

Regulations and Policies Update – 2021/22

The following are the regulations and policies that have been updated this year and come into force from academic year 2021/22. Key updates are detailed below.

Given the ongoing COVID-19 situation the College may 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 2021/22:

- Common Awards Scheme Regulations
- Policy on Teaching a Module at Different Academic Levels
- Accreditation of Prior Learning Policy
- Student Complaints Policy and Procedure
- Mitigating Circumstances Policy
- **Common Awards Scheme Regulations**
 - Admission and Registration of Students on to Taught Programmes (CAS 1.0) – this section has been updated to add clarity regarding registration and concurrent study: *a student may not register concurrently for more than one programme of study at the College or register as a student of the College while registered on, or re-sitting examinations for, another programme at any other university or Higher Education institution.* This is more explicit than the current regulation, which only referred to 'equivalent qualification' in relation to concurrent registration.
 - Period of Student Registration and Credit Validity (CAS 3.0) – this section has been revised to clarify what the expected periods of registration are for each of our awards based on a clear table with a maximum period of registration for each award and removing reference to credit validity.
 - Progression from One Year of Study to Another (CAS 9.0) – this section has been amended to confirm progression requirements from programmes with a foundation year: *students on a programme with foundation year are required to pass all 120 credits taken as part of the foundation year, as set out in the relevant programme specification, before the start of the academic year in which they progress to their*

next year of study. The only exception to this is if a student has an application for mitigating circumstances accepted by the Sub-board of Examiners. In such cases, students may be progressed subject to a maximum of 30 credits not being passed as long as the remaining 30 credits are taken as a reassessment (not retake for the avoidance of doubt) in the following academic year.

- **Policy on Teaching a Module at Different Academic Levels**

- A new policy has been developed to confirm the College's approach to teaching modules at more than one academic level to ensure that teaching activities, assessment criteria, assessment methods and learning outcomes align with the academic level of study for a module. Each approved module is approved at one academic level at Birkbeck (3, 4, 5, 6 or 7).

- **Accreditation of Prior Learning Policy**

- Clarity that the decision to award Accreditation of Prior Learning (APL) is based on the currency, relevancy, validity, volume and level of prior learning undertaken by a student.
- The maximum length of time allowable for APL has been removed from the CAS Regulations and included in the policy. The maximum length of time has been increased to ten years from the seven years (UG) and five years (PG) and removes the inconsistent treatment of APL between UG and PG awards.
- Ambiguity in certain sections has been addressed by removing the word 'normally', or adding more specific qualifiers (for example 'in exceptional circumstances') where deviations might be permitted.
- Clarity has been added that the award of APL can be applied to a core, compulsory or optional module.
- Clarity has been added that credit that has already been used towards an award can be considered for APL towards awards at the same level in the case of students wishing to further their study at Postgraduate level and progress from a PgCert to a PgDip, PgCert to MA/MSc or PgDip to MA/MSc, which are all Level 7 awards.
- A new section has been added on how credit gained at the College for previous study should be taken into consideration.
- Clarity on how APL applies to international students has been added.
- An amendment has been made to remove the right to appeal the decision relating to the award of any APL credit. The award of APL is an academic judgement.

- **Student Complaints Policy and Procedure**

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

- **Mitigating Circumstances Policy**

- The consideration and approval of mitigating circumstances claims will not require documentary evidence for 2021/22. This change will support students who may be impacted by the COVID-19 pandemic.