Regulations and Policies Update – 2020/21

The following are the regulations and policies that have been updated this year and come into force from academic year 2020/21.

Given the ongoing COVID-19 situation the College may continue through the summer period to amend policy where it is in students’ interests and supports progression through the appropriate programme of study. Where there are amendments to policy or regulation the College will write to students to let them know what these changes are and how they relate to their studies. We will also consult student representatives on the changes and offer opportunities for students to discuss these changes with members of staff.

College Regulations and Policies are available on the College webpages:

- Policies
- Regulations

For any policy related query please raise a query via ASK: www.bbk.ac.uk/ask

Updated Regulations and Policies 2020/21:

- Common Awards Scheme Regulations
- Supporting Transgender Intersex and Gender Non-Binary Students Policy (New Policy)
- Student Death Procedure
- Late Submission Policy
- Student Appeals Policy and Procedure (Taught/Research)
- Student Complaints Policy and Procedure
Regulations and Policies Update – 2020/21

The following are the regulations and policies that have been updated this year and come into force from academic year 2020/21. Including details of key changes.

- **Common Awards Scheme Regulations**
  - Minor updates to definition of terms
  - Accreditation of Prior Learning (APL) – updating the maximum number of APL credits allowed towards an Honours degree; now 240 credits (CAS 2.0)
  - Progression – the addition of agreed UG progression rules (CAS 9.0)
  - Late Submission – this section has been updated in light of the revised Late Submission Policy for 20/21. To avoid duplication and scope for error the CAS regulations will refer to the policy. (CAS 20.0)
  - Passing a module – this section has been updated in light of the agreed move to 4 assessment attempts and removal of Sub-Board discretion around the offer of reassessment or retake for UG students (1st attempt will be the original assessment, 2nd attempt will be a reassessment, a 3rd attempt will be a retake and the 4th attempt will be a reassessment) (CAS 21.0)
  - Reassessment – this section has been updated in light of the move to 4 assessment attempts for UG students (CAS 22.0)
  - Timing and Format of Reassessment – clarity has been added that there must be a reassessment opportunity offered to students before the start of the next academic year (CAS 23.0)
  - Compensated fail – terminology has been changed to compensated credit (CAS 24.0)
  - Deferral and Mitigating Circumstances – this has been updated in light of the move to 4 assessment attempts for UG students (CAS 29.0)
  - Notification of Results and Issue of Diplomas – this section has been revised to address inconsistent practice.

- **Supporting Transgender Intersex and Gender Non-Binary Students Policy**
  - This is a new policy that has been developed following extensive consultation with stakeholders, including the SU and HR and:
    - Establishes a procedure for supporting students with impact of the process of transitioning on their studies.
    - Ensures that a key contact will be agreed with the student to ensure that the student receives the appropriate advice and guidance.
    - Guides staff on appropriate language, terminology to ensure best inclusive practice towards trans students.
    - Outlines student records processes for ensuring students understand and have control over how they are referred to on student records, while maintaining the College obligations to use legal names where appropriate.
    - Ensures that trans students have equal access to College facilities and activities.

- **Student Death Procedure**
• This document outlines procedures to follow in the event of a student death.

**Late Submission Policy**

- A sliding penalty scale for late coursework submissions has been implemented, whereby work that is submitted up to 7 calendar days late will receive a late penalty mark and deduction of 10% of marks awarded from the original, 'real' mark for the piece of assessment concerned. However, this deduction will not take the mark for the late piece of assessment lower than the 40% (undergraduate) / 50% (postgraduate) pass threshold.

- Any work that is submitted more than 7 calendar days late will receive a late capped penalty mark according to the respective pass threshold (40% undergraduate modules and 50% postgraduate modules).

- The previous policy capped any work that was submitted late according to the respective pass threshold (40% undergraduate modules and 50% postgraduate modules).

- A 2 week absolute cut off deadline for late submission and accompanying documentation across the College has been introduced.

**Student Appeals Policy and Procedure (Taught/Research)**

- The timescale for the submission of an appeal has been adjusted from 6 weeks to 4 weeks.

*September 2020*