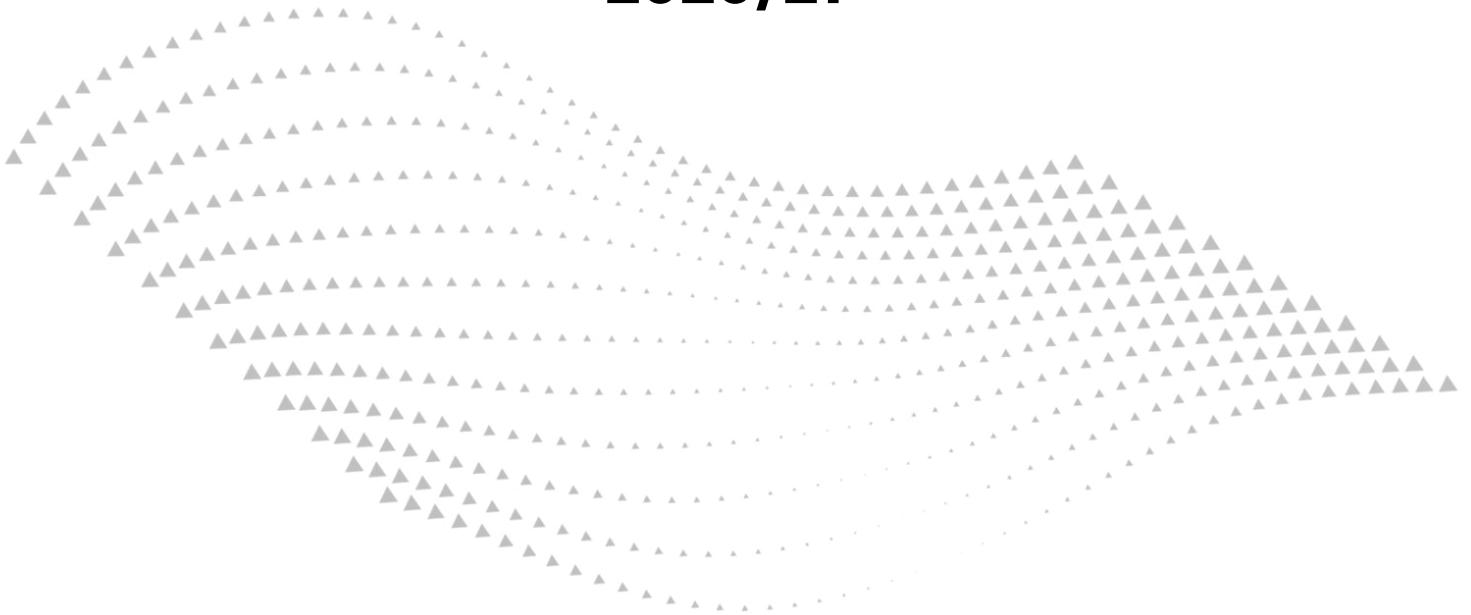




BIMM
INSTITUTE

US
UNIVERSITY
OF SUSSEX

Important Regulations & Information
University of Sussex Validated Courses
2020/21



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Introduction to Important Regulations & Information

This document is designed to give you clear information about some of the important regulations that govern your time at BIMM and to signpost you to the definitive current versions of these policies and regulations.

Where this document refers to 'Terms & Conditions,' this refers to the terms and conditions which can be found on the [Essential Documents](#) page on our website.

By agreeing to these Terms & Conditions, you have agreed to abide by the regulations relating to your time as a student at the institute.

This document references the following regulations from the Governance & Quality pages of our website:

- [Academic Regulations \(University of Sussex\)](#)
- [Fitness to Study Policy](#)
- [Bullying & Harassment Policy & Procedure](#)
- [HE Course Approval & Modification Policy & Procedure](#)
- [Learning & Teaching Strategy](#)
- [Sexual Misconduct Policy & Procedure](#)
- [Student Charter](#)
- [Student Code of Conduct](#)
- [Student Data Protection Policy](#)
- [Student Disciplinary Procedure](#)
- [Student Engagement Policy](#)
- [Student Intellectual Property Policy](#)

This document also contains an overview of important financial information, an indicative list of [Essential Equipment](#) for our courses and information for [International Students](#), and about [Appeals and Complaints Procedures](#).

This document is not designed to replace or supersede any of these regulations and policies and, where there is any doubt, the information on our website should be taken as definitive.

If you need further guidance, please contact a member of student support or the admissions team.

Withdrawal

BIMM has the right to withdraw you from your course if:

- You have poor attendance at lessons, in line with the HE Student Withdrawal Procedure (see the [Student Engagement Policy](#))
- You fail too many assignments and cannot meet the progression requirements (see [Academic Regulations \(University of Sussex\)](#))
- A fitness to study panel finds that you are unable to continue your studies due to illness, including mental health issues (see the [Fitness to Study Policy](#))
- You are found guilty of serious breach of our academic misconduct regulations (see section 9 of the [Academic Regulations \(University of Sussex\)](#))
- You exceed of the maximum registration period (many courses only allow you to be registered as a student for a maximum of 6 years)
- You fail to return to your studies after a period of intermission or deferral (see Terms & Conditions -Section 10: BIMM Institute's Right to Terminate)
- You fail to pay your tuition fees (see section 8 of the Terms & Conditions - Tuition Fees & Funding)
- If you fail to reenrol at the beginning of any academic year
- Your visa expires or is withdrawn and you are no longer legally entitled to study at the College at which you are currently enrolled (International students only – for further information please see the [international students](#) page on our website and the [Student Engagement Policy](#)).
- You are found guilty of a serious breach of our regulations at a disciplinary hearing. This could include, but is not limited to:
 - Bullying and/or Harassing behaviour
 - Discriminatory behaviour
 - Assault
 - Threatening/abusive behaviour
 - Drugs/alcohol on BIMM premises

For more information please see the [Bullying & Harassment Policy & Procedure](#), [Student Code of Conduct](#), [Student Disciplinary Procedure](#) and [Student Charter](#).

You may also withdraw yourself from a course of study by contacting student support, who will be able to guide you through the process.

If you are withdrawn from a course:

- You will no longer be allowed to use BIMM premises
- You may be liable for any outstanding fees for the year (please see the Terms & Conditions for more details)
- You will not receive a degree qualification, but may qualify for a lower level exit award if you have previously completed one or two years of study successfully and you do not owe BIMM any fees
- For international students only, we will be required by law to inform the relevant immigration authorities that you are no longer a student. This will likely result in your student visa being revoked.

Deferral

You may be allowed to take a break between years while on your course. This period of deferral will normally only be permitted for a maximum of twelve months. Should you subsequently request an extension of your deferral, this will need to be approved by the Academic Registrar. If approved, the

Institute reserves the right to reassess your case before readmitting you to the course. This will ensure any unforeseen circumstances, such as changes to the course structure, will not hinder successful progression through the remainder of the course.

If you fail to return within the agreed time you may be withdrawn from your course.

For more information, please see section 8 of the [Academic Regulations \(University of Sussex\)](#).

Progression Requirements

In order to progress from one year of a course to the next, you must meet the progression requirements. **The best way to guarantee your progression onto the next year is to get at least 40% in all your modules (50% for postgraduate courses).**

If you do not pass all your assessments/modules, you may be offered re-sits of assessments, compensated credit, a retake of a module, or a repeat year, depending on your personal circumstances and the number of assessments/modules you have failed. The decision will be made by the relevant exam board, which will apply the progression rules as outlined in the [Academic Regulations \(University of Sussex\)](#). It is strongly advised that you read these regulations fully.

It is important to note that, if you are awarded a re-sit in an assessment, it will be capped at 40% (50% for postgraduate courses), meaning that this is the highest grade you will receive for this assessment.

Additionally, there may be requirements that you must meet in order to take certain option modules. If this is the case, you will be told when you come to choosing your option modules.

Award Requirements

In order to receive your degree qualification, you will need to meet certain requirements as set out in the [Academic Regulations \(University of Sussex\)](#).

The best way to guarantee that you will receive your full qualification is to get at least 40% in all modules for every year of your course (50% for postgraduate courses).

If you fail to meet the award requirements for your course, you may receive a lower qualification (such as an Ordinary Degree).

Submission of Work

Work must be submitted in the correct format, and failure to do so may result in marks being deducted.

When submitting work digitally, it is your responsibility to ensure that files are in the correct format and can be opened correctly. It is a good idea to test files on different computers to make sure they work. When creating an audio or video file, you should test it on multiple devices. If the file cannot be opened or does not work, we will not be able to mark it, and will likely result in a mark of 0 being awarded.

The non-submission of an assessment will also result in a mark of 0.

Failure of electronic devices does not constitute grounds for a mitigation claim, so it is important that you backup all of your work and double-check all submissions. For more information, please refer to the [Academic Regulations \(University of Sussex\)](#).

Academic Misconduct

Academic misconduct is defined as any attempt to gain an unfair advantage in assessed work by deception or fraudulent means. This includes, but is not limited to:

- Plagiarism: the practice of taking someone else's work or ideas and passing them off as your own
- Collusion: working together with someone on an assessment that is meant to be an individual effort
- Personation: having someone else sit an examination for you
- Taking notes into an unseen examination
- Gaining access to an unseen examination paper in advance of sitting it
- Fabricating or falsifying research results

The result of committing academic misconduct varies depending on the severity of the case, but could ultimately lead to you being withdrawn from the course. If you have already received an award, but are then found guilty of misconduct, you may have that award revoked.

For more information, please refer to section 9 of the [Academic Regulations \(University of Sussex\)](#).

Mitigating Circumstances

If you feel you have been negatively affected by factors outside your control you may be able to make a Mitigation Claim. A mitigation claim may be made against the following circumstances:

- Late or non-submission of assessment
- Absence from an in-person assessment
- Assessment submitted on time and/or in-person assessment (such as examination) taken on scheduled date – but assessment performance is seriously and unexpectedly impaired.

For more information, please see the mitigating evidence regulations in Section 8 of the [Academic Regulations \(University of Sussex\)](#).

Academic Appeals & Complaints

BIMM has several policies and procedures for handling different types of appeals and complaints.

The [Academic Appeals Procedure](#) covers requests for review of a decision made by an academic body (such as an exam Board) regarding student assessment, progression or award. The below is an indicative list of decisions against which you can appeal:

- Failure of the course of study.
- The recommended category of award.
- A decision that the student is required to withdraw from the course because they have failed to satisfy the requirements for academic progress.
- A decision that a student is required to submit one or more assessment units, having failed to satisfy the requirements for academic progress (this can include a decision that a student is required to repeat a year).
- A particular assessment result (this can include a penalty for late submission or failure to submit a piece of work).
- A decision made by BIMM that a student is deemed to have withdrawn.

An appeal will only be successful if you meet one of the grounds for appeal, which will be slightly different depending on what you are appealing against. The grounds for appeal can be found in the appeals procedure.

The [Student Complaints Procedure](#) covers problems relating to teaching, learning, research and supervision, and to the provision of other services by the Institute.

The [Bullying & Harassment Policy & Procedure](#) and the [Sexual Misconduct Policy & Procedure](#) cover complaints concerning the inappropriate behaviour (or allegations of behaviour) of other students and Institute staff. Complaints about staff which do not fall under either policy or procedure may need to be referred to the Institute's People Team.

Finally, there are separate appeals and complaints procedures for applicants. Information about these procedures can be found on the [Appeals & Complaints](#) page on our website. In these cases, a complaint is defined as a concern about an aspect of the admission process, which is not necessarily connected to the selection decision. If, following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

- Pertinent information was missing from the original application.
- There was a misinterpretation of information or data contained within the application.
- There was a procedural anomaly in the handling of the application.

It is important that all forms of appeal and complaint are submitted in a timely fashion. The timings for each form of appeal and complaint can be found via the links above. Late applications are unlikely to be considered unless you can provide sufficient evidence of mitigating circumstances.

Help & Guidance

If you are considering making an appeal or complaint, you are **strongly advised** to talk to one of the postholders listed below. They can advise on how to deal with your appeal/complaint, help to resolve it informally and, if necessary, support you in the process of making a formal appeal/complaint:

- Your Student Support Officer
- Your Course Leader
- The Head of Student Services
- The College Principal
- One of your Student Representatives

Further information on all types of appeals and complaints can be found on the [Appeals & Complaints](#) pages of our website. If you have tried to resolve your appeal or complaint informally and are still dissatisfied, you may use the forms available [here](#).

Intellectual Property

As outlined in our [Student Intellectual Property Policy](#), as a general rule, the Institute makes no claims over Intellectual Property (IP) generated by students in the course of their studies. Students are, therefore, free to exploit the IP they generate in the course of their study, including published songs, written articles, and other such work. There are, however, some exceptions to this rule, which are detailed in the [Policy](#).

Course Changes & Academic Development

Changes may be made to your course in response to student feedback, but this will only happen when one or more of the following is true:

- Changes are non-material (e.g. changing the name of a module)
- Changes are beneficial to students
- Changes are required due to circumstances beyond our control (e.g. a change in the law).

When we are making such a change, we always consult with your Student Reps through the Boards of Studies meetings at each College. You can express your concerns or give any feedback by contacting your Student Rep or by attending your Student Representation Forum.

If a change is likely to be detrimental to some students, we will email all students to inform them of the proposed change and to give everyone time to respond. Any major or detrimental changes made to the course made between the time the prospectus is released and the release of this document will be made clear in the accompanying course overview. For more details see our [Course Approval & Modification Policy for HE Validated Courses](#).

Students should also be aware of the [Learning & Teaching Strategy](#), which sets out the strategic aims and principles guiding the Institute’s approach to Learning & Teaching, which aim to provide students with the best opportunity to achieve a sustainable career in the music and broader creative arts industries.

Financial Information

Course Fees:

Fees are broken down into two categories – ‘Home’ and ‘Overseas’. To be considered a ‘Home’ fee payer, an applicant needs to:

- Be settled and ordinarily resident in the UK. This includes the Channel Islands and the Isle of Man; or
- Have been settled and ordinarily resident in Switzerland or a British overseas territory for three years prior to the course start date.

Students from other countries are classified as ‘Overseas’ students. Exceptions include students temporarily outside the UK, those with UK Government refugee status and migrant workers.

UK College Fees

Undergraduate Degree:

Category	Full year fee
Home	£9,250
Overseas	£13,750

German College Fees

Category	Full year fee
EU Annual	€7,950
EU Payment Plan	€7,950
Non-EU – BA	€13,450

For further information, please see the [Fees and Finance](#) section of our website.

Essential Equipment

In addition to fees and living costs, students should be aware that they may be expected to have certain equipment in order to successfully complete their course. You should consult the [Essential Equipment Guide](#) prior to commencing your course and consider the additional costs of such equipment.

Data Protection

BIMM processes students' personal data as part of the necessary functioning of the institution. Personal data is information that can be used to identify students individually, which students provide by completing application and enrolment forms, as well as information which is processed while students are enrolled, such as assessment results. In compliance with current data protection legislation, the [Student Data Protection Policy](#) sets out which forms of information BIMM collects and how it is used and stored.

Conclusion

As noted in the Introduction, this document is designed to provide an overview of some of the important regulations which will govern your time at BIMM and to signpost you to the definitive versions of these regulations and policies. It is not intended as a substitute for reading these regulations in full.