

## AcademicYear2021/22

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

Document being changed/updated (Academic Regulations, Policy Or Procedure)	Details of the changes that are being made	Date that the changes will take effect	Contact details for students to obtain further information about the changes
Birmingham University Academic Regulations: Assessment, Progression and Award. Fourth Edition2021/22	<ol style="list-style-type: none"> <li>1. Addition to the introduction to the regulations to specify that apprenticeships adhere to the Academic Regulations except where Education and Skills Funding Agency (ESFA) funding rules specify an alternative requirement. In such cases the ESFA rules will take precedence.</li> <li>2. Reference added to the approval and implementation of the ‘safety net’ and ‘no detriment’ policy for 2020/21 to mitigate the continued effect of the COVID-19 pandemic on student performance and outcomes. General principles of the policy included as Appendix G to the regulations.</li> <li>3. Reference to the terms ‘Suspension of Studies’ (SOS) and ‘Temporary Withdrawal’ (TWD) added to the Glossary to clarify their meaning and to distinguish between student initiated interruption of studies (SOS) and where it is a University-led decision that the student interrupt their studies for reassessment purposes or under the Fitness to Study Procedure (TWD).</li> <li>4. Addition of the word ‘normally’ to <b>regulation 2.10.6</b> to indicate that although it is normally expected that students complete a stage/level within a maximum of two years, there may be some exceptions including part-time students.</li> <li>5. Amendment to the regulations on temporary withdrawal to make clear that a student initiated interruption of Studies is now referred to as Suspension of Studies (SOS). <b>Regulations 2.11, 2.11.1, 2.11.3 to 2.11.8</b></li> <li>6. Amendment to the regulation on student initiated interruption of studies (SOS) to clarify when students will become eligible to request an SOS (i.e. on completion of a sufficient proportion of the teaching to enable a student to undertake the assessment on return from SOS – normally this would be circa 80% of the teaching, subject to confirmation from the relevant School). <b>Regulation 2.11.1</b></li> </ol>	1 <sup>st</sup> September 2021	Clare Portlock Head of Academic Standards and Governance  <a href="mailto:Clare.portlock@bcu.ac.uk">Clare.portlock@bcu.ac.uk</a>

7. Amendment to clarify that the virtual PAB held in July (for courses commencing in September) is convened to consider student outcomes following the completion of taught modules. **Regulation 4.6.1**
8. Addition to the regulation setting out the assessment requirement during a study abroad/placement semester to make clear that any marks achieved for assessments completed during the study abroad will not contribute to final degree classification. **Regulation 4.7.8**
9. Removal of reference to conversion of study abroad marks. The University does not use grade conversion scales. **Regulation 4.7.9**
10. Amendment to the regulation on classification of Master's awards, where classification is based on 180 credits, to clarify that students will be required to achieve at least 80 credits in the relevant classification band in order to be awarded a merit or distinction. **Regulation 5.4.1**
11. Amendment to the regulation on borderline candidates at postgraduate level to clarify that students will automatically be reclassified where a borderline grand mean has been achieved and at least 80 credits that contribute to the classification are in the higher classification band. **Regulation 5.5.3**
12. New awards added to the BCU Academic Framework (**Appendix A**):
  - Master of Landscape Architecture
  - Professional Doctorate in Healthcare Practice
  - Master of Teaching and Learning
  - Master of Educational Practice
  - Master of Education Leadership

Additions and amendments to the derogations from the standard University regulations, as follows:

**Amended Derogations**

- MMus (all routes)
- BMus Jazz
- BSc (Hons) Film Technology and Visual Effects
- BSc (Hons) Film Production Technology
- BSc (Hons) Paramedic Science

	<ul style="list-style-type: none"> <li>• BSc (Hons) Sports Therapy</li> <li>• BSc (Hons) Nursing</li> <li>• MSci Nursing</li> <li>• MSc Advanced Practice</li> <li>• MSc Advanced Clinical Practice</li> <li>• PG Dip Advancing Clinical Practice</li> </ul> <p><b><u>Addition to Existing Derogation</u></b> MA Architecture</p> <p><b><u>New Derogations</u></b></p> <ul style="list-style-type: none"> <li>• LLB (Hons) (all routes)</li> <li>• MSc Counselling (Children and Young People)</li> <li>• MSc Internal Audit Management and Consultancy</li> <li>• Internal Audit Professional Higher Apprenticeship</li> <li>• BEng/MEng Civil Engineering</li> <li>• MSci/BSc (Hons) Digital Forensics</li> <li>• BSc (Hons) Operating Department Practice</li> <li>• Operating Department Practice (integrated degree) Apprenticeship</li> <li>• Flexible Work-based Framework Courses</li> <li>• PG Cert Research Practice</li> </ul>		
Intellectual Property Policy	<p>The University has developed a new Intellectual Property (“IP”) Policy which will come into effect on 1 September 2021 and replace the existing policy (which was effective from the academic year 2017/18). The new policy provides greater clarity for staff, students and third parties about how the University manages IP. The key changes from a student perspective are:</p> <ol style="list-style-type: none"> <li>1. Changes have been made to the revenue shares provisions, both where there is one creator and where there are joint creators. The revenue share provisions set out how the University will usually share any revenues created from the exploitation of IP with the person who created the IP. Tables comparing the net revenue shares under the old policy and the new policy</li> </ol>	1st September 2021	<p>Nayan Patel Head of Commercialisation and Contracts</p> <p><a href="mailto:Nayan.Patel@bcu.ac.uk">Nayan.Patel@bcu.ac.uk</a></p>

appear at the end of the section. Full details of the revenue share arrangements can be found in paragraph 13.2.3 of the new policy.

2. The University now has the right to keep any physical property which is produced during a student’s studies, such as prototypes, models and the results of projects (such as art works or the results of engineering projects). However, if a student who produced the work makes a request, the University may agree that the student can retain the physical property (see paragraph 5.3.2).
3. The responsibilities of a student in relation to IP are now clarified in paragraph 5.4 of the new policy, for example the obligation upon a student to disclose any IP that they have created or has been created on a project which the student is involved in. See also the new procedure for managing IP within the University (set out in section 13). Further clarification that action may be taken against under the Student Disciplinary Procedure where a student fails to report and work with the Commercialisation Team in relation to IP as required under the policy (paragraph 5.5).
4. The removal of the specific provision in the existing policy which enabled the University and Research students to agree the terms of an assignment of pre-existing IP where significant IP is provided by a Research Student prior to enrolment.
5. Students must now consult with and obtain the approval of the Commercialisation Team before they use any University trade mark or logo (see paragraph 8.3).

**Net Revenue Share for Individual Creators under the new Policy**

Net Revenue	Creator’s share	BCU Enterprise Limited	Faculty/Service Department share
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First £25,000 of Net Revenue	70%	20%	10%
Revenue £25,001 - £100,000 of Net Revenue	60%	20%	20%
Revenue £100,001 - £500,000 of Net Revenue	40%	30%	30%
Revenue greater than £500,000 of Net Revenue	20%	40%	40%

**Net Revenue Share for Individual Creators under the old Policy**

Net Revenue	Creator's share	BCU share	Faculty/Service Department share
First £15,000 of Net Revenue	80%	10%	10%
Revenue > £15,000 of Net Revenue	50%	25%	25%

**Joint Creators**

Where more than one employee and/or student is involved in the development of IP, there will be a presumption that joint creators will each have equal shares. For example, a net revenue of £10,000 would be split in the following proportions under the old and the new policy:

New policy

Creator 1	£3,500 (35%)
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	<table border="1"> <tr> <td>Creator 2</td> <td>£3,500 (35%)</td> </tr> <tr> <td>BCU Enterprise Limited</td> <td>£2,000 (20%)</td> </tr> <tr> <td>Faculty/Service Department</td> <td>£1,000 (10%)</td> </tr> </table> <p><u>Old policy</u></p> <table border="1"> <tr> <td>Creator 1</td> <td>£4,000 (40%)</td> </tr> <tr> <td>Creator 2</td> <td>£4,000 (40%)</td> </tr> <tr> <td>BCU Enterprise Limited</td> <td>£1,000 (10%)</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Faculty/Service Department</td> <td>£1,000 (10%)</td> </tr> </table>	Creator 2	£3,500 (35%)	BCU Enterprise Limited	£2,000 (20%)	Faculty/Service Department	£1,000 (10%)	Creator 1	£4,000 (40%)	Creator 2	£4,000 (40%)	BCU Enterprise Limited	£1,000 (10%)			Faculty/Service Department	£1,000 (10%)		
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Tuition Fees Policy	<p>The Tuition Fees Policy has been updated to include a number of important changes and to make it clearer to students how the policy impacts on them if a course is discontinued. The key changes are:</p> <ol style="list-style-type: none"> <li>1. Notification that the prompt payment discount will be removed from September 2022</li> <li>2. Clarification of the liability for tuition fees due for research students, both prior to and in their final year. In particular, the fee liability for a student if their thesis is not submitted within a certain period.</li> <li>3. The Introduction of a 50/50 payment plan for self-funded students</li> <li>4. An increase in the minimum balance for a payment plan from £1000 to £1500</li> <li>5. Confirmation of an increase in the deposit for overseas students from £1500 to £3000.</li> <li>6. Confirmation that overseas student deposit is not refunded if a Visa refusal is due to fraudulent activity.</li> <li>7. Confirmation that the University will issue a refund in accordance with the University's Refund and Compensation Policy for Course Closure if the course is discontinued.</li> <li>8. Clarification of the liability for tuition fees due for apprentices.</li> </ol>	1st September 2021	<p>Neville Garner-Jones Head of Financial Operations</p> <p><a href="mailto:Neville.Garner-Jones@bcu.ac.uk">Neville.Garner-Jones@bcu.ac.uk</a></p>																
Safeguarding Policy	The Safeguarding Policy has been updated to provide more detail on types of abuse and neglect associated with safeguarding; relevant legislation; and the roles of	20 <sup>th</sup> September 2021	Richard Booth Assistant Director Student																

	<p>different staff across the University. A change in the safeguarding reporting mechanism is also reflected. Key changes are:</p> <ul style="list-style-type: none"> <li>• Amendment to details of staff roles involved in safeguarding;</li> <li>• Guidance on submitting safeguarding reports through the Report and Support online system has been added;</li> <li>• Clear reference to British values in the context of the Prevent duty has been added;</li> <li>• The legislative context of the Policy has been set out in more detail, with links to relevant legislation.</li> </ul> <p><b>Note that the current version is temporary, pending final approval of changes by the University.</b></p>		<p>Governance, Mental Health &amp; Wellbeing</p> <p><a href="mailto:richard.booth@bcu.ac.uk">richard.booth@bcu.ac.uk</a></p>
Respect at BCU	<p>Addition of the Respect at BCU Policy Statement and Definitions of Unacceptable Behaviour</p>	22 <sup>nd</sup> September 2021	<p>Richard Booth Assistant Director of Governance, Mental Health &amp; Wellbeing</p> <p><a href="mailto:richard.booth@bcu.ac.uk">richard.booth@bcu.ac.uk</a></p>
Library Rules and Regulations	<p>A number of changes have been made to the Library Rules and Regulations for Semester One 2021/2022 in order to comply with the latest government guidance, public health advice and pandemic-related legislation. Changes include:</p> <ul style="list-style-type: none"> <li>• All current members of the University, whether staff or students, full or part-time, are entitled to borrow from the libraries. Visit <a href="http://www.bcu.ac.uk/library">www.bcu.ac.uk/library</a> for further information.</li> <li>• 1m distancing will be maintained in all libraries.</li> <li>• Optional study space bookings are in place at Curzon and Mary Seacole Libraries.</li> <li>• Face coverings are strongly encouraged in University buildings.</li> <li>• Access for Alumni is available. Access for other external visitors and borrowers is currently under review.</li> </ul> <p>Full details of all of the changes made can be found in the “Revision History” section at the end of the Library Rules and Regulations. Further changes to services may be required in response to national/lockdowns or further government guidance. Details of any updates to Library services will be available <a href="#">here</a>.</p>	September 2021	<p>Ruth Jenkins Director of Library and Learning Resources</p> <p><a href="mailto:Ruth.Jenkins@bcu.ac.uk">Ruth.Jenkins@bcu.ac.uk</a></p>

<p>Student Complaints Procedure</p>	<p>The Student Complaints Procedure has been updated to provide additional guidance on how complaints will be handled and to reflect the University's introduction of a new reporting system for unacceptable behaviour, Report and Support. Key changes are:</p> <ul style="list-style-type: none"> <li>• Additional detail on how anonymous complaints will be considered, and circumstances where they might be investigated, has been added;</li> <li>• Additional detail on how student complaints about student behaviour has been added;</li> <li>• Additional detail on how student complaints about staff behaviour has been added, in particular with reference to the likely involvement of a student in any staff disciplinary case and the extent to which a student might receive an outcome from a staff disciplinary case;</li> <li>• Examples of situations where a late complaint might be accepted have been added;</li> <li>• Referrals to mediation have been removed as the University does not have capacity to offer a mediation service;</li> <li>• The scope of staff who might undertake investigations and reviews has been broadened.</li> <li>• Clarification for apprentices that upon conclusion of the University's complaints process, they are able to pursue a complaint further through the Education &amp; Skills Funding Agency.</li> </ul>	<p>19<sup>th</sup> October 2021</p>	<p>Richard Booth Assistant Director of Governance, Mental Health &amp; Wellbeing</p> <p><a href="mailto:richard.booth@bcu.ac.uk">richard.booth@bcu.ac.uk</a></p>
<p>Student Disciplinary Procedure (Non-Academic)</p>	<p>The University's Student Disciplinary Procedure (Non-Academic) has been updated to give more detailed definitions and examples of unacceptable behaviour and to reflect the University's introduction of a new reporting system for unacceptable behaviour, Report and Support. Key changes are:</p> <ul style="list-style-type: none"> <li>• The introduction of additional types of behaviour considered unacceptable, including sexual misconduct;</li> </ul>	<p>21<sup>st</sup> September 2021</p>	<p>Richard Booth Assistant Director of Governance, Mental Health &amp; Wellbeing</p> <p><a href="mailto:richard.booth@bcu.ac.uk">richard.booth@bcu.ac.uk</a></p>

	<ul style="list-style-type: none"> <li>• The addition of guidance on how the University approaches behaviour which might constitute a criminal offence;</li> <li>• The inclusion of detailed guidance on what to expect from the Procedure as both reporting party (staff or student) and reported party (student);</li> <li>• The introduction of example penalties that might be applied in non-academic misconduct cases.</li> </ul>		
Assessment and Feedback Policy	<p>The University has developed a new Assessment and Feedback Policy which takes effect from 29 September 2021. This is a new policy and does not replace an existing University policy. It does however replace existing Faculty level policies on assessment, marking and moderation for taught courses and modules. The new policy provides greater clarity for staff and students on how the University manages assessment and feedback and how it ensures that assessment is fair, equitable and inclusive. Key points of note from a student perspective are:</p> <ol style="list-style-type: none"> <li>1. The policy acts as a companion to and expands upon the information contained within the Academic Regulations and should be read in conjunction with that document.</li> <li>2. The policy defines what assessment is and is governed by a series of principles which are that: assessment is fair, equitable and inclusive; assessment is reliable, consistent and valid; the assessment process is objective and transparent and there is independence in the assessment process.</li> <li>3. <b>Section 6:</b> Module Leaders are responsible for providing students with information which must include details on assessment in the form of a module guide or assessment brief, or both. Minimum information to be provided is set out in the policy.</li> <li>4. <b>Section 7:</b> Responsibilities for the design and setting of assessments including specific requirements for portfolio assessments and in-class tests are specified. Section 7.3 of the policy also details how in-year retrieval of a failed assessment task operates, including the expected timescale, when in-year retrieval is/is not permitted and how late submission and extenuating circumstances apply. Section 7 also sets out how draft assessment tasks are</li> </ol>	29 <sup>th</sup> September 2021	<p>Clare Portlock Head of Academic Standards and Governance</p> <p><a href="mailto:Clare.portlock@bcu.ac.uk">Clare.portlock@bcu.ac.uk</a></p>

	<p>approved (verified) internally and for certain assessments externally by the appointed External Examiner.</p> <ol style="list-style-type: none"> <li>5. <b>Section 8:</b> Defines how assessment submission takes place both online or in-person and specific expectations for dissertations and major projects. It also contains instructions to students on assessment submission, how submission arrangements are to be communicated, what happens if IT systems are offline and the use of originality checking software (Turnitin) at the point of submission.</li> <li>6. <b>Section 9:</b> Sets out how marking takes place, the marking process, use of assessment criteria and marking standards to promote consistency, the use of anonymous marking to ensure fairness in the assessment process, how work that exceeds a specified word count is marked and how student presentations where anonymity cannot be maintained are marked.</li> <li>7. <b>Section 11:</b> Details the internal moderation process which ensures that academic standards are maintained and that standards of marking are consistent across a team of markers.</li> <li>8. <b>Section 13:</b> Details the external moderation process which provides assurance to the University that the marking process has been conducted properly and in line with University policies and regulations and that academic standards achieved by students are comparable with other Universities. External moderation is carried out by formally appointed External Examiners.</li> <li>9. <b>Sections 14 and 15:</b> Set out how marks are ratified by Module Assessment Boards and how progression and final award decisions are made by Progression and Award Boards and the responsibilities of each of those Boards.</li> <li>10. <b>Section 16:</b> Details how assessment results are released to students and specific requirements for feedback to students on assessed work, including the timescales for feedback to be provided following the submission deadline.</li> <li>11. <b>Section 17:</b> Sets out the arrangements for re-assessment, including how and when it is appropriate for the same assessment task to be used for re-assessment purposes.</li> </ol>		
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	<p>12. <b>Section 19:</b> Outlines the expectations and requirements for assessment of disabled students (to be read in conjunction with the Student Disability and Mental Health Policy).</p>		
<p>Student Disability and Mental Health Policy</p>	<p>The University has developed a new Student Disability and Mental Health Policy which takes effect from 29 September 2021. This is a new policy and does not replace an existing University policy. The new policy provides greater clarity for staff and students on how the University manages support for disabled students and the University's broader approach to disability equality and inclusion. Key points of note from a student perspective are:</p> <ol style="list-style-type: none"> <li>1. <b>Section 2:</b> Sets out the scope of the policy and how it applies to particular groups of students including EU/international students, Birmingham City University International College (BCUIC) students, degree apprentices and students studying at partner institutions in the UK and overseas.</li> <li>2. <b>Section 3:</b> Details the legal and regulatory frameworks that the University is required to comply with and to which the policy is aligned.</li> <li>3. <b>Section 4:</b> Outlines the responsibilities of central support teams (Disability Support and Mental Health and Wellbeing teams), academic staff, professional services staff and students and applicants for the provision of disability support.</li> <li>4. <b>Section 5:</b> Details how the University seeks to support disabled applicants and ensure that support is identified at the earliest opportunity and put in place prior to arrival wherever possible.</li> <li>5. <b>Section 6:</b> Sets out how disability disclosures are made and how confidential information is handled and shared, in accordance with GDPR, and details of consent required for information sharing purposes.</li> <li>6. <b>Section 7:</b> Outlines how support requirements are assessed, medical evidence required and details of funding available for diagnostic assessments.</li> <li>7. <b>Section 8:</b> Details how decisions on reasonable adjustments are made, the types of adjustment that may be considered and the role of the Reasonable Adjustments Panel in determining whether or not a proposed adjustment or type/amount of support is considered reasonable.</li> </ol>	<p>29<sup>th</sup> September 2021</p>	<p>Kate Waugh Head of Disability Services</p> <p><a href="mailto:Kathryn.waugh@bcu.ac.uk">Kathryn.waugh@bcu.ac.uk</a></p>

	<p>8. <b>Section 9:</b> Explains the purpose and function of Disability Support Summaries which lists all of the recommended reasonable adjustments and support put in place for each student, in line with medical evidence provided.</p> <p>9. <b>Section 11:</b> Sets out the funding for disability support at University, including Disabled Students' Allowance (DSA) and what this funding can be used for. It also sets out how the central support teams will support students with the DSA application process.</p> <p>10. <b>Section 12:</b> Provides details on the University's complaints and appeal processes, including the process a student would follow if they wished to appeal a decision made by the Reasonable Adjustments Panel.</p>		
Extenuating Circumstances Procedure	Updates made to reflect the introduction of a new electronic system for claiming extenuating circumstances. Details of the appeal stage of the Extenuating Circumstances Procedure updated in order to reflect current casework practice more accurately.	10 <sup>th</sup> January 2022	Richard Booth Assistant Director of Governance, Mental Health & Wellbeing <a href="mailto:richard.booth@bcu.ac.uk">richard.booth@bcu.ac.uk</a>
Student Attendance and Engagement Policy	<p>The University has revised the Student Attendance Policy which takes effect from 1<sup>st</sup> March 2022. The revised Policy includes the attendance expectations for all students on taught courses. The policy provides greater clarity for staff and students on how the University will monitor attendance and communicate with students. Key points of note from a student perspective are:</p> <ol style="list-style-type: none"> <li>1. Title has been revised from 'Student Attendance Policy' to 'Student Attendance and Engagement Policy' to reflect the wider touchpoints for students to engage with their studies eg Moodle modules.</li> <li>2. Section 2.0: clarifications of the principles for all students</li> <li>3. Section 3.0: clarification of the general attendance process, the engagement points which are monitored and 60% monitoring threshold</li> <li>4. Section 3.4 and 4.2: inclusion of the Home Office requirements for international students who have student-route visa's</li> <li>5. Section 3.5: inclusion of requirements for Apprenticeships</li> <li>6. Section 3.6: inclusion of expectations for students who are undertaking dissertation only</li> <li>7. Section 3.7: Postgraduate research student's expectations.</li> <li>8. Section 4.1: clarification of the outcomes process, notification approach and opportunities to appeal a decision.</li> </ol>	23 <sup>rd</sup> February 2022	Julie Mcleod, Pro-Vice-Chancellor L&T <a href="mailto:Julie.mcleod@bcu.ac.uk">Julie.mcleod@bcu.ac.uk</a>

<p>Library Rules and Regulations</p>	<p>Updates made predominantly to remove references to some arrangements in place in response to the COVID-19 pandemic:</p> <p>2.2.3 Borrowing rights for teaching staff and research, postgraduate, part-time, distance and placement students from other Universities and reference access for full time students as defined in the SCONUL Access Scheme is under review. Please see the library website for up-to-date details.</p> <p><b>Amended to:</b> 2.2.3 Borrowing rights for teaching staff and research, postgraduate, part-time, distance and placement students from other Universities and reference access for full time students as defined in the SCONUL Access Scheme are available. Please see the library website for up to date details.</p> <p>3.1 To keep our students and staff safe in our Libraries we are following University Covid Aware policies. You must adhere to the social distancing instructions, traffic flows, notices, guidance and respect other users at all times</p> <p><b>Amended to:</b> 3.1 To keep our students and staff safe in our Libraries we are following University policies. You must adhere to instructions, notices, guidance and respect other users at all times.</p> <p>3.7 Only drinks in sealed containers may be consumed in the libraries. Food is not permitted in library spaces, due to COVID-19 cleaning regimes. All rubbish must be placed in the bins provided.</p> <p><b>Amended to:</b> 3.7 Only drinks in sealed containers may be consumed in the libraries. Food is not permitted in library spaces. All rubbish must be placed in the bins provided.</p>	<p>April 2022</p>	<p>Ruth Jenkins Director of Library and Learning Resources</p> <p><a href="mailto:Ruth.Jenkins@bcu.ac.uk">Ruth.Jenkins@bcu.ac.uk</a></p>
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