

## KEY FACTS RELATING TO YOUR ENROLMENT ON A COURSE AT THE UNIVERSITY OF HUDDERSFIELD

### **Introduction**

When you enrol as a student with us, we ask you to confirm that you agree to follow the University's regulations, policies and procedures which apply to students. These, together with the details of your course, form your student contract with us.

There are a number of regulations and policies that form your student contract. The University is committed to supporting its students throughout their study and to help you understand the key facts, we have put together this document which sets out a summary of the rules which you will be expected to follow and highlights those which might be surprising or are the most likely to affect your studies at the University.

Enrolment on a course at the University is deemed to constitute acceptance of these regulations, policies and procedures.

**It is important for all students to become familiar with the Students Handbook of Regulations and the other policies and procedures referred to in this document.**

On an annual basis we review the content of the Students Handbook of Regulations in consultation with the Students' Union; any changes are highlighted in the front pages of the handbook. When you re-register with us in subsequent years you are given the option to view the changes and re-enrolment confirms acceptance of the regulations. We also regularly review and update the other policies and procedures as part of the University's governance processes and you will be notified of these as they occur.

Guidance on how the Student Handbook of Regulations are applied in practice can be accessed via [www.hud.ac.uk/regs](http://www.hud.ac.uk/regs), or contact a School Office or Registry. Students wishing to obtain direct support for their case should contact the Students' Union Advice Centre: [advice-centre@hud.ac.uk](mailto:advice-centre@hud.ac.uk).

### **General**

#### **Changes to Courses**

Sometimes we have to make changes to a course or how it is delivered.

We review all optional modules each year and change them to reflect the expertise of our staff, current trends in research and as a result of student feedback. We will always ensure that you have a range of options to choose from and we will let students know in good time the options available for them to choose for the following year.

We will only change core modules for a course if it is necessary for us to do so, for example to maintain course accreditation. We will let you know about any such changes as soon as possible, usually before you begin the relevant academic year.

Sometimes we have to make changes to other aspects of a course or how it is delivered. We only make these changes if they are for reasons outside of our control, or where they are for our students' benefit. Again, we will let you know about any such changes as soon as possible, usually before the relevant academic year. Our regulations set out our procedure which we will follow when we need to make any such changes which can be found in the [Regulations for Awards Section C: C1](#)

The University cannot guarantee continuity of module availability for students who for whatever reason interrupt their studies.

### **Attendance Monitoring**

Students get the best out of their courses when they are engaged and attending their timetabled sessions and we want to make sure that you are making the most of your opportunity here at Huddersfield. We also recognise there may be times when you have to miss your classes and our attendance monitoring regulations sets out our rules on attending sessions and what you must do to notify any absences. Failure to attend classes could result in your being withdrawn from the University. Any actions taken by a student resulting in the intentional abuse of the Attendance Monitoring Regulations may result in disciplinary action under the University's Attendance Monitoring or University-level Disciplinary procedures. For information on the University's Attendance Monitoring and University-level Disciplinary procedures, please follow the links below:

[Section 9; Attendance Monitoring](#)

[Section 10; Disciplinary Procedure](#)

### **Behaviour**

The University is a community and how staff and students interact with each other affect our environment and your achievement. To make sure everyone understands how they are expected to behave towards each other, we have a community code of conduct. If you breach the code of conduct, you could be subject to disciplinary proceedings.

You can read our community code of conduct here:

[Community Code of Conduct](#)

We also have a Student Charter for Taught Students and a Student Charter for Research Students. These set out our promises to you about how we will treat you whilst you are a student, and what we expect of you in return. These are available here:

[Student Charter for Taught Students](#)

[Student Charter for Research Students](#)

It is important that students take care over how they behave online as well as on campus and in the community. Our social media policy sets out our expectations of students' online behaviour in connection with their studies:

[Social Media and Communications Policy](#)

In the event a student's behaviour doesn't meet these standards, they may be subject to the University's disciplinary procedure, which could result in them being required to pay a fine, or being suspended or withdrawn from the University.

The regulations concerning our student disciplinary procedure and the penalties which may be imposed are available here;

[Section 10; Disciplinary Procedure](#)

### **Professional Courses**

Some of our courses are regulated by professional bodies and these may have additional requirements placed on them by those professional bodies to ensure that students who complete the courses are suitable to practise in those professions. Your course specification will confirm if these additional requirements apply to you.

If there is cause for concern that a student on a professional course is not to be fit to practise, then they may be withdrawn from the professional course. Our Fitness to Practise policy and procedures can be found here: [Fitness to Practise Handbook](#)

### **Tuition Fees and Student Finance**

Coming to University is a big financial commitment and to help you understand this we have produced lots of guidance on tuition fees, what they cover and when and how you must pay these. You can access this information, which includes up to date details of tuition fees payable, [here for undergraduate students](#) and [here for postgraduate students](#). Further information about tuition fees and student finance is available by contacting the Student Finance Office in Student Central.

The Financial Regulations for students are [here](#). It is very important you follow these regulations and ensure your fees are paid on time otherwise you may be withdrawn from your course. If you fail to pay your tuition fees on time, the University reserves the right to refer the debt to our external debt collectors and you may incur further charges where this is the case.

### **Assessment**

Being assessed is an important part of being a student and is how you will be able to progress successfully through and ultimately pass your course. We take academic integrity very seriously and our Student Handbook of Regulations contain our rules on how we expect you to behave when you are being examined or assessed and the consequences if you breach our academic integrity regulations.

These rules can be found here:

- ❖ [Conduct in exams and assessments](#)
- ❖ [Academic Integrity](#)
- ❖ [Suspension and Expulsion on academic grounds](#)

### **Extenuating Circumstances**

We operate a 'fit to sit' policy, which means that if you turn up to an examination, we will assume you are fit to do so. However, we understand that sometimes your performance will be affected by things outside of your control and our regulations contain the procedures you must follow to declare extenuating circumstances, which can be found here: [Extenuating Circumstances](#)

## **Academic Appeals**

We have strict policies and procedures in place to ensure that decisions about student progression, assessment and award are made in a way which is fair and equitable. In certain circumstances, students are able to request a review of such decisions.

More information on how you would make an academic appeal is available here: [Course Assessment Board Appeal](#)

## **Complaints**

As part of our commitment to our students, we recognise that there may be occasions where you may have a valid complaint about the University or your course. We have a student complaints procedure to ensure that all complaints are dealt with effectively and given a fair hearing.

Details of our complaints procedure can be found here: [Complaints Procedure](#)

## **Computing & Library Services**

Our Regulations set out when and how you can use our computing and library services, and the penalties you may face if you do not use them appropriately. Penalties for infringing these regulations include placing restrictions on borrowing rights, refusing access to the library or disabling a student's computer account.

Our regulations on computing and library services can be found here:

[Computing Facilities Policy](#)

[IT Security Policy](#)

## **Data Protection**

The information you provide to the University or is otherwise collected about you as part of your application, enrolment and studies with us will be processed by the University of Huddersfield for a number of different purposes – any use of your personal data will always be done in accordance with Data Protection legislation, including when we share your information with third parties.

To find out more about how the University of Huddersfield processes personal data and who it shares your information with, please see the [Student Privacy Notice](#) on our information governance pages. If you have any queries about the use of your information, the University Data Protection Officer can be contacted at [data.protection@hud.ac.uk](mailto:data.protection@hud.ac.uk).

## **Other Policies and Procedures**

In addition to the regulations referred to above, you should familiarise yourself with the following policies, which all apply to your studies at the University:

1. [Data Protection](#) – this sets out how personal data should be processed by members of the University in order to be compliant with data protection legislation.

2. [Equal Opportunities and Diversity Policy](#) – this document sets out the commitment of the University to the promotion of equality of opportunity in the University of Huddersfield
3. [Freedom of Speech & External Speakers Policy](#) – this policy protects each member of the University community's right to express an academic opinion and sets out the rules for speakers coming on to campus.
4. [Health & Safety Policy](#) – sets out how you can ensure you study in a safe and secure manner.
5. [Intellectual Property Policy](#) – sets out who will own the Intellectual Property Rights in your work.
6. [Research Ethics and Integrity Policy](#) – sets out your responsibilities to ensure any research you undertake is carried out in an ethical manner and is properly approved.
7. [Safeguarding Policy](#) – sets out your responsibilities in relation to vulnerable members of the University community.
8. [Whistleblowing Policy](#) – sets out the procedure for drawing concerns about wrongdoing to the University's attention.
9. [Social Media and Communications Policy](#) – sets out your responsibilities when using social media which directly or indirectly represents or refers to the University, its staff, students and partners.
10. [Lecture Capture Policy](#) – sets out the University's policy for the use the University's HudStream audio and video lecture system.
11. [Proof Reading Policy](#) – you are advised to read this policy if you are considering using proof-reading services in connection with assessed work.
12. [Credit Control and Debt Management Policy](#) – sets out the University's policy for managing debts owed by students.