

**Boston University Study Abroad**  
London



**ACADEMIC POLICIES & PROCEDURES**

- 03 Accreditation
- 03 Registration
- 03 Course Add/Drop
- 03 Grades & Course Credit
- 03 Teaching Format
- 04 Grading Guidelines
- 05 Grading Criteria
- 06 Examinations
- 06 Late Submission of Papers
- 06 Final Grades & Grading
- 06 Transcripts/Grade Reports
- 07 Academic Advice
- 07 FAQs

**08 LECTURES & LEARNING**

**ACADEMIC CONDUCT**

- 09 BU Academic Conduct Code
- 11 Attendance Policies

**14 PLACEMENT INFORMATION**

**Boston University Study Abroad London**  
43 Harrington Gardens  
London  
SW7 4JU  
[www.bu.edu/london](http://www.bu.edu/london)  
t: 020 7244 2900  
f: 020 7373 9430

# ACADEMIC POLICIES & PROCEDURES

## Accreditation

London courses are accredited through Boston University's College of Arts and Sciences, School of Management, College of Communication, College of Fine Arts, Sargent College of Health and Rehabilitation Sciences, College of General Studies and School of Hospitality Administration.

## Registration

Students complete an online course selection form before coming to London. On the London Internship Programme and London British Studies programme students will choose one Core and one Elective class. Students on all other programmes are automatically registered for their programme courses.

For students participating on the London Internship Programme, it is assumed that they will be registered for the Core Course and the Internship Course for the programme track for which the student has been accepted. Students must register for three courses on the summer London Internship Programme (1 Core, 1 Elective, 1 Internship Course).

## Course Add/Drop

Students may change their elective class but must first check with a member of the Academic Affairs staff to see if there is space. We use a standard 'add/drop' form and procedure. This requires you to:

1. Pick up an 'add/drop' form from the Student Affairs Office.
2. Obtain the 'add' course professor's signature.
3. Inform the 'drop' course professor and obtain signature.
4. Seek approval from your Academic Advisor at your home institution (this may be done via Email).
5. Hand in the completed form to the Student Affairs office. The form will be forwarded to the Assistant Director, Academic Affairs for final approval.

**Note:** Internship students may not change their Core Course or Internship Course unless they are improperly registered, in which case the appropriate courses must add. *Students may change courses no later than the start of the second class meeting.*

## Grades and Course Credit

Boston University uses semester hour credits, equivalent to at least 40 contact hours for one semester; a one-semester course is valued at 4 credits. Therefore, students will receive 12 credits upon successful completion of the London Internship Programme: two courses during the Core Phase (2 x 4 credits) and the Internship (1 x 4 credits). Students on the London British Studies, CGS Humanities, CGS Sciences, Architecture & Urbanism, and Conflict Resolution programmes will receive 8 credits: two courses worth 4 credits each. Student on the Graduate Mass Communications programme will receive 16 credits: four courses worth 4 credits each.

## Teaching Format

Courses may consist of a combination of lectures, seminars, field trips and tutorials. Most classes are four hours long, with brief refreshment breaks. Guest speakers add depth and

perspective to the course material. Students are expected to actively participate in the classes in ways that may be as informal as question-and-answer sessions or as formal as prepared presentations on selected topics.

### **Grading Guidelines**

Students in BU Study Abroad London Programmes will be graded on a variety of assignments and requirements in each of their courses, including academic papers, in-class presentations, class participation, and examinations. It is important that each student understands what the grades mean in terms of academic performance. Students should familiarize themselves with these guidelines and the individual course syllabi and refer to them often.

The syllabus for each course should contain the criteria for determining the final grade in that course. For example, it may be that the mid-term exam counts for 25%, a paper 25%, the final exam 40%, and attendance and participation 10%.

The final grade is determined solely by the lecturer and will not in ordinary circumstances be changed by the Academic Director. Final grades are, however, subject to deductions by the Academic Affairs Office due to unauthorised absences.

The following Boston University table explains the grading system that is used by most faculty members on Boston University's Study Abroad London Programmes.

<u>Grade</u>	<u>Honour Points</u>	<u>Usual %</u>
A	4.0	93-100
A-	3.7	89-92
B+	3.3	85-88
B	3.0	81-84
B-	2.7	77-80
C+	2.3	73-76
C	2.0	69-72
C-	1.7	65-68
D	1.0	60-64
F	0.0	Unmarked

## Grading Criteria

'Incomplete' or I grades are not permitted because of the obvious difficulty in making up missed work once the student has left the country. All work must be completed on time. We also do not allow 'Audits' (AU), 'Withdrawals' (W), or 'Pass/Fail' (P) grades.

The grades reflect the quality of the work. Lecturers and students should use the following criteria for an understanding of what each grade means.

**A** This exceptional grade is assigned only to work that has persistently outstanding quality in both substance and presentation. The student must demonstrate a sustained capacity for independent thought and extensive study, producing rigorous and convincing analyses in well-ordered prose.

**A-** Awarded to work that is clearly focused and analytical, and based on wide reading. The student must cover all the principal points of a question and systematically develop a persuasive overall thesis, allowing for one or two venial omissions or inapt expressions.

**B+, B, B-** This range of grades indicates that the student has shown some evidence of original thought and intellectual initiative. The student has cited sources beyond the class materials, and shown a degree of originality in perception and/or approach to the subject. The work will show thoughtful management of material, and a good grasp of the issues. The differences between a B+, a straight B and a B- may reflect poor presentation of the material, or mistakes in punctuation, spelling and grammar.

**C+, C, C-** Work in this grade range is satisfactory, but uninspiring. If the work is simply a recitation of the class materials or discussions, and shows no sign of genuine intellectual engagement with the issues, it cannot deserve a higher grade. Should an essay fail to provide a clear answer to the question as set, or argue a position coherently, the grade will fall within this range.

Quality of presentation can lift such work into the upper levels of this grade range. Work of this quality which is poorly presented, and riddled with errors in grammar, spelling and punctuation, will fall into the lower end of the range. To earn a C grade, the work must demonstrate that the student is familiar with the primary course material, be written well enough to be readily understood, be relevant to the assignment, and, of course, be the student's own work except where properly cited.

**D** A marginal pass can be given where some but not all the elements of the course have been completed satisfactorily.

**F** The failing grade indicates the work is seriously flawed in one or more ways:

- Obvious lack of familiarity with the material
- So poorly written as to defy understanding
- So brief and insubstantial that it fails to properly address the subject
- Material presented is not relevant to the assignment
- Demonstrates evidence of plagiarism (see section in Academic Conduct Code)

## **Examinations**

Students are required to sit their examinations on the dates, at the times, and in the same classroom as the other students in their class unless they have appropriately documented special academic accommodations. If a student is ill or has another extenuating circumstance which causes the student to be absent from a scheduled examination, she or he must provide appropriate documentation. Please contact the Assistant Director, Academic Affairs with any concerns about examinations.

## **Late Submission of Papers**

Late submission of papers, particularly those that may delay the processing of final grades for a course, is discouraged. An extension may be granted only by permission of the faculty member who will usually consult the Academic Director. Any delay may warrant a reduction in the final grade. If the extension will delay the posting of a grade, the instructor should award a grade of 'MG' (Missing Grade) with a specific due date. Please note that all coursework should be completed by the end of the semester.

## **Final Grades and Grading**

We expect faculty to turn in their grades within ten working days of the final examinations or end of course. Please bear in mind that our faculty is part-time, with many other academic commitments to fulfil. Realistically, students should expect grades to be posted on the London Personal Page website within two weeks. Papers and examinations should be returned to students at that time and can be collected from the Student Affairs Office. At the end of the semester, if students wish to have their coursework returned to them, they must leave a self-addressed envelope with the Student Affairs Office who will forward materials on once received from the faculty.

Students are not able to take an 'Incomplete' for any course. All course work must be completed before the end of the semester. However, if a student elects to leave the programme early the Academic Affairs Office will issue the student with Incomplete grades for the courses she or he has not finished and the reasons for departing the programme early will be verified by the BU Study Abroad Office. This will be done BEFORE any action is taken to arrange for the student to complete her or his studies via make up work with the individual lecturers concerned. If a student's reasons are not valid, the student will be assigned F (Fail) grades for the courses not completed.

Grades for all courses and faculty comments will be posted on the student's London Personal Page (<https://students.bu-london.co.uk/>) as soon as possible after the final exams. Please note that the faculty is given 10 working days to complete their marking. Final grades will be posted on the BU Student Link and with the Office of the University Registrar within 3-4 weeks after the end of the programme.

## **Transcripts/Grade Reports**

### *BU Students*

BU Students can check their grades over the BU Student Link about 3-4 weeks after the end of the programme. Grade reports will be sent to BU students by the Office of the University Registrar. Please note that the Study Abroad Office cannot release any student's grade information over the telephone.

### *Non-BU Students*

Transcripts are released about six weeks after the end of the programme. Two copies are mailed out to the visiting student's permanent address – one unofficial transcript for personal use and a sealed stamped official transcript that should be sent or delivered to the appropriate individual at your home institution. Transcripts are only mailed to those students whose accounts are paid in full.

Special requests for transcripts to be sent directly to non-BU Academic Registrars, Graduate Schools, etc. can be made. Requests can be made on BU's website: [www.bu.edu/reg/grades/ordergrades.html](http://www.bu.edu/reg/grades/ordergrades.html). Please note there is a fee for this service.

### **Academic Advice**

Students' first line of academic advising for courses is with their course lecturers. The Academic Director serves as the head of the faculty and as senior academic adviser. The Academic Director is available on an appointment basis to assist students with advice on academic issues. For academic advice regarding students' home institutions' policies and transfer credit information, non-Boston students should contact their schools' academic advisors.

### **General Programme of Study: Frequently Asked Questions**

#### **Q. Is it possible to stay in London for a second semester?**

**A.** Yes, but you will need to meet the application deadlines and criteria set by Boston University Study Abroad Office and your home campus. If you are interested in staying on, please contact BU Study Abroad. Once you have done this, make arrangements to see the Assistant Director, Academic Affairs to discuss your planned programme of study/placement interests. This opportunity is subject to availability of space.

**Note:** Due to visa regulations, students on the London British Studies six-week programme are not able to stay on for the internship portion but should instead apply for the following semester's internship programme.

#### **Q. Is it possible to go on to another Boston University study-abroad programme?**

**A.** Yes, but you will need to adhere to the application deadlines and meet the acceptance criteria of the programme. If the programme of study is language-based, you will need evidence of language learning skills and a recommendation from an instructor in the language department at your home campus. Please contact Boston University Study Abroad.

#### **Q. Can I take the G.R.E., G.M.A.T., or L.S.A.T., examinations while in London?**

**A.** Yes, but you must do this on your own. Kaplan ([www.kaptest.co.uk/](http://www.kaptest.co.uk/)) and TestMasters ([www.testmasters.net](http://www.testmasters.net)) are pre-test preparatory agencies with offices here in London that offer courses. For more information see: <http://www.gre.org> and <http://www.gmat.org>

## LECTURES & LEARNING

The British academic style of lecturing is less formal and structured than you may have experienced before. Debate, discussion and even dispute is both expected and encouraged. Students will be required to show evidence of wide reading both from primary and secondary sources. This can also involve attending theatre productions or visiting places of historical interest. In the Politics or International Relations academic areas students must be aware of current political developments and events. Students will be assessed on their ability to analyse all that they have learnt and produce their own view of the material studied. The following points may be useful for either written or verbal assessments:

1. Students must be able to express their arguments clearly;
2. Students must support their arguments with evidence;
3. Use strong structure and reasoned debate.

Students should always take detailed notes from lectures, textbooks and general reading. Highlighting a point in a book is not good enough; students must write the point down in their own words. This practice will help students in the construction of essays and examination answers. Good English grammar and spelling are expected, and grades can be lowered if an essay is lacking in these areas.

**Research** is anything one uses to gain more knowledge. Students should view their lectures, placement, social events, theatre events, even their communal living as all part of their individual research and learning experience of London. The reading of quality British newspapers will give students insight into current political and social issues, which will help them to understand British culture and life.

Within an academic framework all sources, which students have used to prepare and research an essay, should be listed in the bibliography. Each lecturer will provide guidelines on proper citation of research material. A bibliography should always be included with an essay, for two main reasons. First, it shows the lecturer what a student has read and based his or her arguments upon. Second, it protects a student from the charge of plagiarism. By always following some basic academic rules students will avoid being an accidental plagiarist, and will write better essays and gain better marks.

1. Always include a bibliography with an essay.
2. Be very clear when quoting within the body of an essay and always quote in full.
3. All quotes should illustrate or support the argument and should be in context.
4. Use footnotes to show where the quote came from, and these should include a page number.

Always keep notes or other material (newspaper clippings), rough drafts and a copy of the finished essay for your reference.

**Students should always back up work on a memory stick or an online folder. A crashed computer or lost document is no excuse for a late paper.** If a student is given permission to email a paper to a professor, it is her or his responsibility to keep a back-up copy.



## ACADEMIC CONDUCT

Boston University's *Academic Conduct Code* states:

Academic misconduct is conduct by which a student misrepresents his or her academic accomplishments, or impedes other students' opportunities of being judged fairly for their academic work. Knowingly allowing others to represent your work as their own is as serious an offense as submitting another's work as your own.

### Violations of This Code

Violations of this code comprise attempts to be dishonest or deceptive in the performance of academic work in or out of the classroom, alterations of academic records, alterations of official data on paper or electronic resumes, or unauthorized collaboration with another student or students. Violations include, but are not limited to:

- A. **Cheating on examination.** Any attempt by a student to alter his or her performance on an examination in violation of that examination's stated or commonly understood ground rules.
- B. **Plagiarism.** Representing the work of another as one's own. Plagiarism includes but is not limited to the following: copying the answers of another student on an examination, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else in an academic endeavor without acknowledging his or her contribution. Plagiarism can consist of acts of commission-appropriating the words or ideas of another-or omission failing to acknowledge/document/credit the source or creator of words or ideas (see below for a detailed definition of plagiarism). It also includes colluding with someone else in an academic endeavor without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without permission and acknowledgement of that source.
- C. **Misrepresentation or falsification of data** presented for surveys, experiments, reports, etc., which includes but is not limited to: citing authors that do not exist; citing interviews that never took place, or field work that was not completed.
- D. **Theft of an examination.** Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.
- E. **Unauthorized communication during examinations.** Any unauthorized communication may be considered prima facie evidence of cheating.
- F. **Knowingly allowing another student to represent your work as his or her own.** This includes providing a copy of your paper or laboratory report to another student without the explicit permission of the instructor(s).
- G. **Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents,** including but not limited to transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.

- H. **Theft or destruction of examinations or papers** after submission.
- I. **Submitting the same work in more than one course** without the consent of instructors.
- J. **Altering or destroying another student's work or records**, altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.
- K. **Violation of the rules governing teamwork.** Unless the instructor of a course otherwise specifically provides instructions to the contrary, the following rules apply to teamwork: 1. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor. 2. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
- L. **Failure to sit in a specifically assigned seat during examinations.**
- M. **Conduct in a professional field assignment** that violates the policies and regulations of the host school or agency.
- N. **Conduct in violation of public law occurring outside the University** that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.
- O. **Attempting improperly to influence the award of any credit, grade, or honor.**
- P. **Intentionally making false statements to the Academic Conduct Committee or intentionally presenting false information to the committee.**
- Q. **Failure to comply with the sanctions imposed under the authority of this code.**

For Boston University Study Abroad London Programme students, charges of academic misconduct such as cheating on examinations, plagiarism, the alteration of work after submission, or alteration of records and the like are referred to the Academic Director. Charges of academic misconduct will usually be handled within BU Study Abroad London Programmes. Students charged with academic misconduct may have the opportunity to have their case referred back to their home campus for a review by their college's academic conduct committee. Where a student already has a record of academic misconduct, the case will automatically be referred to his or her college dean.

All students are responsible for having read the *Boston University Academic Conduct Code* (<http://www.bu.edu/academics/resources/academic-conduct-code/>)

## ATTENDANCE POLICIES

### *Important note for students on the Internship Programme:*

The rules governing Internship Programme students' UK visas are strict and require, as a condition of the student's presence in the United Kingdom, that the student participates fully in all classes and in the placement. If a student does not attend classes or his/her placement as required the student will be considered to be in breach of the visa and can be deported. As the sponsor of our students' visas, Boston University has the legal obligation to ensure that each student complies with visa requirements.

For that reason Boston University Study Abroad London Programmes requires full attendance in classes and placements. Any student who does not comply with this policy may be sent home from the program at the discretion of the programme directors, and will result in a forfeit of credit and program costs for part or all of the semester.

### **Classes**

All Boston University Study Abroad London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme.

### *Authorised Absence:*

Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness, for which students should submit the Authorised Absence Approval Form with the required doctor's note as soon as possible). **Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence**

Students may apply for an authorised absence only under the following circumstances:

- Illness, supported by a local London doctor's note (submitted with Authorised Absence Approval Form).
- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

**The Directors will only in the most extreme cases allow students to leave the programme early or for a significant break.**

### *Unauthorised Absence:*

Any student to miss a class due to an unauthorised absence will receive a **4% grade penalty** to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their participation on the programme as excessive absences may result in a 'Fail' in the class and therefore expulsion from the programme.

## **Work Placements**

Attendance on the placement is mandatory. Students are not entitled to take time off of work, but are expected to be there every day for the four days per week at the time agreed with the placement supervisor. Placement supervisors complete time sheets each week on student attendance, which are then verified through EUSA and the BU London office.

As a requirement of the Tier 4 Visa and in accordance with the BU Study Abroad London Attendance policy, all students must attend every day of their scheduled placement. Students may only miss their placement if they have an authorised absence that falls under one of the following circumstances and when the appropriate procedure has been followed:

- Illness (single day): If a student is too ill to attend their placement they must phone their internship supervisor and the BU London Student Affairs Office (who will in turn contact the EUSA placement office).
- Illness (multiple days): If a student is missing on multiple days due to illness, they must call into to the internship supervisor and the BU London Student Affairs Office each day they are ill. Students must also provide the Student Affairs office with a completed Authorised Absence Approval Form and sick note from a local doctor excusing their absence from their placement.
- If a student needs to miss his/her placement for an unavoidable reason, the student must submit an Authorised Absence Approval Form 10 working days in advance of the date.
- If a student misses his/her placement due to a medical or family emergency the student must contact the BU London Office as soon as is possible to give an update and explanation and then submit an Authorised Absence Approval Form as soon as possible.

If a student misses her/his placement without following the above procedures the student will need to meet with the Director to discuss the situation and his/her continued participation on the programme.

All internship students must sign a Placement-Travel Student Agreement confirming that they have read through and understood the above procedure.

*For students not working in a traditional supervised environment (ie. working from home):* Students that are not working in a traditional office environment where they would be supervised on a daily basis by their placement supervisor must meet with the Assistant Director, Academic Affairs during the first week of placement. During this meeting, the student and Assistant Director will discuss check-in points for the student to come into the BU London office to work and in order for BU London to monitor their attendance. This will offer students the appropriate facilities for printing, etc that they would not have access to in their housing as well as provide an opportunity for social interaction in a work environment. Check-in points should occur at least twice a week and will be reported on the individual student's academic file.

## **Religious Holidays**

Boston University's Office of the University Registrar states:

'The University, in scheduling classes on religious holidays and observances, intends that students observing those traditions be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for cancelled classes to be rescheduled.'

### *Lateness*

Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will be required to meet with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

## PLACEMENT INFORMATION

### **The Academically Directed Placement**

'Internship' is an American term. The British term for it is 'placement.' As the term suggests, it will give students a taste of life in a British workplace. As an intern, students may or may not have a specific role, but will be expected to help out with tasks on a day-to-day basis. Students will **not** be paid and will not be employed by the host organization – students cannot legally work in Britain while participating in the London Internship Programme.

Students will have a Supervisor in the host organization who will be a busy professional and may not work out a specific schedule for their intern. The student's learning experience depends very much on her or his own initiative and positive attitude. The placement should not be looked upon as a stepping stone to a job, but as an experience in a specific industry and in a different culture – a true international experience.

The London placement is an **academic course**. In addition to performing a role in a British organization, students must meet a number of academic requirements to successfully complete the placement. During the placement students will be required to produce coursework related to their internship. The quality of a student's work on these requirements will account for his or her final grade. As already pointed out, students will have a Supervisor at their placement, part of whose role is to act as the link between the host organization and the EUSA Office. The Supervisor's Evaluation and the Placement Team's report on a student's placement performance may also have an impact on the student's final grade based on her or his coursework, graded by faculty.

The coursework is the only academic component of the Placement, and therefore accounts for 100% of the internship grade as it provides a comprehensive record of the student's experience and a scholarly examination of the professional field.

### **Internship Tutorials & Assessment**

Internship Tutorials will offer students the opportunity to meet with each other and a member of faculty in order to reflect upon their internship experience and to begin to place the internship into an academic context. The Internship Tutorials will meet on three occasions; the first meeting in the final week of the Core Phase, the second meeting during week nine, and the third meeting during week eleven. The tutorial meetings will usually take place in the evening at Harrington Gardens.