

AssignPro Solution

BPP UNIVERSITY

Assignment & Dissertation Guide

For International, UK, Undergraduate, Masters, MBA & PhD Students

2026 Edition

15 Sections

40 FAQs

6,000+ Words

15+ Tables

*This guide is produced by **AssignPro Solution** to help BPP University students understand academic expectations, referencing systems, dissertation processes, and responsible research methods. It is an educational resource — not a completion service.*

1. Welcome to Your BPP University Guide

Everything you need to know about studying, writing, and succeeding at BPP

Whether you have just received your offer letter or you are already halfway through your first semester, getting to grips with how BPP University operates academically can feel overwhelming. Assignment briefs arrive with terminology you may not recognise. Dissertation supervisors ask for research proposals before you have even chosen a topic. Referencing styles differ between schools and modules. It is a lot to hold at once.

This guide pulls all of it into one place. It covers BPP's academic structure, every common assignment type you are likely to encounter, the full dissertation process from proposal to submission, referencing systems, research methodology, time management, and the practical realities of studying in the UK as an international student. It also addresses the responsible use of AI tools, which is something BPP takes seriously and which students increasingly ask about.

What You Will Get From This Guide

- A clear picture of BPP's academic expectations across all levels
- Practical assignment and dissertation writing frameworks
- Referencing examples for Harvard, APA, OSCOLA, and more
- A 40-question FAQ covering the most common student concerns
- Checklists for assignments, dissertations, and final submissions

2. About BPP University

History, reputation, campuses, and what makes BPP different

BPP University holds a distinctive place in UK higher education. Founded as BPP Holdings in 1976, the group built its early reputation delivering professional accountancy training for qualifications such as ACCA, CIMA, and ACA. That foundation — professional relevance first, theory in service of practice — still defines how BPP approaches teaching today.

In 2007, BPP became the first private sector institution to receive university status in the UK under the Education Act 2006. It is regulated by the Office for Students (OfS) and is listed on the OfS Register. BPP Law School, part of the university, is one of the most well-regarded in the country for professional legal training.

Key Facts at a Glance

Category	Detail
Founded	1976 (BPP Holdings); University status granted 2007
Regulator	Office for Students (OfS)
Schools	Law, Business, Nursing, Psychology, Technology
UK Campuses	London (Aldgate, Waterloo, Shepherd's Bush, Holborn), Manchester, Leeds, Birmingham, B
Programme Types	LLB, LLM, MBA, MSc, BA, BSc, Graduate Diplomas, Apprenticeships

Class Sizes	Typically smaller than Russell Group universities — professional focus
Professional Links	ACCA, CIMA, SRA, NMC, BPS, CIPD partner recognition
International Students	Students from over 100 countries across all campuses
Teaching Model	Block learning, distance learning, blended, and face-to-face options

Source: BPP University, Office for Students Register — always verify current details at [bpp.com](https://www.bpp.com)

Schools and Faculties

BPP's academic provision sits across five main schools, each with a strong professional accreditation and career focus:

BPP Law School: Delivers the LLB, Graduate Diploma in Law (GDL), Legal Practice Course (LPC), and LLM programmes. Accredited by the Solicitors Regulation Authority (SRA) and the Bar Standards Board (BSB).

BPP Business School: Offers the MBA, MSc in Finance, Accounting, HR, Project Management, and Data Analytics. Strong ACCA and CIMA exemption pathways.

BPP School of Nursing: Delivers pre-registration nursing degrees (Adult, Mental Health, Children's), accredited by the Nursing and Midwifery Council (NMC).

BPP School of Psychology: Undergraduate and postgraduate psychology programmes, including MSc Forensic Psychology and MSc Health Psychology.

BPP School of Technology: Data science, cyber security, and digital transformation programmes, many delivered as degree apprenticeships.

3. BPP's Academic System

Credits, assessments, grading, and what progression actually means

BPP follows the UK Framework for Higher Education Qualifications (FHEQ), which means the credit structure and level descriptors are consistent with what you would find at any UK university. The difference is in how those credits are delivered — BPP's block learning model, in particular, compresses teaching into intensive weekly modules rather than spreading content across a traditional semester.

UK Credit and Level Framework

FHEQ Level	Qualification	Credits Required	Equivalent Year
Level 4	Certificate of HE / Year 1 Undergraduate	120	First Year UG
Level 5	Diploma of HE / Year 2 Undergraduate	120	Second Year UG
Level 6	Bachelor's Degree / Year 3 Undergraduate	120	Final Year UG
Level 7	Master's Degree / PG Diploma / LLM / MBA (Masters)	120	Postgraduate
Level 8	Doctoral Degree (PhD / DBA)	Varies	Doctoral

The BPP Grading Scale

Mark Range	Classification	GPA Equivalent	What It Means
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70–100%	First Class (1st)	4.0	Distinction level — outstanding work
60–69%	Upper Second (2:1)	3.0–3.9	Strong, well-argued, well-referenced
50–59%	Lower Second (2:2)	2.0–2.9	Adequate — meets core requirements
40–49%	Third Class (3rd)	1.0–1.9	Marginal pass — significant gaps
Below 40%	Fail	0	Does not meet pass threshold
Below 40% PG	Fail at Masters level	0	PG pass threshold varies by module

BPP Postgraduate Pass Mark

Most BPP postgraduate modules require a minimum of 50% to pass, with 50–59% being a Pass, 60–69% a Merit, and 70%+ a Distinction. Always check your specific programme handbook, as nursing and law modules may have different thresholds.

Assessment Types at BPP

BPP uses a wide range of assessment methods, depending on the school and programme. Unlike traditional universities that rely heavily on end-of-year exams, BPP places significant weight on coursework, case studies, and professional practice assessments.

Assessment Type	Common In	Typical Weight
Written Assignment / Essay	Business, Law, Psychology	30–100%
Case Study Report	Business, Law	30–50%
Reflective Portfolio	Nursing, Psychology	40–60%
Exam (Closed/Open Book)	Law, Accountancy	50–100%
Oral Presentation	Business, MBA	20–40%
Dissertation / Research Project	All Postgraduate	40–60 credits
Clinical Placement Assessment	Nursing	Pass/Fail
Group Project	Business, Technology	20–30%
Problem-Based Learning (PBL)	Nursing	Continuous
OSCE (Practical)	Nursing	Pass/Fail

4. Assignment Writing Guide

Every assignment type you will encounter at BPP — structure, purpose, and expert advice

Understanding what each assignment type is actually asking you to do is half the battle. A report is not an essay. A reflective piece is not a literature review. Using the wrong structure — even with excellent content — will cost you marks. The guide below breaks down each type precisely.

The Academic Essay

Purpose: To construct a reasoned argument in response to a question or statement, drawing on academic literature and your own critical analysis.

Typical word count: 1,500–3,000 words (undergraduate); 2,000–4,000 (postgraduate)

Structure:

- Introduction: Define scope, state your argument, signpost the essay's direction.
- Main Body: Develop your argument across 3–5 coherent paragraphs, each with a clear point, evidence, and analysis.
- Conclusion: Restate your argument in light of the evidence — do not introduce new points.

Common mistakes to avoid:

- Describing rather than analysing
- Failing to address the actual question
- Using bullet points in flowing essay prose
- Introducing new arguments in the conclusion

Expert tips:

- Use the PEEL structure for each paragraph: Point, Evidence, Explain, Link.
- The word 'however' used too often is a sign your argument is not progressing — restructure.

The Business Report

Purpose: To present findings, analysis, and recommendations on a specific business problem or scenario, in a format appropriate for a professional audience.

Typical word count: 2,000–5,000 words plus appendices

Structure:

- Executive Summary
- Introduction and Terms of Reference
- Findings/Analysis
- Conclusions
- Recommendations
- References
- Appendices

Common mistakes to avoid:

- Writing in an essay style rather than report format

- Vague recommendations not linked to analysis
- Missing an executive summary

Expert tips:

- Recommendations should be specific and actionable — 'Implement X by Q2' beats 'Consider improving Y'.
- Use section numbering (1.1, 1.2) throughout.

Case Study Analysis

Purpose: To apply theoretical frameworks and academic literature to a real or simulated scenario, demonstrating your ability to diagnose problems and propose solutions.

Typical word count: 2,000–4,000 words

Structure:

- Brief introduction to the case
- Application of relevant theory/models (Porter's Five Forces, SWOT, etc.)
- Critical discussion of the findings
- Conclusion and recommendations

Common mistakes to avoid:

- Summarising the case rather than analysing it
- Applying models mechanically without evaluating their limitations
- Neglecting to link recommendations back to the theory used

Expert tips:

- Identify which theories are relevant before writing — not all frameworks apply to every case.
- Acknowledge what the case does not tell you; showing awareness of information gaps is analytical.

Reflective Writing

Purpose: To critically examine your own experience, learning, or professional practice in the light of theory or evidence.

Typical word count: 1,000–3,000 words

Structure:

- Description: What happened?
- Feelings: How did you respond?
- Evaluation: What was useful or problematic?
- Analysis: Why did this happen? What theory explains it?
- Conclusion: What did you learn?
- Action Plan: What will you do differently?

Common mistakes to avoid:

- Writing a narrative story with no critical reflection
- Avoiding personal voice — reflective writing requires 'I'
- Failing to link experience to theory

Expert tips:

- Gibbs' Reflective Cycle (1988) and Kolb's Experiential Learning Model (1984) are the two most commonly accepted frameworks at BPP.
- Reflection is not a diary entry — every observation should lead to analysis.

Literature Review

Purpose: To map, synthesise, and critically evaluate the existing academic evidence on a topic, identifying patterns, gaps, and debates.

Typical word count: 2,000–5,000 words (standalone); may be 3,000–8,000 as a dissertation chapter

Structure:

- Introduction: Scope, search strategy, and purpose
- Thematic or chronological organisation of sources
- Critical synthesis — not a series of summaries
- Conclusion: What the literature says and what remains contested or unexplored

Common mistakes to avoid:

- Listing sources one by one rather than synthesising across them
- Including sources that are not peer-reviewed or academically credible
- Failing to identify gaps or contradictions in the literature

Expert tips:

- Group sources by theme, not by date — unless chronological development is the point.
- The key question for every source: what does this contribute that the previous one did not?

Research Report

Purpose: To present primary or secondary research findings in a structured, academically rigorous format.

Typical word count: 4,000–10,000 words

Structure:

- Abstract
- Introduction
- Literature Review
- Methodology
- Findings/Results
- Discussion
- Conclusion
- References
- Appendices

Common mistakes to avoid:

- Conflating findings and discussion
- Insufficient justification of methodology choices

- Missing ethical considerations

Expert tips:

- Methodology should explain not just what you did, but why that approach was appropriate for your research question.
- Present findings objectively — your interpretation belongs in the discussion, not the results section.

Presentations and Oral Assessments

Purpose: To communicate findings, arguments, or analysis to an audience in a clear, professional, and engaging manner.

Typical word count: 10–20 minutes (typical); slides should support, not replace, your words

Structure:

- Opening: State the purpose and structure
- Content: 3–5 key points, each with evidence
- Conclusion: Summary and takeaway
- Q&A: Engage professionally with questions

Common mistakes to avoid:

- Reading from slides
- Overloading slides with text
- Ignoring time limits
- Failing to practise Q&A; preparation

Expert tips:

- The 6x6 rule: no more than 6 bullet points per slide, no more than 6 words per bullet.
- Record yourself practising — it is uncomfortable but it works.

5. Dissertation and Research Project Guide

From topic selection to submission — a complete BPP-aligned roadmap

The dissertation is the single most significant academic task most students undertake at BPP. For postgraduate students, it typically carries 40–60 credits — representing a third or more of the final year's weighting. It is also the piece of work that future employers and professional bodies notice most. The advice below applies to Masters dissertations, LLM research projects, MBA business projects, and nursing research reports.

Stage 1 — Choosing Your Topic

The best dissertation topics share three characteristics: they are specific enough to be manageable within your word count, they are relevant to your field and programme, and there is existing literature to engage with — while still leaving something for you to add. A topic such as 'the impact of interest rate changes on consumer behaviour' is too broad for 15,000 words. 'The effect of Bank of England interest rate decisions on UK first-time buyer mortgage applications between 2020 and 2024' is manageable.

Topic Selection Checklist

- Is the topic relevant to your degree and professional ambitions?
- Can you access sufficient academic literature (aim for 25+ sources)?
- Is primary data collection feasible within your timeline and ethics constraints?
- Has your supervisor confirmed the topic is appropriate and well-scoped?
- Does your research question allow for genuine analysis — not just description?

Stage 2 — The Research Proposal

BPP requires students to submit and have approved a research proposal before beginning their dissertation. This is not a formality — supervisors will ask you to revise proposals that are not ready. A strong proposal typically runs to 1,000–2,000 words and covers:

- Working title
- Background and rationale
- Research aim and objectives
- Research questions
- Proposed methodology
- Ethical considerations
- Preliminary literature sources
- Timeline

Stage 3 — Research Aim and Objectives

Your research aim is a single sentence describing what your dissertation seeks to achieve. Objectives are the specific, measurable steps that together fulfil the aim. A common error is writing objectives that simply restate the chapters ('to review the literature', 'to collect data'). Objectives should describe what you will investigate or demonstrate.

Example aim: To examine how remote working policies introduced during the COVID-19 pandemic have affected employee wellbeing in UK financial services firms.

Example objective 1: To critically review existing literature on remote working and employee wellbeing in professional services contexts.

Example objective 2: To identify the wellbeing outcomes reported by employees in a sample of UK financial services organisations between 2020 and 2022.

Dissertation Structure at a Glance

Chapter	Purpose	Typical Length
Abstract	200-word summary of the whole dissertation	200–300 words
Introduction	Context, rationale, aim, objectives, chapter overview	1,000–2,000 words
Literature Review	Critical synthesis of existing research	3,000–5,000 words
Methodology	Research design, approach, methods, ethics, limitations	2,000–4,000 words
Findings / Results	What your data or analysis produced	2,000–4,000 words
Discussion	What the findings mean in relation to your literature	2,000–4,000 words
Conclusion	Summary, contributions, recommendations, further research	1,000–2,000 words
References	Full list of all cited sources	No word limit
Appendices	Raw data, consent forms, interview transcripts, questionnaires	No word limit

Ethics — What BPP Requires

All research involving human participants at BPP must be reviewed and approved by the relevant School Ethics Committee before data collection begins. This applies even to online questionnaires. The key principles are drawn from the British Educational Research Association (BERA) guidelines and the Declaration of Helsinki for health-related research:

- Informed consent — participants must understand what they are agreeing to
- Anonymity and confidentiality — identify how you will protect participant data
- The right to withdraw — participants can exit the study at any point
- Data storage — personal data must be stored securely and deleted within agreed timeframes
- Dual-use risk — consider whether your findings could be misused

Dissertation Timeline (15,000 Words, 5 Months)

Month	Key Activity	Milestone
Month 1	Topic refinement, supervisor meetings, ethics application, pre-approval of proposal	Approved proposal
Month 2	Systematic literature search, literature review drafting, methodology chapter draft	Literature chapter complete
Month 3	Ethics approval, data collection (primary) or advanced secondary data analysis	Data analysis closed
Month 4	Data analysis, findings chapter, discussion draft	Core chapters complete

Month 5	Introduction and conclusion writing, full draft, editing, referencing	Final check, submission
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6. Referencing Guide

Harvard, APA, OSCOLA, MLA, Chicago, IEEE, and Vancouver — with examples

Referencing is not an administrative formality. It is how academic writing demonstrates intellectual honesty — showing where ideas came from, allowing readers to verify claims, and distinguishing your contribution from existing knowledge. At BPP, different schools use different systems. Business and psychology: APA or Harvard. Law: OSCOLA. Nursing: Harvard or Vancouver. Always confirm with your module handbook first.

Referencing Style Quick Comparison

Style	Format	Used At BPP	In-Text Example
Harvard	Author-Date	Business, Psychology, Nursing	(Smith, 2022, p.45)
APA 7th	Author-Date	Psychology, Business	(Smith, 2022, p. 45)
OSCOLA	Footnotes	BPP Law School	¹ Smith v Jones [2020] EWCA 123.
MLA 9th	Author-Page	Humanities	(Smith 45)
Chicago	Notes-Bibliography	Business History	¹ Smith, Title, 45.
IEEE	Numbered	Technology, Engineering	[1]
Vancouver	Numbered	Nursing (clinical)	(1)

Harvard Referencing — Full Examples

Journal Article:

Rashid, T. and Rosenwald, A.J. (2019) 'Leadership styles and employee performance: a systematic review', *Journal of Business Research*, 47(3), pp. 112–128.

Book:

Saunders, M., Lewis, P. and Thornhill, A. (2023) *Research Methods for Business Students*. 8th edn. Harlow: Pearson Education.

Website:

Office for Students (2024) *Who we are and what we do*. Available at: <https://www.officeforstudents.org.uk> (Accessed: 15 January 2024).

Government Document:

Department for Education (2023) *UK Higher Education Statistics: 2022–23*. London: HMSO.

Edited Book Chapter:

Fielding, N. (2012) 'Triangulation and mixed methods designs', in Cresswell, J.W. (ed.) *Research Design*. 4th edn. London: Sage, pp. 234–267.

OSCOLA — Legal Referencing (BPP Law School)

OSCOLA (Oxford University Standard for the Citation of Legal Authorities) is used across all BPP Law School modules. It uses footnotes rather than in-text citations.

Case: *Donoghue v Stevenson* [1932] AC 562 (HL).

Statute: *Equality Act 2010*, s 4.

Journal Article: Andrew Burrows, 'We Do This at Common Law' (2016) 36 OJLS 1.

Book: PS Atiyah, *The Rise and Fall of Freedom of Contract* (OUP 1985) 45.

Common Referencing Mistakes at BPP

Using .com or Wikipedia as academic sources — neither is peer-reviewed.

Paraphrasing without citing — this is plagiarism even when the text is rewritten.

Citing a source you have not actually read (secondary citation must be declared).

Mixing referencing styles within a single piece of work.

Formatting the reference list alphabetically in APA/Harvard but omitting hanging indents.

7. Research Methods

Qualitative, quantitative, mixed methods, and the tools to analyse them

Your choice of research method is not just a technical decision — it reflects your epistemological position. Are you trying to measure and generalise? Quantitative. Are you trying to understand lived experience and meaning? Qualitative. Do you need both? Mixed methods. Each approach carries assumptions about what knowledge is and how it can be produced.

Dimension	Quantitative	Qualitative	Mixed Methods
Purpose	Measure, test, generalise	Understand, explore, interpret	Both
Data Type	Numbers, statistics	Words, themes, narratives	Both
Sample Size	Large (100+)	Small (8–30)	Varies
Common Methods	Surveys, experiments	Interviews, focus groups, observations	Sequential or concurrent
Analysis Tools	SPSS, Excel, R, Python	NVivo, thematic coding	Both
Validity Type	Internal/external validity	Credibility, transferability	Triangulation
Typical At BPP	Quantitative finance, HR surveys	Nursing, law, psychology research	Most MBA business projects

Sampling — Getting It Right

How you select your participants has a direct impact on how generalisable your findings are, and on how your examiner assesses your methodology. The main sampling approaches:

Sampling Type	Description	Best For
Random Sampling	Every member of the population has an equal chance of selection	Quantitative — maximises generalisability
Stratified Sampling	Population divided into subgroups; random sample from each	Quantitative — ensures group representation
Purposive Sampling	Participants selected because they meet specific criteria	Qualitative — expertise or experience-based selection
Snowball Sampling	Participants recruit other participants	Qualitative — hard-to-reach populations
Convenience Sampling	Most accessible participants used	Both — acknowledge as a limitation

Data Analysis Software

Tool	Purpose	When to Use It
SPSS	Statistical analysis — descriptive, correlation, regression, ANOVA	Essential for quantitative dissertation or survey analysis
NVivo	Qualitative coding — thematic analysis, content analysis, grounded theory	Qualitative interview analysis, focus groups
Excel	Basic statistics, charts, data organisation	Small-scale quantitative projects
R / Python	Advanced statistical analysis and data visualisation	Data science, technology, advanced quantitative research
ATLAS.ti	Qualitative analysis — similar to NVivo	Qualitative research across social sciences
Zotero / Mendeley	Reference management	All dissertations and research reports

8. Time Management for BPP Students

Semester planners, assignment timelines, and how to manage block learning

BPP's block learning model — where you study one or two subjects intensively per week rather than attending multiple lectures across a semester — demands a different kind of time management than most students are used to. Work comes in concentrated bursts. A module that feels distant on Monday can be assessed by Friday. Building a weekly planning habit early is not optional at BPP — it is protective.

Assignment Planning — The Backward Planning Method

Start from your submission date and work backwards. This forces you to identify exactly how long each phase of the work actually takes, rather than discovering on the night before submission that you have run out of time.

>Days Before Deadline	Task
21+ days	Read the assignment brief carefully. Identify the exact question. Check the marking criteria.
18–20 days	Complete preliminary reading. Identify 10–15 key academic sources.
14–17 days	Create a detailed plan or outline. Draft your argument structure.
10–13 days	Write the first draft. Do not edit as you go — get the argument down.
7–9 days	Revise the argument. Check that every paragraph directly addresses the question.
4–6 days	Check references — every in-text citation must appear in the reference list.
2–3 days	Proofread. Read it aloud. Check word count. Format to submission requirements.
1 day	Final review. Submit. Keep your confirmation receipt.

Block Learning Survival Tips

Pre-read before the module week begins — even 30 minutes of reading in advance changes everything.

Use the weekend before an intensive week to review the module descriptor and suggested reading.

Build buffer time into your planner — BPP modules move fast and personal circumstances affect everyone.

If you are struggling, contact your Programme Leader before a deadline, not after.

9. International Student Guide

Visas, accommodation, work rights, culture, and academic expectations in the UK

Arriving in the UK as an international student involves a significant amount of practical administration alongside the academic adjustment. The information below covers the most commonly asked questions — always verify current details with the relevant government or university source, as immigration rules and fees change.

Topic	Key Information	Where to Find Out More
Student Visa (UK)	You need a Student Route visa if you are studying a program/study longer than 6 months. BPP is a licensed sponsor.	UK Government Student Visa Page
Biometric Residence Permit	Collect your BRP within 10 days of arrival. Required for banking, GP registration, and working.	UK Government BRP Page
Student Finance (UK Students)	Home students may be eligible for Student Finance England, Wales, or Scotland tuition fee and maintenance grants.	UK Government Student Finance Page
Part-time Work	Most Student Route visas allow up to 20 hours per week during term time. Check your visa conditions — ex	UK Government Student Visa Page
NHS Access	Register with a local GP as soon as you arrive. Pay the Immigration Health Surcharge as part of your visa	NHS.uk
Accommodation	BPP does not operate its own halls of residence. Most students use private residences (SpareRoom, Right	BPP Accommodation Page
Banking	Open a UK bank account early. Monzo, Starling, and mobile banks such as Monzo are popular. High street banks are com	BPP Banking Page
Academic English	BPP's International Student Advice Team offers English language support. You can also access Gram	BPP English Support Page

Academic Culture in the UK — What Is Different

- Critical thinking is expected, not discouraged. UK academics want you to evaluate and challenge ideas — including the ideas in the reading list.
- Lecturers are addressed by first name at BPP in most schools, though in Law, some tutors prefer professional titles. Follow the lead of your peers.
- Participation in seminars is expected and sometimes formally assessed. Speaking up is not seen as arrogance — it is a professional skill being developed.
- Plagiarism is treated seriously. The concept of academic integrity is deeply embedded in UK higher education. When in doubt, cite.
- Deadlines are firm. Extensions exist but require formal application in advance with supporting evidence. Submitting late without approval results in a mark penalty.

10. Artificial Intelligence in Higher Education

How to use AI tools responsibly, ethically, and in line with BPP's academic integrity policy

AI tools have arrived in academic life faster than most universities anticipated, and BPP's position — like most UK institutions — is evolving. The current consensus is this: using AI to think alongside you is acceptable in certain contexts; using AI to produce assessed work and submitting it as your own is academic misconduct. The boundary is real, and students who misunderstand it are taking a serious risk.

What AI Tools Can and Cannot Do for You

AI Tool	Legitimate Use at BPP	What It Cannot Do for You
ChatGPT / Claude / Gemini	Brainstorming ideas, explaining concepts	Writing assessed submissions, particularly your own work
Perplexity	Exploring a topic quickly with citations	Always reliable citations
ResearchRabbit / Connected Papers	Discovering related academic papers	Replacing your own research
Scite / Elicit	Checking how a paper has been cited	Quoting claims from PDFs extracted claims must always be verified
Zotero / Mendeley	Managing references, auto-formatting	Replacing your understanding of reference conventions
Grammarly	Grammar and readability checking	Identify whether your argument is logical or well-evidenced

BPP Academic Integrity — What the Policy Means in Practice

BPP's Academic Integrity Policy applies to all assessed work, including coursework, reports, presentations, and dissertations.

Using AI tools to generate text that is submitted as your own work — even partially — is treated as academic misconduct.

Some BPP modules explicitly state whether AI assistance is permitted for specific tasks. Always read the module assessment guidance.

If you are unsure whether a specific use of AI is acceptable, ask your Module Leader before submission, not after.

A Responsible AI Workflow for Research

1. Use AI to explore a topic broadly — get an overview, identify terminology.
2. Use ResearchRabbit or Google Scholar to find actual peer-reviewed sources.
3. Read those sources. Do not rely on AI summaries of sources you have not read.
4. Draft your own argument based on your reading.
5. Use AI to check clarity, identify gaps in your reasoning, or explore counterarguments.
6. Verify all references manually before including them in your submission.
7. Proofread your final draft yourself — AI grammar tools can miss subject-specific nuance.

11. The 30 Most Common Student Mistakes at BPP

And precisely how to avoid each one

1. Not reading the marking criteria

The marking criteria — not your instinct about what looks good — determines your grade. Read it before you start, during writing, and before you submit.

2. Misunderstanding the question

Highlight the instructional verb (analyse, evaluate, discuss, compare). That verb defines the type of response required.

3. Describing instead of analysing

Description tells you what. Analysis tells you why, how, and with what significance. Most markers want 80% analysis, 20% description.

4. Poor paragraph structure

Each paragraph needs one main point. Use PEEL: Point, Evidence, Explain, Link.

5. Inadequate referencing

Every factual claim, idea, or argument borrowed from another source needs a citation. When in doubt, cite.

6. Wikipedia as a source

Wikipedia is a starting point, not a source. Use it to find primary sources, then cite those.

7. Ignoring word count limits

Going significantly over or under word count is penalised. 10% either way is typically acceptable — check your module handbook.

8. Late submission

A late penalty at BPP is typically 5% per working day (or equivalent). Plan buffer time.

9. No introduction signposting

Your introduction should tell the reader exactly what the essay will argue and how it is structured.

10. Introduction that starts too broadly

'Since the dawn of time, human beings have...' — cut it. Start with the point.

11. Conclusion introduces new points

The conclusion summarises and reflects. New evidence or arguments belong in the main body.

12. Poor use of sources

Quoting too directly, too often, and too long. Paraphrase and synthesise. Your voice should dominate.

13. Not using peer-reviewed sources

Google-able articles and news sites do not meet the academic evidence standard for most BPP assessments.

14. Not following the required referencing style

Using Harvard when the brief specifies APA 7th, or mixing styles, costs marks automatically.

15. Formatting errors

Incorrect font, line spacing, margin, or page numbering. Always check the submission format requirements.

16. Group work without task division

In group assessments, agree on sections, deadlines, and quality standards at the start — not when the deadline is approaching.

17. Panic-writing the dissertation literature review

The literature review is not a list of summaries. It is a structured, critical discussion of what the field knows and does not know.

18. Starting data collection without ethics approval

This can result in the data being unusable and the dissertation failing.

19. Burying findings in the methodology

Findings are what you discovered. Methodology is how you discovered it. These are separate chapters for a reason.

20. Confusing discussion with findings

Findings: what the data shows. Discussion: what the findings mean in relation to your literature.

21. Weak methodology justification

You must explain not just what method you chose, but why it was the most appropriate for your research question.

22. Ignoring supervisor feedback

Your supervisor's comments are not suggestions — they are the examiner's perspective before the exam. Act on every point.

23. Not practising presentations

BPP oral presentations are assessed professionally. Three rehearsals minimum.

24. Submitting the first draft

Good academic writing requires revision. Submit a piece that has been through at least two full drafts.

25. Mismanaging time in block learning weeks

A module week at BPP is intense. Do not arrive unprepared — pre-reading is not optional.

26. Ignoring academic support services

BPP's Academic Skills team, Library team, and Student Wellbeing services exist and are free. Use them.

27. Writing reflective pieces without theory

Reflective writing at BPP must connect experience to academic theory. Gibbs or Kolb — not just a diary entry.

28. Plagiarism by paraphrase

Closely rephrasing someone else's text without changing the structure or meaning — and without citing — is plagiarism.

29. Not checking Turnitin before submission

BPP uses Turnitin. Most programmes allow you to submit a draft to check your similarity score. Use this.

30. Underestimating the abstract

For dissertations and research reports, the abstract is read first by every examiner. It must accurately reflect the full piece.

12. Expert Success Strategies

The habits that separate strong BPP students from struggling ones

Study Habits

- Study in blocks of 25–50 minutes with 5–10 minute breaks. The Pomodoro Technique is not glamorous but the evidence supports it.
- Never read without a purpose. Before opening a paper, write down the one question you are trying to answer with it.
- Keep a running document of key quotes, page numbers, and citations as you read. Building your reference list at the end from memory is how errors happen.
- Review your notes within 24 hours of a teaching session. Memory retention drops by 70% after a day without reinforcement.

Writing Habits

- Write the introduction last, or at least revise it last. It is much easier to introduce an essay you have already written.
- Use headings as scaffolding when drafting — remove them or keep them depending on the assignment type.
- Set a writing target in words, not hours. '500 words by 11am' beats 'work on the assignment until lunchtime'.
- Read your work aloud before final submission. Sentences that look fine on screen often sound unnatural or unclear when spoken.

Research Habits

- Use Google Scholar, BPP Library databases (Westlaw for Law; Business Source Complete for Business; CINAHL for Nursing), and ResearchRabbit.
- Check the publication date. In fast-moving fields — technology, healthcare policy, financial regulation — sources older than 10 years may be outdated.
- Read the abstract and conclusion of a paper before committing to the full text. Not every paper you find deserves full attention.
- Track your search terms and databases. Your methodology chapter will need to document your literature search strategy.

13. Frequently Asked Questions

40 questions from BPP students — answered directly

Q: What is BPP University's pass mark for undergraduate modules?

A: For undergraduate modules, the pass mark is 40%. First Class Honours requires an overall average of 70% or above. You should check your specific programme regulations for modules with different thresholds.

Q: What is the pass mark for BPP postgraduate modules?

A: Most postgraduate modules require 50% to pass. A Merit is 60–69% and a Distinction is 70% or above. Some clinical or professional modules may require a higher threshold — always check your programme handbook.

Q: How does BPP's block learning model work?

A: Rather than attending three or four subjects simultaneously across a term, BPP students study subjects in concentrated blocks — typically one module per week or fortnight. This allows deeper immersion in each topic but requires pre-reading and self-organisation.

Q: Does BPP University have a physical campus?

A: Yes. BPP has multiple campuses across the UK, including London (Aldgate, Waterloo, Holborn), Manchester, Leeds, Birmingham, Bristol, Edinburgh, Cambridge, and Reading. Some programmes are delivered entirely online or blended.

Q: Is BPP University degree recognised by employers?

A: Yes. BPP holds degree-awarding powers granted by the Privy Council and is listed on the Office for Students register. BPP degrees are UK-regulated qualifications. Professional accreditations from bodies such as the SRA (Law), NMC (Nursing), and ACCA (Business) further validate BPP programmes.

Q: What referencing style does BPP Business School use?

A: BPP Business School primarily uses Harvard referencing, though some modules specify APA 7th. Always check the individual module assessment brief, as the required style is usually stated there.

Q: What referencing style does BPP Law School use?

A: BPP Law School uses OSCOLA (Oxford University Standard for the Citation of Legal Authorities). This is a footnote-based system. Free guides are available at the Oxford Law Faculty website.

Q: How long should a BPP dissertation be?

A: Masters dissertations at BPP are typically 12,000–15,000 words excluding references and appendices. MBA Business Projects tend to be 10,000–12,000 words. LLM research projects are usually 15,000 words. Check your programme handbook for the exact requirement.

Q: Can I use ChatGPT for my BPP assignment?

A: Using AI tools to brainstorm, explore ideas, or check your own writing for clarity is generally permissible. Submitting AI-generated text as your own assessed work is academic misconduct under BPP's Academic Integrity Policy. If in doubt about a specific use, ask your Module Leader before submission.

Q: What is Turnitin and does BPP use it?

A: Turnitin is plagiarism detection software that checks submitted work against a database of internet content, published papers, and previously submitted student work. BPP uses Turnitin for most coursework submissions. Many programmes allow students to submit drafts to check their similarity score before final submission.

Q: What happens if I miss a BPP assignment deadline?

A: BPP's standard policy is a 5% mark deduction per working day for late submission without approved Extenuating Circumstances (ECs). After a set period (usually 5–10 working days), the work receives zero. Always contact your Programme Leader before a deadline if you are struggling — not after.

Q: How do I apply for an extension at BPP?

A: Extensions at BPP are granted through the Extenuating Circumstances (EC) process. You will need to submit a formal EC form with supporting evidence (e.g. medical certificate, bereavement documentation) before the original deadline where possible. EC applications are not always granted — good time management and early communication are your best protection.

Q: What support is available for international students at BPP?

A: BPP's International Student Advice Team offers support with visa compliance, BRP collection, and UK student life. The Student Wellbeing team supports mental health and counselling. Academic Skills workshops cover academic writing, referencing, and study skills. All services are accessed through the BPP Student Hub.

Q: How many hours can international students work in the UK?

A: Students on the Student Route visa can typically work up to 20 hours per week during term time and full-time during official vacation periods. This limit is set by your visa conditions. Exceeding your working hours is a visa condition breach and can affect your immigration status.

Q: Does BPP have a library?

A: Yes. BPP's online library provides access to academic databases including Westlaw UK, LexisNexis (Law), Business Source Complete, CINAHL (Nursing), and PsycINFO (Psychology). BPP's physical study spaces on campus also have access to academic resources.

Q: What is the difference between a research question and an aim?

A: A research aim is a broad statement of intent — what the study seeks to achieve overall. A research question is more specific and testable — it is the precise question your research will answer. Most dissertations have one aim and two to four research questions.

Q: What is the difference between primary and secondary research?

A: Primary research involves collecting new data directly — through interviews, surveys, experiments, or observations. Secondary research analyses existing data or literature produced by others. Most BPP dissertations use either primary or secondary methods, or a combination (mixed methods).

Q: What is an epistemological position and why does it matter for my methodology?

A: Epistemology is the philosophy of how knowledge is produced. A positivist position holds that reality is objective and measurable — it underpins quantitative research. An interpretivist position holds that reality is socially constructed and context-dependent — it underpins qualitative research. Your methodology chapter should state your position and explain how it shapes your method choices.

Q: Do I need ethical approval for a BPP dissertation?

A: Yes, if your research involves human participants in any form — including online questionnaires, interviews, or observation. Your research must be reviewed and approved by your School's Ethics Committee before data collection begins. Collecting data before approval is a serious academic misconduct issue.

Q: What is the difference between reliability and validity in research?

A: Reliability refers to consistency — if the same study were repeated, would it produce similar results? Validity refers to accuracy — does the study actually measure what it claims to measure? Both matter in quantitative research. Qualitative research uses parallel concepts: credibility (equivalent to internal validity) and transferability (external validity).

Q: Can I use secondary data for my BPP dissertation?

A: Yes. Secondary data analysis — using existing datasets, published statistics, case law, or documentary sources — is a legitimate and widely accepted dissertation approach. Secondary data sources must still be critically evaluated for quality, context, and potential bias.

Q: What is a literature review and how is it different from a research report?

A: A standalone literature review maps and critically synthesises existing academic evidence on a topic without collecting new data. A research report (or dissertation) includes a literature review as one chapter, but also involves original data collection and analysis.

Q: How do I avoid plagiarism at BPP?

A: Cite every source you use, including sources you have paraphrased. Use direct quotes sparingly and always place them in quotation marks with a page reference. When in doubt about whether something needs citing, cite it. BPP uses Turnitin — a high similarity score does not automatically mean plagiarism, but unexplained matches from unattributed sources will be investigated.

Q: What is the PEEL paragraph structure?

A: PEEL stands for Point (state the main argument of the paragraph), Evidence (provide cited academic support), Explain (analyse the evidence and its significance), Link (connect the point back to the question or to the next paragraph). It is a reliable structure for essay and report writing across BPP schools.

Q: What is Gibbs' Reflective Cycle?

A: Gibbs' Reflective Cycle (1988) is a six-stage framework widely used in nursing, psychology, and business reflection at BPP. The stages are: Description, Feelings, Evaluation, Analysis, Conclusion, Action Plan. It forces structured reflection that moves beyond narrative description into genuine critical analysis.

Q: What is the difference between an essay and a report at BPP?

A: An essay is written in continuous prose, does not use headings or bullet points, and builds a sustained argument. A report uses section headings, numbered sections, bullet points where appropriate, and a formal structure including an executive summary and recommendations. Using the wrong format costs marks even if the content is strong.

Q: What databases should I use for BPP Law research?

A: Westlaw UK and LexisNexis are the primary legal databases. Both are accessible through the BPP Library. For academic journals, the Legal Journals Index and HeinOnline are valuable. BAILII provides free access to UK and Irish case law and legislation.

Q: How do I write an executive summary?

A: An executive summary is a standalone condensed version of a full report, typically 250–500 words. It should cover the purpose, key findings, conclusions, and main recommendations. A reader should be able to understand the entire report from the executive summary alone. Write it last, after the full report is complete.

Q: What is thematic analysis?

A: Thematic analysis is a widely used qualitative research method for identifying, analysing, and reporting patterns (themes) within data — most commonly interview transcripts or focus group discussions. Braun and Clarke's (2006) framework is the most cited approach. NVivo is commonly used for coding at BPP.

Q: What is the difference between deductive and inductive research?

A: Deductive research starts with a theory or hypothesis and tests it against data — moving from general to specific. Quantitative studies are typically deductive. Inductive research starts with data and builds theory from it — moving from specific to general. Qualitative studies are typically inductive.

Q: How important is my dissertation supervisor?

A: Extremely important. Your supervisor is your guide, critical reader, and first line of quality feedback. Engage with them regularly, respond to feedback promptly, and come to meetings with specific questions. Supervisors are not there to write your dissertation for you — they are there to help you write a better one.

Q: Does BPP have a viva for dissertations?

A: A formal viva voce (oral defence) is not standard for most BPP Masters dissertations, unlike at some Russell Group universities. However, BPP does reserve the right to call students to a viva if there are questions about the authenticity of the work. For PhD programmes, a viva is mandatory.

Q: What is OSCOLA and where can I find the full guide?

A: OSCOLA (Oxford University Standard for the Citation of Legal Authorities) is the referencing system used by BPP Law School. The full 4th edition guide is freely available online from the Oxford Law Faculty. It covers cases, statutes, books, journal articles, and electronic sources.

Q: What is a BPP Student Coach?

A: BPP Student Coaches are trained student support staff who can help with academic skills, study strategies, and personal organisation. They differ from Module Leaders (who focus on subject content) and Supervisors (who guide research). They are part of BPP's wider student success support model.

Q: Can I resit a failed BPP module?

A: Yes, in most cases. BPP's assessment regulations allow students who fail a module to resit the failed component, usually capped at the pass mark (40% UG, 50% PG). The number of permitted resit attempts varies by programme. Check your programme regulations for the exact rules.

Q: What is the BPP Learning Hub?

A: The BPP Learning Hub is BPP's virtual learning environment — the online platform where you access lecture recordings, reading lists, assignment briefs, submission portals, and tutor feedback. It is the primary academic communication channel at BPP.

Q: How do I request a transcript or certificate from BPP?

A: Transcripts and award certificates are requested through BPP's Student Services team. Official transcripts are typically produced in English and can be sent directly to employers or professional bodies on request.

Q: What professional qualifications can BPP degrees lead to?

A: BPP degrees carry significant professional recognition. The LLB provides exemption from the SQE stage requirements. Business programmes offer ACCA and CIMA exemptions. Nursing degrees lead to NMC registration. Psychology degrees provide BPS Graduate Basis for Chartered Membership (GBC) for qualifying programmes.

Q: Does AssignPro Solution write assignments for students?

A: No. AssignPro Solution is an academic tutoring, mentoring, research guidance, editing, proofreading, and referencing support service. All assessed work must be the student's own. AssignPro Solution helps students understand academic processes, develop their writing skills, and check their own work — it does not complete assessed submissions.

Q: What is the best way to improve my academic writing at BPP?

A: Read widely in your subject area — exposure to well-written academic prose is the single most effective long-term improvement strategy. In the short term: use the BPP Academic Skills workshops, ask tutors for specific feedback on previous submissions, and read your own work aloud before submitting. Consider working with an academic tutoring service like AssignPro Solution for structured guidance on writing skills.

14. Quick Reference Checklists

Assignment, dissertation, and submission checklists — print and use

Assignment Submission Checklist

- I have read the full assignment brief and marking criteria before starting
- My work directly addresses the question or task as set
- Every paragraph has one clear main point, supported by evidence
- I have cited every source I have used, including paraphrased content
- My reference list is formatted in the required style (Harvard/APA/OSCOLA)
- Every in-text citation has a matching entry in the reference list
- I have checked my word count and it is within the permitted range
- I have proofread the entire piece, including headings and captions
- The formatting matches the submission requirements (font, spacing, margins)
- I have retained a copy of the final submission and the confirmation receipt

Dissertation Submission Checklist

- Research proposal approved by supervisor and School
- Ethics approval obtained before data collection began
- All primary data collected and securely stored
- Literature review critically synthesises at least 25 peer-reviewed sources
- Methodology chapter justifies all method choices and acknowledges limitations
- Findings and Discussion chapters are clearly separated
- Abstract accurately summarises the entire dissertation (max 300 words)
- Full reference list in the required format — no missing entries
- Appendices include consent forms, questionnaires, or interview guides
- Word count verified — within the programme's permitted range
- Dissertation formatted to BPP requirements (font, line spacing, page numbers)
- Turnitin similarity score checked and any matches reviewed
- Final version approved by supervisor before submission
- Submitted through the correct portal before the deadline

15. Final Summary and Action Plan

Key takeaways, resources, and your next three steps

Studying at BPP University means operating in a professionally-focused, assessment-intensive environment where expectations are high and timelines are compressed. The students who succeed are not necessarily the most naturally talented — they are the ones who understand what is required, plan deliberately, engage with support services early, and treat each piece of work as an opportunity to develop a genuine professional skill.

Key Takeaways

- Read the marking criteria before you write a single word — not after.
- Block learning requires preparation. Pre-reading is not optional.
- Reference every source, every time. When in doubt, cite it.
- Engage with your dissertation supervisor regularly, not just when you are stuck.
- Use AI tools responsibly — to support your thinking, not to replace your work.
- Access support services early. BPP has them. They are free. Use them.
- Your assignment is not finished when it is written — it is finished when it has been revised.

Your First Three Actions

1. Download your programme handbook today and identify the assessment schedule for the entire year.
2. Create a semester planner mapping every deadline, with a two-week 'start writing' marker before each one.
3. Identify the referencing style required for each module and bookmark the relevant referencing guide.

Useful Resources

Resource	What It Is	URL
BPP University Website	Programme information, student portal	bpp.com
Office for Students	UK HE regulator — BPP's registration status	officeforstudents.org.uk
OSCOLA Guide	Full Oxford OSCOLA 4th edition	law.ox.ac.uk/oscola
Cite Them Right	Referencing guide covering all major styles	citethemright.monkeydev.com
BPP Library	Academic databases, Westlaw, CINAHL, Business Source	Access via BPP Learning Hub
BERA Guidelines	Ethical research standards	bera.ac.uk/resources
QAA	Quality Assurance Agency for Higher Education	qaa.ac.uk
GOV.UK Student Visa	Student Route visa information	gov.uk/student-visa
NHS GP Registration	How to register with a GP in the UK	nhs.uk/using-the-nhs
AssignPro Solution	Academic tutoring, editing, referencing support, assignment dissolution, mentoring	assignprosolution.com

About AssignPro Solution

AssignPro Solution is an academic tutoring and study support service helping students across the UK, Australia, Canada, UAE, Ireland, Germany, New Zealand, Malaysia, and India.

Services include: essay tutoring, dissertation mentoring, research guidance, academic editing, proofreading, referencing support, and study skills coaching.

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Voice Search Questions	How does BPP University's block learning work? What referencing style does BPP Law School use? How many words is a BPP masters dissertation?
Featured Snippet Para	BPP University is a UK-regulated private university with degree-awarding powers, listed on the Office for Students Register. It was granted university status in 2007 and operates schools in Law, Business, Nursing, Psychology, and Technology across multiple UK cities.
Schema Recommendations	Article, FAQPage, HowTo, BreadcrumbList, EducationalOrganization, Course

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External Authority Links	bpp.com officeforstudents.org.uk qaa.ac.uk gov.uk/student-visa law.ox.ac.uk/oscola

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