

Academic Policy and Procedure updates for 2024/25

Summary of Changes:

For **current students** previously enrolled on **courses at the University College of Osteopathy**

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 UCO 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	No material change
Recruitment Selection Admissions Regulations	No material change
Recruitment, Selection and Admission Policy Taught Awards	No material change
Admission and Support for students under the age of 18: Policy	This is a new policy which replaces the information provided in the Academic Quality Framework (07). The policy and procedure are aligned, and the new standalone version provides additional detail.
Sponsored Student Academic Engagement Monitoring Policy & Procedures NEW Immigration Sponsorship for Students Policy and Procedure	This is a NEW Policy and Procedure for all students. The 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>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>The policy confirms that where the Assessment Board has made the decision that a student cannot progress (due to failure) the student will not be able to progress, even if they have submitted an appeal.</p> <p>The policy includes the following additional ground: The assessment was not carried out in accordance with the Regulations for the course.</p> <p>The policy includes a clarification that lack of awareness about policy and procedures cannot be stated as a reason for an appeal.</p> <p>The submission deadline for appeals has been amended to 10 working days following the provision of the Assessment Board outcome to the students</p>

Assessment Regulations and Assessment Boards Policies and Procedures	
	<p>(results). This shorter timeline will help ensure that appeals are considered in a timely manner.</p> <p>The policy clarifies that appeals submitted outside of the deadline will not be considered. The University recognises that there may be a valid reason for late submission and the policy explains how students can tell us about this, for consideration.</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 must be made by the deadlines stated in these cases in order for the appeal to be considered.</p> <p>The policy requires that appeal submissions are triaged by an Investigation Panel rather than an individual. The criteria the panel utilise to make a judgement on whether the Appeal is valid are stated in the policy.</p> <p>The policy outlines that rather than being investigated by an individual, cases deemed valid by the Investigation Panel will be presented to an Appeals Board for deliberative consideration.</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>
Assessment Regulations	<p>The Regulations allow for variations for all individual courses. There are therefore no material changes for 2024/25.</p>
Exceptional Personal Circumstances Policy	<p>The policy requires requests for consideration of Exceptional Personal Circumstances by a separate Exceptional Circumstances Panel, rather than the Assessment Board. This is beneficial to students as it reduces the number of people who are provided the information provided, and provides an additional deliberative consideration of claims, and ensures students are treated consistently and fairly.</p> <p>The policy has been strengthened to direct students to more appropriate measures of support for any long term circumstance.</p> <p>We have removed the implied declaration of fit-to-sit.</p> <p>Students who wish to Appeal will be able to do so via the Academic Appeals Policy and Procedure.</p> <p>The policy does not stipulate specific extension periods, moving to a student-centred approach.</p> <p>The 7-day grace period post-deadline at a capped grade has been removed. Students can still continue to utilise existing mechanisms where unforeseen situations have occurred.</p> <p>The timelines in the policy are shorter, meaning that the decision making process is quicker.</p>
Assessment Boards Policy and Procedure	<p>The replacement policy adds more clarity to the process but does not materially affect students.</p> <p>The policy includes a provision for the Assessment Board to send letters of commendation to students.</p> <p>The policy has been updated to set out when a decision can be made by Chair's Action. While this removes Chair's Action for Exceptional Personal Circumstances, this is solely because the Chair nor the Assessment Board decides over EPCs. This is therefore not detrimental.</p>

Assessment Regulations and Assessment Boards Policies and Procedures	
Revocation of Awards Policy and Procedure	This replacement policy adds more clarity to the process but does not materially affect students

Course Design, Development and Management Policies and Procedures	
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Course Closure and Suspension of Courses Policy and Procedure	<p>The University will use broadly the same criteria as rationale for closing courses.</p> <p>The new procedure includes consideration of closure by a specific sub-group and approval is granted by the Executive. This will mean that cases for closure are getting additional scrutiny.</p> <p>The requirements for us to consult and inform students in accordance with the regulatory requirements remains the same.</p> <p>We are making some changes to which staff are responsible for what, this is very unlikely to have any impact on students.</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 terminology used to describe the types of Modifications is different, but it is confirmed that where the policy refers to 'Level 1 Modifications' this is equivalent to Low Risk modifications in the UCO policy, and where the policy refers to 'Level 2 Modifications' this is equivalent to Medium Risk modifications in the UCO policy. Where the policy refers to 'Level 3 Modifications' this is equivalent to High Risk modifications in the UCO policy.</p> <p>If the University wish to change the title of a course, this policy sets out a specific procedure for requesting this change, rather than this being undertaken by Modification.</p> <p>The University ensures compliance with the Competition and Marketing Authority regulatory requirements by undertaking consultation activities and communicating change effectively. The policy sets out the process for this, and whilst it may be different to the procedure in the UCO policy, it enables us to assure that learners are receiving information appropriately and are able to voice any concerns they have about change.</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	Changes have been made for the policy to cover monitoring and review activities. 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	
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Learning Services Rules	NOT APPLICABLE- only applicable for Bournemouth Campus
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Learning and Teaching Policies and Procedures	
Online assessment handling and use of Turnitin policy and procedures	NOT APPLICABLE- only applicable for Bournemouth Campus
Access to Examination Scripts Policy (Taught Students)	<p>The policy includes some additional information about when we aren't able to provide scripts for certain types of assessment.</p> <p>The policy has some additional detail about when and how you will be able to access scripts.</p> <p>The policy sets out that students must not publish / disseminate / modify the script and explains that this is a disciplinary offence.</p> <p>Some additional information is included to explain annotations on scripts. Students are referred to the Assessment Feedback Policy and Procedure for more information.</p> <p>The policy sets out access to scripts is on production of student ID card and that students should not be accompanied unless agreed as a reasonable adjustment.</p>
Group Work Policy	This policy has been reviewed and updated to ensure the terminology is updated, but there are no changes which have any impact on students.
<p>Marking and Moderating Policy for all Higher Education courses and units (AECC University College awards)</p> <p>NOW: Marking and Moderation Policy and Procedure</p>	<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>For existing students previously enrolled with UCO, we have created an exception to the University's Regulations for 2024/25 which will allow us to continue utilising the current grading scale and step marking bands for Level 7 students this year. These will be made available to relevant students on enrolment.</p> <p>The AECCUC approach to double and second marking is very similar to the UCO approach, and this is therefore being adopted with no change required.</p> <p>The responsibilities of Course and Unit Leaders have been clarified.</p> <p>New sample sizes for moderation have been adopted. These align with sector practice and will ensure robust marking practices continue in alignment with the rest of the University.</p> <p>The policy requires oral presentations to be marked and a sample of 10% will be double marked. Both markers will be in attendance for those assessments which are part of the sample. Samples will be made available to the appointed External Examiner for review.</p> <p>The policy has some additional detail regarding delaying assessment boards if there are significant concerns about marking</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>The policy doesn't set specific requirements on how the School should ensure scrutiny of assessments are undertaken, but rather requires the School to devise processes most suitable to them.</p>
Additional Learning Support (ALS) requirements in assessments policy and procedures	<p>The policy refers to the Equality Act 2010 and that information provided will be shared as per the Student Privacy Notice and unless students say otherwise.</p> <p>The procedures include an option to enable students awaiting diagnosis to have a postponement or extension on their assessment.</p> <p>Additional information is included to clarify when a student can submit</p>

Learning and Teaching Policies and Procedures	
	<p>Exceptional Personal Circumstances in relation to ALS.</p> <p>The policy sets out the arrangements for temporary adjustments to be applied as required.</p> <p>Information relating to standard adjustments for pregnant students is included.</p> <p>ALS Marking Guidelines have been added as an Appendix</p> <p>The policy does not specifically stipulate any rules relating to adjustments for English Language. Language requirements are part of the Entry requirements, and this is therefore inferred.</p> <p>The policy does not exclude access to reference materials as a potential reasonable adjustment.</p>
Assessment Feedback Policy	<p>A definition of feedback is provided.</p> <p>There are some additional details to explain what feedback is and how it will be provided.</p> <p>There are some additional ideas about creative ways staff can give students feedback</p> <p>The policy sets a requirement for feedback on your assessment to be provided within 4 weeks, rather than 6.</p> <p>There is some information which sets of what is expected of you as a student engaging with assessment.</p> <p>Additional detail is included to outline specific feedback methods for students with specific learning difficulties (SpLD) or other disabilities</p>
Generic assessment criteria Policy	No material changes

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

Research Policies and Procedures	
Research Misconduct Policy and Procedure	The replacement policy adds more clarity to the process but does not materially affect students
Research Ethics Policy	An additional policy is now in effect. The Research Ethics Policy and Procedure reflects the University's commitment to good ethical practice; assists researchers and supervisors undertaking research to identify appropriate ethical issues and address these in the development of research proposals. It also acts as a safeguard to researchers and supervisors who can be confident of the ethical propriety of their project once it has been approved.
Research Governance and Integrity Policy	No material changes

Student Conduct, Concerns and Complaints Policies and Procedures	
Student Disciplinary Policy and Procedures	<p>The framework for determining the seriousness of disciplinary matters has been replaced with criteria which sets out whether a disciplinary matter is considered Major or Non-Major</p> <p>Precautionary measures which may be enacted whilst investigation is underway are included in the Policy and Procedure.</p> <p>Rather than contact the relevant service 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>Details relating to what happens if the panel do not agree unanimously has been added</p> <p>Penalties have been aligned to the Major/ Non-Major criteria as outlined previously.</p>
Academic Integrity and Academic Misconduct Policy and Procedure	<p>The policy includes some additional details about what academic misconduct is.</p> <p>The policy references procedures relating to ALS and adjustments.</p> <p>The policy outlines the actions required if any learner wishes to report suspected academic misconduct by another learner.</p> <p>The policy allows poor academic practice to be managed by the course team, depending on the nature of the case.</p> <p>The policy stipulates that learners may not depend on not having been detected when previously committing academic misconduct as a defence, if claims are upheld.</p> <p>The procedure requires a deliberative consideration of the suspected case by a team of staff within the school as the first stage.</p> <p>The School level consideration will require the collation of the facts and information, followed by a judgement. Student admission of guilt does not make up a formal part of the considerations at this stage, but all learners are encouraged to act with integrity and admit their mistakes.</p> <p>The timelines for Misconduct panels to be convened, and the lead times for provision of information to students are longer in this policy.</p> <p>The policy makes provisions for students to raise concerns in relation to the panel members, where necessary.</p> <p>The policy includes a broader range of penalties which are applied when suspected cases of misconduct are upheld. Penalties will be applied in proportion to the seriousness of the misconduct.</p> <p>The review stage of the procedure will be completed by a panel, rather than an individual.</p>
Student Complaints Policy	<p>The policy requires concerns to be raised via the Informal stage within one month of the event. Raising concerns as soon as possible will provide the University with the opportunity to attempt to offer swift resolution and to ensure any matters which need addressing are completed promptly.</p> <p>The stages in the procedure are broadly aligned to the previous version, with an opportunity for informal resolution and investigation stages. The processes we will utilise are different, but complaint cases will be managed in essentially the same way.</p>

Student Conduct, Concerns and Complaints Policies and Procedures	
Student Fitness to Practise Policy and Procedures	<p>Clarification that the requirement to declare annually that they are in good physical and mental health and free of criminal convictions is a fitness to practise requirement (currently only implied)</p> <p>Clarification of University responsibility to inform external bodies of fitness to practise concerns where a student already has professional registration</p> <p>That cases can be expedited to Stage 3 (Panel Hearing) if referred via another policy - not currently explicit in UCO policy but avoids the need to go through investigation stages un-necessarily.</p> <p>That panel hearings will normally be arranged with at least 10 working days' notice and a maximum of 20. This is currently at least 15 days' notice for UCO students but it is recommended that timings are reviewed across all conduct policies post-merger. The additional 5 days difference is not necessarily always beneficial where cases are better heard as soon as possible.</p> <p>The membership of hearings is larger, which adds more opportunity for scrutiny and balance of opinion, as is the appeals panel. There is greater detail in the new policy to grounds for appeal and how appeals operate, which is a benefit.</p> <p>Outcomes are communicated sooner in the new policy (5 working days compared to 15 currently)</p>
Student Sexual Violence and Misconduct Policy and Procedure TITLE CHANGE: Sexual Misconduct Policy and Procedure	<p>This is a new Policy and Procedure.</p> <p>All learners are encouraged to familiarise themselves with the content.</p>
Copyright Policy	No material changes
Support to Study Policy	<p>The policy makes reference to the Equality act and fair treatment of students.</p> <p>The policy includes reference to the University's responsibilities in relation to the General Data Protection Regulation (GDPR).</p> <p>The policy includes additional details about what happens at each of the stages of the procedure.</p> <p>The policy has an additional procedure for managing acute concerns.</p>
Harassment Policy and Procedures for Students	No material changes. Minor terminology updates and clarifications only.

Student Lifecycle Policies and Procedures	
Transfer of Course Policy TITLE CHANGE: Course Transfer Policy	<p>The transfer deadline in the policy is extended from the 2 weeks until 01 December (for September start courses).</p> <p>The procedure includes an opportunity to appeal any decision relating to transfers.</p> <p>Additional information has been added to the policy in relation to the specific requirements for Apprenticeship courses</p> <p>There is some additional information about what happens if transfers are connected to new or reviewed courses.</p> <p>There is some additional information about transfers that are a result of course closure.</p>

Student Engagement and Feedback Policy and Procedures	No material changes. Minor terminology updates and clarifications only
Study Break Procedure	No material changes. Clarification over the granting of study breaks for up to 12 months, as opposed to "for the remainder of the academic year".
Withdrawal Procedure	No material changes. The current UCO policy confirms that withdrawal dates are based on the last point of interaction, which aligns with the AECCUC policy. Wording about exit award holders not normally attending graduation has been removed.
NEW Student Academic Engagement Policy	This is a new policy. We have clarified that unauthorised absences are considered as part of monitoring meetings. Addition of a specific requirement for sponsored students to have recorded activity within each 2 week period (replacing 10 weeks). The new policy has a reduced specified period of unexplained absence from 15 days to 14 days to trigger action to tie in with the above. In the new version we have removed specific reference to the name of the school committee so that this applies across all schools.