

Academic Policy and Procedure updates for 2024/25

Summary of Changes:

For **new students** who will be enrolling on courses which were **previously offered by AECC University College**

General approach: We have approved a new suite of Academic Policies, based on the existing AECC University College Policies and Procedures, with additions and amendments to reflect previous University College of Osteopathy policies, where this was deemed necessary, appropriate and/or beneficial to students.

The table below provides a summary across all Academic Policy and Procedures relevant to students.

Admissions, Recruitment and Selection Policies and Procedures	
Recruitment Selection and Admissions – Appeals and Complaints: Policy and Procedure	<p>The policy has been updated to clarify that where applications have been falsified, or Disclosure and Barring Service (DBS) checks failed, there is no ground for appeal.</p> <p>We have added a form for submission of appeals and complaints relating to admissions.</p> <p>The timeline for initial consideration of a complaint has been updated to 10 working days (reduced from 20 days). This will enable swift resolution.</p>
Recruitment Selection Admissions Regulations	<p>We have made the English Language requirements for Postgraduate courses clearer in the Regulations.</p>
Recruitment, Selection and Admission Policy Taught Awards	<p>We have added a point to clarify that the policy and procedure is applicable to admissions to courses delivered via approved Educational Partnerships.</p> <p>We have added some detail relating to the external reference points which are applicable to the policy and procedure</p> <p>We have updated the procedure to include details specific to some courses (Access and part-time M.Ost courses).</p> <p>We have included more detail regarding documentation handling, retention and disposal.</p> <p>We have added some additional detail around how Recognition of Prior Learning is managed and how the policy principles are applied at the point of admission and at assessment.</p> <p>The amount of credit that can be considered for Recognition of Prior Learning for Postgraduate courses has been reduced from two thirds to half. This aligns with the sector.</p> <p>We have added a statement to allow an exception to the requirement for courses to be taught and assessed in English for courses delivered via an Educational Partnership.</p>

Admissions, Recruitment and Selection Policies and Procedures	
	<p>We have updated the criteria we use for contextual admissions to make this clearer.</p> <p>We have added some details about how we manage your information in accordance with General Data Protection Regulation (GDPR).</p>
Admission and Support for students under the age of 18: Policy	No material changes
Sponsored Student Academic Engagement Monitoring Policy & Procedures NEW Immigration Sponsorship for Students Policy and Procedure	Movement of attendance and engagement requirements to its own policy. No other material changes as this policy sets out the requirements as determined by the Home Office for sponsorship compliance.

Assessment Regulations and Assessment Boards Policies and Procedures	
Academic Appeals Policy and Procedures (Taught Awards)	<p>It has been clarified in the policy that students who have recently completed their studies are able to submit appeals in accordance with the requirements.</p> <p>The timelines for each stage of the procedure has been reviewed and amended to ensure that this process can be completed as quickly as possible, and to ensure that each stage can be completed with the appropriate level of scrutiny.</p> <p>We have made it clear that, where there is evidence to support it, appeals may be made on multiple grounds.</p> <p>The policy has been updated to confirm the burden of evidence is on the student, but that the University will prompt any student who has not provided appropriate evidence to do so prior to the Investigation Panel. Additional submissions of evidence must be made by the deadlines stated in these cases in order for the appeal to be considered.</p> <p>The policy has been updated to make it clear what criteria the Investigation Panel will utilise to make a decision as to whether an appeal is valid.</p> <p>The policy has been updated to clarify that submission of a request for consideration via the Review Stage should be made within 5 working days.</p> <p>The review stage will be undertaken by an individual who will review all the relevant documentation and make a judgement as to whether the case has been considered in accordance with procedure.</p> <p>The possible outcomes of the Review Stage have been clarified.</p> <p>The policy has been updated to make it clear what happens if the outcome of the Appeals Board requires an amendment to the Assessment Board outcome.</p>
Assessment Regulations	No material changes
Exceptional Personal Circumstances Policy	<p>We have added some additional information about the sorts of circumstances which would be considered Exceptional Personal Circumstances.</p> <p>The policy has been clarified in order to explain the requirements for additional time (up to the submission/exam) to apply.</p> <p>The policy has been updated to allow students to submit a Self-certification as evidence of short-term illness (7 calendar days or less).</p>
Assessment Boards Policy and Procedure	No material changes

Assessment Regulations and Assessment Boards Policies and Procedures	
Revocation of Awards Policy and Procedure	No material changes

Course Design, Development and Management Policies and Procedures	
Course Closure and Suspension of Courses Policy and Procedure	<p>The policy and procedure has been updated to ensure the scope of the procedure is clear and to update terminology and group names.</p> <p>We have clarified that the policy and procedure is applicable to courses delivered via an approved Educational Partnership and also to Apprenticeship courses.</p>
Course Consideration, Approval and Periodic Review Policy NEW Title: Course Approval Policy and Procedure	This policy has been substantially re-written for all courses. These changes are not likely to have any immediate direct impact on existing or new students, but students are encouraged to familiarise themselves with the details to gain an understanding of how the university approves new courses and assures quality and standards in this aspect.
Course Modification Policy and Procedure	<p>The policy has been updated to clarify the requirements for us to consult with students about planned changes.</p> <p>We will continue to consult with all learners who might be impacted by proposed Level 3 Modifications. If you don't respond to us, we will assume you are supportive of the change. Any concerns that are raised through the consultation process will be outlined and discussed at the Academic Standards and Quality Committee and a resolution will be defined.</p>
Course Design Framework	This policy has been substantially re-written for all courses. The changes will not impact existing approved courses immediately, but students are invited to familiarise themselves with the principles as these will be rolled in on a case by case basis for courses at the next point of modification or review.
Course and Unit Monitoring Policy and Procedure NEW Title: Course and Unit Monitoring and Periodic Review Policy and Procedure	These changes are not likely to have any direct impact on existing or new students, but students are encouraged to familiarise themselves with the details to gain an understanding of how the university undertakes monitoring and review activities for courses.
External Panel Member Policy and Procedure	This policy has been reviewed and updated to ensure the terminology is up to date, but there are no changes which have any impact on students.

Learning and Teaching Policies and Procedures	
Learning Services Rules	No material changes- updates to clarify that the policy is applicable to the Bournemouth Campus Library.
Online assessment handling and use of Turnitin policy and procedures	<p>Clarification in relation to the handling on non-standard assignment types has been added to the policy.</p> <p>The policy has been updated to make the access and change management principles clearer for staff.</p> <p>Additional detail has been added relating to how Turnitin may be used.</p> <p>The procedure has been updated to make it clear which team completes which step in the process.</p> <p>Word count policy application has been clarified.</p> <p>Details relating to submission deadlines has been updated to remove restrictions.</p> <p>Clarification has been made to outline the application of the Additional Learning Support (ALS) requirements in assessments policy and procedures.</p>

Learning and Teaching Policies and Procedures	
	<p>The policy has been updated to make it clear what will happen if the student does not submit in accordance with the required file convention.</p> <p>The policy has been amended to allow to corrupt submissions to be resubmitted without penalty.</p>
Access to Examination Scripts Policy (Taught Students)	The policy has been updated to clarify that Unit Leaders will meet with students on an ad-hoc basis, and you will be able to meet with the Unit Leader to review your script if you failed the assessment.
Group Work Policy	An additional clause makes it clear that group assessments need to be designed in accordance with the Course Design Framework.
Marking and Moderating Policy for all Higher Education courses and units (AECC University College awards) NOW: Marking and Moderation Policy and Procedure	<p>We have made it clear in the policy that where there are any exceptions to standard generic criteria or assessment regulations, these will be set out in a separate document and provided directly to the relevant learners.</p> <p>The Step Marking table has been updated to include the letter grade system currently used for UCO School of Osteopathy courses.</p> <p>We have added a clause to outline the University's approach to anonymous marking. This will be applied where this is pedagogically and practically reasonable.</p> <p>We have added some information about the responsibilities of Course and Unit Leaders.</p> <p>The description of second and double marking sample requirements has been updated for clarity.</p> <p>We have added some information about how inexperienced markers will be supported.</p>
Setting and Scrutiny of Assessments Policy	<p>A point of clarification has been added to confirm that the procedures are required for alternative assessments alongside the standard assessments.</p> <p>A point of clarification has been added to confirm that the procedures are required for reassessments, and that scrutiny should be undertaken at the same time as the assessments.</p>
Additional Learning Support (ALS) requirements in Assessments Policy and Procedures	<p>An additional clause clarifies that use of an Occupation Health Practitioner (as required) to assist with agreeing reasonable adjustment is acceptable. We have also added a clause to clarify that in some cases it will be necessary to refer students to the relevant Support to Study /Fitness to Practice Policy if no reasonable adjustments can be made without compromising professional, statutory and regulatory body competencies or proficiencies.</p> <p>Information relating to other staff members who may be involved in defining and implementing reasonable adjustments has been added.</p> <p>ALS Marking Guidelines have been added as an Appendix.</p>
Assessment Feedback Policy	No material changes
Generic assessment criteria Policy	No material changes

Placement and Practice Based Learning Policies and Procedures	
Placement Policy	No material changes
Practice Based Education Policy	NOT APPLICABLE- this policy is for former UCO students only.

Research Policies and Procedures	
Research Misconduct Policy and Procedure	No material changes
Research Ethics Policy	No material changes
Research Governance and Integrity Policy	An additional policy is being established- the Research Governance and Integrity Policy sets out the arrangements for our governance of research and maintaining its integrity, referencing the Research Concordat.

Student Conduct, Concerns and Complaints Policies and Procedures	
Student Disciplinary Policy and Procedures	<p>Additional detail relating to the expected conduct of students has been added.</p> <p>It has been clarified that all investigators will have had the opportunity to undertake relevant training.</p> <p>The reference to treating repeat academic offences as a disciplinary matter has been removed. Academic offences will be managed via the Academic Integrity and Misconduct Policy and Procedure.</p> <p>Rather than contact the Academic Registrar directly, the University now has a central 'Student Governance' email contact for all matters to be communicated. This is overseen and managed by the Academic Registrar.</p> <p>It has been clarified that the investigator may request a meeting with the accuser.</p> <p>The investigation outcomes have been clarified.</p>
Academic Integrity and Academic Misconduct Policy and Procedure	No material changes. Minor terminology updates and clarifications only.
Student Complaints Policy	<p>We have clarified the policy to explain how students on courses delivered by our Educational Partners can raise concerns.</p> <p>We have added some additional information about why we need to see evidence as part of complaint submissions, and the typical nature of the evidence that will support cases.</p> <p>The policy has been updated to clarify arrangements for expenses, where this is applicable.</p> <p>We have updated the existing forms and introduced a new form for stage one complaints</p> <p>We have added some detail relating to potential remedies where cases are upheld or partially upheld.</p> <p>We have clarified that where a submission is not in scope of the procedure, or where the requirements of submission have not been fulfilled, the University may reject some complaints.</p> <p>We have added a clause to outline the expectation that all staff will actively engage with the Complaints procedure.</p> <p>We have added a clarification that the University welcomes feedback and suggestions.</p>
Student Fitness to Practise Policy and Procedures	<p>In addition to general wording updates:</p> <ul style="list-style-type: none"> - the addition of a further opportunity for resolution at Stage 1, which is beneficial to students. - the broadening of lay person membership of the panel to include the

Student Conduct, Concerns and Complaints Policies and Procedures	
	<p>possibility of lay staff members, which should help resolve scheduling difficulties.</p> <p>- additional guidance on factors determining any penalties imposed by a panel.</p>
<p>Student Sexual Violence and Misconduct Policy and Procedure TITLE CHANGE: Sexual Misconduct Policy and Procedure</p>	<p>We have changed the title of this Policy and Procedure.</p> <p>No other material changes. Minor terminology updates and clarifications only.</p>
<p>Copyright Policy</p>	<p>Additional details have been added relating to the Copyright Licensing Agency requirements</p> <p>An additional appendix has been added to outline the operational requirements for staff.</p>
<p>Support to Study Policy</p>	<p>It has been clarified that non engagement with the procedure may result in referral to the Student Disciplinary Policy and Procedure.</p> <p>It has been clarified that students may self-refer to this policy and procedure.</p> <p>The policy has been updated to provide details about the use of evidence during the procedures.</p> <p>It has been clarified that students can be accompanied at any stage and not just by a friend but a staff member, another student, friend, family member or representative.</p> <p>Addition to policy to clarify that healthcare students will be expected to meet the requirements set out in the relevant PSRB (Professional, Regulatory and Statutory Body) practice standards consistent with their stage of progression through their course.</p>
<p>Harassment Policy and Procedures for Students</p>	<p>The policy has been updated to include discrimination, victimisation, and cyber-bullying and sexual harassment.</p> <p>A list of legislation related to this policy, noting what behaviour is unlawful or not, has been added.</p>

Student Lifecycle Policies and Procedures	
<p>Transfer of Course Policy TITLE CHANGE: Course Transfer Policy</p>	<p>Additional information has been added to the policy in relation to the specific requirements for Apprenticeship courses.</p> <p>The policy has been updated to include some additional information specifically for students with immigration sponsorship.</p>
<p>Student Engagement and Feedback Policy and Procedures</p>	<p>No material changes. Minor terminology updates and clarifications only.</p>
<p>Study Break Procedure</p>	<p>No material changes. Minor terminology updates and clarifications only.</p>
<p>Withdrawal Procedure</p>	<p>The policy has been updated to be more student-facing and to provide clarification of the options and support available in making a decision.</p> <p>Wording has been updated throughout without material change except for the clarification about the withdrawal date, which is defined as the last point of academic engagement whereas previously it was the date as recorded on the withdrawal form. This is not appropriate if a student has later engagement with their course, and withdrawals should not be "backdated" where there has been evidence of engagement since. This is in the best interests of fairness to all students.</p>

Student Lifecycle Policies and Procedures	
NEW Student Academic Engagement Policy	<p>Changes that impact Sponsored students: additional requirement to complete enrolment within 4 weeks instead of within 10 days of course start. Specific attendance thresholds must meet those of all students plus a trigger of zero activity in any two-week period instead of a trigger of 50% activity.</p> <p>Changes which impact all student: amendments have been made to formalises procedures already in place via school monitoring meetings, with specific thresholds of 60% attendance in teaching and 80% in clinic. Clarified process for handling absences (authorised and unauthorised).</p>