SECTION 1:  PART A

1.  GENERAL REQUIREMENTS (APPLICABLE TO ALL STUDENTS)

1.1 ENROLMENT

Students are not entitled to receive tuition or to use the University's facilities until they have completed the enrolment procedure and have been issued by the Admissions and Records team with a student campus card. The campus card is issued for the duration of a student’s course and will be revalidated annually. A £10.00 fee is charged for the replacement of lost cards. Students are required to carry their campus card with them at all times and make them available to staff on request.

1.2 RE-REGISTRATION

Students are required to re-register for the next stage of their course on an annual basis. Normally this is completed via the internet and can be done on- or off-campus during a limited period. Exceptions may apply to non-standard year courses. Students are not entitled to receive tuition or to use the University’s facilities until they have completed the re-registration procedure. It is the student’s responsibility to ensure that their correct name has been recorded on the system in full. No shortened versions of forenames or punctuations are acceptable. No award certificates will be re-issued in a different name to that recorded at the Course Assessment Board and on the University Applicant and Student Information System (ASIS).

1.3 LATE ENROLMENT PENALTY

A late enrolment penalty applies to students who fail to enrol/re-register during the official enrolment/re-registration period. It removes all access rights to the University IT Systems. This includes access to Unilearn, the University network and e-mail accounts.

1.4 ATTENDANCE

Students are required to observe the University’s attendance policy and to attend the classes associated with their course and to produce work which is set by the stated deadlines. Failure to do so may result in exclusion from the University. Students are required to carry their campus card with them at all times and make them available to staff on request.

1.5 NOTIFICATION OF ABSENCE

Students must keep their nominated School contact informed of the reason for any significant absence and, in the case of sickness, will normally be required to provide supporting evidence. In the case of International students the University is obliged to advise the Immigration authority of any absence exceeding ten contacts.
1.6 CHANGE OF ADDRESS

Students should update their personal details electronically via the Student Portal http://portal.hud.ac.uk/ and click on My Details. Students should not use the University’s address to receive mail on their behalf.

1.7 CHANGE OF NAME

It is the student’s responsibility to ensure that their correct name has been recorded in full on the University Applicant and Student Information System (ASIS). Students should advise either the School Office or the Admissions and Records team of any change in name and must provide documentary evidence, for example a statutory declaration signed by a solicitor or Justice of the Peace, a Deed Poll, a marriage or civil partnership certificate or a passport as soon as possible following the name change and must provide documentary evidence. No shortened versions of forenames or punctuations are acceptable. No award certificates will be re-issued in a different name to that recorded at the Course Assessment Board and on the University Applicant and Student Information System (ASIS).

1.8 CHANGE OF COURSE

Students must inform the Admissions and Records team of any change in the course on which they are enrolled. Students in receipt of student support are strongly advised not to make any such change without first consulting their relevant student finance body (e.g. Student Finance England) about its willingness to transfer the award.

1.9 SUSPENDING STUDY

Students suspending their studies must consult with their year tutor and advise the School Office in writing. Student campus cards will be de-activated during the period of suspension. Students in receipt of student support are strongly advised not to make any such change without first consulting their relevant student finance body (e.g. Student Finance England) about its willingness to resume the award at a later date. Suspension must take place prior to the end of revision week or equivalent for students enrolled on courses that start at different times of the year to September. Students must advise their course leader and the School Office of their intention to re-commence study no later than three months prior to the start of the academic year.

1.10 TERMINATION OF REGISTRATION

Students who for any reason decide to terminate their registration before the end of the academic session must give prior written notice to the School Office and must return their student campus card. Withdrawal must take place prior to the end of revision week or equivalent for students enrolled on courses that start at different times of the year to September.
1.11 AWARD OF CREDIT FOR WITHDRAWN STUDENTS

The following principles shall apply to students whose status is recorded as ‘withdrawn’:

i) where withdrawal is a result of an outstanding debt, the student forfeits all rights to be considered for the award of any credit potentially accrued during the academic year affected by the debt. The Assessment Board will still consider the student at the end of the session with a view to awarding any interim award to which the student is entitled based on credits achieved prior to the start of the session in which the debt was incurred.

ii) where withdrawal was for reasons other than an outstanding debt, a student who remained registered at the point of the completion of the delivery of a module or its final point of assessment (whichever is later) will be considered at the Assessment Board at the end of the session for the award of those credits.

iii) where withdrawal was for reasons other than outstanding debt but the student did not satisfy the criteria outlined in ii) above, the student forfeits all rights to be awarded any credit potentially accrued during that academic year. The Assessment Board will still consider the student at the end of the session with a view to awarding any interim award to which the student is entitled based on credits achieved prior to the start of the session during which they withdrew.

1.12 STUDENT EMAIL ADDRESS

Following enrolment students will receive a University email account. The username will be their enrolment number preceded by the letter ‘U’. The password will be set to the student’s date of birth and MUST be changed to a new password. Do not share your password with any student or member of staff.

1.13 CORRESPONDENCE VIA EMAIL WITH STUDENTS

It is the student’s responsibility to ensure his/her student email account is checked regularly. The University will not forward correspondence to any other external email account. Computing and Library Services provide guidance on how to forward your University email account to your preferred external email account.

1.14 SAFETY

Under the Acts governing health and safety at work the University has a duty to provide, as far as is reasonably practical, a safe environment for students. The University expects students to co-operate by taking proper care for the health and safety of themselves and others. Students should expect to be instructed in safe practices and procedures and will be expected to follow instructions.
1.15 SMOKING

Smoking is confined to specifically designated areas within the University’s social and communal facilities. It is not permitted, for example, in classrooms, in circulation areas, in corridors, in lifts, or in toilets.

1.16 PARKING

Except in cases of disability there is no provision for the parking of students’ cars on the Queensgate campus. Disabled students wishing to apply for a parking permit must complete an application form available from Student Services, Level 4, Student Centre, Central Services Building.

1.17 USE OF MOBILE PHONES

Mobile phones and other electronic devices (except for calculators where these are expressly permitted) taken into the examination room or in-class test must be left in a secure bag away from the candidate’s desk.

1.18 CORRESPONDENCE REGARDING ISSUES CONTAINED WITHIN THIS HANDBOOK

All correspondence to the office of the Head of Registry regarding issues contained within the Students’ Handbook of Regulations must be made formally in writing and which may include via email.

1.19 CAMPUS CARDS

Students are required to carry campus cards at all times and make these available to staff upon request. Students wearing any items of clothing, headwear, or anything else that may obscure their face may be asked to remove these for the purposes of identifying the student against the campus card.

1.20 STUDENTS STUDYING IN PARTNER INSTITUTIONS

Students studying in Partner Institutions are required to adhere to the University’s assessment regulations. Students who wish to appeal the decision of a Course Assessment Board should follow the guidance in Section 4; Assessment Regulation 7.

Students studying at partner institutions away from the University are required to follow the University’s complaints procedure which, in the first instance, will be progressed by the partner institution. If issues remain unresolved through these local complaints procedures, then the student may refer to the University and will enter the procedure at the formal stage as described in 6.3.1. It must be appreciated that the University will not always have the authority to determine matters at Partner Institutions.

The University’s procedures for Academic Integrity at Partner Institutions must be followed by the Partner Institution and approved by the Academic Officer for the appropriate School. Where the University Academic Integrity Committee (AMC)
requires an overseas student to present his/her case and the student is willing to do so, arrangements will be made to convene a telephone or video link. The costs of the call/video link must be borne by the Partner Institution. If this is not possible the student will be required to submit a report that will be considered by the AIC and this will be presented on the student’s behalf by a nominee from the Students’ Union Advice Centre.

1.21 CODE OF PRACTICE UNDER THE EDUCATION ACT 1994

Under the Education Act 1994 the University Council is required to take such steps as are reasonably practicable to see that the Students’ Union operate in a fair and democratic manner and is accountable for its finances. In addition to this general obligation, the Act contains a number of specific requirements dealing with, for example, the rights of students not to be members of the Students’ Union, the conduct of Union elections, the conduct of the Union’s financial affairs and affiliation to external organisations. There is also a requirement for a complaints procedure available to all students who are dissatisfied with their dealings with the Students’ Union.

The University and the Students’ Union have agreed a Code of Practice (as required by the Education Act 1994) which sets out in detail how the requirements of the Act are complied with. The Code of Practice is available at the end of this document, Appendix 5.

1.22 FORCE MAJEURE

The University will use reasonable endeavours to provide enrolments, tuition, assessment and examinations, confirmation of results and graduation in accordance with the University’s Academic Administration Timetable but accepts no liability if it cannot adhere to these timescales due to circumstances beyond its reasonable control. These may include, but are not limited to: actions or inactions by external accrediting bodies, damage to the structure of University buildings, failure of computing systems, illness of epidemic proportions, industrial action of academic or support staffs. The University will, in the event of the above, use its reasonable endeavours to reschedule and/or make reasonable alternative arrangements.

2. OVERSEAS STUDENTS AND IMMIGRATION REQUIREMENTS

Overseas Students and Immigration

A points-based immigration system was introduced by the United Kingdom (UK) Government in March 2009. Most overseas students coming to the UK to study from outside of the European Economic Area (EEA) are now required to apply for entry clearance, and it is a legal requirement that when in the UK all must abide by strict conditions imposed by the Home Office. This section sets out the requirements for overseas students.

It is the responsibility of each student to ensure that they remain up to date with the requirements of the Home Office and seek additional guidance and support from the International Office whenever this may be required.
1 Immigration and University requirements of overseas students

Overseas students at the University are expected to familiarise themselves with the conditions of their visas and to ensure that they comply with these and with the requirements of the University at all times. By enrolling and re-enrolling students are deemed to have accepted their obligation to comply with immigration rules and University regulations, as summarised below.

1.1 Under the Government’s immigration rules, universities are obliged to report students who do not meet their visa conditions or who are suspected to be in breach of their visa status. The University will not hesitate to report any students who are believed to have violated UK immigration regulations. Infringement of visa conditions is a serious offence and may lead to deportation and additional sanctions being imposed by the Home Office. The University may decline to issue a CAS or withdraw sponsorship where a student has not complied with the requirements in this section or where, in the University’s opinion, the student’s circumstances may otherwise compromise or pose a risk to the University’s licence as a Highly Trusted Sponsor. Where visa sponsorship is withdrawn by the University, the student’s registration as a student of the University will also be withdrawn.

Tier 4 General Students

1.2 The main obligations imposed by the Home Office on those studying in the UK as ‘Tier 4 General Students’ are set out below. This list is not exhaustive or exclusive and may be updated by the Home Office with new conditions added from time to time. The University’s policy and practice may therefore be amended at short notice to reflect revised Home Office rules and guidance.

- Visas are issued for study at a specific university and approval must be sought from the Home Office to change institution. Failure to do so is a criminal offence.
- Students must advise the University immediately if they change address (via “My Details”, their School office or advising staff in the Student Centre).
- Changes in personal circumstances (e.g. marriage, illness, or planned absence) must be notified to the University.
- Students must complete enrolment and re-enrolment at the scheduled times.
- Attendance is monitored and students must attend all scheduled classes, seminars, tutorials, or appointments with an academic supervisor, which must take place on campus or at a temporary location authorised in advance by the International Office.
- Students must leave the UK when their visa expires unless they have obtained further valid leave to remain.
- Students with part-time jobs must not work over the permitted maximum number of hours under the Immigration Rules nor must they schedule paid work that conflicts with required attendance at the University.
- Visa nationals who need to register with the police must do so within seven days of arrival in the UK, and within seven days of any change in personal circumstance. Students must provide the University with evidence of police registration on request.
- Overseas students may not be entitled to claim benefits from public funds.
• “Sandwich” placements are subject to Home Office conditions and will be monitored by the University.
• Students who require ATAS clearance\(^1\) must obtain this before they apply for a visa or before they transfer into a programme designated as requiring clearance.

The University holds a sponsor licence under Tier 4 of the points based system and has Highly Trusted Sponsor status in respect of that licence. The University takes its obligations on immigration compliance very seriously. It is extremely important, for the benefit of all overseas students, that the University is able to comply with its duties as a sponsor and maintain its Sponsor status. As such the University cannot accept any liability for any loss (financial or otherwise) experienced directly or indirectly by any applicant or student as a result of any actions or omissions on the part of the University which the University believes are necessary or desirable to comply with the University's Sponsor duties.

In addition to the obligations imposed by the Home Office and listed above, the University also requires that all overseas students with a Tier 4 visa comply with the requirements set out below:

• Students are expected to remain in the UK at the address notified to the University until the official end of the academic year.
• Students are expected to be able to demonstrate, to the University's reasonable satisfaction, that their domestic living arrangements, including their residential location, are conducive to their full engagement with their studies and to their ability to comply with Home Office and University attendance requirements for full time students.
• Students are expected to fulfil the requirements of the University Attending Monitoring Policy as set out at the beginning of this book and at www.hud.ac.uk/regs

Student Visitor

1.3 The ‘Student Visitor’ category will normally apply to students who have come to the University under an exchange programme or to undertake pre-arranged assessment, study or research, and who are here for a period of less than six months. Students who fall into this category will not be permitted to undertake any work, even if it is unpaid. This includes unpaid internships, clinical or observation placements.

Student visitors at the University of Huddersfield are required to comply fully with the Attendance Monitoring Policy. www.hud.ac.uk/regs

Students who have entered as a ‘student visitor’ are not permitted to “switch” visa categories while in the UK.

Other visa categories

1.4 Overseas students who are studying under different visa categories (dependant, PSW, Tier 2, etc.) are required to comply fully with the Attendance Monitoring Policy www.hud.ac.uk/regs

Doctorate Extension Scheme

1.5 Overseas students who have completed their degrees and are sponsored by the University under the Doctorate Extension Scheme must comply with Home Office and University requirements, which are issued to participating students before a CAS is processed for applications to the scheme (see para 2.5 below). Failure to do so will result in the University reporting the individual to the Home Office.

Students who have been sponsored by the University under this scheme may subsequently switch into Tier 1 or Tier 2 (General) visa categories, subject to satisfying the relevant criteria.

Tier 1 (Graduate Entrepreneur)

1.6 Eligible students may apply to join the Tier 1 (Graduate Entrepreneur) visa route which will allow them to stay in the UK for an additional 12 months (extendable to 24 months) to establish a business. The University is required to endorse applications under this scheme and subsequently monitor successful applicants. Applicants must follow the University’s published procedures before securing formal endorsement (see para 2.6 below).

1.7 There may be regular changes to these schemes imposed by the Home Office and the University will not accept responsibility for the impact of these changes on students or potential applicants.

2 Visa Renewals

2.1 Overseas students who require a visa to remain in the UK are expected to comply with the University’s processes for ensuring prompt and timely visa renewals:

i) The International Office will send a reminder notice to individuals 12 weeks before the expiry date of their visa;

ii) Students must respond to reserve a place on a visa workshop or seminar and to complete any preliminary paperwork;

iii) Students must attend the workshop or seminar to complete the relevant documentation;

iv) Documentation will be submitted to the Home Office by the University unless the student can show that s/he has made a Premium appointment with the Home Office or is renewing while outside the UK.

The University will provide every support to assist students through the visa renewal process but cannot take responsibility for the outcome of renewal applications.

2.2 Failure to respond to the International Office and failure to make or meet appointments will result in access to Computing and Library Services being denied
until such time as the individual has complied with the requirements of the International Office in relation to visa renewals.

2.3 This sanction will be repeated in cases of subsequent failure to respond to or engage with the International Office in relation to visa renewals.

2.4 The University cannot assist students in the visa renewal process and will not issue a Confirmation of Acceptance for Studies (CAS) for visa renewals, or in support of applications under the Doctorate Extension Scheme, unless the following conditions are met:

   i) The student must not be classified as a debtor
   ii) The student’s attendance record and engagement with their studies must meet Home Office and University requirements and be confirmed as satisfactory by the relevant School
   iii) The student must be compliant with the requirements of the Students’ Handbook of Regulations and with their specific course/programme requirements as stipulated in the relevant Course Handbook
   iv) The University is not aware of any other reason for potential visa refusal, e.g. overstaying, breach of working conditions, lack of funding or any breach of or failure to meet the relevant Government regulations
   v) In respect of an applicant who is a sponsored student applying for the Doctorate Extension Scheme, that written consent of their sponsoring body has been obtained

2.5 The University will not issue a secure reference number for Tier 1 (Graduate Entrepreneur) applicants unless the following conditions are met:

   i) Attendance at compulsory information sessions
   ii) Submission of an expression of interest
   iii) Confirmation from the International Office that the student is eligible to apply
   iv) Submission of a formal business plan
   v) If the student is sponsored by a Government or other organisation, the express written consent of the sponsor must be obtained
   vi) The student has signed and returned the University’s Graduate Entrepreneur Scheme agreement in the required terms.

3 Suspension of Studies

3.1 The University will normally withdraw sponsorship of a student’s visa if the student’s studies are suspended for any period of time, including, without limitation, suspensions arising from:

   i) Medical or personal circumstances
   ii) Programme transfers
   iii) Periods of study or work or work experience/placement outside the University
   iv) A requirement to complete assessments as an external candidate
   v) Proceedings brought under the University’s disciplinary or fitness to practise procedures.
3.2 Students who suspend their studies may be able to resume their studies at a later date.

PART B: FINANCIAL REGULATIONS

1 INTRODUCTION

This section is applicable to all students of the University, whether full-time, part-time, undergraduate or postgraduate.

In this section, the term ‘Home Students’ means all home and EU students, including ‘Island’ students, such as the Isle of Man and the term “Overseas Students” refers to students from outside of those areas.

Students should read the whole of this section carefully and should pay particular attention to wording highlighted in **bold type**.

2 PAYMENT OF TUITION FEES

2.1 Tuition fees are due at the time of enrolment. Students either pay the fees themselves or must provide the Student Finance Office with evidence that their fees (in part or in full) will be paid by a sponsor recognised by the University as reasonably acceptable (for example, the Student Loan Company, an employer or (in the case of Overseas Students), their government embassy).

2.2 Where a proposed sponsor is deemed, at the University’s discretion acting reasonably, to be not acceptable, the student will be required to pay the fees to the University in the first instance. On receipt of payment from the sponsor, the student will then be reimbursed.

2.3 The University reserves the right to withdraw a student from their programme of study with immediate effect if a payment made in respect of tuition fees at the time of enrolment is refused by the student’s bank.

2.4 Instalments

The University has in place facilities to agree payment by selected instalments. Details of these facilities are available from the Student Finance Office, Level 8, Central Services Building.

For **Overseas Students**, instalments can only be paid as set out below:

i) For courses starting in September, 50% on enrolment and 50% by 31 January

ii) For courses starting in January, 50% on enrolment and 50% by 30 April

2.5 Failure of a student at enrolment to pay at least minimum deposit of 25% of their full tuition fee or provide proof of acceptable sponsorship will result in the student being denied the ability to enrol until such time as it can be provided to the University.
2.6 Students who do not comply with the University’s payment terms, as set out above, or with requests for payment reminders from Financial Services will have their access to Computing and Library Services denied until such time as their payments are brought up to date. This sanction will be repeated in cases of default against payment arrangements.

3 SETTLEMENT OF OUTSTANDING TUITION FEES AND CONSEQUENCES OF NON-PAYMENT

3.1 Students are expected to pay accounts for outstanding tuition fees promptly. Students who are experiencing financial difficulties should discuss their circumstances with a member of the staff of the Student Finance Office as soon as possible, as it may be possible to agree an instalment payment schedule.

3.2 If tuition fees remain outstanding as at the date falling six months from the end of the month in which enrolment takes place, which for students enrolling in September will be 31 March, the Student Finance Office reserves the right to notify the appropriate Dean of School who will then advise the student that s/he will be withdrawn from their course.

3.3 If a student receives notification of withdrawal under paragraph 3.2 above, the student will have the right to appeal the decision. Any appeal must be submitted in writing to the Pro Vice-Chancellor (Teaching and Learning) for taught students, or to the Pro Vice-Chancellor (Research & Enterprise) for research students, within two weeks of the date of the letter notifying the student of the withdrawal. Any such appeal may only be on the grounds of:

i) a procedural irregularity; or

ii) that the student can demonstrate, with supporting evidence, that they were subject to personal extenuating circumstances that resulted in them being unable to respond to requests for payment.

The decision of the Pro Vice-Chancellor will be final.

3.4 Where tuition fees remain outstanding, the University also reserves the right to:

i) refuse re-enrolment in a subsequent academic year;

ii) withhold certificates;

iii) not allow students to attend graduation ceremonies; and/or

iv) place the debt in the hands of an external debt collection agency.

3.5 Details of students who have outstanding tuition fee accounts and no formally agreed payment schedule will periodically be provided to Schools, the Admissions and Records Office, the International Office, the Research Office and Registry.

3.6 Overseas students with Tier 4 visas that have outstanding tuition fee debts as at the date falling six months from the end of the month in which enrolment takes place jeopardise their visa conditions and will be reported to
the Home Office as being in breach of their visa conditions. This can ultimately result in deportation from the United Kingdom.

3.7 Schools will ensure that:

i) Deans exclude all student tuition fee debtors following receipt of notification from the Student Finance Office under paragraph 3.2 above.

ii) Re-registration of continuing students that are on the list published by the Student Finance Office detailed in paragraph 3.6 above will not be permitted to re-register without notification from the Student Finance Office until the outstanding tuition fee account is cleared.

iii) Confirmation of award will not be permitted for graduating students that are on the list published by the Student Finance Office detailed in paragraph 3.6 without notification from the Student Finance Office until the outstanding tuition fee account is cleared.

3.8 The Admissions and Records office will ensure that:

i) All staff involved with the University’s enrolment process will be advised of the eligibility of continuing students with outstanding tuition fee accounts to enrol.

ii) Students with outstanding tuition fee accounts are re-enrolled in the subsequent academic year only with notification from the Student Finance Office.

3.9 Registry will ensure that:

i) Award certificates and diploma supplements are withheld from students with outstanding tuition fee accounts, unless otherwise notified by the Student Finance Office.

ii) Students with outstanding tuition fee debts to the University will not be invited to the University graduation ceremonies.

3.10 The procedures above apply to outstanding tuition fee accounts for which the student is personally liable. The procedures do not apply where an organisation such as the Student Loan Company, or a government embassy or other recognised sponsor is clearly responsible for settling the outstanding account. However, the procedures do apply where a student with an outstanding tuition fee account claims that their sponsor (as detailed in paragraph 1.1) above has initially agreed to pay but subsequently reneged on that agreement even though the student claims otherwise. This includes where the Student Loan Company, government agency or sponsor provides confirmation that they are not responsible for settling the account.

4 RESIT TUITION FEE CHARGES

4.1 All students that have to resit previously failed modules with attendance as part of their course (students should note that this does not include referred or deferred modules) will be charged the appropriate module fee. Students that are resitting previously failed modules on an assessment only basis (which may require resitting the modules from outside the UK for Overseas Students on a Tier 4 visa) will be charged 50% of the module fee.
4.2 If a full-time student needs to attend and resit the full academic year the full-time tuition fee will be charged.

5 TUITION FEE REFUNDS

5.1 Students who are required to pay tuition fees and withdraw or suspend from their studies during the year will be charged a proportion of the tuition fee for their course as set out below, depending on when they withdraw or suspend. For students who enrol at other times of the year the tuition fee will be adjusted accordingly, based on the date of enrolment.

For students leaving in:

First month – no charge
Term 1 – 25% charge*
Term 2 – 50% charge
Term 3 – 100% charge

*For Overseas Students who have paid a non-refundable deposit and leave in Term 1, the non-refundable deposit will be lost. For students leaving in or after Term 2 the above tariff will apply.

6 ANCILLARY CHARGES

6.1 The University reserves the right to charge students for ancillary costs and services that are provided in addition to the tuition fees during their course of study. These services may include;

- Field Trips
- Library Fines
- Equipment Lease and Hire
- Consumables (including but not limited to printing and photocopying charges)
- Bench fees (research students only)

6.2 Where ancillary charges remain unpaid these will be treated as a debt to the University and the University reserves the right;

i) to refuse access to the library (in the case of unpaid library fines)
ii) not to invite the student to the University graduation ceremonies
iii) to refer a students account to an external debt collection agency until the University agrees that the debt has been paid in full.