

## Regulations and Policies Updates– 2024-25

### Introduction

The following are the regulations and policies that have been updated this year and come into force from academic year 2024-25.

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](http://www.bbk.ac.uk/ask)

### Updated Regulations and Policies 2024/25:

- Common Awards Scheme Regulations
- Mitigating Circumstances Policy and Procedure
- Feedback on Assessment Policy
- Wellness and Support Policy (formerly Student Support and Wellness Policy)
- Marking and Moderation Policy
- Academic Integrity and Misconduct Policy
- Supporting Good Academic Practice Policy
- Admissions Policy
- Fees Policy
- Policy on Supervised Dissertations and Research Projects for Taught Students

## Summary of Updates

### Common Awards Scheme Regulations

- Revised presentation of degree algorithm from in textual format as opposed to formulae, to improve accessibility at sections 35-52.
- At section 21.0 (ii), taught postgraduate students are now offered reassessment *only* at second attempt, instead of reassessment or retake which was previously permitted at the discretion of the Sub-Board of Examiners. This is to ensure fair and equitable reassessment opportunities for all students.

### Mitigating Circumstances Policy and Procedure

- Update to the wording of the policy in relation to safeguarding concerns, in order to clarify that if information is included within mitigating circumstances claims which raise safeguarding or wellbeing concerns, then this information may be shared on a need-to-know basis with colleagues in the relevant teams, whilst still complying with the College privacy notices and data protection requirements.
- Removal of the option of 'impaired performance' from the mitigating circumstances form.

### Feedback on Assessment Policy

- Rewording the feedback turnaround timeframe from 'four weeks' to '20 working days.'
- Emphasis on the requirement to return feedback as soon as possible and no later than four weeks after the assessment deadline.
- Emphasis on the requirement that students be made aware of when feedback will be delivered and what form this will take at the beginning of the module along with the assessment arrangements.
- Inclusion of the responsibilities of module convenors in ensuring the type of feedback is appropriate to the type of assessment, which will be dependent on discipline.
- Inclusion of the responsibilities of School Education Leads and Faculty Heads of Education and Student Experience in signposting staff to available training and resources to support the delivery of high-quality feedback within four weeks.

### Wellness and Support Policy (formerly Student Support and Wellness Policy)

- Change of policy name from student support and wellness to wellness and support.
- Change to structure and format of Policy and Inclusion of a high-level Summary of Processes.

- Addition of reference to Terms and Conditions of Study.
- Removal of references to discretionary action.
- Amendment: Deferral or removal of offer to be at the discretion of Wellbeing Services.
- Information about possible outcomes made more prominent.
- Inclusion of healthcare professional as suitable companion.
- Inclusion of brief information about management of risk in all stages of the policy.
- Inclusion of brief information regarding the purpose and possible outcomes of review meetings.
- Replacement of term 'required break in studies' with 'suspension'
- Replacement of term 'voluntary break in studies' with 'elected break in studies'
- Amendment to Stage 3 Panel composition.
- Inclusion of notification of Heads of Operations in the instance of deferral or removal of offer, suspension or withdrawal.
- Inclusion of student responsibility of informing the College three months in advance of desired return
- Inclusion of established practice relating to re-application and enrolment of students who have previously had their enrolment discontinued under the policy.
- Appeals process amended to reflect organisational changes, provide greater clarity and structure.

### **Marking and Moderation Policy**

- Addition of guidance to clarify the approaches available for marking and moderation, within the College's policy.

### **Supporting Good Academic Practice: Policy and Process**

- The purpose of this new policy is to set out for students what Birkbeck, University of London (the College) means by 'good academic practice.' This is so that students know what is expected of them, where they might be falling short of appropriate practice and the supportive measures which can be put into place to avoid academic misconduct.

### **Academic Integrity and Misconduct Policy**

- Policy revised in line with new academic misconduct policy to ensure alignment and consistency of language across both policies
- Now only contains only two stages.

### **Fees Policy**

- Amendments to section 10 to reflect that the student visa deposit is non-refundable, and that payment of the deposit confirms acceptance of the Deposit Terms and Conditions.

## **Admissions Policy**

- At paragraph twenty-eight, inclusion of confirmation of credibility process and College's ability to withdraw application or offer on this basis in line with other admissions checks.
- Terminology updated in paragraphs 34 – 38, to reflect current terminology ('student visa') and to clarify that credibility checks are undertaken.