of marketing in a highly competitive environment.

3. The Group shall note, collate and disseminate good practice and shall facilitate training to support enhancement.

4. The Group shall report regularly to the Education and Training Committee and shall report on those standing and exceptional matters that the Committee

refers to the Group for its advice. The Group shall present an annual report to the Committee and through it to the Academic Council.

Authority

5. The Group is a sub-committee of the Education and Training Committee.

Voting and Recommendations

6. It is expected that decisions of the Group will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Learner Assessment, Retention and Achievement Committee for Apprenticeship and Traineeship Programmes

There shall be a Learner Assessment, Retention and Achievement (LARA) Committee for Apprenticeship Programmes.

Membership

Ex Officio Members

Deputy Dean of Academic Affairs (Chair)
Director of Apprenticeship Programmes
Dean of Academic Affairs
Director of Programmes for each Apprenticeship Area
Head of Apprenticeship Compliance
Senior Safeguarding and Student Engagement Officer
Student Learning Manager

Attending Officers (with no voting powers)

Apprenticeship Client Services Director
Student Managers from Schools offering apprenticeships

Appointed Members

Up to four senior programme leaders with expertise in assessment issues.

Quorum

At least half the members.

Secretary

The Committee will be supported by a Secretary appointed by the Deputy Dean of Academic Affairs.

Frequency

The Committee shall meet at least termly.

Terms of Reference

1. The Learner Assessment, Retention and Achievement Committee for Apprenticeship Programmes (LARA) is responsible for monitoring the progression, retention and achievement of learners who have enrolled on BPP Education Group apprenticeship and traineeship programmes and for advising BPP University's Student Assessment, Retention and Achievement Committee (SARA) on any matters arising.

2. The Committee will have specific responsibility for:

   (a) Monitoring the retention and progression of learners within programmes;

   (b) Monitoring the conduct of examination and assessment processes;

(c) Reviewing the spread of achievement within the progression and assessment results of each programme and employer;

(d) Reviewing learning, examination and assessment support for learners and identifying areas for enhancement;

(e) Monitoring consistency and disseminating best practice on the assessment arrangements for learner with disabilities and/ or special needs;

(f) Monitoring the outcome of internal and external surveys on BPP Education Group's apprenticeship and traineeship provision.

3. The Committee shall submit an annual report to the Education and Training Committee through the Student Assessment, Retention and Achievement Committee.

Authority

4. The Learner Assessment Retention and Achievement Committee for Apprenticeship Programmes reports to the Student Assessment, Retention and Achievement Committee.

5. The Committee has the power to investigate and require disclosure of information and data, subject to the maintenance of the anonymity of candidates, relating to matters falling within its remit.

Voting and Recommendations

6. It is expected that decisions of the Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the chair shall have a casting vote.

Chapter 2: General Academic Regulations

The Academic Council is responsible for BPP University's academic regulatory framework and within it the assurance of quality and standards of all academic provision.

The General Academic Regulations, and the procedures and principles that underlie them, are intended to ensure that:

1. the aims set out in the mission statement are pursued effectively;

2. there can be public confidence in the quality of BPP University's programmes and scholarship, and in the standards of its academic awards and other distinctions;

3. students and staff have a rigorous and robust framework for the management of programmes leading to academic awards.

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

BPP University's Regulations, therefore, provide a framework for the operation of all modules and programmes of study, including non-award courses. Specific programme regulations, including those covering the admission, progression and assessment of students, are subject to BPP University's Regulations.

Part A: Preliminary

Preliminary

Introduction

1. These academic regulations were originally approved by the Academic Council on 12 July 2007. They may be cited as the General Academic Regulations. The Academic Council, and only the Academic Council, is vested with the power to vary these Regulations from time to time, as required to discharge effectively its responsibilities.

2. All students and staff of BPP University Ltd. ("the University") are subject to the requirements of these Regulations and their associated sub-regulatory instruments.

3. Detailed rules, policies, and procedures supporting the General Academic Regulations may be set out in associated sub-regulatory instruments. Approved sub-regulatory instruments are listed in Schedule A to these Regulations.

Interpretation

4. The power to interpret these Regulations, and all sub-regulatory instruments, is vested in the Academic Council. The Council's decision shall be final and the Council shall not be bound to give reasons for its decision.

5. For the purpose of interpretation, the definitions given in Schedule G shall apply in respect of these Regulations and any associated sub-regulatory instruments.

Conflict

6. In the event of conflict between the regulations of an external body (for example the Bar Standards Board) and the General Academic Regulations, or sub-regulatory instrument, the General Academic Regulations and sub-regulatory instruments shall take precedence unless the Academic Council has authorised a derogation.

7. Regulations for individual programmes of study may be cited as "Programme Regulations" and distinguished by the name of the programme (e.g. BSc (Hons) Accounting and Finance Programme Regulations). In the event of a conflict between these General Academic Regulations or their sub-regulatory instruments and programme regulations the General Academic Regulations and sub-regulatory instruments shall take precedence unless the Academic Council has authorised a derogation.

Delegation

8. The Academic Council may delegate authority under these Regulations to a person or academic body of the University. Where the Academic Council has formally delegated its authority under this regulation, the delegations shall be recorded in Schedule E of these Regulations.

Suspension of Regulations

9. The Academic Council may choose, at its discretion, to suspend, intervene in or alter the workings of any regulation or sub-regulatory instrument, where it feels that in a specific case the application of the regulation, in either effect or process, contravenes the principles of natural justice, reasonableness or fairness. The Council is not bound to act under this regulation and the Council's decision whether or how to act under this regulation shall be final and it shall not be bound to give reasons for its decision.

Part B: Awards

Section 1: Awards

Introduction

1. The University may make awards as approved by the Academic Council. Awards must be consistent with the terms of any grant to the University of degree awarding powers.

2. Awards may only be made at levels consistent, and fully in accordance, with those set out in the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies ("Qualifications Frameworks"), as currently applying in England. Awards must be designated at Level 7 (Masters), Level 6 (Honours), Level 5 (Intermediate), or Level 4 (Certificate).

3. Awards designated at one level of the Qualifications Frameworks may include stages at the previous levels of the framework to facilitate academic and intellectual progression, as permitted by Part C, Table 1.

4. The level of a programme or part of a programme may be designated at Level 3 where the purpose of that programme or part of a programme is to facilitate students to progress to studying a programme at Level 4.

5. Awards approved by the Academic Council to be made by the University, and by the University under agreement with an external awarding authority, must be listed in Schedules B and C of these Regulations.

Award Titles

6. Awards instituted by the University must carry titles approved by the Academic Council and titles may only be changed with the approval of the Academic Council.

7. Titles of University awards must state the field of study and may additionally state, consistently with any rules approved by the Academic Council, the scope of the programme of study leading to the award.

8. Awards instituted by the University which include the designation Graduate Certificate or Graduate Diploma must be restricted to programmes of study requiring graduate entry, or its equivalent, and the learning outcomes of which at least match relevant parts of the descriptor at Level 6 (Honours) in the Qualifications Frameworks.

9. Awards instituted by the University which include the designation Postgraduate Certificate or Postgraduate Diploma must be restricted to programmes of study requiring graduate entry, or its equivalent, and the learning outcomes of which at least match relevant parts of the descriptor at Level 7 (Masters) in the Qualifications Frameworks.

10. Awards instituted by the University which include the Advanced Certificate or Advanced Diploma must be restricted to programmes that conform to the criteria set out at MoPPs/C/Section 2

Honorary Awards

11. The University may make honorary awards as approved by the Academic Council. Awards must be consistent with the terms of any grant to the University of degree awarding powers. The titles of honorary awards that may be conferred must be listed in Schedule B to these Regulations.

12. The criteria for the award of an honorary degree are that:

    (a) candidates for the conferment of an Honorary Doctorate should normally have made a major contribution at national and/or international level in their field.

    (b) Candidates for the conferment of an Honorary Masters should normally have made a major contribution at regional or local level.

    (c) The cases submitted should demonstrate candidates' achievement in one or more of the following fields:

        (i) notable services to the University;

        (ii) notable contributions to the educational or cultural well-being of society;

        (iii) academic distinction in and/or services to academic disciplines of particular concern to the University;

        (iv) public service of notable distinction.

13. The University may not award honorary degrees to a currently employed member of the University's academic or professional staff, or members of its regulatory committees (either employed or otherwise).

Aegrotat Awards

14. Aegrotat awards may be recommended only for the following qualifications:

    (a) Certificate of Higher Education;

    (b) Diploma of Higher Education;

    (c) Advanced Diploma

    (d) Ordinary degree;

    (e) Honours degree;

    (f) Master's degree.

15. Aegrotat awards will not be awarded with a classification.

16. An Aegrotat award may be recommended when the Examination Board does not have sufficient evidence of the student's performance to recommend the award for which the student was a candidate, but is satisfied that but for the

illness or other valid cause the student would have reached the standard required.

17. The Examination Board must offer a student the opportunity either to accept the Aegrotat award or re-sit as if for the first time the assessment modules for which there is insufficient evidence of performance on which a judgement could be made.

18. If the student fails these assessments, then he/she may not claim the Aegrotat award.

Posthumous Awards

19. The Academic Council may at its discretion posthumously award any of the awards conferred by the University.

20. The award may be accepted on the student's behalf by a parent, spouse or other appropriate individual.

21. The award certificate will not refer to its having been conferred posthumously.

External and Non-Award Programmes

22. The University may, as approved by the Academic Council, and subject to appropriate agreement, offer programmes leading to the qualifications of other awarding authorities, with titles as determined by those authorities. Approved programmes may be recognised by more than one awarding body for the award of credit or qualifications. Ultimate responsibility for the standards of such awards remains with the relevant awarding authority. The University will be responsible for meeting the standards prescribed by the awarding authority. The University is responsible for the quality of the learning experience of the students it registers on these award programmes.

23. The University may, as approved by the Academic Council, offer short-course awards of no fewer than fifteen credits and no more than sixty credits.[4]

[4] The title 'short-course award' shall be used at level 7 in preference to Postgraduate Certificate where the 60 credits do not equate to a validated or coherent programme of study, or where there are fewer than 60 M level credits.

Section 2: Conferment of Awards

Awards available at BPP University

1. Where appropriate authority is vested in BPP University awards may be conferred on students who have completed approved studies leading to the stated awards. Schedule B to these Regulations shall specify the authority vested in BPP University and the awards approved under the authority which may be conferred.

2. Where a student fails at a higher level or stage of a programme of study, he or she may be conferred with an interim exit award. An interim award should only be conferred if the student has demonstrated the achievement of the specified learning outcomes for that award.

3. Where BPP University has a delegated power to confer awards on behalf of an awarding body, each authority making the delegation, and the awards approved to be conferred under that authority, shall be specified in Schedule C.

Conditions of awards

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

   (a) the candidate is a registered student of BPP University or was registered at the time of assessment for an award;

   (b) the candidate has paid all course/ programme fees due;

   (c) confirmation is provided by the Dean of Academic Affairs that the candidate has completed an approved programme of studies leading to an award;

   (d) confirmation is provided by the Dean of the School that the candidate is fit to practise;

   (e) an award has been recommended by the appropriate board of examiners in accordance with the regulations and the result of the award has been approved by the Academic Council;

   (f) the recommendation of the award has been signed by the chair of the relevant board of examiners and by the external examiners;

   (g) in respect of awards conferred under delegated authority, such other requirements as may be specified by the awarding body have been met.

Procedure for conferment: certification

5. An award certificate shall record:

   (a) the name of BPP University;

   (b) the full name of the student;

   (c) the award;

(d) the title of the programme of studies as approved by the Academic Council;

(e) the class of award or other indication of performance, as prescribed under regulations;

(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 BPP University.

6. Where an award is conferred under delegated authority, the content of the certificate must contain whatever is specified in an agreement with the awarding body.

7. Any award listed in Schedule B and, subject to agreement with the awarding body, an award in Schedule C may be conferred and an award certificate accepted on the student's behalf by an appropriate person as agreed with the Dean of Academic Affairs.

Transcripts

8. A transcript will be issued to all students on completion of an award of BPP University, including an interim award associated with an approved part of a programme where the full programme has not been successfully completed. The transcript provided will satisfy, as far as reasonably possible, the information requirements of the Joint European Commission-Council of Europe-UNESCO Diploma Supplement.

9. For programmes leading to the awards of other awarding bodies transcripts will also be provided in the same form as for award programmes of BPP University unless the terms of agreement with the awarding body provide otherwise.

Section 3: Rescinding an Award

1. The Academic Council may rescind an award if:

   (1) it is established that the relevant authorised body within BPP University made its decision based on misleading or incorrect evidence; or
   (2) in the case of an honorary award subsequent information or events cast doubt on the appropriateness of the conferment of the award; or,
   (3) it is established that academic misconduct took place.

2. If a student elects to complete a programme of study at an interim stage and has conferred upon him or her an interim/exit award, but subsequently elects to re-register and continue with that programme of study and is successful in achieving a higher award, the Academic Council shall rescind the lower award.

3. In the case of clause 1(1) above where the award is an approved academic qualification the chair of the board of examiners shall prepare a report for the Academic Council setting out the circumstances under which the decision was made, the nature of any misleading or incorrect evidence, the recommendation of the board and any other issues or remedy that the board considers should be addressed by the Academic Council.

4. In the case of clauses 1(1) and 1(2) above where the award is an honorary award the Dean of Academic Affairs shall prepare a report for the Academic Council setting out the issues which bring into question the appropriateness of the conferment of the award.

5. In the case of clause 1(3) above, the secretary to the Academic Misconduct Panel shall report the circumstances of the case and the determination of the Panel to the Academic Council.

6. In the case of clause 2 above, the Head of Registry Operations shall report to the Academic Council all cases of candidates who have achieved a higher award within a programme in which they had previously had conferred a lower award.

7. In all cases where the Academic Council agree to rescind an award the following actions shall apply:

   (1) The Dean of Academic Affairs, on behalf of the Vice-Chancellor, shall write to the person concerned informing him or her of the Academic Council's decision and requiring the return of any documentation or artefacts relevant to the award;
   (2) BPP University's record of the award shall be amended to show that it has been rescinded, together with the reasons for doing so;
   (3) In the case of an award for the completion of an academic programme, where an award has been made for a previous stage in that programme, the student's transcript shall be amended to delete reference to the previous award.

8. There shall be no right of appeal against the decision of the Academic Council.

Part C: Programmes of Study

General Requirements

1. Approved programmes of study leading to an award under GAR/Part B must be delivered at an approved location or through approved online resources. The procedures for approval may vary depending on the type of programme and the nature of the site of delivery. The approval procedures and the types of provision to which they may be applied shall be approved by the Academic Council and set out in the Manual of Policies and Procedures.

2. Approved programmes of study leading to an award under GAR/Part B must have:

   (a) educational aims appropriate to the academic field or fields; and

   (b) learning outcomes - the demonstrated achievement of which determines the conferment of each associated award including interim exit awards.

3. Approved programmes of study leading to an award under GAR/Part B, must conform to the minimum and maximum periods including accreditation of prior learning (APL), as set out in Table 1, within which study and its associated assessments including re-assessments must be completed, except:

   (a) Foundation years, when taken, shall extend the maximum period of prescribed study by a period of one year; and

   (b) the Academic Council, or body authorised to act for it, may suspend this regulation should it be warranted by an individual student's case. In suspending the regulation, there will be strong regard paid to the integrity of the University's awards.

4. In all approved programmes of study, the language of instruction and assessment shall be English, except where a module or programme is specifically designed and validated for the purpose of learning an additional language.

Module Requirements

5. Where appropriate, a programme may be broken down into modules. A module will be a coherent and self-contained unit of learning with specified aims and defined learning outcomes.

6. Modules may only be approved at a single level. Some content in the curriculum may form part of two modules at different levels. In the event of modules at different levels having common content the modules must be clearly differentiated by separate learning outcomes and assessment, and must be identified by separate module titles.

7. A module may be taught and assessed within one or more than one term, provided that the module is set at a single level.

Credits, Levels and Stages

8. All programmes of study and modules leading to an award will bear credit; however, modules may have different credit weightings in accordance with their content and duration.

9. Approved programmes of study leading to an award under GAR/Part B, must conform to the University's credit, level and duration scheme, as set out in Table 1. The University's framework will be consistent with the Quality Assurance Agency's published Higher Education Credit Framework for England ("The Credit Guidance") and the Qualifications Frameworks.

10. Credit, expressed as credit points, must be assigned consistently with the following principles:

    (a) Credit is allocated to a learning activity when stated learning outcomes are achieved.

    (b) The allocation of credit is independent of the grade assigned to the quality of performance provided the learning outcomes are achieved.

    (c) Credit can be assigned only on the evidence of assessed learning.

    (d) The level of the credit reflects the nature of the learning outcomes and their relationship with the Qualifications Frameworks and any relevant national subject benchmarks.

    (e) The number of credit points assigned is related to the volume of assessed study required to achieve the specified learning outcomes.

11. The standard building block at the University is a minimum of 10 credits. Ten credits correspond to a notional 100 hours of study time, which includes contact hours, time spent on assessed work, private study, revision and sitting examinations.

12. Programmes of study must be subdivided into stages wherever a programme has a value of 120 credit points or more.

    (a) Unless a stage is otherwise specified in a programme's programme regulations, a stage will represent the core and optional modules for which a student registers to a value of 120 credit points.

    (b) In an undergraduate Bachelor's Degree (Honours) there will be three stages corresponding with Levels 4, 5, and 6 of the Qualifications Frameworks.

Undergraduate Combination Degrees

13. A Bachelor's Degree (Honours) may be conferred with single honours, single honours with a major and minor subject combination, or joint honours.

    (a) In the case of single honours with a major and minor combination the proportion of credits for the major subject may range between two thirds (66%) and three quarters (75%) to a corresponding range of one third

(33%) to a quarter (25%) credits for the minor subject, throughout each stage of the programme.

(b) In the case of joint honours programmes the credits must be divided evenly between the two subject areas and throughout each stage.

Dissertations and Reports

14. Programmes of study may contain a dissertation or report provided that:

(a) it is not ascribed a value of more than 60 credits;

(b) it is, or is part of, the final 60 credits of the programme;

(c) the language of the dissertation or report is English;

(d) it has not been submitted for credit towards another award of the University or of another university or institution.

Programme Regulations

15. Approved programmes of study leading to an award under GAR/Part B, must contain programme regulations - subordinate to these General Academic Regulations - which state:

(a) any specific requirements for admission to the programme further to those provided in these General Academic Regulations;

(b) requirements for the successful completion of the programme of study;

(c) the subdivision of the programme into stages where appropriate.

16. The programme regulations may indicate specific modules which must be passed at each stage along with other regulations for progression or for successfully completing the programme.

17. Programme regulations may include restrictions on the sequence in which modules can be studied by:

(a) designating a module as a prerequisite for a subsequent module; or

(b) designating two modules required to be studied in parallel as co-requisites; or

(c) designating prohibited module combinations.

Programme Documentation

18. Each programme must have a definitive programme specification. The required coverage of the programme specification will be approved by the Academic Council. The content of the programme specification must be reviewed prior to each cohort intake.

19. Each programme must have a programme handbook, the required coverage of which will be approved by the Academic Council. The programme handbook

must be reviewed by the Director of Programmes and any alterations approved by the Dean of the School prior to each cohort intake, in line with the University's Public Information Approval Policy, a copy of the programme handbook will be lodged with the Dean of Academic Affairs with a note on any changes.

20. A programme handbook shall be provided to students when they register at the start of each stage of the programme.

21. A student website must be maintained providing information both current and historical for each programme and its delivery at each centre of the University. The student intranet will be a source of timely information for students, as well as a portal for programme materials, past exam papers, examiner reports and careers information. The student website must be accessible internally and externally.

Table 1: Programme of Study Guidelines

FQEHEA	Qualification Title	Post Nominal	Level	Sub-Levels	Minimum Credits[5]	Minimum Credit at Highest Sub-Level	Maximum Credit at each Sub-Level	Minimum Time	Maximum Time
Postgraduate									
End 2nd Cycle Qualification 90 - 120 ECTS	Taught Master's Degree	MA, MSc, LLM	Level 7	Not Applicable	180 Credits	Not Applicable	Not Applicable	3 Terms	5 Years
	Integrated Master's Degree	MChiro	Level 7	Highest: Level 7 Lowest: Level 4	480 Credits	120 Credits at Level 7	120 Credits at Levels 4, 5, & 6	8 Terms	8 Years
	Postgraduate Diploma	PgDip	Level 7	Not Applicable	120 Credits	Not Applicable	Not Applicable	2 Terms	4 Years
	Postgraduate Certificate	PgCert	Level 7	Not Applicable	60 Credits	Not Applicable	Not Applicable	1 Term	4 Years
	Postgraduate Certificate in Education	PGCE	Level 7	Highest: Level 7 Lowest: Level 6	60 Credits	40 Credits at Level 7	20 Credits at Level 6	3 Terms	5 Years
Graduate									
	Graduate Diploma	GD	Level 6	Not Applicable	120 Credits	Not Applicable	Not Applicable	2 Terms	4 Years
	Graduate Certificate	GC	Level 6	Not Applicable	60 Credits	Not Applicable	Not Applicable	1 Term	4 Years
Undergraduate									
End 1st Cycle Qualifications 180 - 240 ECTS	Bachelor's Degree (Honours)	BA (Hons), BSc (Hons), LLB (Hons)	Level 6	Highest: Level 6 Lowest: Level 4	360 Credits	120 Credits at Level 6	120 Credits at Levels 4, & 5	6 Terms	8 Years
	Bachelor's Degree (Ordinary)	BA, BSc, LLB	Level 6	Highest: Level 6 Lowest: Level 4	300 Credits	60 Credits at Level 6	120 Credits at Levels 4, & 5	5 Terms	6 Years
	Extended Bachelors Degree (Honours)	BA (Hons), BSc (Hons) LLB (Hons)	Level 6	Highest: Level 6 Lowest: Level 3	420 Credits	120 Credits at level 3, 4,5,6	120 Credits at level 3, 4,5,6	8 terms	8 Years
Short Cycle Qualifications ~120 ECTS	Foundation Degree	FdD	Level 5	Highest: Level 5 Lowest: Level 4	240 Credits	120 Credits at Level 5	120 Credits at Level 4	4 Terms	5 Years
	Diploma of Higher Education	DipHE	Level 5	Highest: Level 5 Lowest: Level 4	240 Credits	120 Credits at Level 5	120 Credits at Level 4	4 Terms	5 Years
	Certificate of Higher Education	CertHE	Level 4	Not Applicable	120 Credits	Not Applicable	Not Applicable	2 Terms	3 Years

[5] Subject to rules on condonation.

Part D: Programme Approval

1. All programmes of study (award, non-award, and externally awarded) must be approved by the Academic Council and Board of Directors prior to their introduction.

2. All programmes of study must undergo a formal process of evaluation prior to the Academic Council taking a decision on approving their introduction.

3. Programmes of study, non-award courses and modules shall be approved for a specified period of up to a maximum of five years, at which point the continued presentation will require re-approval. Where a module is approved for addition to a programme of study, the module approval period shall expire with the programme of study of which it is approved as a part.

4. For the purposes of re-approval and approval period, the date of approval of a programme shall be the date of the resolution by the Academic Council approving its introduction.

5. The Academic Council will authorise sub-regulatory instruments and procedures to govern the preparation, review and approval of new programmes of study and re-approval of existing programmes of study.

6. All programmes must be proposed, designed, documented and considered in accordance with the appropriate procedure.

7. These sub-regulatory instruments (procedures) will include:

   (a) Approval of programmes with a credit value of more than thirty credit points;

   (b) Re-approval of programmes with a credit value of more than thirty credit points;

   (c) Approval of non-award bearing programmes with a credit value of thirty credit points or fewer;

   (d) Re-approval of non-award bearing programmes with a credit value of thirty credit points or fewer;

   (e) Approval of individual modules;

   (f) Approval of minor modifications to programmes and modules;

   (g) Approval of variants of and major modifications to programmes and modules.

8. The above procedures must be conducted in a manner that:

   (a) ensures that each programme, module and non-award programme proposed is compatible with the University's mission and business plan;

   (b) establishes how the academic and professional standards in each programme, non-award course and component modules have been set;

(c) evaluates the appropriateness of these academic and professional standards;

(d) establishes whether the designed learning opportunities can be expected to give students a fair and reasonable chance of achieving the academic and professional standards required for successfully completing each programme;

(e) ensures that all programmes, in design and assessment methods, anticipate the needs of students with disabilities and the diversity of their culture and religious faith;

(f) promotes confidence internally and externally in the standards and quality of award and non-award programmes of the University;

(g) ensures programme re-approval gives careful regard to the experience of delivering, monitoring, and developing the programme or non-award course during the period of the previous approval, with particular reference as appropriate to:

(i) evidence on the academic standards of the programme and the component modules;

(ii) whether and how students' learning opportunities have been enhanced in response to feedback from students, external bodies, external examiners, approval panels, and annual monitoring reports;

(iii) steps taken to maintain the currency and validity of the programme and component modules; and

(iv) action taken to remedy any identified shortcomings.

9. Each procedure, detailed under Paragraph 7, will specify:

(a) the composition of approval panels;

(b) the required documentation for submission to the approval panel;

(c) the evidence to be available to the approval panel;

(d) the responsibilities of the approval panel;

(e) the criteria to apply in evaluating a proposal;

(f) the range of recommendations available to the approval panel; and

(g) the process by which conditions affecting approval are demonstrated to have been met before the programme is permitted to commence.

10. The Academic Council will reach decisions on the approval of proposed programmes taking into account the recommendations of a properly constituted panel and the Council will advise the Board of Directors of the University of its conclusions.

Suspension or Withdrawal of Approval

11. The Academic Council may decide, and accordingly advise the Board of Directors, that the academic approval of a programme of study, non-award course, or module will be suspended or should be withdrawn where there is evidence that the programme:

    (a) no longer satisfies minimum acceptable academic standards; or,

    (b) has not been re-approved within the time limits specified in the approval by the Academic Council;

    (c) has breached, or is operating outside, the parameters agreed by the Academic Council for delivery of the programme, non-award course or module, to the extent of significantly harming the University's reputation or the student experience;

    (d) has ceased to provide students with a fair and reasonable chance of achieving the standard required for successfully completing the programme.

12. The Academic Council shall authorise sub-regulatory instruments and procedures to govern the suspension, withdrawal and closure of programmes of study, non-award courses and modules.

13. In the event of a programme approval being suspended for more than one calendar year, the approval of the programme will be immediately withdrawn.

14. Before reaching a decision to suspend or withdraw academic approval of a programme, the Academic Council must consider the advice of relevant parties including that of the director of programmes or programme leader, as appropriate.

15. In the event of a decision to close a programme the Academic Council must consider and approve plans for securing adequate standards and learning opportunities for any student remaining on the programme.

16. In the event of the Board of Directors of the University proposing prematurely to withdraw or close a programme of study leading to an award of the University, the Academic Council must review such a proposal and must satisfy itself that the standards of awards directly affected by the proposal and the interests and rights of students registered on the relevant programme, and on other programmes directly affected by the proposed withdrawal or closure, are reasonably safeguarded before determining whether or not to consent to the withdrawal or closure proposed.

Joint Action with Professional or Statutory Bodies

17. With the prior approval of the Academic Council there may be collaboration with a professional or statutory body in the approval or in the re-approval of a programme of study. The collaboration may be for the purpose of minimising overlap and duplication between the University and a professional body and may include conjoint approval or re-approval.

Part E: Programme Monitoring

1. All programmes must be monitored annually consistent with the Annual Programme Monitoring Procedure as authorised by the Academic Council.

2. The Annual Programme Monitoring Procedure must be operated to:

   (a) review admissions policy and performance;

   (b) critically assess whether programme and component module specifications remain current and valid both in academic and professional terms;

   (c) establish whether there are convincing grounds for the programme meeting the academic standards claimed;

   (d) evaluate student performance in relation to programme and module learning outcomes in the relevant year and, where appropriate, by comparison with previous years;

   (e) review and address feedback from external examiners;

   (f) review and analyse feedback from students;

   (g) critically review the effectiveness of the programme and each individual module to establish the extent to which the learning opportunities have provided students with a fair and reasonable chance of achieving the academic and professional standards required for successful completion;

   (h) identify good practice in the programme and component modules and consider how good practice could be extended;

   (i) identify problems, weaknesses and areas for improvement;

   (j) identify on-going opportunities for development and enhancement of programmes and component modules;

   (k) determine whether action listed in previous action plans has been properly taken and decide on an action plan to address matters arising from the annual monitoring of the programme;

   (l) critically review the effectiveness of the programme aims, teaching and learning methods, assessment strategies, including e-learning, for students with disabilities, and comment on the number of students with disabilities and their retention and achievement;

   (m) comment on the students' ethnic profile, by retention and achievement, identifying trends and under-represented groups.

3. There must be for each programme an annual programme monitoring report for which the programme leader, or director of programmes is responsible. The reports must take account of the evidence stipulated in this regulation and their content accord with the specification in the Annual Programme Monitoring Procedure.

4. The reports must be considered by programme management committees and these committees must decide on action plans. Reports and action plans will be subject to further scrutiny as provided in the Procedure and a composite report on the operation of the Procedure and its outcomes must be made annually to the Academic Council.

Part F: Admission and Registration

General Requirements

1. The University's recruitment and admission policies and procedures must be clear, fair, lawful and have due regard to the legitimate interests of prospective students.

2. Recruitment and admissions shall be founded on the principles of selection according to merit and equality of opportunity and programmes will be promoted to encourage applications from as diverse a range of applicants as possible.

3. Applicants with learning difficulties and/or disabilities will be encouraged to disclose these, and this information will be processed in accordance with the Disability Disclosure Policy.

4. The Academic Council shall authorise sub-regulatory instruments and procedures to govern the admission of students.

5. These instruments will include procedures for the:

   (a) Admission of students to programmes of study;

   (b) Admission of students to a non-award course;

   (c) Admission of students to a single module offered by BPP University

   (d) Admission of students with disabilities or additional needs;

   (e) Admission of students with criminal convictions;

   (f) Admission of students with academic credit.

6. Where applicable, the procedures detailed in Paragraph 5 above will specify:

   (a) the publication and information required for the prospectus;

   (b) the provision of information to students, parents and employers through publications, the website, open days and summer schools;

   (c) the application and selection process;

   (d) the process of making offers to applicants;

   (e) the process of enrolment involving the acceptance of an offer of admission to a programme and of the conditions attached to it by an applicant, and the recording of the applicant as holding an offer;

   (f) the process of matriculation involving the provision and recording of proof of the qualifications claimed in the application and of any other requirements imposed as a condition of admission;

(g) the process of registration of the applicant as a student of the institution and of a specific programme and, if appropriate, of a specified pathway of study within a programme.

Admission to a Programme of Study

7. All applicants for admission to a programme of study shall be required:

   (a) to meet the conditions of the University General Admissions Requirements, as agreed by the Academic Council and specified in Schedule D to these Regulations; and

   (b) to meet any particular requirements specified for the relevant programme of study, as approved by the Academic Council through programme approval, re-approval or modification procedures, and specified in the relevant programme regulations.

8. Tier 4 international students only (non EEA and Switzerland citizens) will need to meet any particular requirements stipulated by UK Visas and Immigration.

9. The criteria to be applied in the selection process under Paragraph 7(b) above, must be specified in advance of the consideration of candidates, and have received formal approval by the Academic Council in accordance with the procedures approved under Part D, Paragraph 1 of these Regulations.

10. The decision as to whether an applicant shall be offered a place and admitted to a programme of study shall rest with the relevant Dean of School or by delegation an admissions tutor.

11. Deans of School shall have the right to convene a Reasonable Adjustments Panel to determine whether an applicant with declared disabilities can complete the programme in line with regulatory requirements for future professional registration.

12. In addition, Deans of School shall retain the right to determine the maximum or minimum intake for individual modules or other units of study, providing that an applicant may not be denied admission to any core modules which contribute to the programme of study for which they are registered.

13. An individual verification of the academic qualifications obtained prior to entry may be undertaken, either during the admission process or following enrolment but before registration as a student. As part of this verification, applicants may be required to provide certification to verify their academic qualifications.

Misrepresentation or Fraudulent Information within an Application

14. In cases where an application is discovered during the admissions process to contain misrepresentation or fraudulent information the dean of school or, by delegation, an admissions tutor will have the authority to reject an application or revoke an offer of admission. If such evidence of fraudulent information on an application of a candidate comes to light following the registration of that candidate, the case shall be considered by the Dean of School who will have the authority to terminate the student's registration.

Applications Rejected on Academic Grounds

15. All applications to the University identified for rejection by the Dean of School or, by delegation, an admissions tutor must be further considered by a reviewer appointed by the dean, except in those cases where the academic qualifications offered by the applicant for consideration for admission do not meet the specific minimum requirements for the programme as laid down by the University, in which case the decision of the dean or admissions tutor shall be final.

Rejected Applications on Non-Academic Grounds

16. In cases where information of a relevant non-academic nature concerning a candidate for admission to the University is such that the dean or, by delegation, an admissions tutor determines it to be appropriate to reject the applicant he or she shall refer the application to a reviewer appointed by the dean. Such relevant information may include:

    (a) activities outside the law;

    (b) anything done or said by the applicant which *prima facie* presents a clear and immediate danger of infraction of the law, such as violence or threat of violence to persons or serious damage of property.

17. The reviewer appointed by the dean shall make a recommendation to the director of programme on the admission of the student. The director of programme shall make a final determination, giving due regard to the recommendations of the reviewer.

Documentation Requirements

18. The Registry will maintain separate prospectuses for each School containing a listing of all approved programmes and their modules of study. The prospectus will also provide general information of costs, fees, the availability of financial assistance and guides on each of the study sites.

Admission Regulations for Specific Groups

Candidates with Disabilities and/or Learning Difficulties

19. In selecting students equitable consideration must be given to all candidates. On being called to interview or on being made an offer a student with a disability shall be invited to discuss the support required to complete the programme with a trained and specifically designated member of staff to:

    (a) ensure that the student is fully aware of the demands of the programme;

    (b) identify any resources or arrangements that the student requires;

    (c) determine whether the University can reasonably provide these and to ensure that, in the case of programmes leading to awards accredited or recognised by professional or statutory bodies, they do not contravene professional or statutory bodies' requirements.

20. Where adjustments are reasonable, the University shall deal with the student efficiently and fairly. The University will provide the student with a clear record of the adjustments to be made in the form of an accessible learning contract. The learning contract shall set out as a minimum:

    (a) A clear, precise and accurate listing of adjustments to be provided by the University;

    (b) An agreed clear contact point for the student during their studies;

    (c) A clear statement as to the expectations of the University that the student will keep the University reasonably and expeditiously informed as to any alterations in their disability and the effects on their study.

Candidates Convicted of a Criminal Offence

21. The University acknowledges the key role of education in the rehabilitative process and that a criminal record may not debar an applicant from admission unless the nature and seriousness of the offence in question is incompatible with:

    (a) the programme applied for; or

    (b) the ultimate professional or vocational goal, including membership of a professional or statutory body; or

    (c) participation in an academic and social setting; or

    (d) the University's responsibility for a safe and neutral environment for learners and employees.

22. An applicant for admission to the University who has received a police caution or been convicted of a criminal offence must declare the police caution or conviction in the application.

23. An applicant who receives a police caution or is convicted of a criminal offence after applying to the University, whether before or after registration, must declare the police caution or conviction immediately.

24. The University reserves the right to withdraw or amend any offer(s) of admission or to prevent the enrolment and registration of, or to terminate the registration of any applicant that it discovers has withheld information about a police caution or a conviction.

25. Where an applicant has a police caution or a criminal conviction the University may ask the applicant's permission to seek further references from an individual or body it considers appropriate. In certain circumstances this may include a police check on the applicant's criminal record. A refusal of permission to the University may prevent further consideration of the application or termination of registration.

Admissions with Credit

26. Prior certificated and experiential learning of students admitted and registered on a programme may be accredited against modules on that programme of study and exemptions granted, provided that any such accreditation and exemption are:

    (a) consistent with the terms of recognition of the programme by a professional body; and,

    (b) in the case of a programme leading to an accredited award consistent with the terms governing the programme and award.

27. The minimum exemption that may be granted is one module with a value of ten credit points, and the maximum exemption permitted is two thirds of a programme; except that no exemption may be granted in respect of a module forming any part of the final one third of a programme prior to the terminal award available.

28. No exemption granted on a programme may count towards an interim programme award.

29. Exemption from requirements of a programme may be granted where, and only where, the prior learning demonstrated is equivalent to that gained on an identified module or modules and the exemption will apply to the particular module or modules.

30. Where exemption is granted from a module or modules on the strength of prior learning, the exempted and accredited module or modules will be recorded with a credit rating but not a grade. The overall grade of result on the final award will be determined by the marks on modules completed and assessed on the programme.

31. Modules accredited on the basis of prior learning will be indicated as such on a student's transcript.

Enrolment and Matriculation

32. A person who is an applicant to the University will enrol when the University records an applicant's formal communication of acceptance of an offer of admission and acceptance of the conditions attached to the offer.

33. Applicants who have been enrolled at the University will matriculate by providing evidence of their qualifications and by producing a birth certificate or passport. Tier 4 international students (non EEA and Switzerland citizens) will also be required to provide a valid visa allowing them to study at the University.

34. Applicants may be enrolled conditional on results being outstanding on qualifying awards and may be permitted, at the discretion of the dean, to attend classes but may not be registered until evidence of results on all qualifying awards is submitted.

Programme Registration

35. Applicants who have enrolled and matriculated will become registered students when the University records each student's acceptance and , in writing, to abide by the regulations, rules and terms of registration with the University.

36. Only applicants who are enrolled and matriculated may register as students of the University. Registration will be in a designated school and on a specified programme and for specified modules to be studied within a specified stage of a programme.

37. Subject to Paragraph 32 above only persons who have been registered may be permitted to begin a programme of study.

38. No credit will be given for attendance at any programme until registration has been completed.

39. Students shall not be permitted to register simultaneously for more than one programme at the University without the written permission of the relevant dean of school.

40. Tier 4 International students (non EEA and Switzerland citizens) will be assessed for a Confirmation of Acceptance of Studies (CAS) under Tier 4 requirements independently of their registration. An international student's registration does not automatically grant the University's sponsorship under Tier 4 regulations.

Module Registration

41. A registered student will be registered for modules when the University accepts the student's application for individual module registration. Registration for modules shall be subject to the requirements of each programme as set out in the programme handbook.

42. It is the responsibility of individual students to ensure that they are correctly registered for modules which meet programme requirements.

43. Students shall not be permitted to register for a module unless they have or will satisfy the pre-requisites and/or co-requisites for that module. Students who do not meet the normal prerequisites for entering a module may be admitted to the module provided they satisfy other conditions which are deemed by the Dean of School to qualify for studying the module.

44. Students shall not change the modules for which they are registered without the formal written approval of their programme leader or director of programmes, as appropriate. No such changes will be permitted after the second week of the commencement of teaching of the relevant module, except where there are extenuating circumstances.

45. The University reserves the right to limit the number of students taking any particular module and to determine when, and if, a module will be available.

Suspending Registration

46. A student, whether full or part-time, may apply to the Dean of Academic Affairs to suspend registration from his or her programme for a defined period of up to a maximum of twelve months, subject to the prior approval of the relevant programme leader or director of programmes.

    (a) A student given approval to suspend registration within the academic year or term may be required to repeat part or all of that academic year or term.

    (b) A student who has completed the academic year or term and all associated assessments successfully shall be permitted to progress to the next level of the programme.

    (c) On application from the student one further period of suspension of registration, either consecutively or at a separate point in the programme, may be permitted by the relevant programme leader or director of programmes, after which a person will be deemed to have withdrawn and must apply for re-admission.

47. A director of programmes may apply to the School Board to suspend registration of a student from a programme for a defined period of up to a maximum of twelve months, subject to the prior approval of the Dean of Academic Affairs.

48. Persons whose registration has been suspended are not students and have no right to avail themselves of University services unless this is expressly authorised in writing by the University.

Withdrawal of Registration

49. Students who, before completion of the programme, wish to withdraw and terminate their registration permanently from the University must give notice in writing to the Dean of School. Fees already paid will not normally be refunded and any monies due will be charged notwithstanding the withdrawal.

50. A programme leader may apply to the School Board to withdraw and terminate registration of a student from a programme for a defined period of up to a maximum of twelve months, subject to the prior approval of the Dean of Academic Affairs.

51. A student will be presumed to have withdrawn and terminated his or her registration if he or she does not re-register within the specified registration period at the start of the programme stage or is absent from a term without prior approval for a period of 15 working days.

52. If a student fails to respond to a written communication from the University seeking clarification of his or her status within 15 working days, he or she will be re-classified as withdrawn and deemed to have terminated his or her registration.

53. Persons who are classified as withdrawn are not students and have no right to avail themselves of University services unless any are expressly authorised in writing by the University.

54. An application for entry from a student who has previously withdrawn and terminated his or her registration shall be treated as a new application.

Terminating Registration

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

    (a) is in arrears with the payment of fees or any other dues to the University or to an affiliated institution; or

    (b) has failed to satisfy the academic requirements necessary to continue 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; or

    (g) has lost immigration status/ permission to study in the UK.

Change in registration particulars

56. A student must notify the Registry of any changes occurring in the particulars supplied for matriculation and registration purposes.

57. Where changes are such that initial admission and registration would not have been permitted had the changed circumstances applied at that time, the University reserves the right to terminate the student's registration and require him or her to withdraw from the programme of study.

58. For practical purposes it is vital that students keep the Registry informed of any changes in contact details. Failure to do so may result in students not receiving important information such as examination dates or results.

Fees

59. Students are responsible for the payment of fees and the University reserves the right to suspend a student unless all his or her fees have been paid by specified dates. A suspended student is not entitled to any privileges of membership of the University including the grant of an award, access to assessments or the release of assessment results. The policies and procedures governing the payment of fees shall be set out in the Manual of Policies and Procedures.

Completion of Registration

60. On completion of registration a student shall be entitled to receive a registration card.

61. Students may be asked to produce their registration cards at any time for the purpose of identification.

Attendance

62. Full-time students are required to be in attendance at the University during the 15 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. A student failing to satisfy an attendance requirement will be subject to the provisions of the Academic Progress and Discipline Regulations, and the Examination and Assessment Regulations, unless prior permission or retrospective consent to non-attendance in defined circumstances and on specified conditions has been granted by the relevant programme leader or director of programmes.

63. Students shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the programme concerned.

64. Students are required to notify the Registry of any absences from examinations and compulsory components of their programmes and to submit medical certificates or other evidence of extenuating circumstances as provided in the examination and assessment regulations and supporting rules.

65. Tier 4 International Students (non EEA and Switzerland citizens) on full time programmes are required to be in attendance at the University for all classes and contact points throughout the duration of the programme.

Jury Service

66. Students may be summoned for jury service during their time at the University but such service may be incompatible with their study. Students who are summoned for jury service must contact the relevant programme leader or director of programmes to discuss the impact of this on their study.

67. Students may seek to be excused from jury service by contacting the Registry, which will normally provide a letter supporting an application to be excused. However, excusal is not a right. Students should contact the Registry and submit their application to the relevant court at the earliest opportunity.

Vice-Chancellor's Emergency Powers

68. In extreme circumstances and in cases of great urgency, the Vice-Chancellor has the authority to suspend a student with immediate effect. Such measures are not intended as a penalty but as a mechanism to protect the University community.

69. The Vice-Chancellor's Emergency Powers may be exercised to suspend students:

    (a) who are considered a danger to themselves or others, and are in serious breach of health, safety and environmental protection;

    (b) against whom a criminal charge is pending or who are the subject of police investigation.

70. The Vice-Chancellor may delegate his/her emergency powers to a Dean within the University.

71. Under the Vice-Chancellor's Emergency Powers, a student may be barred completely or partially from University premises and activities. Upon the recommendation of the Dean or Programme Director and at the discretion of the Vice-Chancellor, a suspended student may be allowed to attend examinations scheduled as part of the programme, while the case is under investigation.

72. Where a student has been suspended under the Vice-Chancellor's Emergency Powers, the reasons for the decision will be recorded in writing and made available to the student within 48 hours from the date of suspension.

73. A student suspended under these provisions will be given the opportunity to make representations in person or in writing to the Vice-Chancellor or his/her nominee within 5 working days from the suspension date.

74. The Vice-Chancellor or his or her nominee will act on the student's grievance in a timely manner. Decisions to suspend students under the Vice-Chancellor's Emergency Powers will be reviewed by the Vice-Chancellor and two other members of the Academic Council (one internal member and one external member) every 28 days in the light of any developments and of any representations made by the students or anyone else on their behalf.

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

76. A student who has exhausted the University's internal appeals procedures may refer the matter to the Office of the Independent Adjudicator (OIA). The OIA is an independent body established by Government and funded by the university sector to run an independent student complaints scheme for universities in England and Wales.

78. The student must refer their complaint to the OIA within 12 months of BPP University issuing a Completion of Procedures Letter.

79. For more information about the OIA and the procedure for submitting a complaint, students can visit the OIA website at www.oiahe.org.uk.

Part G: Academic Progress and Discipline

General Requirement

1. The Academic Council shall approve and regularly monitor sub-regulatory instruments governing the mechanisms designed to support the academic progress of students consistent with the maintenance of proper academic standards.

2. These Regulations and the associated sub-regulatory instruments apply to all students studying for an award of the University or for a programme leading to an award of a professional or statutory body which the University has been accredited to offer on behalf of that body.

Responsibilities of Students

3. Students are expected to show reasonable diligence in the pursuit of their studies for the award for which they are registered. This includes:

   (a) complying with such attendance requirements as are set out in the programme regulations;

   (b) complying with all programme requirements;

   (c) complying with all fitness to practice requirements, where applicable;

   (d) maintaining appropriate standards of behaviour.

4. It is the responsibility of the student to bring to the attention of his or her personal tutor any personal or mitigating circumstances that may affect his or her progress to the award of the qualification.

5. The Academic Council shall approve a student disciplinary procedure to investigate and deal with students who are felt to be in breach of the above obligations.

Responsibilities of BPP University

6. BPP University ("the University") shall have in place mechanisms to support and monitor the academic progress of its students. These mechanism shall include:

   - the student's personal tutor;
   - attendance monitoring;
   - review and feedback on assessments;
   - learning support provision for students with disabilities;
   - counselling and advice on deferral of assessments and interruption of study.

7. Each Dean of School shall be responsible for ensuring that student progress is monitored and reviewed.

8. Personal tutors shall be responsible for ensuring that students are made aware of the support mechanisms available to them.

9. The Head of Registry Operations shall be responsible for ensuring information about support mechanisms are available on the student Virtual Learning Environment (VLE).

10. The School Board shall notify the Head of Registry Operations of any student who has intermitted or been excluded, temporarily or permanently, from the University.

11. The University shall have in place procedures to address matters of student academic progress, student discipline, student complaints and student appeals.

Part H: Examination and Assessment

Examination and Assessment

1. In all programmes of study and non-award courses at the University, only three types of examination and assessment are recognised:

   (a) Diagnostic examinations and assessments provide indicators of learners' aptitude and readiness for a programme of study and identify possible learning problems or study needs.

   (b) Formative examinations and assessments are designed to provide learners with feedback on their performance and give guidance on how it can be improved without counting toward the overall result on a module or programme of study.

   (c) Summative examinations and assessments contribute to students' learning, provide a measure of achievement or failure in respect of learners' performance in relation to the intended learning outcomes of a programme of study and count towards the overall result on a module and programme.

2. Unless otherwise indicated, these Regulations regulate summative examinations and assessment and the words examinations and assessment should be read with this meaning.

3. Examination and assessment will be used by the University to:

   (a) provide the basis for decisions on students' learning needs;

   (b) provide feedback to students to help with their learning;

   (c) provide a basis for a decision on students' readiness to progress;

   (d) provide a basis for a decision whether they qualify for an award; and

   (e) provide a basis for a decision about the grading of their achievement.

4. Regulations, rules, policies and procedures must be consistently interpreted and implemented so as to safeguard academic and professional standards and to uphold fairness to students. For each award and award element there must be careful attention throughout to maintaining standards at the appropriate level and judging students' achievement against this.

Information for Students

5. For each programme there will be a schedule of the examination and assessment elements in each component module along with information on the form and weighting of each assessed element, the deadline dates for the submission of course work and the dates of examinations. The schedule must be published on the student website prior to the first term in the academic year and in the student programme handbook.

6. Changes to deadline dates for assessment or examinations should be avoided. Where such changes are necessary the programme leader or director of programmes must seek the approval of the Dean of School and the change must be reported to the board of examiners.

7. Where under the programme regulations attendance on all or part of the programme is compulsory in meeting the assessment requirements for an element or elements of the programme, the details must be set out on the student website.

8. Marks for completed items of module assessment must be aggregated and a result status determined for the module.

The Responsibilities of Students

9. It is the responsibility of students to attend any compulsory assessed element of scheduled coursework, to submit work for assessment in the form specified in the student programme handbook by published deadlines and to attend examinations as required.

10. If a student fails to submit work for an assessment component by the deadline or to attend an examination without good cause, the student shall be deemed to have failed the assessment component or examination to which shall be assigned a mark of zero (0).

11. Where there is good cause a student may be given approval for the late submission of assessed course work in accordance with the Extension of Deadline Date for Assessments Procedure published on the student website and in the Manual of Policies and Procedures.

12. Where there is good cause a student may be permitted to defer taking an examination until the next appropriate sitting of an examination in accordance with the Deferral of Examination Procedure published on the student website and in the Manual of Policies and Procedures.

13. Where a student has failed to meet a specified attendance requirement for what the Dean of the School judges to be good cause, having taken account of the provisions in these General Academic Regulations at Part F Paragraph 62-65, the Academic Progress and Discipline Regulations at Part G, and Part H, Paragraph 10 the Dean of School shall decide what action the student must take to remedy the deficiency. This may include deferral of and repeating part of the programme, or attendance at those missed classes at the next opportunity or the coverage of the learning outcomes through some other mechanism. The dean shall have the power to invoke or waive additional programme fees.

14. Where a student has failed to meet a specified attendance requirement without permission or consent as provided in Part F, Paragraph 62-65 or has failed to meet the conditions attaching to sanctioned non-attendance, and where this is consistent with the penalties provided in Part H, Paragraph 10 above, the student shall be deemed to have failed the assessment requirements for that programme or part of the programme. The Dean of School shall decide what action the student must take to remedy the deficiency in covering the learning outcomes. The student shall be informed in advance of any fees that he or she may incur. Any marks achieved in subsequent examinations and/or

assessments relating to that part of the programme that the student had been deemed to have failed shall be treated as reassessments and capped at the pass mark.

15. It is the responsibility of the student to provide the Mitigating Circumstances Panel with any relevant information, properly documented, on any personal circumstances that have substantially impaired his or her performance in examinations and assessments in accordance with the Rules on Mitigating Circumstances and Concessions as published on the student website and in the Manual of Policies and Procedures.

Academic Malpractice

16. Students shall not commit, or attempt to commit any act, or attempted act, leading to circumstances whereby they, or another, might gain an unpermitted or unfair advantage in an examination or an assessment or in the determination of results, whether by advantaging themselves or by advantaging or disadvantaging another or others, or which might otherwise undermine the integrity or reputation of the University and its examination and assessment process.

17. Academic malpractice comprises Poor Academic Practice and Academic Misconduct.

18. Poor Academic Practice is 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.

19. Academic misconduct is any act, or attempted act, leading to circumstances whereby a student might gain an unpermitted or unfair advantage in an assessment or in the determination of results, whether by advantaging themselves or by advantaging or disadvantaging another or others, or which might otherwise undermine the integrity or reputation of the University's awards or its examination and assessment processes, **and** where there are no mitigating factors which would lead to the actions of the student to be deemed to be poor academic practice.

20. It shall be for the University to bring an allegation of academic misconduct and to prove the allegation on the balance of probabilities.

21. In the case of programmes accredited by and/or leading to the award of a statutory or professional body, where, under the terms of an agreement concerning such programmes with the statutory or professional body, the University undertakes to report to that body any acts of Academic Misconduct, the University will do so in accordance with any agreement or regulation that exists between the University and the relevant professional body at the time of the malpractice being found proven.

22. Responsibility for dealing with Poor Academic Practice shall lie with the relevant School.

23. Where an allegation is made of a breach of paragraph 19 above, the Dean of Academic Affairs, or nominee, shall determine whether there is a case to

answer. If no case to answer is found the Dean of Academic Affairs, or nominee, shall dismiss the case.

24. The Academic Council will authorise sub-regulatory instruments and procedures to govern the investigation, and where appropriate the imposition of penalties, with regard to any allegation of academic malpractice.

25. The sub-regulatory instruments shall be constructed in order to hear and determine all allegations as expeditiously and as reasonably as possible, having regard to the circumstances of each case and the requirements of natural justice and fairness.

26. The procedures detailed under paragraph 24 will specify and prescribe:

    (a) the required documentation for submission to the Dean of Academic Affairs in the event of an allegation of academic misconduct;

    (b) the criteria to apply in evaluating whether an allegation is poor academic practice or academic misconduct;

    (c) the evidence to be available in hearing allegations of academic misconduct;

    (d) the responsibilities in dealing with poor academic practice; and,

    (e) the range of and criteria for imposing penalties in cases of proven allegations of academic malpractice.

27. Where there is uncertainty under the above regulations or instruments, the Dean of Academic Affairs has delegated authority to determine the procedure that shall apply. The decision shall be final and no reasons for the decision shall be given.

Examinations

28. An examination is, for the purposes of these rules, defined as a summative assessment of any duration which is subject to continuous invigilation. In the case of a skills performance the examination script may include a video recording as well as written material such as a plan.

29. Formative assessments which are intended to provide the student with the opportunity of experiencing an examination should adopt the relevant parts of these examinations (such as the invigilation of the examination) as closely as is practicable.

30. Where an unseen, summative examination is to be held in more than one location, whether nationally or internationally, the integrity of the assessment process must be protected by one of the following:

    (a) the examinations must be held contemporaneously; or

    (b) separate but equivalent assessment instruments must be used for each location; or

(c) steps must be taken to ensure that communication between students taking the same examination at different times does not occur.

31. Where a programme includes a dissertation or report:

(a) the assessment of the dissertation or report may include a *viva voce* examination as a compulsory part of the determination of an assessment mark;

(b) the submission and assessment requirements must be set out in detail in the programme handbook.

Appointment of Invigilators

32. Any person approved to act as an invigilator must have completed training conducted by the Dean of Academic Affairs, or nominee.

33. The number of invigilators required in each examination room will be determined by the Dean of Academic Affairs, or nominee.

34. The Dean of Academic Affairs, or nominee, shall appoint a chief invigilator for each examination.

35. The relevant school will nominate invigilators to the Dean of Academic Affairs, or nominee, at least four weeks in advance of the examination.

Instructions to Invigilators

36. Instructions to invigilators, incorporating the rules set out here, shall be published annually by the Dean of Academic Affairs, or nominee. In addition the Dean of Academic Affairs, or nominee, will provide all invigilators concerned with the procedures and instructions for the invigilation of each examination indicating:

(a) the location of the examination;

(b) the number of candidates and their candidate numbers;

(c) examination materials provided by the Dean of Academic Affairs, or nominee;

(d) additional materials to be provided by the School;

(e) the names of the invigilators;

(f) any examination-specific instructions provided by the module leader;

(g) any arrangements for exam concessions for students with learning difficulties and/or disabilities as outlined in the Manual of Policies and Procedures, Part H Section 12.

Part I: Boards of Examiners

General Requirements

1. All examinations and assessments on a programme of study must be conducted under the supervision and control of a board of examiners and the chair of the board shall be responsible to the Dean of Academic Affairs for ensuring that the regulations, relevant sub-regulatory instruments, rules, policies and procedures and the relevant programme regulations are followed.

Structure

2. The programme regulations for each programme must specify the structure of the board or boards of examiners for the programme consistent with one or another of the following alternatives:

   (a) a programme may have a single programme board of examiners to determine the result on each component module in the programme, the result on stages in the programme and the result to be recommended on each programme award;

   (b) a programme may be one of two or more programmes in a group with a common programmes group board of examiners to determine the result on all component modules in the programmes within the group, the result on stages in the programmes and result to be recommended on each programme award;

   (c) a programme may have a two tier structure of boards of examiners with each module within the programme having a module board of examiners responsible for determining the aggregate mark and pass or fail result on the module and an upper tier single programme board of examiners with responsibility for determining the result on stages in the programme and the result to be recommended on each programme award;

   (d) a programme constituting one in a group of programmes may have a two tier structure of boards of examiners, provided this applies also to each programme within the group, with each module within the programmes having a module board of examiners responsible for determining the aggregate mark and pass or fail result on the module, and an upper tier programme group board of examiners with responsibility for determining the result on stages in each programme and the result to be recommended on each programme exit award;

   (e) where a programme leading to an award of the University incorporates a separate programme leading to the award of a professional or statutory body a two tier structure of boards of examiners shall be adopted. The first tier board of examiners shall have the status and duties of a single programme board of examiners as set out in 2(a) above in relation to the programme leading to the award of the professional or statutory body. The second tier board of examiners shall determine the result on each component module, stage (or stages) and the result to be recommended on the programme award incorporating, but not amending, the result recommended to the Academic Council by the first tier board of examiners.

Membership

3. The Dean of School shall nominate to the Academic Council the chair and members of boards of examiners for each programme, group of programmes or module, as appropriate, within the school. The terms of reference, composition and voting rights of boards of examiners are set out in GARs, Chapter 1: Academic Governance Structures; Board of Examiners.

4. No student registered on a programme at the University may be a member of, or attend, a Board of Examiners covering a module or programme for which the student is registered except that a student may appear as a candidate for a *viva voce* examination.

5. Where a member of the Board of Examiners has a link with a student on a relevant programme or module which might influence, or be thought to influence, a decision on that student, the member must inform the chair who must decide whether the member shall withdraw. Any such report of a possible conflict of interest and the action must be recorded, with reasons stated, and reported to the Dean of Academic Affairs.

Proceedings of Boards of Examiners

6. A programme or programme group board of examiners shall be convened by the chair of the board at the end of the first stage and the end of the second stage and otherwise when needed to fulfil the board's functions.

7. Where a two tier structure of examination boards applies module boards must be held at the end of the term in which the module is completed to determine the aggregate mark and pass or fail result on the module. To be properly constituted the external examiner or examiners must be present at the module board when results are to be determined.

8. At the end of the first term external examiners must be present for a programme or programme group board of examiners to be properly constituted if the board's business includes deciding results on stages in the programme(s) or deciding on results to recommend on programme awards.

9. At the end of the first term a programme or programme group board, whether in a single tier or two tier examining board structure, may be properly constituted in the absence of external examiners if the business excludes results on modules within the programme(s), decisions on results on stages in the programme(s) and results to be recommended as programme awards. At the end of the first term in the absence of external examiners, single tier programme or programme group boards may decide on provisional results on modules in the programme(s) and under the authority of the Dean of Academic Affairs these provisional module results may be released to students as provisional results subject to confirmation by the board of examiners to be held at the end of the second term or otherwise at the end of the stage with the external examiners present.

10. At the end of the second term or otherwise at the end of a stage external examiners must be present for programme boards to be properly constituted.

11. In relation to external examiner attendance at examination boards, the University defines 'present' as physically present at a BPP Centre. This can be either at the central location of the examination board or via video conference at an alternative BPP Centre where other members of the same examination board are also in attendance.

12. No decision may be made by a board of examiners unless a quorum is present[6]. Notwithstanding the quorum stated, all those members of staff appointed as internal members of the boards of examiners, as provided in Paragraph 3 above, are expected to be present at a meeting of the board. Where a member of a board of examiners is unable to attend a meeting he or she must notify the chair and provide the reason for his or her absence. External examiners' obligations are specified in GARs, Part J, Paragraph 3.

13. Only in exceptional circumstances and with the express permission of the Dean of the School may external examiners be allowed to attend an examination board via a telephone link or make written submissions by post, fax or e-mail.

14. Where through untoward circumstances an external examiner forming one in a team of external examiners is not present at a board of examiners and that meeting of the board is to consider results on a module, results on a stage in a programme or results to recommend on a programme award the external examiner must be consulted by video conferencing, post, telephone, fax, e-mail, or other means and the chair of the board shall be responsible for ensuring that the views of an absent external examiner are presented to the board.

15. When modular results are being confirmed, the Chair of an Examination Board, with the sanction of the Dean of the School, may exercise discretion and allow external examiner attendance by telephone or video conference. This discretion is only permissible under the following conditions: 1) when no issues have arisen over the conduct or the marking of the assessment and there is no *prima facie* reason to change the results; and 2) where the external examiner has received the report on the conduct of the examination and the set of results in advance of the meeting; and 3) where the external examiners have already reviewed the assessment, scripts and marks and have submitted written comments, none of which raise matters of principle, concern or criticism.

16. A board of examiners shall seek to make decisions by consensus following a discussion of any contentious matters.

    (a) If a consensus eludes the board, the chair may decide that a resolution will require a vote of the members in which case a decision shall be reached by a simple majority of those present and voting with, where necessary, the chair having both an original and a casting vote.

    (b) However, for any matter upon which the external examiners present collectively and unanimously declare a decision to be one of principle, the guidance of the external examiners shall either be accepted by the board or the board shall defer taking a decision and seek guidance from the Education and Training Committee. The board shall reconvene to note the

[6] The quorum for Examination Boards is four voting members, which must include the Chair of the Board, one internal member and two external members. Where a board is not quorate the business of the board may receive attention providing that any conclusions reached only become decisions when the board is quorate and confirms the outcomes from the non-quorate meeting.

guidance from the Committee and shall reach a decision. Should the external examiners dissent from the decision their dissent and the reasons for it must be recorded.

17. The chair of a board of examiners may be authorised by the board to take action on its behalf provided, first, that there is prior consultation with the external examiners on any decision on the result to be recommended on a programme award, and, second, that all decisions taken in the name of the board are reported to the next meeting of the board.

18. The secretary of the board of examiners must keep a record of all decisions taken at a board and the reasoning behind them, and must forward the unconfirmed and confirmed minutes of all meetings of the board to the Dean of Academic Affairs.

19. The examination board minutes must keep an accurate record of all instances where an external examiner has not been physically present but has attended via alternative means.

20. The chair of the board of examiners shall be responsible for returning correct marks and outcomes to the Registry.

Functions of Boards of Examiners

21. Boards of examiners determine results on modules and stages in programmes and recommend results on programme awards and in doing so they have a duty to uphold the academic standard of each award and its component parts.

22. Boards are further responsible for exercising oversight over the assessment and examining of those registered on relevant modules and programme(s).

23. In executing these responsibilities boards of examiners' functions include:

    (a) the setting of examination papers and of coursework assessments including the arrangements for external examiners to scrutinise assessment instruments;

    (b) the conduct of coursework assessment consistent with rules governing the submission of assessments, rules on compulsory attendance, the extensions of deadline date procedure, and deferral of examination procedure;

    (c) the conduct of examinations consistent with rules applying;

    (d) examination and assessment arrangements for students with Learning Support requirements consistent with the guidance set out in the Manual of Policies and Procedures, Part H, Section 12;

    (e) the arrangements for marking assessments and examinations consistent with University rules on marking scales and the marking procedures approved for the relevant programme by the school board;

    (f) the aggregation of marks for modules and programmes in accordance with the rules applying;

(g) the treatment of borderline results consistent with the rules on the limits of discretion available to boards of examiners;

(h) determining what assessments and/or examinations should be re-taken or modules or stages repeated consistent with the relevant rules when students achieve a fail result.

24. Aggregate marks and pass or fail results on modules shall be decided by module boards of examiners in a two tier structure of boards of examiners or by programme or programme group boards of examiners in a single tier structure.

25. Results on stages in a programme or programmes and results to recommend on awards shall be decided by programme or programme group boards of examiners.

26. Boards of examiners, acting consistently within their responsibilities, must take due account of rules made under these Regulations on:

(a) anonymity;

(b) confidentiality;

(c) protocol relating to personal interest or knowledge;

(d) students with disabilities or special needs;

(e) mitigating circumstances;

(f) academic malpractice;

(g) aegrotat and posthumous awards;

(h) deferrals of any element or elements of examination or assessment;

(i) re-taking assessments and examinations and re-submission of dissertations and projects;

(j) repeating modules and stages.

27. Programme or programme group boards of examiners, and module boards where established, which are convened to decide on results on modules, results on stages in a programme and results to recommend on programme awards, must receive a report from the programme leader or director of programmes, as appropriate, reviewing the setting, conduct of assessment and examinations and marking and must report any occurrence of general relevance to the determination of results or progression between levels.

28. Programme and programme group boards of examiners, and module boards where relevant, may establish a subsidiary panel of an equal number of external and internal examiners to examine a student *viva voce* solely to:

(a) determine difficult or borderline cases, but only to raise and not to lower a student's marks; or,

(b) as an alternative or additional assessment where valid reasons for poor performance have been established.

29. A student may decline to attend a *viva voce* examination, in which event decisions shall be based on the extant evidence.

30. Notwithstanding 29 above, an obligatory *viva voce* examination may form part of the assessment alongside a scrutiny of a dissertation or project in determining a result or mark in a taught master's degree, and in determining a result on a claim for accreditation of prior experiential learning.

31. Each programme board shall take an overview of the academic provision for which it has responsibility, including the operation of the University's rules, procedures and policies and make an annual report on that provision and any recommendations for changes to the University regulations to the Education and Training Committee.

Release of Results

Raw Marks

32. Raw marks of summative assessments shall not be released to students or published. Raw marks are those that have been assigned by individual examiners to assessments but which have not been internally moderated.

Provisional Results

33. On the authority of the Dean of Academic Affairs, provisional results of programme awards, including classifications and results on the completion of designated stages in programmes, may be published to candidates prior to the meetings of the boards of examiners, provided that it is made clear that the recommendations for awards are subject to confirmation by the Board of Examiners and approval by the Academic Council.

34. Provisional results on individual module summative assessments may be released to students on the authority of Dean of School, once those results have been internally moderated.

Confirmed Results

35. When results of awards have been approved by the respective Board of Examiners the results may be published to students as confirmed results.

Final Results

36. When results of awards have been approved by the Academic Council the results shall be final.

Review of Decision of Boards of Examiners

37. The decision of a programme or programme group board of examiners on a result on a stage in a programme and on a result recommended on a programme award is subject to review by the Academic Council.

38. The relevant programme or programme group board of examiners alone has authority to recommend the conferment of an award in respect of the programme for which it is responsible and the recommendations of a board may not be amended provided the board has been properly constituted and has acted within its powers and according to the regulations, rules and procedures applying to the programme. A board of examiners may be required to review a board's decision; a board's decision on a result on a stage may be annulled; and a result recommended by a board on an award may not be confirmed.

39. The Academic Council, or a body authorised by it to act in reviewing the decision of a board of examiners, may require that a board of examiners is reconvened for the purpose of reconsidering a decision or recommendation where at least one of the following grounds has been established:

    (a) those stated in the Examination and Assessment Appeals Regulations in respect of a valid appeal which has been judged to be upheld;

    (b) academic misconduct has been established subsequent to a recommendation by a board of examiners in accordance with the Regulations on Academic Malpractice;

    (c) there has been a material administrative error, or the examination or assessment was not conducted in accordance with the current regulations and rules for the programme, or some other material irregularity relevant to the examination or assessment has occurred.

40. The board of examiners after duly considering the evidence shall decide, and record the reasons for so deciding, whether to amend or confirm its original decision or recommendation.

41. If the board of examiners does not modify its original decision or recommendation, the Academic Council, or body authorised to act for it, may annul a result on a stage or not confirm a result recommended on an award if, in its considered opinion, due and proper account has not been taken of the relevant evidence and its significance and, where apposite, the findings of the Academic Appeals Board. The Academic Council shall then decide on appropriate consequential action.

42. In cases of serious procedural irregularity the Academic Council has power to annul a result on a stage decided by a board of examiners, or not to confirm a result recommended by a board without making a prior request for reconsideration. If a serious error or irregularity is found to have affected more than one candidate the Academic Council may take consequential action including in respect of the examination and assessment and the determination of results. Where a result decision or recommendation is annulled or not confirmed by the Academic Council, the Council shall be responsible for taking appropriate action, which may include appointing a new board of examiners or new external examiners, to ensure that recommendations are made by an approved board of examiners in respect of the candidate or candidates concerned.

Part J: External Examining

Purposes and Functions

1. External examining has the purpose of assisting the University to ensure that:

   (a) the academic standard of each award and its component parts is set and maintained at the appropriate level, and that the standards of student performance are properly judged against this;

   (b) the assessment process measures student achievement appropriately against the intended outcomes of the programme, and is rigorous, fairly operated and in line with the institution's policies and regulations;

   (c) the University is able to compare the standards of its awards with those of other higher education institutions.

2. Consistent with the external examining purpose, external examiners are appointed in their expert judgment to report on:

   (a) whether the standards set are appropriate for the University's awards or components of awards;

   (b) the standards of student performance in programmes, parts of programmes or modules which they have been appointed to examine;

   (c) the extent to which the University's assessment processes are rigorous, ensure equity of treatment for students and have been fairly conducted within University regulations, policies and procedures;

   (d) whether the assessment instruments enable students to demonstrate the achievements of the intended learning outcomes for the module and for the programme;

   (e) the comparability of the standards and student achievements with those in other UK higher education institutions.

3. In order to fulfil these purposes external examiners must:

   (a) be in a position to make informed, independent and impartial judgments on the academic standards set, the measurement of student achievement, and the rigour and fairness of the assessment process;

   (b) be prepared to advise on any proposed changes to the assessment regulations which will directly affect students currently registered on the programme;

   (c) scrutinise and approve all summative assessment instruments including coursework assessments, takeaway assignments, seen and unseen examination papers;

   (d) evaluate those students with a result status on a module in the fail grade band; review the result status of those students in the highest grade band; either individually or, where the external examiner so advises, on the basis of a representative sample review result statuses from each

grade boundary sufficient to endorse that the module assessment process has been carried out in accordance with the published regulations, policies and procedures and that the standards applied are appropriate to the award. External examiners will be consulted about the method for sampling students' work for external scrutiny, and in respect of marks around borderlines, the range of borderline marks and the size of the sample to cover the full range of marking bands. External examiners will have access to all students' work submitted for assessment counting towards an award. The regulations governing the endorsement of the assessment outcomes and procedures for resolving disagreement are set out in the examination and assessment regulations;

(e) immediately report to the chairperson of the board of examiners concerned any candidate that he or she considers to have engaged in academic misconduct;

(f) be a full member of the relevant board or boards of examiners and be present and participate when the board's business includes deciding results on modules as provided in Part I, Paragraph 7 and 9, or when the board's business includes deciding on results on stages in programmes or results to be recommended on programme awards as provided in Part I, Paragraph 8; and otherwise participate in the work of the relevant board including in *viva voce* examinations (where appropriate);

(g) participate as required in the review of decisions about individual students' awards;

(h) submit an annual report to the Vice-Chancellor at the end of each year of the appointment.

Marking and Moderation

4. A key part of the external examiner's role is to report on the whether the academic standards of BPP University's awards are appropriate and that the performance of students meets those standards. BPP University interprets this task as being achieved by, among other mechanisms, the sampling of students' work and, where appropriate the moderation of marks on a cohort basis.

5. In accordance with Chapter B7, Indicator 7 of the QAA UK Quality Code, BPP University has adopted the following formula to assist module teams to determine the number and range of students' assessed work to be sent to an external examiner.

6. Minimum and Maximum

No of Students	Minimum No. of Assessments	Maximum No. of Assessments
Fewer than 10	All	-
11-100	10	20
101-399	10%	50
Greater than 400	40	100

7. The composition of a sample must include:

(a) All fails within 10% of the pass borderline; and,

(b) An appropriate sample of assessments which fall within 2% below and 1% above the grade classification boundary; and,

(c) A sample of assessments throughout the top classification.

8. The external examiner shall have the right to increase the size and composition of the sample as he or she sees fit.

9. The rationale for the sample size and range required is to ensure that the external examiner has sufficient evidence on which to come to a judgement about the University's classification standards. This approach offers assurances as to the integrity of the external examiner procedure and gives confidence in the accuracy of awards.

10. External examiners will not normally be asked to mark an individual student's work nor will they be permitted to amend an individual student's mark on a piece of work that was part of a larger sample. Instead, external examiners will be invited to confirm that, on the basis of the sample that they have marked, the marking standards are reasonable. Where an external examiner has marked a whole cohort or whole grade cohort for an assessment, such as all fails, the external examiner may recommend that an individual student's mark be amended. In such cases the rationale for the change should be agreed by the internal marker(s). Where a whole cohort or a whole cohort grade for an examination or assessment has been sampled the marks of individual students may not be amended. To do so may lead to unfairness to other students whose work was not part of the sample.

11. Where an external examiner finds repeated instances of cases where he or she disagrees with the mark awarded they may either recommend that a recalling of the marks be applied to the whole cohort or recommend that the whole cohort be remarked. In the latter case individual marks may then be amended.

Professional and Statutory Body Responsibilities

12. Where external examiner appointments are made by professional or statutory bodies for those programmes delivered under agreement by the University, the principles and procedures set out in these Regulations shall apply except where they contradict the requirements laid down by the validating authority.

13. Where there is an apparent contradiction the Dean of Academic Affairs will explore with the relevant professional or statutory body a means of accommodation and such accommodation will be reported to the Education and Training Committee and to the Academic Council.

Mitigating Circumstances and Appeals

14. Both the University's Mitigating Circumstances Panel and the Academic Appeals Board shall invite at least one external examiner from those appointed, or an external adviser appointed for the purpose, to be a member of the Panel or Board, respectively, to serve as a reassurance of fairness. The establishment of a central Mitigating Circumstances Panel and a central Academic Appeals Board seeks to ensure equity of treatment for all students within the University and to facilitate the expeditious conduct of business in the University's boards of examiners. Where an external examiner or adviser disagrees with the Panel or

Board about the action to be taken, he or she has the power to require the Mitigating Circumstances Panel or the Academic Appeals Board, respectively, to report the full case and the external examiner's views to the Dean of Academic Affairs, who shall report the matter to the Vice-Chancellor and the Chair of the Academic Council.

Meetings with Students

15. External Examiners are entitled to meet students and shall be invited to do so under arrangements agreed with the chair of the programme, programme group or module board of examiners, as appropriate.

Communication with, and Induction of, External Examiners

16. Once appointed external examiners must be provided with sufficient information and support to enable them to carry out their responsibilities effectively. This will include an induction visit, meetings with the programme leader and/or director of programmes, as appropriate, and relevant module leaders and internal examiners, the provision of institutional information relating to the functions of the external examiner including examination and assessment regulations, course handbooks, examination materials and marking and classification criteria, and the timetable within which functions should be carried out.

Appointment of External Examiners

17. External examiners must be appointed for a period of three years to a designated programme or programme group and be members *ex officio* of the programme or programme group board of examiners and where relevant constituent module boards. The appointment is subject to annual renewal. An external examiner may, in specific circumstances and with the express approval of the Academic Council, be re-appointed for one further year, but no extension for more than one year and no immediate re-appointment is permissible. Procedures subordinate to these Regulations, and approved by the Academic Council, will apply to the nominating, appointment and induction of external examiners and to action taken on reports from them.

18. A person appointed by the University as an external examiner must receive, and be subject to, a formal letter of appointment.

19. An external examiner's academic and or professional qualifications must be appropriate to the programme or programme group to be examined and those appointed as external examiners must be in a position to make independent and impartial judgements.

20. An external examiner must have appropriate standing, expertise and experience to carry, within higher education and any relevant professional body, credibility to review and report on academic standards and the fairness of operational procedures.

21. External examiners must be drawn from as wide a variety of appropriate institutional contexts as possible.

22. Appointments are, therefore, subject to the following restrictions:

    (a) external examiners must not have a close professional, contractual or personal relationship with a member of staff or a student involved with the programme of study;

    (b) examiners should not hold more than the equivalent of two substantial external examinerships concurrently;

    (c) among the team of external examiners on a programme or programme group there must not be more than one examiner from the same institution;

    (d) there must be no reciprocal examining between the University and the external examiner's own institution;

    (e) an external examiner may in specific circumstances and with the express approval of the Academic Council, be re-appointed for one further year, but no extension beyond this and no immediate reappointment are permissible;

    (f) an external examiner must not be succeeded within three years by another examiner from the same institution;

    (g) no examiner may, within the previous five years have been a member of staff or Academic Council, or a student or been an external examiner on a cognate programme in the University; nor may an examiner be a near relative of a member of staff of the University;

    (h) no examiner may be associated with a programme through student placements, through sponsorship of a student or through being in a position to influence significantly the employment of students on the programme;

    (i) an external examiner should not be engaged in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question.

23. External examiners may, at their discretion, terminate their appointment subject to providing three months' notice.

24. Where potential or actual conflicts of interest arise during a period of appointment an external examiner must advise the chair of the relevant programme or programme group board of examiners and, on reference to the Vice-Chancellor, the Vice-Chancellor or representative must determine in consultation with the external examiner the action appropriate to the situation.

25. Whilst it is hoped that such a situation will not arise, an external examiner whose performance or general conduct is unsatisfactory may be warned in the first instance and advised on appropriate remedial actions which must be taken. The University reserves the right to terminate prematurely the appointment of an external examiner who has previously received a warning. In exceptional circumstances, the Vice-Chancellor of the University may authorise a letter of

premature termination to be sent to an external examiner concerned without prior warning.

26. There should be at least two external examiners for each programme or programme group leading to a named award.

27. In the case of large programmes, programmes that are delivered on more than one sites, or programme groups the programme leader or director of programmes, as appropriate, and the Dean of School must take into account the spread of expertise required, the workload that each component of the programme(s) is likely to generate and the point in the academic calendar when the workload will occur. Additional nominations should be considered to ensure that the body of external examiners appointed is able to cover the range of expertise and workload satisfactorily.

Reports of External Examiners

28. External examiners are required to make a report annually to the Vice-Chancellor on the standards being set and achieved on the relevant programme or programmes; on the conduct of assessments; on the relationship between assessment instruments and intended learning outcomes and on the comparability of the standards and students' achievements with those in other higher education institutions.

29. The report should be submitted on the University's approved standard report form for external examiners. However, external examiners are not limited by the rubrics or structure in the form and are free to make whatever comments, consistent with the purpose of their office, which they see fit in exercising their expert judgments.

30. An external examiner has the authority to report confidentially directly to the Vice-Chancellor at any time when there is concern about standards and performance, particularly if it is considered that assessments are being conducted in a way which jeopardizes either the fair treatment of individual students or the standards of the University's awards.

31. In exceptional circumstances, where an external examiner has grave concerns with regard to systematic failings with the academic standards of a programme(s) and has exhausted all internal processes, including 30 above, they may instigate the Quality Assurance Agency's *Concerns Scheme* or inform the relevant professional, statutory or regulatory body.

32. Annual reports should be submitted no later than one month after the meeting of the examination board at which the awards are decided.

33. A final report should be submitted where an external examiner's period of office has expired. In addition to the matters that would usually be addressed in the annual report, this report should include an overview of their impression of the standards and quality of provision, salient issues that have arisen during their period of office and any matters that should be brought to the attention of the incoming external examiner.

34. The annual summary of external examiner reports will be scrutinised by the School Boards, the Education and Training Committee and the Academic

Council, and shared with the student representatives on the University's committees.

35. The full external examiner reports will be made available to students upon request, with the exception of any confidential report made directly to the Vice-Chancellor.

36. External examiners should specifically identify any sections of their report which they would not be content for the University to publish.

37. External examiners must receive a considered and timely response in writing to their annual and final reports from the relevant programme leader or director of programmes in accordance with approved procedures. Where an external examiner raises a matter that has institution-wide implications the Dean of Academic Affairs or the Deputy Dean of Academic Affairs will respond on behalf of the Vice-Chancellor.

38. External examiners' annual fees will be paid upon receipt of the annual or, where appropriate, final report.

External Examining for other Higher Education Institutions

39. Recognising the vital role of the external examinership system for the quality assurance of academic standards within UK higher education, the University encourages its staff to undertake external examining posts with other institutions, provided that these are agreed with the relevant Dean of School and do not cause conflict with the criterion 22(d) above.

Part K: Complaints and Appeals

Part K Section 1: General Requirements

1. The Academic Council shall ensure that all students are dealt with in a fair and reasonable manner by ensuring there are clear and adequate processes for complaints and appeals of decisions made under these Regulations.

2. The Academic Council shall authorise the formation of an Academic Appeals Board which shall consider all permissible appeals.

Definition: Complaints and Appeals

3. 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.

4. 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.

General Principles

5. The Academic Council shall authorise such sub-regulatory instruments to ensure the effective discharge of complaints and appeals.

6. The following general principles apply to the complaints and appeals processes:

   (a) The complaints and appeals processes shall be private and confidential.

   (b) In the event of an oral hearing of an appeal, a candidate may be accompanied by a member of staff or student of the University. Where a candidate fails to attend a hearing, the case may be decided on the documentation.

   (c) Applications for appeals may only be brought in relation to unconfirmed results on awards or results on the completion of designated stages in a programme, published under the authority of the Dean of Academic Affairs.

   (d) No appeal will be entertained against the academic judgment of the examiners in relation to the conduct of the examination.

   (e) No appeal will be entertained against a judgment made on Mitigating Circumstances where mitigating circumstances have been submitted and considered by the board of examiners.

   (f) Appeals or applications for Mitigating Circumstances based on complaints about the quality of programme delivery shall not be considered under these Regulations. Such complaints must be made under the Student Complaints Policy and Procedure (MoPPs/ Part K/ Section 2).

(g) A student must bring a complaint or an appeal on their own part. Requests or applications by a third party will not be entertained.

(h) Anonymous complaints may be accepted and investigated at the discretion of the Dean of Academic Affairs.

Monitoring, Evaluation and Review

7. The effectiveness of the complaints and appeals processes must be monitored, evaluated and reviewed annually and a report made to the Academic Council through the Education and Training Committee.

8. The Dean of Academic Affairs, or nominee, shall maintain a record of each complaint and appeal, detailing:

(a) the grounds for the application;

(b) whether the process was completed in accordance with the regulations and timescales specified in the sub-regulatory instruments;

(c) the outcome of the complaint and appeal;

(d) the profile of complaints and appeals by equality of opportunity criteria and University Centre.

9. The Dean of Academic Affairs, or nominee, shall complete an annual report in relation to complaints and appeals setting out:

(a) comments on any identifiable patterns in the applications for complaints and appeals;

(b) feedback from students on their experience of the complaints and appeals processes;

(c) the efficiency with which the processes were administered;

(d) recommendations for changes to the regulations and procedures based upon internal experience and external changes in best practice or legislation;

(e) comparison of the results of the analysis to those of previous years.

10. These reports shall be submitted to the Education and Training Committee and the Academic Council.

Part K Section 2: Student Complaints Policy and Procedure

1. The University shall provide a comprehensive policy and procedure for investigating and acting upon student complaints and will ensure that all complaints are taken seriously and are properly handled.

Principles

2. The following principles shall underpin the policy:

   (a) complaints are important feedback to the University which can enhance quality;

   (b) students will not suffer disadvantage as a consequence of making a genuine complaint;

   (c) the University will seek to resolve complaints in a timely manner with the resources available;

   (d) the University shall endeavour to assist students to resolve their complaints informally before they invoke the formal procedures; and,

   (e) those University officers tasked to investigate complaints shall do so impartially and objectively.

Scope

3. The policy and procedure shall set out what may be the subject of a complaint and what is more properly the subject of an appeal.

4. Anonymous complaints may be considered by the University. Whether and how they are investigated shall be determined by the Dean of Academic Affairs.

Part K Section 3: Academic Appeals

General Requirements

1. A candidate may appeal against:

   (a) the result of any investigation or action taken under these Regulations; or

   (b) the unconfirmed result of a module or assessment element, published under the authority of the Dean of Academic Affairs; or

   (c) the unconfirmed result on the completion of a designated stage in a programme, published under the authority of the Dean of Academic Affairs.

Grounds for Appeal

2. A candidate may only appeal where:

   (a) there is reasonable ground supported by authoritative and objective evidence to believe that there has been administrative or procedural error of such a nature as to have affected the outcome of the investigation or result; or

   (b) the decision in the case was manifestly unreasonable[7]; or

   (c) there is new evidence that for good reason, objectively and authoritatively documented, could not be submitted earlier.

Academic Appeals Board

3. The Academic Appeals Board will consider the candidate's case and review that case against the relevant evidence. No member of the Board shall be a member of the board or panel against whose decision the appeal is being brought.

4. The Board shall have the right to undertake such investigation and to invite evidence from such persons as are necessary to establish what action is required on the appeal.

5. The appeal shall be considered by the Board by reference to the candidate's registration and/or assessment number and without reference to his or her name.

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

Evidence Requirements

6. The candidate is responsible for ensuring that all supporting evidence is appended to the appeal form. Any evidence referred to in the appeal form but not appended to it will not be taken into account by the Academic Appeals Board.

7. Documentary evidence appended to an appeal form may be copies of the original documents but the student may be required to produce original documents for inspection on request or at any hearing.

Annulment of a Decision by a Board of Examiners

8. In the event of the board of examiners deciding not to act on a recommendation from the Academic Appeals Board to reconsider a decision the provisions in the Examination and Assessment Regulations at Part I, Paragraph 39 will apply.

9. Except where marks have been recorded incorrectly, a successful appeal will not result in any change in the marks.

Conferment of an Award

10. A student may not be conferred with an award until the appeals process has been finalised.

11. Where the decision of the Academic Appeals Board results in the student being admitted to an award the student may either receive the award in person at the next congregation or be deemed to have been admitted to the award on the authority of the Academic Council.

Office of the Independent Adjudicator

12. 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). The OIA is an independent body established by Government to run an independent student complaints scheme for universities in England and Wales.

13. The student must refer their complaint to the OIA within 12 months of the date of the Completion of Procedures Letter.

14. For more information about the OIA and the procedure for submitting a complaint, students can visit the OIA website at www.oiahe.org.uk.

Part L: Equality and Diversity Policy

Statement

1. The University is fully committed to promoting equality and tackling discrimination to ensure fair access to learning and facilities for students. We are committed to ensuring that all our services take account of the diversity of local, national and international populations, without compromising quality of service. Services should be accessible to students regardless of their protected characteristics: sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including ethnicity, nationality and colour) disability, sexual orientation, age and religion or belief. We are also committed to promoting equality and tackling discrimination which creates barriers to learning as part of the wider duty under the Equality Act 2010. As a leading provider of professional education the University expects all students to demonstrate respect and consideration for others and to behave in the manner expected of professional practitioners.

2. The Equality Act 2010 and Human Rights Act 1998 protect people in the UK from intolerance and discrimination. They ensure that people are able to live, work and study in an open and tolerant society. At BPP University and in the UK, students will be exposed to values and beliefs which may be different from those they are familiar with. Responding in a respectful way is sign of professionalism and demonstrates maturity required by all the professions. At BPP University, our values ensure that we learn through understanding and tolerance, whilst maintaining the ability to challenge divisive or radical perspectives which may threaten tolerance and respect.

Values and Behaviours

3. In preservation of our values of inclusive practice, through fostering equality of opportunity, fairness, honesty and integrity the University will:

   (a) sustain an ethos of inclusion and participation through all staff, students and representatives;

   (b) promote and foster good relations between all staff and students with protected characteristics and those who do not have such characteristics;

   (c) take positive steps to counter inappropriate behaviours and eliminate unlawful discrimination, harassment, victimisation and the promotion of intolerance (of different faiths and beliefs); challenging individuals or groups who express such behaviour;

   (d) anticipate, remove or minimise disadvantages which could be experienced by people due to their protected characteristics;

   (e) take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people;

   (f) encourage people with identified under-represented protected characteristics to fully participate in educational activities and meaningfully engage with student activities;

(g) provide an environment which is accessible to all service users where practicably possible;

(h) work with partner and stakeholder organisations to uphold and maintain our values and ethos;

(i) celebrate diversity and difference and strive to bridge cultural, social and psychological barriers.

Admissions to BPP University

4. BPP University ("the University") will encourage disability disclosure and operate a Disclosure Policy which outlines procedures for data capture and provides applicants and students with the opportunity to restrict with whom disability information is shared.

5. Admissions teams and academic staff will give equitable consideration to all applicants during the applications process and make reasonable adjustments to that process to ensure that all applicants have a fair and meaningful experience of the process.

6. The University will ensure that it continues to offer its services to all areas of society, fostering social mobility through competitive and flexible courses and modes of delivery.

Teaching, Learning and Assessment

7. Subject and curriculum development will take account of diversity and inclusion issues as appropriate and especially in relation to race, age, cultural and religious diversity, disability, gender and sexual orientation.

8. Teaching staff will have staff development support in this area, to include identifying and considering any potential areas of risk to students, staff and University reputation, as identified in appraisal and peer observations.

9. Reasonable adjustments will be made to assessment methods to meet the entitlements of disabled students and those from diverse ethnic and religious backgrounds.

10. The Learning, Teaching and Assessment Enhancement Committee will provide a forum at which specific issues in teaching, learning and assessment with regard to inclusive practice and diversity will be considered.

Equality and Diversity Aims and Objectives

11. To develop the skills and knowledge of all staff across the University to ensure that everyone is clear about their responsibilities and duties under the Equality Act 2010 and how these can be implemented.

12. To utilise an Equality and Diversity Forum to provide an institutional focus for Equality and Diversity issues, including monitoring and target setting of key data profiles of students.

13. To develop and implement faculty equality and diversity strategies based on specific requirements identified through statistical analysis included in Annual Programme Monitoring reports.

14. To ensure that the University's values and behaviours are embedded in corporate and academic practice at all levels of the organisation, including, but not restricted to policy and procedure.

15. To undertake and record equality assessments of all activity to ensure that all services and functions are not divisive nor preclude engagement for those with protected characteristics.

16. To continue to engage with key stakeholders and involve their views in actions and reviews.

Monitoring

17. BPP University ("the University") will monitor and record equality and diversity information about staff and students on the basis of age, gender, ethnicity, disability and social background.

18. Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, the University will monitor the sexual orientation and religion or belief of staff and students to ensure that they are not discriminated against in terms of the opportunities or benefits available to them. Individuals may choose not to disclose their sexual orientation or religion or belief and care will be taken to avoid inadvertent discrimination in such cases.

19. The University will store equality and diversity data as confidential personal data and restrict access to this information in accordance with the Data Protection Act 1998. Equal opportunities information will be used exclusively for the purposes of equal opportunities monitoring and will have no bearing on opportunities or benefits.

20. Statistical information on students (age, gender, ethnicity, domicile and disability and, where possible, sexual orientation and religion or belief) will be produced and published to monitor and evaluate services at BPP University such as through admissions, registration, achievement and onward progression; this information will form a central aspect of the Equality and Diversity Reports which will be produced annually in conjunction with the Annual Programme Monitoring Reports.

21. All data will be submitted to the Equality and Diversity Forum and the Student Assessment Retention and Achievement Committee for review and action planning.

22. BPP University operates an Equality and Diversity Strategy, based on the Equality and Diversity objectives, which provides a detailed outline of how each objective will be achieved and supported.

Review

23. The University will review the operation of this policy at least annually (or more regularly if non-compliance or problems concerning equality and diversity issues are identified).

24. The University will take remedial action if non-compliance under this policy or barriers to equal opportunities are identified.

25. When reviewing the policy the University will consider the outcome of monitoring and review actions under communication and training plans.

Responsibilities

26. The ultimate responsibility for the implementation of this policy and its functions is vested in the Board of Directors at the University.

27. Operational responsibility lies with the Head of Learning Support and Inclusion.

Glossary of Terms

- Diversity is a broader term than 'equality' or 'equal opportunities' or 'equality of opportunity'. Diversity policies encompass all individuals by recognising that all of us have different characteristics which make us unique and that organisations benefit from taking these into account when offering services or employing people. In contrast to equal opportunity, diversity is not about treating people equally but rather it is about recognising and responding to different needs, experiences and aspirations and acting accordingly. Diversity is complimentary to equality of opportunity.

- Equal opportunities monitoring is the collection and analysis of information about a person that it used in order to check that a policy or procedure does not have an adverse impact on a particular group of people or amounts to unlawful discrimination. Information can be collected on race, disability, gender, age, and in some circumstances sexual orientation and religion or belief.

- Unlawful discrimination includes *direct discrimination*, *indirect discrimination*, *victimisation* and *harassment*.

- Direct discrimination occurs where a person is treated less favourably on the grounds of race, racial group, colour, ethnic or national origins, sex, pregnancy, marital status, disability, sexual orientation, or religion or belief.

- Indirect discrimination occurs where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of one sex, or people of a particular racial group, or religion or belief, sexual orientation or with a disability at a particular disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.

- Associative Discrimination is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

- Perceptive Discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess the characteristic.

- Victimisation occurs where a person is treated less favourably because she or he has made a complaint of discrimination. This also applies to individuals who may have assisted or supported the complainant, for example, as a witness or by showing sympathy.

- Harassment occurs when unwanted conduct takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communications and gestures.

- Positive discrimination is where you make a decision in someone's favour because of his or her particular characteristic, e.g. race, gender or disability. Positive discrimination is usually unlawful, unless it falls within one of the very limited exceptions contained in the anti-discrimination legislation in relation to disability or as a genuine occupation requirement.

- Positive action is often used as a way to minimise the effects and outcomes of past discrimination on groups. In some limited circumstances, employers or training bodies are allowed to take special measures relating to access to training for particular work, or encouragement to apply for particular posts. For example, where women are under-represented in senior management posts, running special training for women to encourage them to apply for senior posts is an example of positive action and lawful. However, the appointment of a woman to a senior post solely on the basis of her gender would be an example of positive discrimination and would be unlawful.

- Genuine occupational requirement is an express exception to the positive discrimination on a particular ground. However, there are some very limited circumstances in which it may be lawful to discriminate on grounds such as race, gender, disability, sexual orientation or religion. For example, where being of a particular racial or religious origin is an essential requirement for the job, or for reasons of decency or privacy. For detailed information on exceptions please refer to the appropriate anti-discrimination legislation.

Protected Characteristics

- Where age is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

- A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

- Gender reassignment is the process of transitioning from one gender to another.

- Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters and legislation to allow same sex marriage in England and Wales was

passed by the Parliament of the United Kingdom in July 2013 and came into force on 13 March 2014.

- Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

- Race refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

- Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

- Sex refers to a man or a woman.

- Sexual orientation refers to whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Part M: Collaborative Provision

Introduction

1. BPP University ("the University") retains ultimate authority and responsibility for the academic standards and the quality of the student learning opportunities of all awards conferred in its name, including those delivered under collaborative provision. Such authority includes complete control over academic standards, the quality of the learning experience, the enhancement of the learning experience and the accuracy and clarity of published information.

2. This policy should be read in conjunction with the relevant sections of the General Academic Regulations and Manual of Policies and Procedures, where they apply.

3. The University's Collaborative Provision Policy and Procedures aim to:

   (a) set out the University's strategic and operational approach to the management of collaborative provision, in alignment with the QAA's *UK Quality Code for Higher Education, Chapter B10: Managing higher education provision with others,* December 2012; and the *Apprenticeship funding and performance-management rules for training providers*

   (b) provide a risk-based and robust framework for the management of collaborative provision, with due regard for the breadth and variety of prospective partners and forms of collaboration;

   (c) uphold the University's academic standards and ensure a high quality student experience;

   (d) ensure consistency in the operation of collaborative arrangements across all University departments and Schools;

   (e) provide prospective partners with transparent guidance on the University's collaborative provision expectations, policy and procedures;

   (f) aid the establishment of successful, financially viable and robust collaborative arrangements and processes, and the resolution of potential disputes;

   (g) assist the University's Schools in the development, scrutiny and management of collaborative provision;

   (h) address the precepts of the *UK Quality Code for Higher Education*.

Definitions

4. ***Collaborative Provision***: The University adopts the Quality Assurance Agency's definition of 'collaborative arrangements' as "all learning opportunities leading or contributing to the award of academic credit or a qualification that are delivered, assessed or supported through an arrangement with one or more organisations other than the degree-awarding body" (QAA's *UK Quality Code for Higher Education, Chapter B10: Managing higher education provision with others,* December 2012).

5. ***Prospective Partner***: a prospective partner is an organisation that may potentially provide provision to University students that will contribute to the enhancement or breadth of their learning experience, but which has not yet been approved. This could also be an organisation that is applying to deliver all of an Apprenticeship Standard.

6. ***Approved Partner***: an approved partner is a prospective partner that has progressed successfully through the procedures set out below and has been approved as a partner to deliver a specific collaborative venture. An *approved* partner provides services to students which are:

   - an integral part of a programme of study, provided under contract with the University, irrespective of whether the services themselves lead to credit on a University programme;
   - provided directly to students through a contract between the service provider and the student, and which lead to credit on a University programme;
   - sub-contracted provision of all of an Apprenticeship Standard.

7. ***Endorsed Provider:*** an endorsed partner provides services directly to students through a contract between the service provider and the student. The services do not lead to credit or provide an integral part of the programme, but are additional to the programme; and are likely to:

   - be provided in accordance with the terms of a contract between BPP University and the service provider;
   - be monitored for quality by BPP University;
   - use the BPP University name in marketing literature; and,
   - be recommended to students by BPP University.

8. ***Specific Collaborative Venture***: specific collaborative venture refers to the specific services that an approved partner delivers to, or provides for, University students or vice-versa e.g. teaching, materials, facilities etc. or to sub-contracted provision of an Apprenticeship Standard.

9. ***Work-Based Learning***: Work-based learning is where an individual is an employee and as part of that employment is, additionally, enrolled on a programme of study with the University.

Principles

10. The University's collaborative provision will:

    (a) support the University's mission, values and objectives, align with the Academic Development Plan, and be congruent with the strategic plans and academic provision of the University's School(s) which champions the collaboration;

    (b) offer mutually reciprocal educational, scholarship, reputational and financial benefits;

(c) establish partnerships with organisations of academic and/or professional standing, appropriate national and/or international recognition and/or accreditation, financial stability, as well as suitable resource infrastructure to successfully deliver programmes of study to appropriate academic standards;

(d) be equivalent in quality and standards to comparable awards delivered exclusively by the University at its own centres and align to the *Qualifications Frameworks*;

(e) provide student learning opportunities, support and resources of comparable quality and standard to those available at University centres;

(f) be governed by the University's General Academic Regulations and comply with the University's mechanisms for the management, scrutiny and enhancement of academic standards and the quality of the student learning opportunities;

(g) be financially viable and feasible;

(h) align with the Quality Assurance Agency's Qualifications Frameworks and other relevant benchmark frameworks, and be compliant with the QAA's *UK Quality Code for Higher Education* and other relevant legislation and/or regulatory body requirements;

(i) be subject to a legally binding formal contractual agreement, which sets out the rights and responsibilities of each partner.

Authority

11. Ultimate responsibility for the maintenance of academic standards, quality of learning and awards granted under a collaborative arrangement lies with the University's Academic Council. The Academic Council shall ensure that there are adequate safeguards against financial or other temptations that might compromise academic standards or the quality of learning opportunities.

12. Executive responsibility for standards and quality ultimately rests with the Vice-Chancellor.

13. Formal discussion about potential collaborative provision arrangements, with the exception of work-based learning, must not take place between any member of University staff and a prospective partner without the written approval of the Dean of Academic Affairs.

14. The Dean of Academic Affairs shall inform the Chair of the Academic Regulations and Awards Committee at the commencement of formal discussions with a prospective partner.

15. The approval and review of this policy and these procedures rests with the Academic Council of the University. Responsibility for oversight and compliance lies with the Dean of Academic Affairs.

Types of Collaboration

16. The University shall not enter into validation, franchise or serial collaborative arrangements (as defined in the QAA's *UK Quality Code for Higher Education, Chapter B10: Managing higher education provision with others*, December 2012).

17. Subject to the exclusions cited above the University may enter in to collaborative arrangements including, for example:

    (a) Intra-group reciprocal arrangements between the University and other entities within the BPP group of companies, Apollo Global Inc. and Apollo Inc. including the use of staff, facilities, accommodation, expertise and intellectual property.

    (b) Off-site Delivery by the University – whereby a programme designed and delivered at the University is being offered at a partner site, with the partner institution providing the physical learning environment and the programme being taught and assessed by University staff;

    (c) Support provision – which describes a partner providing learning support and/or learning resources to students studying on a University or a collaborative programme at a University centre;

    (d) Pastoral support and security – where the University engages a partner to provide services to ensure the safety and well being of its students e.g., secure and safe living accommodation and pastoral support for students under 18 years of age;

    (e) Articulation Agreements - where the University accepts (through a structured institutional level agreement) credit studied at another institution as meeting some of the requirements of a University award – whether a module or an entire stage of an award. Programme approval and credit mapping will be required;

    (f) Joint/Dual degrees[8] - where the University with one or more other awarding bodies jointly delivers a programme and awards a joint/dual degree. Programme approval will seek to safeguard against the 'double counting' of credit;

    (g) Work-based provision – which may include work placements, work-based learning, continuing professional development, delivering bespoke modules/ programmes for a specific employer, using the workplace as a site of learning;

    (h) Student exchange – which provides for the exchange of students for a period of their study, as part of their programme at the University;

    (i) Sub-contracted provision to a third party of all or part of an Apprenticeship Standard where the University is the main contractor and either BPP University does not deliver the Standard or part of the

[8] Joint degree refers to a single degree awarded jointly by two institutions. A dual degree is awarded separately by two institutions.

Standard; or the employer requests a third party to deliver the Standard or part of the Standard.

Overview of the Approval Process

18. The Academic Council will authorise sub-regulatory instruments and procedures to govern the preparation, review and approval of collaborative partners and collaborative ventures.

19. The approval of specific provision will follow the Programme Approval principles and procedures set out in Part D of the General Academic Regulations and the Manual of Policies and Procedures.

20. All collaborative provision must be proposed, designed, documented and considered in accordance with the appropriate procedures.

Suspension or Withdrawal of Approval and Termination of Collaborative Provision

21. The Academic Council, may decide, and accordingly advise the Board of Directors, that the academic approval of a collaborative arrangement will be suspended or should be withdrawn and terminated where there is evidence that the collaborative provision:

    (a) no longer satisfies minimum acceptable academic standards; or,

    (b) has breached, or is operating outside, the parameters agreed by the Academic Council for delivery of the provision or service to the extent of harming the University's reputation or the student experience; or

    (c) has ceased to provide students with a fair and reasonable chance of achieving the standard required for successfully completing the programme; or

    (d) has not been activated or re-approved within the time limits specified in the approval by the Academic Council; or

    (e) is otherwise failing to provide the service contracted.

22. The Academic Council shall authorise sub-regulatory instruments and procedures to govern the suspension, withdrawal and closure of the collaborative provision.

23. In the event of collaborative provision being suspended for more than one calendar year, the approval of the collaboration will be immediately withdrawn.

24. Before reaching a decision to suspend or withdraw academic approval of a collaborative provision, the Academic Council must consider the advice of relevant parties including that of the director of programmes or programme leader, as appropriate.

25. In the event of a decision to close collaborative provision the Academic Council must consider and approve plans for securing adequate standards and learning opportunities for any student adversely affected.

26. In the event of the Board of Directors of the University proposing prematurely to withdraw or terminate collaborative provision that supports study leading to an award of the University, the Academic Council must review such proposals and must satisfy itself that the standards of awards directly affected by the proposal and the interests and rights of students registered on the relevant programme, and on other programmes directly affected by the proposed withdrawal or termination, are reasonably safeguarded before determining whether or not to consent to the withdrawal or termination of the provision proposed.

Annual Report

27. The Academic Council shall receive a report annually on the collaborative arrangements it has approved which shall include a critical appraisal of those currently in operation and a report of those that have been suspended, withdrawn or terminated.

Part N: Public Information Approval Policy

1. The University has a duty to ensure that the information it publishes to its students, prospective students and other stakeholders is clear, accurate and complete. To achieve this end the University has adopted the following approval, control and review policy and procedures. This policy covers all material that is published on the University websites or available publicly in hard copy format. The policy draws in particular upon the QAA UK Quality Code Chapter C, and the Competition and Market Authority's publication *UK Higher Education Providers – Advice on Consumer Protection Law*.

2. In relation to official University social media sites such as Facebook and Twitter, the University shall follow the principles set out below for official material and postings. In relation to postings by persons who are not acting on behalf of the University, the University shall have procedures in place to review such postings and to remove or address any inaccurate or offensive material.

3. Ultimate responsibility for the clarity, accuracy and completeness of published University information resides with the Vice-Chancellor. This responsibility is delegated to the head of the operational area on behalf of which the information is published (as set out below), who must ensure that it is factually correct and appropriately presented.

    (1) The content of academic information relating to the provision of programmes, modules and short courses and academic support within the Schools shall be the responsibility of the Dean of the relevant School;

    (2) Information published on behalf of the Students' Association shall be the responsibility of the Managing Director of the Students' Association;

    (3) Information relating to academic governance and the Academic Development Plan shall be the responsibility of the Dean of Academic Affairs;

    (4) Information relating to the central provision of students' pastoral support shall be the responsibility of the Director of Operations;

    (5) Information relating to centre management and site facilities shall be the responsibility of the Director of UK Regional Learning Centres;

    (6) All other information shall be the responsibility of the Vice-Chancellor or nominee;

    (7) Where there is dispute over the responsibility for, or the appropriateness of, material between University officers, the Vice-Chancellor shall arbitrate.

4. The Chief Marketing Officer shall be responsible for:

    (1) Establishing and applying University branding styles and conventions to publications;

    (2) The design and presentation of material;

(3) Ensuring there are appropriate systems in place to enable the generation and collation of information and updates for publication, including publishing an annual timetable for the production of standing publications, and that these systems provide reasonable time for review by internal stakeholders;

(4) Liaising with and advising authors on the presentation of the information provided, including wording, tone of voice, and also ensuring that it is fit for purpose and conforms to University standards;

(5) Acquiring the formal approval of final copy by the relevant University officer prior to publication and ensuring that it has been checked for compliance by Academic Affairs;

(6) The editing, presentation and placement of the information provided.

Information Published by Approved Partners

5. The University is responsible for the accuracy of the information published about it, its programmes and its services by approved partners or endorsed providers, whether in the UK or abroad. All such information must either:

(a) adopt material produced and previously approved by the University without adaptation; or

(b) be separately approved through the University's approval processes.

6. The University shall accept no responsibility for information about it published by third parties who are not operating as approved partners or endorsed providers. However, where such information is inaccurate and comes to the attention of the University, it shall endeavour to correct the information.

Information Published in a Foreign Language

7. Where information is published in a foreign language, either by the University or an approved partner, a verified translation must be provided in English and lodged with the Associate Dean (Partnerships). The translation may be verified either by an internal member of University staff, who has the requisite language skills, or by an approved translator.

Schedules

Schedule A: Sub-regulatory Instruments

Sub-regulatory Instrument	Date of First Approval by the Academic Council
Manual of Policies and Procedures	12 February 2009
Repository of Forms and Guidance	Does not require approval
University Handbook	29 July 2010
Programme Handbook Template	12 February 2009

Schedule B: Awards of BPP University

1. For the purposes of the Honours Schedule, reference to a Bachelor's degree award shall also be taken to include the associated exit awards of Certificate of Higher Education, Diploma of Higher Education and Ordinary Degree.

2. The following titles, in brackets, may be applied to Certificates and Diplomas of Higher Education as determined by the validating University Approval Panel:

   (a) (Business Studies); or,
   (b) (Health Studies); or,
   (c) (Legal Studies).

3. Postgraduate exit awards of Postgraduate Diploma or Postgraduate Certificate must be specified in the BPP University Awards Table with their full title. This is because such awards are specifically designated and validated to carry a designated title.

Award Title	Post-Nominal	Date of Approval	Original Start Date	Date of Suspension
Honorary Doctor of Science	Hon.DSc.	12/02/2009	12/02/2009	N/A
Honorary Doctor of Laws	Hon.LLD.	12/02/2009	12/02/2009	N/A
Honorary Doctor of Business Administration	Hon.DBA	12/02/2011	12/02/2011	N/A
Honorary Doctor of Healthcare Education	Hon.DHE	23/03/2017	23/03/2017	N/A
Honorary Master of Science	Hon.MSc.	12/02/2009	12/02/2009	N/A
Honorary Master of Laws	Hon.LLM.	12/02/2009	12/02/2009	N/A
Pathway to HE Certificate in Business Management	FPCert Business Management	26/05/2011 Re-validated 13/07/2016	Sept 2011	Sept 2021
Pathway to HE Certificate in Legal Studies	FPCert Legal Studies	26/05/2011 Re-validated 13/07/2016	Sept 2011 Sept 2012	Sept 2021
Pathway to Higher Education Certificate in Health	FPCert Health	05/07/2012 Re-validated 13/07/2017	Sept 2012	Sept 2022

Pathway to Higher Education Certificate in Accounting	FPCert Accounting	28/02/2013 Re-validated 13/07/16	May 2013	Sept 2021
Pathway to Higher Education Certificate in Psychology	FPCert Psychology	01/09/2014 Re-validated 13/07/16	Sept 2014	Sept 2021
International Foundation Certificate in Business Management	IFPCert Business Management	26/05/2011 Re-validated 13/07/16	Sept 2011	Sept 2021
International Foundation Certificate in Legal Studies	IFPCert Legal Studies	26/05/2011 Re-validated 13/07/16	Sept 2011	Sept 2021
International Foundation Certificate in Psychology	IFC Psychology	01/09/2014 Re-validated 13/07/16	Sept 2014	Sept 2021
International Pre-Masters Diploma in Business Management	IPMDip Business Management	26/05/2011 Re-validated 13/07/2016	Sept 2011	Sept 2021
Higher Education Certificate in Health and Social Care	CertHE Health and Social Care	06/09/2012 Revalidated 13/07/2017	Jan 2013	Sept 2022
Certificate of Higher Education (Legal Studies) [Distance Learning]*	CertHE (Legal Studies)	27/02/2014	Sept 2014	Sept 2019
Certificate of Higher Education (Legal Studies)	CertHE (Legal Studies)	27/02/2014 *Suspended by ETC 24/02/2017*	Sept 2009	Sept 2019
Higher Education Certificate Pathway to Paramedic Practice	FPCert Paramedic	26/11/2014	Jan 2015	Jan 2020

Certificate of Higher Education (Legal Services)	CertHE (Legal Services)	13/07/2016	Sept 2016	Sept 2021
Bachelor of Laws [Graduate LLB]*	LLB (Hons)	08/05/2008 Re-validated 04/07/2013	June 2008	June 2018
Bachelor of Laws (Hons) *Exit Awards:* Certificate of Higher Education (Legal Studies) Diploma of Higher Education (Legal Studies)	LLB (Hons) CertHE (Legal Studies) DipHE (Legal Studies)	18/12/2008 Re-validated 27/02/2014	Sept 2009	Sept 2019
Bachelor of Laws [Distance Learning]* *Exit Awards:* Certificate of Higher Education (Legal Studies) Diploma of Higher Education (Legal Studies)	LLB (Hons) CertHE (Legal Studies) DipHE (Legal Studies)	27/02/2014	Sept 2014	Sept 2019
Bachelor of Laws (Hons) Legal Practice *Exit Awards:* Certificate of Higher Education (Legal Studies) Diploma of Higher Education (Legal Studies)	LLB (Hons) Legal Practice CertHE (Legal Studies) DipHE (Legal Studies)	13/07/16	Sept 2016	Sept 2021
Bachelor of Science (Honours) Business Management *Exit Awards:*	BSc (Hons) Business Management CertHE	13/05/2010 Re-validated 16/07/2015	Sept 2010	Sept 2020

Certificate in Higher Education Diploma in Higher Education	DipHE			
Bachelor of Science (Honours) Business Management [Top-Up]*	BSc (Hons) Business Management	13/07/16	Sept 2016	Sept 2021
Bachelor of Science (Honours) Accounting and Finance *(Previously BSc (Hons) Professional Accounting)* *Exit Awards:* Certificate in Higher Education Diploma in Higher Education	BSc (Hons) Accounting and Finance CertHE DipHE	29/07/2010 Re-validated 16/07/2015	Sept 2010	Sept 2020
Bachelor of Science (Honours) Accounting and Finance [Top up]*	BSc (Hons) Accounting and Finance	16/07/2015	Sept 2015	Sept 2020
Bachelor of Science (Honours) Banking and Finance *Exit Awards:* Certificate in Higher Education Diploma in Higher Education	BSc (Hons) Banking and Finance CertHE DipHE	14/12/2012 Re-validated 13/07/2016	Jan 2012	Sept 2021
Bachelor of Science (Honours) Banking and Finance [Top up]*	BSc (Hons) Banking and Finance	24/03/2016	Sept 2016	Sept 2021

Bachelor of Science (Honours) Psychology *Exit Awards:* Certificate in Higher Education Diploma in Higher Education	BSc (Hons) Psychology CertHE DipHE	24/05/2012 Revalidated 13/07/2017	Sept 2012	Sept 2022
Bachelor of Business Administration *(Previously BSc (Hons) Leadership, Enterprise and Management* *Exit Awards:* Certificate in Higher Education Diploma in Higher Education	BBA CertHE DipHE	13/12/2012	Jan 2013	Jan 2018
BSc (Hons) Nursing (Adult) [Pre-Registration Nursing] *Exit Awards:* Certificate in Higher Education (Health Studies) Diploma in Higher Education (Health Studies)	BSc (Hons) Nursing (Adult) CertHE (Health Studies) DipHE (Health Studies)	23/03/2017	Sept 2017	Sept 2022
BSc (Hons) Nursing (Children's) [Pre-Registration Nursing] *Exit Awards:* Certificate in Higher Education (Health Studies) Diploma in Higher Education (Health Studies)	BSc (Hons) Nursing (Children's) CertHE (Health Studies) DipHE (Health Studies)	23/03/2017	Sept 2017	Sept 2022

BSc (Hons) Nursing (Mental Health) [Pre-Registration Nursing] *Exit Awards:* Certificate in Higher Education (Health Studies) Diploma in Higher Education (Health Studies)	BSc (Hons) Nursing (Mental Health) CertHE (Health Studies) DipHE (Health Studies)	23/03/2017	Sept 2017	Sept 2022
Bachelor of Science (Honours) Nursing Studies [RN to RN Conversion]* *Exit Awards:* Certificate in Higher Education (Health Studies) Diploma in Higher Education (Health Studies)	BSc (Hons) Nursing CertHE (Health Studies) DipHE (Health Studies)	24/05/2012	TBC	
Bachelor of Science (Honours) Healthcare Practice [Diploma to Degree]* *(previously BSc (Hons) Nursing Studies [Diploma to Degree]*	BSc (Hons) Healthcare Practice	24/05/2012 Re-validated 13/07/2017	Sept 2012	Sept 2022
Bachelor of Science (Honours) Digital and Technology Solutions *Exit Awards:* Certificate in Higher Education	BSc (Hons) Digital and Technology Solutions CertHE DipHE	24/03/2016	Sept 2016	Sept 2021

Diploma in Higher Education				
Bachelor of Science (Honours) International Hospitality Management [Top-Up]*	BSc (Hons) International Hospitality Management	13/07/2016	Sept 2016 (online variant from Jan 2017)	Sept 2021
Graduate Certificate in Animal Therapy *(previously Graduate Diploma in Animal Therapy)*	GCAT	12/12/2013	Jan 2014	Jan 2019
Graduate Diploma in Accounting	GDA	16/05/2013 Re-validated 13/07/2016	Sept 2013	Sept 2021
Return to Practice [Adult Nursing]*	Return to Practice	15/05/2014	June 2014	June 2019
Major Incidents Award *(Previously Health Service Commanders Award)*		27/02/2014 *Suspended by ETC 24/02/2017*	April 2014	April 2019
Anaesthetic Award for Registered Nurses		24/03/2016	May 2016	May 2021
Advanced Diploma in Accounting and Finance [ACCA]*	AdvDipHE	26/11/2014	Sept 2015	Sept 2020
Senior Status LLB	LLB (Hons)	13/07/2017	Sept 2017	Sept 2022
Postgraduate Certificate in Professional Higher Education *(previously Postgraduate Certificate in*	PGCPHE	14/12/2012 Revalidated 01/12/2016	Jan 2012	Jan 2022

Professional Education)				
Postgraduate Certificate in Education	PGCE	23/03/2017	August 2017	August 2022
Postgraduate Certificate in Management	PGCert in Management	25/11/2015	Jan 2016	Jan 2021
International Master of Business Administration *Exit Awards:* Postgraduate Certificate in Business Administration Postgraduate Diploma in Business Administration	International MBA PgCert Business Administration PgDip Business Administration	16/07/2015	Sept 2015	Sept 2020
Master of Chiropractic [Integrated]* *(previously Integrated Undergraduate Master's in Chiropractic)* *Exit Awards:* Higher Education Certificate (Health Studies) Higher Education Diploma (Health Studies) BSc (Ordinary) Health Studies	MChiro CertHE (Health Studies) DipHE (Health Studies) BSc Health Studies	05/07/12 Re-validated 16/05/13	Sept 2012	Sept 2018
Master of Chiropractic (Paediatrics) *Exit Awards:* Postgraduate Certificate in	MChiro (Paediatrics) PgCert Chiro (Paediatrics)	25/10/2013	Jan 2014	Jan 2019

Chiropractic (Paediatrics) Postgraduate Diploma in Chiropractic (Paediatrics)	PgDip Chiro (Paediatrics)			
Master in Clinical Dentistry (Implantology) *Exit Awards:* Postgraduate Certificate in Clinical Dentistry (Implantology) Postgraduate Diploma in Clinica Dentistry (Implantology)	MClinDent (Implantology) PgCert Dent (Implantology) PgDip Dent (Implantology)	25/10/2013	Jan 2014	Jan 2019
Master in Clinical Dentistry (Oral Surgery) *Exit Awards:* Postgraduate Certificate in Clinical Dentistry (Oral Surgery) Postgraduate Diploma in Clinica Dentistry (Oral Surgery)	MClinDent (Oral Surgery) PgCert Dent (Oral Surgery) PgDip Dent (Oral Surgery)	25/10/2013	Jan 2014	Jan 2019
Master in Clinical Dentistry (Endodontology) *Exit Awards:* Postgraduate Certificate in Clinical Dentistry (Endodontology) Postgraduate Diploma in Clinica Dentistry (Endodontology)	MClinDent (Endodontology) PgCert Dent (Endodontology) PgDip Dent (Endodontology)	25/10/2013	Jan 2014	Jan 2019
Master in Clinical Dentistry (Periodontology)	MClinDent (Periodontology)	25/10/2013	Jan 2014	Jan 2019

Exit Awards: Postgraduate Certificate in Clinical Dentistry (Periodontology) Postgraduate Diploma in Clinica Dentistry (Periodontology)	PgCert Dent (Periodontology) PgDip Dent (Periodontology)			
Master in Clinical Dentistry (Orthodontic and Dentofacial Orthopaedics) *Exit Awards:* Postgraduate Certificate in Clinical Dentistry (Orthodontic and Dentofacial Orthopaedics) Postgraduate Diploma in Clinica Dentistry (Orthodontic and Dentofacial Orthopaedics)	MClinDent (Orthodontic and Dentofacial Orthopaedics) PgCert Dent (Orthodontic and Dentofacial Orthopaedics) PgDip Dent (Orthodontic and Dentofacial Orthopaedics)	25/10/2013	Jan 2014	Jan 2019
Master in Clinical Dentistry (Restorative and Cosmetic Dentistry) *Exit Awards:* Postgraduate Certificate in Clinical Dentistry (Restorative and Cosmetic Dentistry) Postgraduate Diploma in Clinica Dentistry (Restorative and Cosmetic Dentistry)	MClinDent (Restorative and Cosmetic Dentistry) PgCert Dent (Restorative and Cosmetic Dentistry) PgDip Dent (Restorative and Cosmetic Dentistry)	25/10/2013	Jan 2014	Jan 2019

Master of Laws Commercial Law *Exit Awards:* Postgraduate Certificate in Commercial Law Postgraduate Diploma in Commercial Law	LLM Commercial Law PGCert Commercial Law PGDip Commercial Law	08/03/2007 (rev) 04/08/2008 Re-validated 12/09/2013	July 2008	August 2018
Master of Laws International Business Law *Exit Awards:* Postgraduate Certificate in International Business Law Postgraduate Diploma in International Business Law	LLM International Business Law PGCert International Business Law PGDip International Business Law	04/08/2008 Re-validated 12/09/2013	July 2008 (online variant from Jan 2017)	August 2018
Master of Laws Financial Regulation and Compliance *Exit Awards:* Postgraduate Certificate in Financial Regulation and Compliance Postgraduate Diploma in Financial Regulation and Compliance	LLM Financial Regulation & Compliance PgCert Financial Regulation and Compliance PgDip Financial Regulation and Compliance	02/03/2009 Re-validated 12/09/2013	Sept 2009 (online variant from Jan 2017)	August 2018
Master of Laws Comparative Commercial Law *Exit Awards:* Postgraduate Certificate in Comparative Commercial Law	LLM Comparative Commercial Law PgCert Comparative Commercial Law	17/03/2011 Re-validated 12/09/2013	Sept 2011	August 2018

Postgraduate Diploma in Comparative Commercial Law	PgDip Comparative Commercial Law			
Master of Laws Trans-national Criminal Justice *Exit Awards:* Postgraduate Certificate in Trans-national Criminal Justice Postgraduate Diploma in Trans-national Criminal Justice	LLM Trans-national Criminal Justice PgCert Trans-national Criminal Justice PgDip Trans-national Criminal Justice	25/10/2012 Re-validated 12/09/2013	May 2013	August 2018
Master of Laws International and Comparative Tax Law *Exit Awards:* Postgraduate Certificate in International and Comparative Tax Law Postgraduate Diploma in International and Comparative Tax Law	LLM International and Comparative Tax Law PgCert International and Comparative Tax Law PgDip International and Comparative Tax Law	25/10/2012 Re-validated 12/09/2013	May 2013	August 2018
Master of Laws Chinese Investment and Business Law *Exit Awards:* Postgraduate Certificate in Chinese Investment and Business Law Postgraduate Diploma in Chinese Investment and Business Law	LLM Chinese Investment and Business Law PgCert Chinese Investment and Business Law PgDip Chinese Investment and Business Law	25/10/2012 Re-validated 12/09/2013	May 2013	August 2018

Master of Laws Islamic Finance and Business Law *Exit Awards:* Postgraduate Certificate in Islamic Finance and Business Law Postgraduate Diploma in Islamic Finance and Business Law	LLM Islamic Finance and Business Law PgCert Islamic Finance and Business Law PgDip Islamic Finance and Business Law	25/10/2012 Re-validated 12/09/2013	May 2013	August 2018
Master of Laws Comparative Corporate Securities Law *Exit Awards:* Postgraduate Certificate in Comparative Corporate Securities Law Postgraduate Diploma in Comparative Corporate Securities Law	LLM Comparative Corporate Securities Law PgCert Comparative Corporate Securities Law PgDip Comparative Corporate Securities Law	01/12/2016	Jan 2017	Aug 2018
Master of Laws Corporate Finance Law *Exit Awards:* Postgraduate Certificate in Corporate Finance Law Postgraduate Diploma in Corporate Finance Law	LLM Corporate Finance Law PgCert Corporate Finance Law PgDip Corporate Finance Law	01/12/2016	Jan 2017	Aug 2018
Master of Laws The Law of Business Taxation *Exit Awards:* Postgraduate Certificate in The	LLM The Law of Business Taxation	01/12/2016	Jan 2017	Aug 2018

Law of Business Taxation Postgraduate Diploma in The Law of Business Taxation	PgCert The Law of Business Taxation PgDip The Law of Business Taxation			
Master of Laws The Law Relating to Fraud and Financial Crime *Exit Awards:* Postgraduate Certificate in The Law Relating to Fraud and Financial Crime Postgraduate Diploma in The Law Relating to Fraud and Financial Crime	LLM The Law Relating to Fraud and Financial Crime PgCert The Law Relating to Fraud and Financial Crime PgDip The Law Relating to Fraud and Financial Crime	01/12/2016	Jan 2017	Aug 2018
Master of Laws The Law of Investigations *Exit Awards:* Postgraduate Certificate in The Law of Investigations Postgraduate Diploma in The Law of Investigations	LLM The Law of Investigations PgCert The Law of Investigations PgDip The Law of Investigations	01/12/2016	Jan 2017	Aug 2018
Master of Laws The Law Relating to International Financial Transactions *Exit Awards:* Postgraduate Certificate in The Law Relating to International Financial Transactions Postgraduate Diploma in The Law Relating to	LLM The Law Relating to International Financial Transactions PgCert The Law Relating to International Financial Transactions PgDip The Law Relating to International	01/12/2016	Jan 2017	Aug 2018

International Financial Transactions	Financial Transactions			
Master of Laws UK and International Banking Law *Exit Awards:* Postgraduate Certificate in UK and International Banking Law Postgraduate Diploma in UK and International Banking Law	LLM UK and International Banking Law PgCert UK and International Banking Law PgDip UK and International Banking Law	01/12/2016	Jan 2017	Aug 2018
Master of Laws Environmental Law and Practice *Exit Awards:* Postgraduate Certificate in Environmental Law and Practice Postgraduate Diploma in Environmental Law and Practice	LLM Environmental Law and Practice PgCert Environmental Law and Practice PgDip Environmental Law and Practice	01/12/2016	Jan 2017	Aug 2018
Master of Laws Chinese Finance and Investment Law *Exit Awards:* Postgraduate Certificate in Chinese Finance and Investment Law Postgraduate Diploma in Chinese Finance and Investment Law	LLM Chinese Finance and Investment Law PgCert Chinese Finance and Investment Law PgDip Chinese Finance and Investment Law	01/12/2016	Jan 2017	Aug 2018
Master of Laws Chinese Business Law	LLM Chinese Business Law	01/12/2016	Jan 2017	Aug 2018

Exit Awards: Postgraduate Certificate in Chinese Business Law Postgraduate Diploma in Chinese Business Law	 PgCert Chinese Business Law PgDip Chinese Business Law			
Master of Laws Chinese Public Law and Human Rights *Exit Awards:* Postgraduate Certificate in Chinese Public Law and Human Rights Postgraduate Diploma in Chinese Public Law and Human Rights	LLM Chinese Public Law and Human Rights PgCert Chinese Public Law and Human Rights PgDip Chinese Public Law and Human Rights	01/12/2016	Jan 2017	Aug 2018
Master of Laws Islamic Finance Law *Exit Awards:* Postgraduate Certificate in Islamic Finance Law Postgraduate Diploma in Islamic Finance Law	LLM Islamic Finance Law PgCert Islamic Finance Law PgDip Islamic Finance Law	01/12/2016	Jan 2017	Aug 2018
Master of Laws Islamic Business Law *Exit Awards:* Postgraduate Certificate in Islamic Business Law Postgraduate Diploma in Islamic Business Law	LLM Islamic Business Law PgCert Islamic Business Law PgDip Islamic Business Law	01/12/2016	Jan 2017	Aug 2018

Master of Laws International Corporate Law and Practice *Exit Awards:* Postgraduate Certificate in International Corporate Law and Practice Postgraduate Diploma in International Corporate Law and Practice	LLM International Corporate Law and Practice PgCert International Corporate Law and Practice PgDip International Corporate Law and Practice	01/12/2016	Jan 2017	Aug 2018
Master of Laws International Dispute Resolution and Arbitration Law *Exit Awards:* Postgraduate Certificate in International Dispute Resolution and Arbitration Law Postgraduate Diploma in International Dispute Resolution and Arbitration Law	LLM International Dispute Resolution and Arbitration Law PgCert International Dispute Resolution and Arbitration Law PgDip International Dispute Resolution and Arbitration Law	01/12/2016	Jan 2017	Aug 2018
Master of Laws International Trade Law and Practice *Exit Awards:* Postgraduate Certificate in International Trade Law and Practice Postgraduate Diploma in International Trade Law and Practice	LLM International Trade Law and Practice PgCert International Trade Law and Practice PgDip International Trade Law and Practice	01/12/2016	Jan 2017	Aug 2018
Master of Laws Advanced	LLM Advanced Islamic Finance	01/12/2016	Jan 2017	Aug 2018

Islamic Finance and Business Law *Exit Awards:* Postgraduate Certificate in Advanced Islamic Finance and Business Law Postgraduate Diploma in Advanced Islamic Finance and Business Law	and Business Law PgCert Advanced Islamic Finance and Business Law PgDip Advanced Islamic Finance and Business Law			
Master of Laws Professional Legal Practice (LPC) *Exit Award:* Postgraduate Certificate Professional Legal Practice	LLM PLP (LPC) PgCert PLP	08/05/2008 Re-validated 09/10/2014	July 2008	July 2019
Master of Laws Professional Legal Practice (BPTC) *Exit Award:* Postgraduate Certificate Professional Legal Practice	LLM PLP (BPTC) PgCert PLP	08/05/2008 Re-validated 09/10/2014	July 2008	July 2019
Master of Laws Legal Practice (Solicitors)	LLM Legal Practice (Solicitors)	23/03/2017	Sept 2017	Sept 2022
Master of Laws Legal Practice (Barristers)	LLM Legal Practice (Barristers)	23/03/2017	Sept 2017	Sept 2022
Master of Laws Commercial Legal Practice *(previously Master of Arts Law with*	LLM Commerical Legal Practice	13/07/2017	July 2017	July 2022

Business or Master of Arts LPC with Business)				
Master of Laws [Law Conversion]*	LLM	27/07/2017	Sept 2017	Sept 2022
Master of Science International Marketing *Exit Awards:* Postgraduate Certificate in International Marketing Postgraduate Diploma in International Marketing	MSc International Marketing PgCert International Marketing PgDip International Marketing	06/09/2012 Re-validated 13/07/2016	Sept 2012	Sept 2021
Master of Science Management Master of Science Management (Finance) Master of Science Management (Project Management) *Exit awards:* Postgraduate Certificate in Management Postgraduate Diploma in Management	MSc Management MSc Management (Finance) MSc Management (Project Management) PgCert Management PgDip Management	06/09/2012 Revalidated 25/11/15 06/09/2012 Revalidated 25/11/15 06/09/2012 Re-validated 25/11/15	Sept 2012 Sept 2012 Sept 2012	Jan 2021 Jan 2021 Jan 2021
Master of Science Animal Manipulation	MSc AM	12/12/2013	Jan 2014	Jan 2019

Exit awards: Postgraduate Certificate in Animal Health Postgraduate Diploma in Animal Manipulation	PgCert AM PgDip AM			
Master of Science Animal Manipulation (Osteopathy) *Exit awards:* Postgraduate Certificate in Animal Health Postgraduate Diploma in Animal Manipulation (Osteopathy)	MSc AM (Osteopathy) PgCert AM PgDip AM (Osteopathy)	12/12/2013	Jan 2014	Jan 2019
Master of Science Accounting and Finance *Exit Awards:* Postgraduate Certificate in Accounting and Finance Postgraduate Diploma in Accounting and Finance	MSc Accounting and Finance PgCert Accounting and Finance PgDip Accounting and Finance	17/07/2014	Sept 2014	Sept 2019
Master of Science Financial Leadership *Exit Award:* Postgraduate Certificate in Financial Leadership	MSc Financial Leadership PgCert Financial Leadership	17/07/2014	Sept 2014	Sept 2019
Master of Science Occupational Psychology	MSc Occupational Psychology	25/11/2015	Sept 2016	Sept 2021

Exit Awards: Postgraduate Certificate in Occupational Psychology Postgraduate Diploma in Occupational Psychology	PgCert Occupational Psychology PgDip Occupational Psychology			
Master of Science Psychology [Conversion]* *Exit Awards:* Postgraduate Certificate in Psychology Postgraduate Diploma in Psychology	MSc Psychology PgCert Psychology PgDip Psychology	25/11/2015	Sept 2016	Sept 2021
Master of Science Healthcare Leadership *Exit Awards:* Postgraduate Certificate in Healthcare Leadership Postgraduate Diploma in Healthcare Leadership	MSc Healthcare Leadership PgCert Healthcare Leadership PgDip Healthcare Leadership	25/11/2015	Jan 2016	Jan 2021
Master of Science Healthcare Leadership [Integrated]* *Exit Awards:* BSc (Hons) Healthcare Practice Postgraduate Certificate in	MSc Healthcare Leadership BSc (Hons) Healthcare Practice	25/11/2015	Jan 2016	Jan 2021

Healthcare Leadership Postgraduate Diploma in Healthcare Leadership	PgCert Healthcare Leadership PgDip Healthcare Leadership			
Master of Science Dementia Leadership in Practice *Exit Awards:* Postgraduate Certificate in Dementia Leadership in Practice Postgraduate Diploma in Dementia Leadership in Practice	MSc Dementia Leadership in Practice PgCert Dementia Leadership in Practice PgDip Dementia Leadership in Practice	13/07/2016	Sept 2016	Sept 2021

Schedule C: Awards made under Agreement with other Awarding Bodies

Qualification Title	Post-Nominal	Date of Approval	Start date	Date of Suspension
Legal Practice Course	LPC	March 2010	Sept 2010	Aug 2018
Bar Vocational Course	BVC	Sept 1996	Sept 1997	Sept 2010
Bar Professional Training Course	BPTC		Sept 2010	Aug 2018
Graduate Diploma in Law	GradDip Law	March 2010 Revalidated 16/07/2015	Sept 2010	Sept 2020

Schedule D: General Admissions Requirements

General Admissions Requirements

1. Applicants must satisfy the admission requirements of the programme for which they have applied.

2. Applicants for Law School programmes whose first language is not English and who have not been taught and assessed in the English language throughout their educational career or at degree level, shall be required to provide certified proof of ability in written and spoken English to, at least, IELTS level 6.5 or equivalent. Higher requirements may be specified in the programme regulations for individual programmes.

3. Applicants for postgraduate Business School programmes whose first language is not English and who do not hold an honours degree that was delivered in English, shall be required to provide certified proof of ability in written and spoken English to, at least, IELTS level 6.5 or equivalent. Higher requirements may be specified in the programme regulations for individual programmes.

4. Applicants for undergraduate Business School programmes whose first language is not English and who do not hold an honours degree that was delivered in English, shall be required to provide certified proof of ability in written and spoken English to, at least, IELTS level 6.0 (overall) or equivalent, plus a minimum of 6.0 in writing. This applies to entry at all undergraduate levels. Higher requirements may be specified in the programme regulations for individual programmes. In addition, students with an overall IELTS of 6.0 or equivalent shall be required to undertake a compulsory, additional, in-sessional English / Academic English course during the first term of their studies.

5. Applicants for School of Health programmes whose first language is not English and who have not been taught and assessed in the English language throughout their educational career or at degree level, shall be required to provide certified proof of ability in written and spoken English to, at least, IELTS level 6.5 or equivalent. Higher requirements may be specified in the programme regulations for individual programmes.

6. Applicants for School of Foundation and English Language Studies programmes whose first language is not English, shall be required to provide certified proof of ability in written and spoken English as follows: a) for applicants to General English Skills, at least A2 of the Common European Framework of Reference for Languages (CEFR); b) for the Extended International Foundation Certificates, minimum of IELTS level 5.0, or equivalent; c) for the International Foundation Certificates and the extended degrees, at least IELTS level 5.5, or equivalent. Higher requirements may be specified in the programme regulations for individual programmes.

7. Any student in respect of whom it becomes apparent that his or her ability in the English language is not at the required level for successful completion of the programme, may be required by the Director of Programmes to take an English language proficiency test. If the result of the test reveals that the student's standard of English is below that required for admission, the student may be required to take action, at his or her own cost, to remedy the deficiency, within timescales agreed by the director of programmes, or otherwise to leave the programme.

8. A candidate for a higher degree shall be an honours graduate or equivalent.

9. In interpreting equivalence between qualifications reference must be made to the UCAS database, which shall be the final arbiter in case of dispute.

Schedule E: Delegations under these Regulations

The Academic Council under GAR/A/8 has delegated authority under the following regulations:

1. The Academic Council has delegated authority to approve such non-award courses as permitted under GAR/D/7(c and d), to the Education and Training Committee. By the terms of the delegation the Education and Training Committee shall:

   (a) not approve programmes or courses which lead to an award of BPP University under GAR/Part B or which carry a value of more than thirty credits in total.

   (b) where it is proposed that a short course should carry credit towards any award bearing programme, secure the endorsement of the Board of Examiners for all relevant award programmes, including approval by the external examiner members (this may be accomplished where appropriate through proceeding by circulation).

   (c) report to the Academic Council, at the first available opportunity, on short courses approved, the terms of their approval and where any proposal that a course carries credit on an award bearing programme of study, the endorsement by the relevant Board of Examiners.

2. The Academic Council has delegated authority to approve individual modules as permitted under GAR/D/7(e) to the Education and Training Committee. By the terms of the delegation the Education and Training Committee shall:

   (a) take advice from an external verifier and from the director of programmes or programme leader, as appropriate, for the programme(s) concerned to satisfy itself that the standards of awards directly affected by the proposal and the interests and rights of students registered on the relevant programme, and on other programmes directly affected by the proposal are reasonably safeguarded.

   (b) formally report any such change to the Academic Council with reference to the programme handbook.

3. The Academic Council has delegated authority to approve such modifications as permitted under GAR/D/7(f) to the dean of the relevant school. By the terms of the delegation the dean shall:

   (a) not approve any modifications which have been determined by the Dean of Academic Affairs to fall rightly under GAR/D/7(g).

   (b) take advice from the director of programmes or programme leader, as appropriate, for the relevant programme to satisfy himself or herself that the standards of awards directly affected by the proposal and the interests and rights of students registered on the relevant programme, and on other programmes directly affected by the proposed modification, are reasonably safeguarded.

   (c) formally report any such change to the Dean of Academic Affairs, or nominee with reference to the programme handbook.

4. The Academic Council has delegated authority to approve such modifications as permitted under GAR/D/7(g) to the Education and Training Committee. By the terms of the delegation the Education and Training Committee shall:

   (a) take advice from the director of programmes or programme leader, as appropriate, for the relevant programme to satisfy itself that the standards of awards directly affected by the proposal and the interests and rights of students registered on the relevant programme, and on other programmes directly affected by the proposed modification, are reasonably safeguarded.

   (b) formally report any such change to the Academic Council with reference to the programme handbook.

5. The Academic Council has delegated authority to determine disputes under GARs/D/7 to the Dean of Academic Affairs. By the terms of the delegation the Dean of Academic Affairs shall:

   (a) give due regard to safeguarding the standards of awards of BPP University, the interests and rights of students, and the quality of provision on programmes which may be directly affected by the proposal.

   (b) provide an efficient and effective final decision and not be bound to give reasons for the decision.

6. The Academic Council has delegated authority to determine disputes under GARs/F/5 to the Dean of Academic Affairs. By the terms of the delegation the Dean of Academic Affairs shall:

   (a) give due regard to safeguarding the integrity of BPP University's recruitment policies and procedures.

   (b) give due regard to the needs and legitimate interests of applicants and prospective students.

   (c) provide an efficient and effective final decision and give clear reasoning for the decision.

7. The Academic Council has delegated authority under GAR/A/8 to the Education and Training Committee to approve all new additions to, or modifications of, the sub-regulatory instruments listed in Schedule A of the General Academic Regulations. By the terms of the delegation the Education and Training Committee shall:

   (a) report to the Academic Council, at the next available opportunity through the Dean of Academic Affairs, all alterations that the Committee has approved to the sub-regulatory instruments.

   (b) once a year, provide each member of the Academic Council with a consolidated version of the approved sub-regulatory instruments including all alterations approved by the Committee in the previous year.

   (c) seek the advice of the Academic Council in any area of procedure, policy or guidance where the Academic Council has been deemed to have authority by resolution of the Board of Directors on 12 November 2007,

and where the Committee considers that possible controversy or impact on perceptions of standards of academic quality may require the approval of the Council.

(d) give due regard to safeguarding the standards of awards of BPP University, the interests and rights of students, and the quality of provision on programmes which may be directly affected by the sub-regulatory instrument.

8. The Academic Council has delegated authority under GAR/I/34 to the Academic Regulations and Awards Committee to approve the recommendations from Boards of Examiners on student results, awards and classifications, and the conferment of University awards.

9. The Academic Council has delegated authority under GAR/M to the Academic Regulations and Awards Committee to approve the establishment and termination of collaborative provision.

Schedule F: Derogations from the General Academic Regulations Governing Awards

GARs Part C: Programmes of Study

(1) GDL Part-Time Students: Derogation from the maximum completion time of 4 years to allow for an extension of one further year for part-time students, as permitted by the professional bodies for the programme.

(2) GDL Full-Time Students: derogation from the maximum completion time of 4 years for full-time students to enable compliance with the requirements of the professional bodies that the programme must be completed in three years, subject to the extension by one further year in exceptional circumstances.

(3) Graduate LLB: Derogation from including APL in the maximum completion period. Rationale - the 360 credits of this degree comprise:

(a) the student's first degree which is a prerequisite for entry to the GDL (or in exceptional circumstances APEL equivalent to an undergraduate degree). Students are awarded 120 credits for this APL (whether APCL or APEL).

(b) the GDL (180 credits).

(c) a further 60 credits undertaken after completion of the GDL.

The Graduate LLB maximum time limit starts running at (b) above, i.e. from the start of the GDL and does not include the APL at (a) above. (Note that for the purposes of the GDL there is no maximum time limit from commencement (or finishing) first degree and commencement (or finishing) the GDL).

(4) LPC and LLM Legal Practice (Solicitors): Derogation to allow 5-credit modules for the following modules: Professional Conduct and Regulation (Level 7); Advocacy (Level 6); Interviewing and Advising (Level 7); Practical Legal Research and Writing (Level 7); Drafting (Level 7); Wills and Administration of Estates (Level 7).

(5) LPC: Derogation from maximum completion time of four years for full time students**.** Rationale - the SRA regulations require five years for all students – full time and part time.

(6) BVC/BPTC: Derogation from paragraph 9 / Table 1 which requires a minimum completion time of 2 terms and maximum 4 years. Rationale - The BSB requires a minimum study period of 1 academic year and a maximum of 3 years for full time students and 4 years for part time students.

(7) LLM Legal Practice (Barristers): Derogation from Table 1, in relation to the maximum term for taught Master's and Post-graduate Diplomas, to comply with the following Bar Standards Board (BSB) requirement:

"When a full-time candidate commences the BPTC in September of a specific academic year their anticipated completion date is within that academic year. For a part-time candidate, their anticipated completion date is the following academic year. For these purposes an academic year comprises the cycle of first sit assessments and referred or deferred assessments immediately

following the first sit assessments. For both full and part-time students, the course must normally be completed within a maximum of three years of the expected completion date. The maximum time limit exists to avoid BPTC graduates proceeding to pupillage with "stale" knowledge.

For either full-time or part-time students who have documented mitigating circumstances that have been accepted through their Provider's usual mitigating circumstances procedures, and who are still within the maximum number of sits permitted by the BSB, the maximum time limit may be exceeded at the discretion of the BSB to the next available sit only. Application to the BSB to extend the maximum time limit should be made by the course provider submitting evidence of the mitigating circumstances process and decision as soon as that process is complete."

(8) BPTC and LLM Legal Practice (Barristers): Derogation from paragraph 11, which stipulates a minimum credit value of 10, in order to align with the BSB expectation that module credits on the BPTC should be either 6 or 12 credits, or derivatives thereof (with the exception of the credits assigned to Advocacy).

(9) BSc (Hons) Nursing [Pre Registration] programmes: Derogation from Table 1, to restrict the maximum completion time to 5 years, in line with Nursing and Midwifery Council (NMC) expectations.

GARs Part F: Admission and Registration

(1) GDL: Derogation from the attendance requirement because attendance is not mandatory on the GDL.

(2) Graduate LLB: Derogation from the attendance requirement because attendance is not mandatory on the Graduate LLB.

(3) LLB and LLB (International Commercial Law): Derogation from the attendance requirement for **distance learning students only**. Rationale:

(a) students have the option of on-line lectures (which can be downloaded to MP3 and MP4) and of completing tutorials on-line and do not need to be "in attendance at the University" in order to do this.

(b) students are expected and encouraged to "attend" (either on-line or at the University), they are closely monitored and strong pastoral support and guidance given if a student is not attending. However, ultimately, the objective of the Distance Learning programme is to provide maximum flexibility for students in making the course compatible with other commitments. The live online tutorials are recorded and students are encouraged to review the recordings where they are not able to attend them when they take place.

(4) International Foundation Certificate [Online] only: Derogation from the minimum age requirement of 18 at the start of the programme for students who are 16 or 17 and living with their parent(s) or guardian(s) in their home country.

(5) BSc (Hons) Nursing [Pre Registration] programmes: Derogation from paragraph 27, to restrict the maximum permitted exemption of credit to 50%, in line with NMC expectations

GARs Part H: Examination and Assessment

(1) Graduate LLB – final 60 credits: The Graduate LLB comprises the GDL together with a further 60 credits of modules taken after completion of the GDL. The programme structure is validated such that students undertake these final 60 credits in their own time, online, and can choose to sit the examinations at any sitting. There is no expectation, therefore, that a student will sit or submit an assessment at the next available sitting.

(2) LLM (PLP): final 30 credits: The LLM (PLP) comprises the BVC/BPTC or LPC together with a further 30 credits. The programme structure is validated such that students can choose to undertake these final 30 credits at any time so long as it is within the overall completion time for the programme. There is no expectation, therefore, that a student will sit or submit an assessment at the next available sitting.

Manual of Policies and Procedures Part H: Examination and Assessment

Section 1: Assessment Rules: Postgraduate Awards

(1) LPC derogation to allow the requirements of the accrediting body to take precedence over those of the University where such regulations are in conflict. Where the accrediting body's regulations are silent those of the University shall prevail.

(2) BVC/BPTC derogation to allow requirements of the accrediting body to take precedence over those of the University where such regulations are in conflict. Where the accrediting body's regulations are silent those of the University shall prevail..

(3) LLM (PLP) (derogation to allow requirements of the accrediting body to take precedence): The first 120 credits of this programme comprise the LPC/BVC/BPTC which have specific derogations from the entire section due to regulatory requirements of the BSB/SRA as applicable.

(4) MA (Law/ LPC with Business) (derogation to allow requirements of the accrediting body to take precedence): The first 120 credits of this programme comprise the BVC/BPTC or LPC which have specific derogations from the entire section due to regulatory requirements of the BSB/SRA as applicable.

Section 2: Assessment Rules: Undergraduate Awards

(1) Graduate LLB: Derogation from paragraph 6(b) that requires candidates to achieve a mark of at least 40% in all assessments: Due to the GDL forming part of the Graduate LLB, it needs to be able to accommodate compensatable fails on the GDL (i.e. 35% - 39%).

(2) Graduate LLB: Derogation from paragraph 13 that requires the weighting of the marks being equivalent to the credit allocated: The Graduate LLB was validated to have 'exit velocity' which gives higher weighting to the Part 3 modules.

(3) BSc (Hons) Nursing [Pre Registration] programmes: Derogation from MoPPs, Part H, Section 2: Assessment Rules: Undergraduate Awards: paragraph 9, to allow the pass mark for certain assessments to be set above the required 40% threshold.

(4) BSc (Hons) Nursing [Pre Registration] programmes: Derogation from paragraph 29, to require that failure is retrieved within 12 weeks of the progression point, in line with NMC requirements.

Section 3: Assessment Rules: Graduate Certificate and Diploma Awards. ***September 2014 onwards***

(1) GDL: Derogation from the assessment rules relating to the award of a distinction to require that all assessment components are passed at the first attempt and to allow the award of a distinction at a total aggregated mark of 67%, in accordance with the requirements of the Professional Bodies.

Section 4: Deferral of Examination Procedure

(1) LLM (PLP) (derogation from deferral of procedure): The programme is validated so that the students may undertake the final 30 credits when they see fit, so long as they complete within the overall timeframe for the programme.

GARs and Manual of Policies and Procedures Part J: External Examining

(1) BVC/BPTC (derogation from the entire section): BPTC external examiners are appointed by the BSB.

Schedule G: Definitions

Academic Malpractice	Academic malpractice is defined as any act, or attempted act, leading to circumstances whereby a student, or another, might gain an unpermitted or unfair advantage in an examination or an assessment or in the determination of results, whether by advantaging the alleged offender or by advantaging or disadvantaging another or others, or which might otherwise undermine the integrity or reputation of the University and its examination and assessment process. Examples of academic malpractice include but are not limited to *plagiarism, collusion, fabrication, impersonation, misrepresentation, unauthorised possession or reference, bribery/intimidation, breach of the rubrics of assessment.*
Academic Misconduct	Academic misconduct is defined as any act, or attempted act, leading to circumstances whereby a student, or another, might gain an unpermitted or unfair advantage in an examination or an assessment or in the determination of results, whether by advantaging the alleged offender or by advantaging or disadvantaging another or others, or which might otherwise undermine the integrity or reputation of the University and its examination and assessment process **and** where there are no mitigating factors which would lead to the actions of the student to be deemed to be poor academic practice.
Academic Year	An academic year is a period of twelve months running from October to September.
Aegrotat Award	An aegrotat award may be recommended by a board of examiners where a student has been unable to provide sufficient evidence for the board to recommend an award but where the board is satisfied that except for illness, or other valid cause, the student would have reached the standard required for the award.
Anonymous Marking	The identity of students is not revealed to markers and/or to the assessment panel or examination board. There may be a point towards the end of the assessment process where anonymity ends.
AP(E)L	Accreditation of Prior (Experiential) Learning refers to the recognition of prior certified learning or non-accredited experience, usually designed to allow a candidate entry onto a programme without the traditional admissions qualifications or to permit exemptions from certain programme modules.
Appeal	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.
Assessment	A broad term used to refer to all methods whereby a student's work may be assessed. Assessment can be *Diagnostic*, *Formative* or *Summative*.
Assessment Criteria	Based on the intended learning outcomes for the work being assessed, the knowledge, understanding and skills markers expect a student to display in the assessment task and which are taken into account in marking the work.
A-synchronous Online Seminar	An online class which students and tutors attend asynchronously, i.e. not at the same time. A particular a-syncronous online seminar is typically open for 5 days a week and students are expected to participate in the learning activity in their own time. This is the most flexible version of seminar attendance and is especially good for students who cannot attend the timetabled classes for any reason.
Authenticity	Authenticity applies to the certainty of the submitted work being that of the student. In such cases an assessment that has a high level of security enhances authenticity, or the assessment instrument matrix has been designed in such a way to ensure that the overall result is based on a diet of assessments which provides reassurance that the student achieved the outcomes.
Award	A qualification or certificated credit conferred upon a student who has achieved the intended learning outcomes and passed the assessments required to meet the academic standards set by an institution for the award. Awards may be divided into modules, units or elements at various levels and with different volumes of study, each of which has attached to it intended learning outcomes and academic standards to be achieved by students in order to receive the final award.
Blind Marking	Blind marking occurs where an assessment is marked by two markers without their identities being known to each other. For example, the second marker would not know who first-marked the work. This is designed to increase the objectivity of marking judgements.
Breach of the Rubrics of the Assessment	Breach of the Rubrics of the Assessment: • commencing a time-constrained examination or assessment before being instructed by an invigilator to do so or continuing with an examination or assessment after being instructed by an invigilator to stop;

	• improper annotation of open book material.
Bribery/ Intimidation	Bribery/ Intimidation is the act of attempting to influence by bribery or other unfair means an official of BPP University with the aim of affecting a student's results.
Calendar Year	A calendar year is a period of twelve months running from 1st of January to 31st of December.
Candidate	A student of the University who is being considered under regulations or procedures relating to assessment or the granting of an award.
Certificates and Diplomas	A certificate or diploma may be awarded at undergraduate or postgraduate level, either as a planned exit point from a Bachelor's or Master's degree programme, or as a stand alone award such as the Graduate Diploma in Law or the Postgraduate Diploma in Legal Practice. Certificates are usually specified at a lower level and duration of study than diplomas.
Collusion	Collusion is the act of aiding, or being aided by, one or more others in the preparation of an assessment for submission where the assessment brief or invigilation instructions do not expressly permit collaboration. Collaboration within, for example, a moot or a group project that is explicitly permitted by the examination or assessment regulations does not constitute collusion. Unpermitted collusion includes: • A student working with another person on an assessment and submitting or otherwise presenting the resulting assessment as an individual student's own work. • Un-permitted collaboration in the preparation for submission of a seen assessment or communication with another student within an unseen examination.
Complaint	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.
Concession	A concession is the disregarding of an examination or assessment result or attempt, and means that a student's results are processed as if the assessment or examination had never been taken by the student. A

	concession is the acceptance on the part of an authorised body that mitigating circumstances, supported by objective and authoritative evidence, have affected a student's summative assessment and the voiding of that attempt at the assessment. The granting of a concession will not result in any increase in marks.
Condonation	Condonation refers to the award of condoned credit by a Board of Examiners for a module where the student has not reached the pass mark. Under BPP University's regulations for undergraduate awards, condoned credit may only be granted twice - once at stage one, and once at either stage two or stage three, and where the student has achieved a mark in the range 35%-39%, and has no other failed modules at the same stage eligible for condonation, and has otherwise met the intended learning outcomes. For postgraduate programmes, a student may be condoned by the Board of Examiners only once in one module, where the student has achieved a mark in the range 45%-49%, and has no other fail marks, and has otherwise met the intended learning outcomes. Condonation shall not be applied to programmes of fewer than 120 credits, to modules greater than 30 credits, to modules comprising a research project, and to modules excluded in individual programme regulations.
Core Module	A programme module that a student must both take and pass in order to progress.
Co-requisite Modules	Co-requisite modules are two, or more, modules which must be taken together.
Credit	A quantified means of expressing units of learning. Credit is awarded where there has been a verified achievement of stated learning outcomes at a specified level. Credit is quantified so that learning achieved in different programmes and modules can be broadly compared in terms of intellectual demand and relative volume. Modules carry a credit value and there are common credit values for different award programmes across higher education in England, Wales and Northern Ireland. As a rule of thumb, one credit is deemed to correspond to 10 notional learning hours - these may include direct contact time, self-study and assessment.
Deferral	A deferral is the approval for a student to defer sitting an examination or undertaking a coursework assessment until the next available opportunity. A deferral is different from an extension as the student will not undertake the same coursework task or

	examination as students undertaking the assessment at the current sitting.
Diagnostic Assessment	Diagnostic assessment is used to show a learner's preparedness for a module or programme and identifies, for the learner and the teacher, any strengths and potential gaps in knowledge, understanding and skills expected at the start of the programme, or other possible problems. Particular strengths may lead to a formal consideration of accreditation of prior learning.
Double/ Second Marking	Double/second marking (also referred to as 'internal verification') occurs where student work is independently assessed by more than one marker. Each marker normally keeps a record of all marks awarded, together with his/her rationale for awarding each mark. In some cases, second markers have the first marker's comments and/or marks/grades. Where this is not the case, the use of marking sheets or similar procedures for written work is sometimes used to ensure that the marks given by the first marker do not influence the second marker's judgement. Markers' notes enable discussions to take place, after initial marking, about the reasons for individual decisions if there is a significant difference between the markers' judgements.
Enrolment	Enrolment takes place when the University records a student's formal communication of acceptance of an offer of admission on conditions attaching to the offer.
Examination	An examination is an assessment of any duration which is subject to continuous invigilation. In the case of a skill performance the examination script may include visual material such as a video recording as well as written materials such as a plan.
Excluded Combinations	Excluded combinations of modules are pools of two or more modules from which a student is permitted to choose only one.
Exclusion	Exclusion means that a student has been required to withdraw from the University either temporarily and for a specified period of time, or permanently.
Exit Award	An interim award which is available to a student who is unable to meet the credit requirements for a higher level award, but who has nevertheless completed a significant period of study and achieved the specified learning outcomes for that interim award.
Extension	An extension is the approval for a student to submit a coursework assessment later than the given deadline.

External Examiner	An External Examiner is an independent senior academic or professional, who is a specialist in a particular field with extensive expertise and experience, and who has been appointed to a particular University programme in order to scrutinise the academic standards of the award and the standards of student performance, the measurement of student achievement, and the rigour and fairness of the assessment process.
Fabrication	Fabrication is the presentation of data or such other results in reports intended to be based on empirical work which has either not been undertaken or fully completed and where the data or results have, in whole or part, been deliberately invented or falsified.
Flexi-Mode	Flexi-mode provides students with the opportunity to switch between modes of study for different modules within a programme (but not within a module) and to increase or decrease the number of modules taken in any particular term. The modes of study may be face-to-face, online synchronous or online a-synchronous.
Formative Assessment	Formative assessment has a developmental purpose and is designed to help learners learn more effectively by giving them feedback on their performance and on how it can be improved and/or maintained. Reflective practice by students sometimes contributes to formative assessment.
Grade Descriptors	Grade descriptors encapsulate a level of achievement in relation to bands of marks. For individual assignments they indicate how well the assessment criteria have been met; for award classifications they indicate the level of achievement across a programme of study as a whole.
Impersonation	Impersonation is the act of one person assuming the identity of another with the intent to gain an unfair advantage for the person being impersonated, for example, by undertaking an examination on the other's behalf. Both parties, the impersonator and the person being impersonated, shall be considered culpable of academic malpractice.

Intermission	Intermission is defined as a period of approved absence from the programme of study where a date for re-entering the programme at an appropriate point has been approved by the director of programmes. Also referred to as Interruption of Studies.Reasons for granting intermission may include: • ill-health of a serious or extended nature; • financial hardship where the student is unable to meet his or her fee payments or otherwise needs to return to employment; • maternity and paternity leave or parental duties of a similarly demanding kind; • significant compassionate grounds; • changes of a significant nature to the employment commitment of part-time students.
Intermit	To intermit means to voluntarily and temporarily suspend registration by a student with the approval of the school board.
Learning Outcomes	The expected outcomes from a process of learning. Statements of learning outcomes indicate what learners should have gained as a result of their learning on a module or on a programme.
Level	A broad indicator to the relative demand, complexity, depth of study and autonomy or independence of learning. Within the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies there are descriptors for five higher education levels.
Linked Modules	Two or more modules formally connected with overall learning outcomes and co-ordinated assessment leading to a single result status for the connected modules.
Manifestly Unreasonable	A decision is "manifestly unreasonable" if it can be demonstrated unequivocally that an officer of the University or a properly constituted University Panel or Board has made an irrational, perverse or logically flawed decision.
Matriculation	The process of matriculation involves a student providing evidence as required both of the qualifications claimed in the student's application for admission and also of other requirements imposed as a condition of admission being met.
Marking Scheme	A detailed framework for assigning marks, where a specific number of marks is given to individual components of the answer.

Misrepresentation	Misrepresentation can include: • presenting a claim for mitigating circumstances, or supporting evidence, which is misleading, untrue or false; • exceeding the word limit specified for an assessment and declaring a lower word count than the assessment contains.
Mitigating Circumstances	Mitigating circumstances are defined as unforeseeable and unavoidable circumstances that may be deemed to have a detrimental effect on academic ability and academic performance.
Mode of Study	Mode of study describes the way a module or programme is studied. Approved modes are full-time, part-time day, part-time evening and part-time weekend. A programme comprises the study of an approved sequence of modules each by a specified mode leading to stated learning outcomes and awards, of the University or a validating body for which a student is registered.
Model Answer	Model answer is the assessor's explicit view of what an answer to an assessment task should contain. Model answers are more commonly used where the right answer can be defined precisely.
Moderation	Moderation is a process intended to assure that an assessment outcome is fair and reliable and that assessment criteria have been applied consistently. Forms of moderation include: • sampling, either by an internal or external examiner; • additional marking, for example of borderlines, firsts and fails, or where there is significant difference between the marks of different markers that cannot be resolved without the opinion of another marker; • review of marks: where there is a significant difference between several assessment marks, within or between parts of a programme, which indicate the marks may need to be reconsidered.
Module	A module is a coherent and self-contained unit of learning and teaching with specified aims and defined learning outcomes. Modules may have different credit weightings in accordance with their content and duration. A module may be taught and assessed within one or more than one semester provided that the module is set in a single stage and at a single level and, where this is applicable, single sub-level. Marks for

	completed items of module assessment must be aggregated and a result status determined for the module.
Pathway Programme	A programme whose successful completion enables students to gain access onto degree programmes.
Plagiarism	Plagiarism is derived from the Latin term "plagiarius" meaning kidnapper, and is defined in the OED as "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or expression of the ideas (literary, artistic, musical, mechanical, etc.) of another." and includes: • copying the work of another without proper acknowledgement; • copying from text books without proper acknowledgement; • downloading and incorporating material from the internet within one's work without proper acknowledgement; • paraphrasing or imitating the work of another without proper acknowledgement. Proper acknowledgement requires the identification of material being used, and explicit attribution to the author and the source using referencing acceptable to the subject discipline.
Poor Academic Practice	Poor Academic Practice is defined as the inadvertent breach of academic practice or conventions which is below the level of infringement, where no distinguishable advantage may be or has been accrued to the student, and where there is no discernible intention to deceive.
Pre-requisite Modules	A pre-requisite module is a specified module that must be taken before a student may take a second specified module which deals with related material but usually at a higher level.
Proctor	The Proctor is the officer responsible for discipline within the University. The Proctor shall be supported by Pro-Proctors who shall hear disciplinary cases. Pro-Proctors will not normally hear cases from within their own School. The role of the Proctor shall be assumed by the Dean of Academic Affairs.
Programme	Programme, or programme of studies, is used to describe an approved curriculum, studied through formally designated modules, leading to stated learning outcomes and awards, whether of the University or of another awarding body for which a student is registered.

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

	examination date. Students then have the opportunity to prepare their answers before writing them under formal invigilated examination conditions.
Short Course	A programme of studies that does not of itself lead to an award of the University and does not attract a value of more than 30 credit points.
Stage	A stage is a sub-division of a programme where a programme has a credit value of more than 120 credit points. The completion of a stage is an identified step in student progress towards the completion of a programme.
Stream	A pathway through a degree which indicates a specialisation and attracts a suffix in the degree title.
Student	A student is a person registered on an approved programme of study.
Study Pathway	A study pathway is an approved suite of modules with disciplinary, inter-disciplinary or multi-disciplinary coherence forming one part of a programme leading to a designated award.
Summative Assessment	Summative assessment is used to indicate the extent of a learner's success in meeting the assessment criteria used to gauge the intended learning outcomes of a module or programme.
Synchronous Online Seminar	An online classroom where students and tutor attend at the same time in weekly timetabled slots; physically they may be located anywhere. These are known as synchronous or realtime online classes. Depending on the software used, participants can speak with each other, see and hear each other and/ or the tutor, use instant messaging, share documents and visuals, work in groups, as well as archive the class.
Synoptic Assessment	An assessment that encourages students to combine elements of their learning from different parts of a programme and to show their accumulated knowledge and understanding of a topic or subject area. A synoptic assessment normally enables students to show their ability to integrate and apply their skills, knowledge and understanding with breadth and depth in the subject. It can help to test a student's capability of applying the knowledge and understanding gained in one part of a programme to increase their understanding in other parts of the programme, or across the programme as a whole.
Taught Degree	A taught degree includes any degree that is not awarded solely or largely on the basis of independent or

	supervised research. Taught degrees include all bachelor's degrees and those master's degrees where the first two semesters at least comprise a programme of study and where any dissertation component does not count for more than 33% of the marks counting towards the award.
Trimester (term)	A trimester is a subdivision of the academic year. Each triemester comprises 15 study weeks and, subject to the programme regulations, may attract 60 credits. There are up to three trimesters in a calendar year.
Unauthorised Possession or Reference	Unauthorised Possession or Reference includes: • being in possession of any prohibited material or item within an examination or assessment room unless expressly permitted by the examination and assessment regulations; • using unauthorised material or item in an examination or unseen assessment; • consulting or trying to consult any books, notes or similar material or item while temporarily outside the examination room during the period of the examination; • gaining access to a copy of an examination paper or assessment material(s) in advance of its authorised release
The University	Unless expressly provided to the contrary, the University means BPP University Limited.
University Centre	University Centre describes the distributed locations at which teaching programmes are delivered. BPP University Centres are in Abingdon, Birmingham, Bristol, Cambridge, Croydon, Leeds, Liverpool, London City, London Holborn, London King's Cross, London Shepherd's Bush, London Wall, London Waterloo andManchester.
Unseen Examination	An 'unseen' examination is one where the students have had no sight of the examination paper content prior to the start of the examination itself.
Validity	Validity in assessment refers to the extent to which an assessment instrument, an examination, essay or oral presentation for example, accurately measures the achievement by students of the intended outcomes of a programme of study or other learning experience.

Viva Voce (Examination)	*Viva voce* - from Medieval Latin, literally meaning 'with/by the living voice', is a form of oral examination or academic discussion with senior academic colleagues. A *viva voce* examination is often used in the context of research dissertations where it constitutes the verbal defence of the written thesis. A *viva voce* examination may be used a supplementary form of assessment to determine a student's overall achievement.

Schedule H: Common Internal and External Acronyms

BPP University Committees, Boards, Panels & Departments

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

Educational Delivery Methods and Processes

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

Regulatory & Reporting Instruments

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

PPF	-	Programme Proposal Form

BPP University Programmes

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

BPP Functionary Titles

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

External Professional and Statutory Bodies, and Learned Associations

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

ICAEW	-	Institute of Chartered Accountants of England & Wales
JASB	-	Joint Academic Stage Board
OIA (HE)	-	Office of the Independent Adjudicator (for Higher Education)
OfS	-	Office for Students
PSRBs	-	Professional, Statutory & Regulatory Bodies
SLS	-	Society of Legal Scholars
SLSA	-	Socio-Legal Studies Association
SRA	-	Solicitors Regulation Authority
QAA	-	Quality Assurance Agency
UKVI	-	UK Visas and Immigration

External Mechanisms

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

Modification History

Date	Section	Source	Details
12/07/2007	All	Academic Council	Initial Approval
22/02/2008	All	Director of Quality and Academic Policy	Correction of Typographical Errors
04/08/2008	Part H, Paragraph 36 & Paragraph 38	Academic Council	Add a sub-point at Paragraph 36, Point (b) reading: "that no violation has been committed but that an infringement has been committed, and recommend a penalty; or " Consequently amend Paragraph 38 to read (insertion in italics): "Where the alleged violation is considered to be proved, *or where the Panel has found that an infringement rather than a violation has been committed*, …."
04/08/2008	Part E & Part D, Paragraph 1	Academic Council	Remove GARs Part E, consequently amend Part D, Paragraph 1 to state that programmes of study with a credit value of over 30 credits: "must follow the approved College programme structure".
04/08/2008	Part A, Paragraph 5	Chair, Academic Council	Add "or sub-regulatory instruments" following General Academic Regulations.
04/08/2008	Part B, Paragraph 4	Chair, Academic Council	Replaced with "The requirements of BPP's degree awards at Masters, Honours, Intermediate and Certificate level must accord with the qualification descriptors in the Framework."
04/08/2008	Part I, Paragraph 18	Chair, Academic Council	Addition incorporated as sub-point (e): "Where a programme leading to an award of BPP incorporates a separate programme leading to the award of a professional or statutory body a two tier structure of boards of examiners shall be adopted. The first tier board of

			examiners shall have the status and duties of a single programme board of examiners as set out in 18(a) above in relation to the programme leading to the award of the professional or statutory body. The second tier board of examiners shall determine the result on each component module, stage (or stages) and the result to be recommended on the programme award incorporating, but not amending, the result recommended to the Academic Council by the first tier board of examiners."
05/01/2009	Schedule A	Academic Council	Addition of awards approved by Academic Council at meeting of 18th December 2008.
12/02/2009	All	Academic Council	Version 2.0 approval with major amendments including: (a) Removal of all procedural elements to enable the creation of a Manual of Procedures (b) Alteration of divisions for parts to clarify the regulatory elements. (c) Addition of a Section 1 on regulatory structures for clearer communication of terms of reference of college committees. (d) Formalisation of delegations under the Regulations including delegating responsibility for procedural approval to the Education and Training Committee.
04/03/10	All	Academic Council	Version 3 approval with major and minor amendments including: (a) inclusion of the terms of reference and composition of the Concessions Panel in section 1. (b) Chair defined for the Academic Appeals Board

			(c) F/55 Admissions Manual; replaced by Manual of Procedures. (d) H/12 Assessment Manual replaced by Manual of Procedures. (e) Amendments arising from establishment of a College-wide Concessions Panel and in particular GARs/J/6. and I/19/(g). (f) Addition of a clause at Schedule D/3 re the action that may be taken where a student's ability in the English language appears to be below that required for admission. (g) Addition to Schedule E of delegation by the Academic Council to the Education and Training Committee of the power to approve individual modules. (h) Inclusion of London City as a centre in the definition of centre in the Glossary. (i) Inclusion of a definition of flexi-Mode in the Glossary. (j) General corrections and improvements to style and clarity throughout the GARs.
29/07/2010	All	Academic Council	Version 3.2 approval with major and minor amendments including: (a) Correction to the Committee Diagram in Section 1 to clarify the lines of reporting; (b) Amendment to the quorum terms of Committees in Section 1 to reflect that half the members must be present for a committee meeting to be deemed quorate; (c) Amendments to the membership composition of the Education and

			Training Committee, Section 1; (d) Inclusion of the Terms of Reference and composition of the Student & Staff Liaison Committee in section 1; (e) Inclusion of the Terms of Reference and composition of the Academic Promotions Committee in Section 1; (f) Inclusion of the Terms of Reference and composition of the Professoriate Promotions Committee in Section 1; (g) Inclusion of the terms for the granting of aegrotat and posthumous awards in Section 2, Part B; (h) Inclusion of a new paragraph in 1, Part C, outlining the general premises for approved programmes of study; (i) Amendments to the At Risk Register procedure, Section 2, Part G; (j) Inclusion of a Principal's Emergency Powers policy in Part F; (k) Renaming of the Manual of Procedures to Manual of Policies and Procedures; (l) Amendment to the terms of appointment of the Chair of a Board of Examiners, and clarification of the voting rights of attendees of Board of Examiners' meetings, Section 2, Part I; (m) Update of Schedule B: Awards of BPP University College and addition of new programmes: Master of Laws (Financial Regulation & Compliance); Master of Business Administration (Legal

			Business); Postgraduate Diploma in Human Resource Management; Master of Arts (Law & Business); (n) Update of Schedule C: Awards made under Agreement with other Awarding Bodies to include the Bar Professional Training Course; (o) Inclusion of Section F detailing the Derogations from the General Academic Regulations governing awards approved by the Academic Council; (p) Change of title of the Director of Quality and Academic Policy to Dean of Academic Affairs; (q) Minor changes to wording, style and grammar;
04/08/2011	All	Academic Council	Version 4 approval with major and minor amendments including: <u>Section 1:</u> (a) Update of the Introduction to include the regulatory framework; (b) Amendment to the Terms of Reference of the Academic Council to clarify the voting and recommendations regulations; (c) Inclusion of the Terms of Reference and composition of a Student Assessment, Retention and Achievement Committee (SARA); (d) Inclusion of the Terms of Reference and composition of a Academic Regulations and Awards Committee (ARA); (e) Update of the Committee Diagram in Section 1 to include the new SARA and ARA Committees;

			(f) Amendments to the composition of the Education and Training Committee, Section 1; (g) Amendment to the quorum terms of the Board of Examiners to "four members which must include the Chair of the Board, one internal member and two external members"; (h) Amendments to the composition of the Academic Appeals Board to include one appointed external member; (i) Renaming of the *Concessions Panel* to *Mitigating Circumstances Panel;* (j) Amendment to the composition of the Mitigating Circumstances Panel to include a student representative. <u>Section 2:</u> (k) Amendment to Part B, Paragraph 3 to include Level 3 programmes which facilitate students' progression onto Level 4 programmes; (l) Amendment to Part C, Paragraph 13a to reflect an alteration to the credit weightings of major/ minor combinations to a range of 25%-33% for the minor component; (m) Amendments to Part C, Table 1: *Programme of Study Guidelines* to include an 'Extended Bachelor's Degree (Hons) of 420 credits; and an Entry Certificate at Level 3; (n) Amendments to the Unfair Practice Regulations, Part H, namely: i) renaming of "unfair practice" to "academic misconduct"; ii)

			defining the distinction between *academic misconduct* and *poor academic practice;* (iii) altering the burden of proof where any breaches need to be reported to a statutory or professional body to "beyond reasonable doubt"; (o) Amendments to Part I: Board of Examiners to 1) clarify the definition of 'present' for external examiners at examination boards (Paragraph 11); and to 2) specify associated protocols in relation to attendance at examination boards (Paragraphs 13, 15, 19); (p) Amendment to Part J: External Examining, Paragraph 6 to clarify the external membership of the Mitigating Circumstances Panel and the Academic Appeals Panel; (q) Amendment to Part K (Sub-Section 2): Academic Appeals, Paragraph 2 to rationalise the grounds for appeal to three; Schedules (r) Revision of Schedule B: Awards of BPP University College to include new validated programmes, namely: Honorary Doctor of Business Administration; BPP Foundation Pathway to HE Certificate in Business Studies; BPP Foundation Pathway to HE Certificate in Legal Studies; International Foundation Certificate in Business Studies; International Foundation Certificate in Legal Studies; International Pre-Masters

			Diploma in Business; International Pre-Masters Diploma in Law; Bachelor of laws (Honours) Law with Psychology; Bachelor of Laws International Extended Programme; Bachelor of Laws International Extended Programme (Business Law Pathway); Bachelor of Science (Honours) Business Studies; Bachelor of Science (Honours) Business Studies with Finance; Bachelor of Science Joint Honours programmes: Bachelor of Science (Honours) Business and Accounting; Bachelor of Science (Honours) Business and Finance; Bachelor of Science (Honours) Accounting and Finance; Bachelor of Science (Honours) Professional Accounting; Bachelor of Science (Honours) Business Studies with Psychology; Bachelor of Laws International Extended Programme; Bachelor of Laws International Extended Programme (Business Studies with Finance); Master of Laws (Comparative Commercial Law); Postgraduate Diploma in Human Resource Development; Master of Business Administration; Master of Business Administration (Legal Business); Master of Science (Banking); Master of Science (Finance); Master of Science (Professional Accounting); Master of Science (Human Resource Management). (s) Amendment to Schedule D: General Admissions

			Requirements, Paragraphs 3 and 4, to introduce a variation to the English language admission requirement for undergraduate Business degrees to IELTS 6.0, with a minimum of 6.0 in writing and an accompanying compulsory English language module; (t) Revision of Schedule F: Derogations from the General Academic Regulations Governing Awards to include approved derogations; (u) Revision of Schedule G: Definitions to include under "College Centre" newly approved BPP University College centres; (v) Inclusion of definitions for (i) "senior member of academic staff" ; (ii) "present" for external examiners at examination boards; (iii) Poor Academic Practice; (w) Change of title of the Academic Registrar to Dean of Academic Affairs; (x) Minor changes to wording, style and grammar.
05/07/2012	All	Academic Council	Version 5 approval with major and minor amendments including: <u>Chapter 1:</u> (a) Update of the Introduction with current references to key external benchmarks; (b) Amendments to the Committee Diagram to incorporate the newly constituted Committees/ Panels of the Programme Approval Scrutiny Panel, the Reasonable Adjustments Panel and the Fitness to Practice Panel; as well as to reflect the

			name change of the Learning and Teaching Committee to Learning, Teaching, Assessment and Enhancement Committee and of BPP University College Validation Panel to College Approval Panel. (c) Amendment to the Terms of Reference of the Academic Council to specify the annual reports received and scrutinised by the Council; and to clarify the Council's commitment to Equality and Diversity; (d) Amendment to the Terms of Reference of the Education and Training Committee to include an annual report from the Chair of the Student Assessment, Retention and Achievement Committee and to clarify the Committee's commitment to Equality and Diversity; (e) Amendment to the Terms of Reference of the School Board to clarify the Committee's commitment to Equality and Diversity; (f) Amendments to the name, composition and Terms of Reference of the Learning and Teaching Committee; (g) Amendment to the composition of the Student Assessment, Retention and Achievement Committee (SARA) to include the Head of Learning Support and Inclusion; (h) Incorporation of the Terms of Reference of the Academic Misconduct Panel; (i) Inclusion of the Terms of Reference and composition of a Programme Approval Scrutiny Panel; (j) Inclusion of the Terms of Reference and composition

			of a Reasonable Adjustments Panel; (k) Inclusion of the Terms of Reference and composition of a Fitness to Practice Committee; Chapter 2: (l) Inclusion of a Policy on Rescinding an Award, Part B, Section 3; (m) Amendment to Part B, Awards to include the policies on the Conferment of Awards and the Rescinding an Award; (n) Amendment to Parts E and D, Programme Approval and Monitoring to clarify how programme approval and monitoring evaluate the provision for students with disabilities and/or learning difficulties; (o) Amendments to Part F Admission and Registration, namely to clarify: i) the additional requirements for Tier 4 international students; ii) BPP University College's commitment to and responsibility for students with disabilities through the mechanisms of the Disability Disclosure Policy and the Reasonable Adjustments Panel; (p) Amendments to Part G, Academic Progress and Student Support to emphasise BPP University College's commitment to supporting students' academic progress; (q) Clarification of the policy on contemporaneous examinations, Part H, Examination and Assessment, Paragraph 28; (r) Amendments to Part J, External Examiners,

			namely: i) to add further granularity to the specific barriers to appointment; ii) to clarify the arrangements for sharing external examiner reports with students; iii) to specify the opportunity for the referral of serious concerns over quality and standards to the Quality Assurance Agency's *Concerns Scheme;* iv) to clarify BPP University College's commitment to encouraging its staff to undertake external examinership positions at other institutions; Schedules (s) Revision of Schedule B Awards of BPP University College, as follows: (i) to include new validated programmes, namely: Pathway to Higher Education certificate in Health; Pathway to Higher Education Certificate in Healthcare; International Foundation Certificate in Healthcare; Bachelor of Science (Honours) Banking and Finance; Bachelor of Science (Honours) Psychology; Bachelor of Science (Honours) Leadership, Enterprise and Management; Bachelor of Science (Honours) Nursing (Adult, Children's and Mental Health); Bachelor of Science (Honours) Nursing (RN to RN Conversion); Bachelor of Science (Honours) Nursing (Diploma to Degree); Postgraduate Certificate in Professional Education; Master of Science Professional Human Resources; Master of Science Applied Taxation; Integrated Master of

			Chiropractic; Master of Science Professional Marketing; (ii) to rename the suite of Bachelor of Science (Honours) Business Studies programmes to Bachelor of Science (Honours) Business Management; (iii) to remove withdrawn or withheld programmes, namely: Bachelor of Laws [International Extended Programme]; International Extended Programme [Business Law Pathway]; Bachelor of Science Joint Honours programmes (Business and Accounting/ Business and Finance/ Accounting and Finance); Graduate Certificate in Company Law; Master of Science Human Resource Management; Master of Science (Marketing CIM Conversion); Master of Science Finance and Investment; (t) Revision of Schedule F: Derogations from the General Academic Regulations Governing Awards to include approved derogations; (u) Revision of Schedule G: Definitions to include definitions of "streams" and "pathways"; (v) Inclusion of Schedule H, Common Internal and External Acronyms; (w) Change to the main organisation parts of the GARs from Sections to Chapters; (x) Minor changes to wording, style and grammar.

04/07/2013	All	Academic Council	Version 6 approval with major and minor amendments including: <u>Whole document:</u> (a) Following the grant of University title, i) re-titling of BPP University College to BPP University; ii) of the Principal to Vice-Chancellor; iii) of the Deputy Principal to Deputy Vice-Chancellor; (b) Updating the currency of references to key external benchmarks, e.g. the UK Quality Code for Higher Education; (c) Introducing the external appeals mechanism of the Office of the Independent Adjudicator and renaming the University's "Independent Reviewer" to the "University Ombudsman"; <u>Chapter 1:</u> (d) Amendment to the Committee Diagram to incorporate the newly constituted Academic Resource Planning Committee; as well as to clarify the role of the Programme Committees as Programme Management Committees; (e) Amendment to the Terms of Reference of the Academic Council to include the Dean of the School of Foundation and English Language Studies as an *ex officio* member; (f) Amendment to the Terms of Reference of the Education and Training Committee to update the Committee's composition; (g) Amendment to the composition and Terms of Reference of the Learning, Teaching and Assessment

			Enhancement Committee to clarify that the student representatives would be elected; (h) Amendment to the Terms of reference of Boards of Examiners to clarify that appointed members will be reviewed annually, in line with established Academic Council protocols; (i) Amendment to the Terms of Reference of the Academic Regulations and Awards Committee to allow the Chair of the Academic Council to delegate the chairmanship of the Committee to an independent or an external co-opted member of the Academic Council; (j) Incorporation of the Terms of Reference of the Academic Resource Planning Committee as a sub-committee of the Academic Council; Chapter 2: (k) Amendment to Part C, Programme of Study to clarify the responsibilities for maintaining the currency of programme handbooks; (l) Amendment to Part C, Table 1 to note the provision for condonation; (m) Amendment to Part E, Programme Monitoring to include external examiner feedback; (n) Renaming of Part G, Academic Progress and Student Support to "Academic Progress and Student Discipline"; (o) Amendment to Parts I, Board of Examiners, *Release of Results* to allow individual module results to be released to students

			on the authority of the Dean of School, following internal moderation; (p) Amendment to Part K, Sub-section 2, Academic Appeals to withdraw the Academic Appeals Board's discretion to invite the candidate to a meeting of the Board; (q) Amendment to Part K, Sub-Section 3 to introduce the external appeals mechanism of the Office of the Independent Adjudicator and to rename the University's "Office of the Independent Reviewer" to "the University Ombudsman"; (r) Amendment to Part K, Sub-section 3, University Ombudsman to withdraw the University Ombudsman's discretion to invite the candidate to an oral hearing; (s) Inclusion of Part M to the General Academic Regulations, Collaborative Provision; (t) Inclusion of Part N to the General Academic Regulations, Public Information Approval Policy; (u) Schedules (v) Revision of Schedule B Awards of BPP University College, as follows: (i) to include new validated programmes, namely: Pathway to Higher Education Certificate in Accounting; Higher Education Certificate in Health and Social Care; Graduate Diploma in Accounting; Postgraduate Certificate in Health Service Leadership; Master of Laws Trans-national Criminal Justice; Master of

			Laws International and Comparative Tax Law; Master of Laws Chinese Investment and Business Law; Master of Laws Islamic Finance and Business Law; Master of Science International Marketing; Master of Science Management with Streams: Master of Science Management (Tourism and Hospitality); Master of Science Management (Finance); Master of Science Management (Banking and Finance); Master of Science Management (Project Management); (ii) to rename a) the MBA (Legal Business) to MBA (Legal Services); and to include the MA LPC with Business as a named award, alongside MA Law with Business; (w) Revision of Schedule F: Derogations from the General Academic Regulations Governing Awards to include approved derogations; (x) Revision of Schedule G: Definitions to include definitions of "condonation" and "Single Equality Scheme"; (y) Minor changes to wording, style and grammar.
17/07/2014	All	Academic Council	Version 7 approval with major and minor amendments including: <u>Whole Document:</u> (a) Re-naming of the Academic Misconduct Panel and Procedures to "academic malpractice"; (b) Re-naming the "University's Ombudsman"

			to the "University Ombudsman"; (c) Re-titling the UK Border Agency to UK Visas and Immigration; (d) Amendments to ensure compliance with the recommendations from the Office of Fair Trading, specifically Part B/ Section 2/ 4 (b) and Part I/ 32; (e) Amendments in response to recommendations from the Office of the Independent Adjudicator. <u>Chapter 1:</u> (f) Amendment to the Terms of Reference of the Academic Council to allow for a membership of up to 23 members; (g) Amendment to the Terms of Reference of the Education and Training Committee to revise the Committee's composition; (h) Amendment to the Terms of Reference of the Academic Regulations and Awards Committee to grant it powers to approve the recommendations from Boards of Examiners on student results, award classifications and the conferment of University awards, on behalf of the Academic Council, under delegated authority; (i) Re-titling of the "Academic Promotions Committee" and the "Professorial Promotions Committee" to "Boards", respectively; (j) Amendment to the composition and Terms of Reference of Professorial Promotions Board; <u>Chapter 2:</u> (i) Amendments to Part J, External Examiners to clarify: 1) the scope of the

			external examiner's moderation responsibilities; and 2) the size and composition of the moderation sample; (j) Amendments to Part K, as follows: 1) Re-naming of the Part to "Complaints, Appeals and Independent Review"; 2) Withdrawal of Administrative Verification; 3) Introduction of "Student Complaints Policy and Procedure" in this Part as Sub-section 1; 4) Providing a definition of "complaints" and "appeals"; (k) Minor revisions to Part L, Equality and Diversity Policy; (l) Amendment to Part M, Collaborative Provision to offer further clarification to the definition of "approved" and "endorsed" partners; <u>Schedules</u> (m) Revision of Schedule B Awards of BPP University, as follows: (i) to amend the rules for titling undergraduate certificates and diplomas; (ii) to include new validated programmes, namely: Pathway to Higher Education Certificate in Accounting; Pathway to Higher Education Certificate in Psychology; International Foundation Certificate in Psychology; Graduate Diploma in Accounting; Graduate Diploma in Animal Therapy; Return to Practice [Adult Nursing]; LLB (Hons) [Distance Learning];

			Certificate of Higher Education (Legal Studies) [Distance Learning]; Health Service Commanders Awards; Post-graduate Certificate in Health Service Leadership; Master in Clinical Dentistry (Implantology); Master in Clinical Dentistry (Oral Surgery); Master in Clinical Dentistry (Restorative and Cosmetic Dentistry); Master in Clinical Dentistry (Endodontology); Master in Clinical Dentistry (Periodontology); Master in Clinical Dentistry (Orthodontic and Dentofacial Orthopaedics); Master of Science Chiropractic (Paediatrics); Master of Science Animal Manipulation; Master of Science Animal Manipulation (Osteopathy); Master of Science Accounting and Finance; Master of Science Financial Leadership; (iii) to rename a) the BSc (Hons) Leadership Enterprise and Management to Bachelor of Business Administration (BBA); 2) The LLB (Hons) Business Law to LLB (Hons) International Commercial Law; (iv) to withdraw the following programmes: Postgraduate Diploma HRM; Postgraduate Diploma HRD; MSc Management (old version); MSc Marketing; MSc Professional Accounting; (n) Revision to Schedule E: Delegations under the General Academic Regulations to grant powers

			to the Academic Regulations and Awards Committee to approve the recommendations from Boards of Examiners on student results, award classifications and the conferment of University awards, on behalf of the Academic Council, under delegated authority; (o) Revision of Schedule F: Derogations from the General Academic Regulations Governing Awards, Part C: Programmes of Study to 1) amend Derogation (1) for the GDL; 2) Withdraw Derogation (3) for the LLB; (p) include approved derogations; (q) Revision of Schedule G: Definitions to include definitions of: • Appeal • Complaint • Academic malpractice • Poor academic practice • Proctor; (r) Minor changes to wording, style and grammar.
16/07/2015	All	Academic Council	Version 8 approval with major and minor amendments including: <u>Chapter 1:</u> (a) Amendment to the Terms of Reference of the Academic Regulations and Awards Committee to clarify its responsibility for reviewing and making recommendations to the Academic Council on proposals for collaborative provision;

			(b) Amendment to the composition of the Professorial Promotions Board to withdraw the Deputy Chancellor from the *Ex officio* Members, and add a member of the professoriate to the Appointed Members; (c) Introduction of a Public Information Governance Group. <u>Chapter 2:</u> (d) Amendment to Part B: Awards, Section 1 to 1) clarify the use of the Advanced Certificate and Advanced Diploma titles; and 2) specify the use of 'short course' designation; (e) Amendment to Part C, Table 1: Programmes of Study to include the post-nominal designations; (f) Amendment to Part D: Programme Approval to introduce reference to the approval of variants; (g) Amendment to Part G: Academic Progress and Discipline to make explicit the responsibility of students for maintaining appropriate standards of behaviour; (h) Amendments to Part J, External Examiners to clarify the permissible extension of appointment by one further year; (i) Amendment to Part L: Equality and Diversity Policy to clarify the University's responsibility to counter the promotion of faith intolerance and to develop staff in the identification of risks to students, staff and the University's reputation; (j) Amendments to Part M, Collaborative Provision to

			include explicit provision for the Suspension or Withdrawal of Approval and Termination of Collaborative Provision. <u>Schedules</u> (k) Revision of Schedule B Awards of BPP University, as follows: (i) to include new validated programmes, namely: Higher Education Certificate Pathway to Paramedic Practice; Advanced Diploma in Accounting and Finance [ACCA]; MSc Health Psychology; MA (Legal Services Management); BSc (Hons) Accounting and Finance [Top up]; International MBA; Graduate Diploma in Law [Distance Learning]; (ii) to rename 1) the BSc (Hons) Professional Accounting to BSc (Hons) Accounting and Finance; and 2) Health Service Commanders Award to Major Incidents Award; (iii) to withdraw the following programmes: MBA; MSc Banking; MSc Finance; (l) Revision to Schedule E: Delegations under the General Academic Regulations to grant powers to the Academic Regulations and Awards Committee to approve the establishment and termination of collaborative provision, on behalf of the Academic Council, under delegated authority; (m) Revision of Schedule F: Derogations from the General Academic Regulations Governing Awards to amend 1) Part C: Programmes of Study,

			Derogations (1) and (2) for the GDL; and withdraw derogation (7) for the LLM PLP; 2) Part F: Admission and Registration, Derogation (3) for the LLB and LLB (International Commercial Law) to specify its application for distance learning students only; and add Derogation (4) to allow entry below 18 years of age for online pathway students; 3) MoPPs, Part H: Examinations and Assessment, Section 3, to introduce Derogation (1) for the GDL, to align with professional body requirements; 4) GARs and MoPPs, Part J: External Examining to withdraw the Derogation relating to the LPC. (n) Minor changes to wording, style and grammar.
13/07/2016	All	Academic Council	Version 9 approval with major and minor amendments including: Whole Document: (a) Withdrawal of the University Ombudsman provision and accompanying amendments to Part K, including change of the Part K title to *Complaints and Appeals*; (b) Change of title for the Chief Executive of Students to President of the Students' Association; <u>Chapter 1:</u> (c) Amendments to the Terms of Reference of the Academic Regulations and Awards Committee to more explicitly articulate the Committee's powers for the review and

			approval of collaborative arrangements; (d) Amendments to the composition of the Reasonable Adjustments Panel to clarify its University-wide remit, under the chairmanship of the Dean of Academic Affairs; (e) Amendment to the Terms of Reference of the Published Information Governance Group to widen its membership to include key officers involved in domestic and international admissions, academic collaborations, and also an additional student representative; (f) Amendment to the Terms of Reference of the Ethics Committee to clarify the Chair as the University Director of Research and Ethics; Chapter 2: (g) Amendment to Part C: Programmes of Study, Table 1 (Programme of Study Guidelines) to extend the maximum term for completion of a Bachelor's Honours Degree to eight years; (h) Amendments to Part K: Complaints, Appeals and Review to reflect the withdrawal of the University Ombudsman provision; (i) Amendments to Part M, Collaborative Provision to incorporate and explicitly define work-based learning; (j) Amendments to Part N: Public Information Approval Policy to clarify the responsibilities for the approval and monitoring of information published by

			collaborative partners, and also published in a foreign language. Schedule (k) Revision of Schedule B Awards of BPP University, as follows: (i) to include new validated programmes, namely: BSc (Hons) International Hospitality Management [Top-Up]; LLB (Hons) Legal Practice; Certificate of Higher Education (Legal Service); BSc (Hons) Business Management [Top-Up]; BSc (Hons) Banking and Finance [Top-Up]; BSc (Hons) Digital and Technology Solutions; Anaesthetic Award for Registered Nurses; Bachelor of Dental and Oral Sciences; Higher Education Diploma in Dental Hygiene; LLM Environmental Law; MA Legal Services Management; International MBA; MSc Occupational Psychology; MSc Psychology [Conversion]; MSc Healthcare Leadership; MSc Healthcare Leadership [Integrated]; MSc Dementia Leadership in Practice; (ii) to include online variants of the Pathway to Higher Education Certificates and International Foundation Certificates; iii) to withdraw the following programmes: Pathway to Higher Education Certificate in Healthcare; International Foundation Certificate in Healthcare; International Pre-Master's Diploma in Legal Studies; MSc Management (Tourism and Hospitality); BSc (Hons) Business

			Management with Psychology; BSc (Hons) Business Management with individual Psychology modules; LLB (Hons) Law with Psychology; LLB (Hons) with individual Psychology modules; (l) Schedule D: General Admissions Requirements – clarification that the minimum IELTS requirement for undergraduate Business School Programmes applies to entry at all levels; (m) Schedule G: Definitions: (i) University Centre definition amended to reflect current approved centres for programme deployment; (ii) Definitions included for *provisional results* and *raw marks*; (n) Schedule H: Common Internal and External Acronyms – updates; (o) Minor changes to wording, style and grammar.
13/07/2017	All	Academic Council	Version 10 approval with major and minor amendments including: Whole Document: (a) Change of title for the Director of Quality and Academic Policy to Deputy Dean of Academic Affairs; (b) Change of title from Director of Academic Collaborations to Associate Dean (Partnerships); (c) Withdrawal of Deputy Vice-Chancellor; (d) Removal of reference to Dean of SoFELS and Deputy Dean of Learning and Teaching; (e) References to Director of Marketing have been

			replaced with Chief Marketing Officer; Chapter 1: (d) Amendment to the Terms of Reference of the Academic Regulations and Awards Committee to increase the maximum number of members to 15, to reflect the more recently adopted practice of inviting all Independent Members of Council to attend; (e) Amendment to the Membership of the Academic Resource Planning Committee to: 1) add a second member of Council and 2) to specify the frequency of meetings as 'As required and, in any event, no less than twice per annum; (f) Introduction of the Terms of Reference for the Learner Assessment, Retention and Achievement Committee for Apprenticeship Programmes; Chapter 2: (g) Amendment to Part F: Admission and Registration to remove the 80% attendance requirement for Tier 4 international students and amend to clarify that they are expected to attend all classes and contact points; (h) Amendments to Part L: Equality and Diversity to update the policy and associated lexicon; (i) Amendments to Part M, Collaborative Provision to incorporate apprenticeships; Schedule

			(j) Introduction of an honorary title of *Doctor of Healthcare Education* (k) Revision of Schedule B Awards of BPP University, as follows: (i) to include new validated programmes, namely: Senior Status LLB; Postgraduate Certificate in Education; Master of Laws Comparative Corporate Securities Law; Master of Laws Corporate Finance Law; Master of Laws The Law of Business Taxation; Master of Laws The Law Relating to Fraud and Financial Crime; Master of Laws The Law of Investigations; Master of Laws The Law Relating to International Financial Transactions; Master of Laws UK and International Banking Law; Master of Laws Environmental Law and Practice; Master of Laws Chinese Finance and Investment Law; Master of Laws Chinese Business Law; Master of Laws Chinese Public Law and Human Rights; Master of Laws Islamic Finance Law; Master of Laws Islamic Business Law; Master of Laws International Corporate Law and Practice; Master of Laws International Dispute Resolution and Arbitration Law; Master of Laws International Trade Law and Practice; Master of Laws Advanced Islamic Finance and Business Law; Master of Laws Legal Practice (Solicitors); Master of Laws Legal Practice (Barristers); Master of Laws [Law Conversion];

			(ii) to include re-validations, namely: Pathway to Higher Education Certificate in Health; Higher Education Certificate in Health and Social Care; BSc (Hons) Psychology; BSc (Hons) Nursing (Adult) [Pre-Registration Nursing], BSc (Hons) Nursing (Children's) [Pre-Registration Nursing] and BSc (Hons) Nursing (Mental Health) [Pre-Registration Nursing]; BSc Nursing Studies (Adult, Children's and Mental Health); re-validated and re-titled Bachelor of Science (Honours) Healthcare Practice [Diploma to Degree] *(previously BSc (Hons) Nursing Studies [Diploma to Degree*]; Postgraduate Certificate in Professional Higher Education *(previously Postgraduate Certificate in Professional Education)*; (iii) to include major modifications resulting in title change, namely: Graduate Certificate in Animal Therapy (previously Graduate Diploma in Animal Therapy), Master of Laws Commercial Legal Practice (previously MA LPC/Law with Business); (iv) to withdraw the following programmes: LLB (Hons) International Commercial Law; BSc (Hons) Business Management with Finance; Postgraduate Certificate in Health Service Leadership; Master of Arts Legal Services Management; Master of Business

			Administration (Legal Services); Master of Science Professional Human Resource (plus streams); Master of Science Applied Taxation; Bachelor of Dental and Oral Sciences; Higher Education Diploma in Dental Hygiene; MSc Health Psychology; (l) Revision of Schedule F: Derogations from the General Academic Regulations Governing Awards to add 1) Part C: Programmes of Study, Derogations for the LLM Legal Practice (Barristers); for the BSc (Hons) Nursing [Pre registration] programmes; for the LLB (Hons) awards from Table 1; and to add derogation for the LLM Legal Practice (Barristers) from minimum credit value; 2) Part F: Admission and Registration: Derogation for the BSc (Hons) Nursing [Pre Registration] programmes to restrict the maximum allowed APL to 50%; 3) MoPPs, Part H: Examinations and Assessment, Section 1, to remove the blanket derogation but give PSRB requirements precedence; Section 2, to introduce Derogations for the BSc (Hons) Nursing [Pre Registration] programmes to comply with NMC requirements. (m) Schedule H: Common Internal and External Acronyms – updates; (n) Minor changes to wording, style and grammar.