

STUDENTS' HANDBOOK

OF REGULATIONS

2017

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Version	Date	Revision description/Summary of changes	Author
V1.0	01 August 2017	<p>General re-formatting resulting in revised section numbering</p> <p>Inclusion of text relating to Student's Request for a Re-mark, taken from Appendix 3 in the Regulations for Awards Book.</p> <p>Amendments to the Taught Student Charter.</p> <p>Inclusion of the wording to ensure students have only one student ID card in their possession at any time, they must not swipe and leave a scheduled session, they must keep their card separate from their wallets to ensure a successful swipe, and must not swipe for each other.</p> <p>Revision of the wording relating to how the University corresponds to students which may include formal written letters and/or email.</p>	Registry

		<p>Inclusion of the agreed parameters associated to the making available of teaching materials, normally, 24 hours in advance of the scheduled session.</p> <p>Revisions to the process of submitting appeals for Academic Integrity, Attendance Monitoring, Course Assessment Board, Disciplinary and Fitness to Practise Appeals. The appeals will be submitted electronically to electronic mailboxes and responded to in the same manner.</p> <p>OIA standard text across all student facing appeals processes.</p> <p>Removal of full content in relation to policies, the Fitness to Practise Handbook and Awards Book regulations, being replaced by active electronic links to the appropriate documents from the webpage.</p> <p>Academic Integrity Regulations Inclusion of reference to all assessments submitted, whether formative or summative, being reviewed for possible breaches of AI but only summative being subject to the formal AI regulations and potential penalties.</p> <p>The timescales for notice of a School-level Academic Integrity Hearing and University-level Academic Integrity Committee has been increased from 5-working days to 10. The timescale for providing evidence and confirming attendance at School-level Academic Integrity hearings and University-level Academic Integrity Committees has been increased from 2-working days in advance of the meeting to 5.</p> <p>Turnaround time for outcomes from an Academic Integrity Committee being issued to a student has been extended to allow for up to 10-working days.</p> <p>Course Assessment Board Appeal Regulations</p>	
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		<p>Turnaround time of outcomes being issued in relation to CAB Appeal Stage 2 appeals has been extended from 10-working days to 20.</p> <p>Disciplinary Regulations Re-structuring of the Disciplinary Regulations following on from the removal of the attendance related elements.</p> <p>Head of Registry <u>or nominee</u> now included for panel attendance</p> <p>Attendance Monitoring The removal of the standalone Attendance Monitoring Policy with a view to including the principles within a newly defined section.</p> <p>The inclusion of a new sub section of the complaints regulations regarding complaints made against members of staff</p> <p>International Office revisions Students must obtain written permission from their sponsors where the student wishes to change courses Tier 4 Visa information updates Students who are found to have swiped and left scheduled sessions will be informed of their requirement to attend the IO in person. If the student fails to present themselves after the prescribed 5-working days then sanctions on the students account will be applied immediately and a warning issued advising the student that they have 5 further working days in which to present at the IO. On the 10th working day, if no contact has been received then the student is withdrawn and the withdrawal appeal process regulations apply.</p> <p>Students are reminded of the following when studying on a tier 4 visa;</p> <p>Tier 4 students are required to attend two “check point” events each year, held in the spring and autumn terms. One of these events is an online check-</p>	
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		<p>in which must be undertaken on campus. The other check point is an in-person event and students must attend with their passports and visas.</p> <p>Computing Facilities updates include; the use of encrypted USB devices for sensitive or confidential information incorporation of references to the Using Your Own Device policy recent legislative changes, in particular the Investigatory Powers Act 2016.</p> <p>Library Facilities updates include; Library web addresses charges for Inter-Library Loans evacuation arrangements during an emergency replacement of lost campus cards Use of personal digital devices.</p> <p>The relevant Research Council must be notified of any allegation of misconduct associated with a RCUK funded project, where it is decided that an informal inquiry is to be undertaken.</p> <p>This will apply to allegations made against PGRs funded by RCUK grants and staff engaged in RCUK funded research or in the management related activities of that research.</p>	
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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, 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.

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. .

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, or hand in a piece of work, 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](#)

Other Policies and Procedures

In addition to the regulations referred to above, the following policies will 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 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. [Prevent Policy](#) – introduced to help staff and students understand the steps they should take if they have such concerns and what may happen if they make a referral under the policy.
7. [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.
8. [Vulnerable Groups Policy](#) – sets out your responsibilities to look after vulnerable members of the University community.
9. [Whistleblowing Policy](#) – sets out the procedure for drawing concerns about wrongdoing to the University's attention.
10. [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.
11. [Lecture Capture Policy](#) – sets out the University's policy for the use the University's HudStream audio and video lecture system.
12. [Proof Reading Policy](#) – you are advised to read this policy if you are considering using proof-reading services in connection with assessed work.

INTRODUCTION

1. The website address for this handbook is provided to all students registering on courses of the University.
2. This booklet brings together the major regulations approved by either the Senate or the University Council which affect either students' courses of study or their personal conduct.
3. In September 1998 the previous Students' Handbook of Regulations and the Assessment Regulations were incorporated into one document.

Terminology for credit levels

University of Huddersfield	FHEQ Level	Descriptor
D (postgraduate)	8	Doctoral level [eg PhD/Professional Doctorate]
M (postgraduate)	7	Master's level [eg MA/MSc/Integrated Master's degrees]
H (undergraduate)	6	Honours level [eg BA (Hons)/BSc (Hons)/LLB (Hons)]
S (undergraduate)		Supervised Work Experience
I (undergraduate)	5	Intermediate level [eg DipHE/FD/HND]
F (undergraduate)	4	Foundation level [eg CertHE/HNC]
P (undergraduate)	3	Pre-foundation level [eg IFY/Science Foundation Year]

CONTENTS

KEY FACTS RELATING TO YOUR ENROLMENT ON A COURSE AT THE UNIVERSITY OF HUDDERSFIELD	vi
INTRODUCTION	x
Contents	xi
COMMUNITY CODE OF CONDUCT.....	1
UNIVERSITY OF HUDDERSFIELD TAUGHT STUDENT CHARTER.....	4
UNIVERSITY OF HUDDERSFIELD RESEARCH STUDENT CHARTER.....	5
SECTION 1: PART A.....	7
GENERAL REQUIREMENTS (APPLICABLE TO ALL STUDENTS).....	7
Enrolment	7
Re-registration	7
Late enrolment penalty	7
Attendance	7
Availability of teaching materials.....	7
Notification of absence.....	7
Change of address	8
Change of name	8
Change of course	8
Suspending study	8
Termination of registration	8
Award of credit for withdrawn students	9
Student email address	9
Correspondence via email with students.....	9
Safety	9
Smoking.....	9
Parking	9
Use of mobile phones	10
Correspondence regarding issues contained within this handbook.....	10
Campus cards.....	10
Students studying in partner institutions.....	10
Code of practice under the Education Act 1994.....	10
Force Majeure.....	11
Immigration requirements for students from overseas and with limited leave to remain	11
Students with Limited leave to remain	11
Immigration and University requirements of overseas students.....	11
Tier 4 General Students.....	12
Student Short Term Study Visitors.....	14

Other visa categories	14
Doctorate Extension Scheme	14
Tier 1 (Graduate Entrepreneur)	14
Visa Renewals	15
Suspension of Studies	16
SECTION 1: PART B	17
FINANCIAL REGULATIONS	17
1 Introduction	17
2 Payment of tuition fees	17
3 Settlement of outstanding tuition fees and consequences of non-payment	18
4 Re-sit tuition fee charges	19
5 Tuition Fee refunds	20
6 Ancillary charges	20
SECTION 2: RELEVANT POLICIES AND REGULATIONS	21
SOCIAL MEDIA AND COMMUNICATIONS POLICY	21
LECTURE CAPTURE POLICY	21
PROOF READING POLICY	21
DATA PROTECTION	21
Equal Opportunities Policy	21
Freedom of Speech & External Speakers Policy.....	21
Health & Safety Policy.....	21
Intellectual Property Policy	21
Prevent Policy	21
Research Ethics and Integrity Policy	21
Vulnerable Groups Policy	21
Whistleblowing Policy.....	21
FITNESS TO PRACTISE HANDBOOK.....	21
SECTION 3: ASSESSMENT AND EXAMINATIONS.....	22
SECTION 4: ASSESSMENT REGULATIONS.....	24
Assessment Regulation 1: Arrangements for formal examinations and assignments	24
Assessment Regulation 2: Conduct of candidates in examinations and assignments ...	28
Assessment Regulation 3: Academic Integrity	31
Definition of an Academic Integrity offence.....	32
Assessment Regulation 4: Action following a report of an Academic Integrity offence to the Academic Integrity Officer or Deputy.....	34
Framework.....	34
Allegation of a Breach of Academic Integrity	35
School Based Investigation by the (Deputy) Academic Integrity Officer (D)AIO	35

Student absence from a school based Academic Integrity meeting	37
The Academic Integrity Committee.....	37
Notifying the Student/s.....	37
Composition of the Academic Integrity Committee	38
Student absence from a University Academic Integrity Committee	38
The Academic Integrity Committee.....	39
Academic Integrity Penalties	40
Assessment Regulation 5: Appeal against a decision related to an Academic Integrity Offence.....	42
Appeal against a decision of a School Based Investigation.....	42
Appeal against a decision of the Academic Integrity Committee	43
Independent review of academic integrity cases	44
Assessment Regulation 6: Publication of the results of assessments.....	45
Assessment Regulation 7: Appeal against a decision of an Assessment Board.....	46
Stage 1 Appeal.....	46
Stage 2 Appeal.....	47
Appeals Committee	47
Assessment Regulation 8: Retention of records, scripts, coursework, etc.....	50
Assessment Regulation 9: Research misconduct for candidates registered on an approved course of supervised research	51
9. Procedure.....	51
Assessment Regulation 10: Appeal against the outcome of a Progression Monitoring exercise (for candidates on an approved course of supervised research)	62
Assessment Regulation 11: Appeal against the outcome of an end-assessment (candidates on approved courses of supervised research).....	65
SECTION 5: GUIDELINES FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS ON THE PROCEDURES FOR HANDLING CLAIMS THAT EXTENUATING CIRCUMSTANCES SHOULD BE TAKEN INTO ACCOUNT WHEN THEIR PERFORMANCE IS BEING ASSESSED	68
Extenuating Circumstances Claim	69
Extenuating Circumstances Appeal.....	69
Independent review of Extenuating Circumstances cases	70
SECTION 6: Guidelines for postgraduate research candidates on dealing with circumstances which adversely impact their progress.	71
General Principles.....	71
6a Short School Extensions.....	72
Grounds for a Short Extension	73
Applications for Short Extensions	73
6b Suspension of Studies.....	73
Grounds for Suspension	73

Timing and Length of Suspension	74
Candidate Responsibilities	74
Supervisor Responsibilities.....	75
Potential Impact if a Suspension of Study is Granted	75
Application for Suspension	75
Appeal against a Suspension Decision.....	75
6c Extensions at the End of the Standard Enrolment Period.....	76
SECTION 7: FITNESS TO STUDY POLICY AND PROCEDURE	77
Introduction	77
Confidentiality	77
Mental wellbeing	78
Aims.....	78
Training and Further Information	78
Procedure.....	79
Stage 1: Initial Concerns.....	79
Stage 2: Continuing or Serious Concerns.....	79
Stage 3: Persistent and/or Significant Concerns	80
Review Meetings	81
Return To Study (Following a Suspension from Studies under this Policy)	82
Appeal.....	82
COMPLYING WITH THE LAW	83
SECTION 8: THE SUSPENSION AND EXPULSION OF STUDENTS FROM THE UNIVERSITY ON ACADEMIC GROUNDS.....	84
Introduction	84
Decision to suspend or expel	84
Appeal against a decision to suspend or expel	84
SECTION 9: ATTENDANCE MONITORING	87
Additional information for international students studying on tier 4 visas.....	87
1 Withdrawal from the University.....	89
1.1 School based Attendance Monitoring meeting	89
1.2 Student absence from the School based Attendance Monitoring meeting.....	89
1.3 Post-meeting requirements.....	90
1.4 Appeal against the decision of the School based Attendance Monitoring meeting	90
2 Fraudulent Card Use	91
2.1 Attendance at the Attendance Monitoring Disciplinary Panel	92
2.2 The Attendance Monitoring Disciplinary Panel	92
2.3 Outcomes of the Attendance Monitoring Disciplinary Panel	93

2.4 Appeal against the decision of the Attendance Monitoring Disciplinary Panel.....	93
3 Spot Check absences	94
3.1 School-level Spot Check discrepancy meeting.....	94
3.2 Student absence from the School based meeting	94
3.3 Appeal against the decision of the School-level Attendance Monitoring meeting .	95
3.4 Registry-level Spot Check discrepancy meeting.....	95
3.5 Attendance at the Attendance Monitoring Disciplinary Panel	96
3.6 The Attendance Monitoring Disciplinary Panel	96
3.7 Outcomes of the Attendance Monitoring Disciplinary Panel	97
3.8 Appeal against the decision of the Attendance Monitoring Disciplinary Panel.....	97
SECTION 10: STUDENT DISCIPLINARY PROCEDURE	99
Definitions	99
Introduction	99
Submission of complaints of misconduct.....	102
Procedures for dealing with complaints of misconduct.....	102
Restriction and suspension pending a hearing.....	103
Witness statements	104
Attendance at disciplinary panel hearings	105
Students with health related issues	105
Outcomes of disciplinary panel hearings.....	106
Conduct of disciplinary panel hearings.....	106
Requests for review of decisions reached by disciplinary panel.....	108
SECTION 11: STUDENT COMPLAINTS PROCEDURE	109
Introduction and context.....	109
Definition	109
Principles and scope	109
Operational conditions.....	110
Anonymous Complaints.....	110
Third Party Complaints	110
Group Complaints.....	110
Complaints to the Vice-Chancellor and Other Senior Members of Staff	111
Vexatious or Malicious Complaints.....	111
Complaints made by Students under the age of 18.....	111
Complaints made against a specific member(s) of Staff (Academic and Supporting Roles)	111
Complaints Made Against Staff in Partner Agencies	112
Changes to Policies or Procedures	112
Attendance at the Complaint Hearing.....	112

Reimbursement of Out of Pocket Expenses.....	112
Timing of all Communications	112
Monitoring, evaluation and review	112
Complaints procedure for students	113
Stage 1 Local Resolution.....	113
Stage 2 Registry	113
Stage 3 Request for Review	114
Outcomes of the complaints procedure	115
Independent review of student complaints.....	116
Training and awareness	116
Student complaint form	117
Notes for Guidance on the Conduct of a Complaint Hearing.....	120
SECTION 12: REGULATIONS GOVERNING THE USE OF COMPUTING FACILITIES	123
Definitions	123
Scope	124
Governance.....	124
Authority	125
Intended Use.....	125
Identity.....	126
Infrastructure	126
Information	126
Behaviour	127
Monitoring	127
Infringement	128
SECTION 13: REGULATIONS GOVERNING THE USE OF THE UNIVERSITY LIBRARY SERVICES.....	129
Access and membership	129
Opening hours.....	129
Arrangements for borrowing.....	129
Conduct, security and safety	130
Infringement of regulations.....	131
APPENDIX 1: Section F: The assessment of students on courses of study.....	133
F.1 General principles	133
F1.1 Course outcomes	133
F1.2 Grading scales.....	133
F1.3 Confirmation of standard	134
F1.4 Examiners' judgement.....	134
F1.5 Moderation and Marking.....	134

F1.6	Information for students	136
F1.7	Responsibilities of students	137
F1.8	Extenuating Circumstances	137
F2	Regulations Governing Assessment in the Credit Accumulation and Transfer Scheme (CATS)	138
F2.1	The award of credit	138
F2.2	Graded and non-graded modules	138
F2.3	Tutor re-assessment, Condonement, Referral, and Failure	139
F2.4	Nature of reassessment following an initial failure in a module	141
F2.5	Progression	142
F2.6	Subsequent reassessment of modules following a second failure in a module 144	
F2.7	Changed modules	144
F2.8	Registration for modules	144
F2.9	Registration for awards	145
F2.10	The classification of Bachelor's degrees awarded with honours	145
F2.11	The classification of foundation degrees	146
F2.12	The classification of non-honours qualifications	146
F2.13	The classification discretion band	146
F2.14	Failure to meet the requirements for an Integrated Master's Degree	146
APPENDIX 2: SECTION I	REGULATIONS GOVERNING RESEARCH DEGREES	147
I1	Available Awards	147
I1.1	The Awards	147
I1.2	Named Awards	147
I1.3	Programme Scope	147
I1.4	Taught Modules within Research Degrees	147
I1.5	Non-Standard Programmes	147
I1.6	Collaborating Establishments	148
I1.7	Posthumous Awards	148
I2	Admissions and Enrolment	149
I2.1	Admission to a Research Degree Programme	149
I2.2	Recognition of Prior Research	149
I2.3	Annual Re-registration	150
I2.4	Appeal against Withdrawal for Failure to Re-register	150
I2.5	Change of Degree Programme	150
I3	MODE AND PLACE OF STUDY	150
I3.1	Mode of Study	150
I3.2	Place of Study	150

14	Supervision.....	151
14.1	Supervisory Team.....	151
14.2	Requirements of the Supervisors.....	151
15	Examinations and Assessments.....	152
15.1	Candidate Responsibilities.....	152
15.2	Thesis Length.....	152
15.3	Language of Submission.....	153
15.4	The Submission.....	153
15.5	Arrangements for the Submission and Examination of the Final Thesis.....	153
15.6	Examination Team.....	154
15.7	Examination.....	155
15.8	Disagreement between Research Degree Examiners.....	155
15.9	Research Misconduct (including plagiarism).....	155
15.10	Appeal against the Outcome of an Assessment.....	156
16	Extensions.....	156
16.1	Programmes where Extensions may be Allowed.....	156
16.2	Options at the End of the Standard Enrolment Period.....	156
16.3	Application for an Extension.....	156
16.4	Application to Enrol for the Submission Pending Period.....	157
17	Disruption to Academic Progress.....	158
18	Failure to Submit Work by the Agreed Deadline.....	159
18.1	Appeal against Withdrawal for Failure to Attend an Examination or to Submit Work	159
	APPENDIX 3: HONOURS CLASSIFICATION CALCULATION.....	160
	APPENDIX 4: EDUCATION ACT 1994: CODE OF PRACTICE IMPLEMENTING SECTION 22.....	163
	APPENDIX 5; STUDENTS' REQUEST FOR A RE-MARK.....	167

COMMUNITY CODE OF CONDUCT

The University Community

The University of Huddersfield is a community brought together by a common focus on education, where staff and students work together to advance teaching, learning and the quest for knowledge. Within this framework the University maintains a commitment to freedom of expression and the exploration of complex and sometimes sensitive issues informed by the diverse nature and background of its members. To ensure an accessible and supportive environment in which to learn and work the University aims to foster an atmosphere of respect and understanding which embraces the diversity of its members and promotes respect for individual integrity.

Need for a Code of Conduct

To help maintain and develop good relations in the University community this Code of Conduct draws together the principles which underpin appropriate community behaviour and which can be applied on a daily basis by students and staff as they go about their work and studies. Examples of appropriate and inappropriate behaviour are included. It applies to all staff and students when on campus, on placement, study visits or in other circumstances where the interests of the University are affected.

Principles

The following four principles form the foundations of acceptable conduct: respect and courtesy; professionalism; self-control; community. Set out below are explanations of the principles together with examples of appropriate and inappropriate conduct in each case. Some circumstances are covered by more than one principle.

Respect and courtesy

Exercise consideration for others: be polite and courteous, and act towards others and their property as you would want them to act towards you and your property

Examples of appropriate conduct are:

- Switching mobile phones off or to silent mode in quiet areas and appropriate use of same in lectures, seminars and meetings.
- Keeping conversation at a low level in corridors adjacent to lecture rooms.
- Holding open a door for someone who has a lot of files or bags.
- Taking turns to comment during a group discussion or meeting

Examples of inappropriate conduct are:

- Drinking and rowdiness in public areas of the campus.
- Smoking close to building entrances, exits and windows. This also applies to vapour cigarettes, electronic cigarettes and similar devices.
- Carving into or writing on desks in lecture rooms.
- Sexual, racial or any other form of harassment or bullying.

STUDENTS' HANDBOOK OF REGULATIONS

- Having private discussions with colleagues in meetings, lectures or tutorials whilst someone else has the floor.

Professionalism

Be accountable for your actions, reliable in your dealing with others and apply ethical standards to your work and behaviour having regard to the standards of your (intended) profession.

Examples of appropriate conduct are:

- Punctuality when attending lectures and meetings. If possible, apologise in advance if you are late or cannot attend.
- Where there might be confusion, labelling rubbish to be thrown out to enable cleaners and other support staff to do their job.
- When working in a team with other staff or students, doing what you say you will do, when you say you will do it.
- Arriving properly prepared for classes or meetings.

Examples of inappropriate conduct are:

- Plagiarism and other forms of cheating in research, examinations and assessments.
- Engaging in any activity which might constitute a criminal offence.
- Posting of defamatory or otherwise inappropriate comments on social networking sites or elsewhere.

Self-control

Follow established rules and procedures, use language appropriate to the circumstance, and be assertive rather than aggressive when attempting to resolve disputes.

Examples of appropriate conduct are:

- Complying with a reasonable request to remove your car from a place where it should not be parked.
- Use of appropriate language in lectures and presentations (avoiding swearing and potentially abusive terminology).

Examples of inappropriate conduct are:

- Shouting at or threatening support staff who have wheel clamped your car because it is parked contrary to the University's parking regulations.
- Consuming food and drink in areas where it is not permitted.
- Spitting in lifts and on mirrors and windows.

Community

Show commitment to the University, its mission and aims and, to that end, adherence to its rules and regulations, contribution to its academic and social life, and protection of its good name.

STUDENTS' HANDBOOK OF REGULATIONS

Examples of appropriate conduct are:

- Using University property with care and respect.
- Respecting the rights of others to freedom of belief or speech.
- Being quiet when returning to accommodation late at night.
- Acting as an ambassador for the University when on placement or field trips.

Examples of inappropriate conduct are:

- Misuse, misappropriation, theft or damage to property.
- Conduct which constitutes a criminal offence.
- Behaviour which brings the University into disrepute.
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University.

The above examples are not an exhaustive list but serve as guidance as to behaviour which is acceptable and unacceptable. Those members of the University who display unacceptable or inappropriate behaviour may be subject to disciplinary action under the appropriate disciplinary code.

UNIVERSITY OF HUDDERSFIELD TAUGHT STUDENT CHARTER

Together at Huddersfield we will share excellent opportunities for learning so that the challenge of higher education is embraced. We all aspire to realise our full potential and excel at what we do.

University Mission

To deliver an accessible and inspirational learning experience, to undertake pioneering research and professional practice, and to engage fully with employers and the community.

Union Mission

To make student life better.

1. All staff and students are part of the same University community and need to demonstrate respect for that community. We will all treat each other fairly and equitably and with respect.
2. The University is a place where people become independent, resilient and successful learners.
3. We engage in a shared learning experience to advance academic and professional knowledge.
4. The University journey takes many different pathways – all are valued.
5. We work together to develop people with the attributes to forge successful lives and careers
6. The University, the Union and your fellow students will be here to support you through the transformative process of education.

UNIVERSITY OF HUDDERSFIELD RESEARCH STUDENT CHARTER

Our Mission: *“To be an inspiring, innovative University of international renown.”*

Our Aims: *“To strengthen and enhance our research capability.”*

Postgraduate researchers are recognised and valued as essential to the overall strategy to develop high-level research and are members of the academic research community at the University of Huddersfield.

The Postgraduate Researcher Charter is not only a description of the minimum standard of provision and expectation but also a two-way pledge of commitment.

University

From the University a postgraduate researcher can expect:

- supervision by a team appropriately qualified in the student's research area
- meetings with his/her supervisor on a regular, scheduled basis
- fair, formal assessment of progress with appropriate and timely feedback
- appropriate advice and support at all stages of the research project
- to be assigned a PGR mentor
- postgraduate researchers will be provided with the facilities and workspaces appropriate to the needs of their project as agreed at the point of acceptance, and of the individual as agreed to be appropriate by their supervisory team, including any specialist resources that are required in their research
- access to appropriate skills training including research and generic skills training both on-line and face-to-face, teaching assistant preparation, research methods, information management training
- the opportunity to attend research seminars
- the opportunity to engage with an external audience
- access to advice on the range of IT-based systems, services and facilities provided by the University
- access to advice on the identification and use of information resources and services
- access to the library, laboratories, studios and computing services as appropriate
- access to postgraduate careers progression and advice
- to receive opportunities to provide feedback on his/her student experience via questionnaires, surveys, student forums and meetings
- student representation in relevant forums at all levels of the University
- access to, and information on, the University's Regulations, policies and procedures
- to have grievances addressed in a timely and professional manner. The normal practice is for students to raise any concerns with their supervisor(s) and/ or mentors initially. Unresolved issues should be taken to the School's Director of Graduate Education and thereafter to the Dean of the Graduate School
- the opportunity to attend conferences/ workshops to present research as part of their training during their registration period, at the University's expense. Suitable conferences will be identified in consultation between the researcher, the supervisory team, and the Director of Graduate Education

Student/Researcher

The University expects a postgraduate researcher to:

- accept ultimate responsibility for his/her research project
- maintain contact with his/her supervisor(s) and communicate any problems
- ensure that his/her thesis is submitted on time in accordance with the appropriate guidelines
- ensure attendance and negotiate planned absences in advance
- take responsibility for his/her personal development including maintenance of a training needs analysis, personal development plan and attendance at induction and appropriate skills training courses
- familiarise himself/herself with the Postgraduate Handbook and ensure it is kept up-to-date from the appropriate web resource
- participate in School research seminars
- generate appropriate research outputs and lodge them in the University Repository
- contribute to the collegial, intellectual and social life of the research community
- use the opportunities available to feedback on his/her experiences
- pay all fees on-time and ensure continuous registration
- respond to requests without unnecessary delay
- take full advantage of the opportunities afforded by their position in the University, participating in the culture of knowledge creation and dissemination based upon critical enquiry, debate and self-motivation

SECTION 1: PART A

GENERAL REQUIREMENTS (APPLICABLE TO ALL STUDENTS)

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.

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).

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.

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.

Availability of teaching materials

The University will normally make materials required for timetabled sessions available 24 hours prior to the session via the University's VLE. It is the student's responsibility to ensure they access these materials in a timely enough manner in order to support their engagement with the course.

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

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.

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).

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.

International students studying on a Tier 4 visa must inform and obtain approval from the International Office if they wish to transfer course (or change research topics) as there will be visa and possibly ATAS implications for any course transfer.

In addition, international students who are sponsored by their government must obtain written permission from their sponsor prior to changing course.

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.

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.

STUDENTS' HANDBOOK OF REGULATIONS

Award of credit for withdrawn students

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

- a) 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
- b) 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
- c) 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.

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.

Correspondence via email with students

It is the student's responsibility to ensure his/her student email account is checked regularly. Computing and Library Services provide guidance on how to forward your University email account to your preferred external email account.

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.

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.

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

STUDENTS' HANDBOOK OF REGULATIONS

complete an application form available from Student Services, Level 4, Student Centre, Schwann Building.

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.

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 using the format prescribed within the relevant procedure. This may include email correspondence or written communications.

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. Students should only have, in their possession, one valid student ID card at any time. Students should not have in their possession the student ID card that belongs to another student. A lost or damaged student ID card should be replaced immediately.

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 under the regulations for a [Stage 2](#) complaint. 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 (AIC) 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.

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

STUDENTS' HANDBOOK OF REGULATIONS

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 4](#).

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.

IMMIGRATION REQUIREMENTS FOR STUDENTS FROM OVERSEAS AND WITH LIMITED LEAVE TO REMAIN

If you are studying on a Tier 4 visa or have limited right to remain in the UK, then these sections are relevant to you.

Students with Limited leave to remain

It is the responsibility of each student to ensure that they have a valid passport as well as the correct visa which includes the right to study whilst they are in the UK, and to ensure that the University has the most up to date version of the visa and passport whilst the student is still studying. Failure to comply with immigration controls or provide evidence of the right to study could result in a suspension of the student's studies and ultimately the student's registration with the University could be withdrawn

Immigration and University requirements of overseas students

International 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.

The University requires all students to demonstrate they have the right to study in the UK. In the case of Tier 4 students and students with limited leave to remain this will be through a valid passport with an appropriate visa which allows study.

It is the responsibility of each student to make sure they have a valid passport as well as the correct visa and ensure the University has the most recent copy of their passport and visa.

The University may request copies of passport and visa details from both Tier 4 and non-Tier 4 students from time to time to maintain records. Failure to comply with immigration controls or provide evidence of a visa which provides a right to study could result in suspension of studies and withdrawal from a course.

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 suspend and subsequently 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 on a Tier 4 visa 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 Tier 4 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

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.

- Your Tier 4 student visa does not allow you to change course (or research topic) without us informing the Home Office, so you should discuss this with the International Office before doing so. Students who require ATAS clearance¹ must obtain this before they apply for a visa or before they transfer into a programme designated as requiring clearance.
- Students must advise the University immediately if they change address (via "My Details" online, their School office or by advising staff in the International Office).
- Students must inform the International Office immediately if they obtain a new passport.
- Changes in personal circumstances (e.g. marriage, illness, or planned absence) must also be notified to the University.
- Students must complete enrolment and re-enrolment at the scheduled times so that they are always "current students" of the University.
- Tier 4 students are required to attend two "check point" events each year, held in the spring and autumn terms. One of these events is an online check-in which must be undertaken on campus. The other check point is an in-person event and students must attend with their passports and visas.
- Students will be advised by the International office via their University email when these events will run.
- Failure to attend the check point event by the deadline stated in the email will result in an investigation into the student's attendance.
- Those students who have been attending scheduled classes, seminars, tutorials and appointments with academic supervisors regularly and who fail to attend the in person checkpoint will be required to report to the International Office, Level 4 Student Central, within 5 working days. Failure to report will result in immediate sanctions being applied to their university account.

¹ <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/>

STUDENTS' HANDBOOK OF REGULATIONS

- Those students who have not been attending scheduled classes, seminars, tutorials and appointments with academic supervisors regularly and who fail to attend the in person check point will be required to report to the International Office, Level 4 Student Central, within 5 working days. Failure to report will result in a written warning giving the student a further 5 days to comply, in addition immediate sanctions will be applied to their university account. Further failure to comply with this request will result in the student's immediate withdrawal from the University and will lead to their visa being curtailed.
- Attendance at University is monitored and Tier 4 taught students must register attendance at 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. Tier 4 research students (and taught Masters students working on dissertations) are also required to swipe their identity cards regularly as a proxy for their daily engagement with their course. Failure to comply with course attendance requirements will immediately result in disciplinary measures which could include revoking a visa. Any instance of fraudulent identity card activity as defined by the Attendance Monitoring Policy will also immediately result in disciplinary measures which could again include revoking a visa.
- In addition to identity card swipes, attendance is monitored by spot checks conducted by the School. Any discrepancy between the swipe system and the spot check will result in immediate action by the University. Tier 4 students will be required report to the International Office, Level 4 Student Central, within 5 working days. Failure to report will result in a written warning giving the student a further 5 days to comply, in addition immediate sanctions will be applied to their university account.
- Further failure to comply with this request will result in the student's immediate withdrawal from the University and will lead to their visa being curtailed.
- Any authorised absences must be approved in advance by visiting the School Office in person. They will then formally record the reason on your attendance record.
- 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.
- 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.

It is extremely important, for the benefit of all international 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 international students with a Tier 4 visa comply with the requirements set out below:

STUDENTS' HANDBOOK OF REGULATIONS

- Students are expected to remain in the UK at the address notified to the University until the official end of the academic year.
- Students must live within a reasonable commuting distance of the University so that they are able to attend all scheduled classes, seminars, tutorials or activities with an academic supervisor and fully engage with their course on campus. Travel distance and financial difficulties arising from excess commuting distances will not be taken into account as mitigating circumstances, should a student be found to be in breach of their visa conditions or the Attendance Monitoring Policy.
- Students are expected to fulfil the requirements of the University Attending Monitoring Regulations

Student Short Term Study Visitors

The 'Short Term Study' 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 Regulations](#) within this book.

Students who have entered as a 'student visitor' are not permitted to "switch" visa categories while in the UK.

<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/>

Other visa categories

Overseas students and those students with limited leave to remain 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

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)

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.

STUDENTS' HANDBOOK OF REGULATIONS

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.

Visa Renewals

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:

- a) The International Office will send a reminder notice to individuals 12 weeks before the expiry date of their visa;
- b) Students must respond to reserve a place on a visa workshop or seminar and to complete any preliminary paperwork;
- c) Students must attend the workshop or seminar to complete the relevant documentation;
- d) 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.

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.

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

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:

- a) The student must not be classified as a debtor
- b) 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
- c) 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
- d) 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
- e) 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

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

- a) Attendance at compulsory information sessions

STUDENTS' HANDBOOK OF REGULATIONS

- b) Submission of an expression of interest
- c) Confirmation from the International Office that the student is eligible to apply
- d) Submission of a formal business plan
- e) If the student is sponsored by a Government or other organisation, the express written consent of the sponsor must be obtained
- f) The student has signed and returned the University's Graduate Entrepreneur Scheme agreement in the required terms.

Suspension of Studies

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:

- a) Medical or personal circumstances
- b) Programme transfers
- c) Periods of study or work or work experience/placement outside the University
- d) A requirement to complete assessments as an external candidate
- e) Proceedings brought under the University's disciplinary or fitness to practise procedures.

Students who suspend their studies may be able to resume their studies at a later date.

SECTION 1: 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 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, Schwann Building.

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

- i) For courses starting in September, 50% prior to enrolment and 50% by 31 January
- ii) For courses starting in January, 50% prior to enrolment and 50% by 30 April

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.

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 the 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 which may result in additional interest and collection charges being applied to your account**
- 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**

STUDENTS' HANDBOOK OF REGULATIONS

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 Re-sit tuition fee charges

4.1 All students that have to re-sit 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 re-sitting previously failed modules on an assessment only basis (which may require re-sitting 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 re-sit 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 student's account to an external debt collection agency until the University agrees that the debt has been paid in full.

SECTION 2: RELEVANT POLICIES AND REGULATIONS

The following Regulations, Policies and Procedures are to be read in conjunction with the Student's Handbook of Regulations and any course material relevant to your specific programme of study;

[SOCIAL MEDIA AND COMMUNICATIONS POLICY](#)

[LECTURE CAPTURE POLICY](#)

[PROOF READING POLICY](#)

DATA PROTECTION

[EQUAL OPPORTUNITIES POLICY](#)

[FREEDOM OF SPEECH & EXTERNAL SPEAKERS POLICY](#)

[HEALTH & SAFETY POLICY](#)

[INTELLECTUAL PROPERTY POLICY](#)

[PREVENT POLICY](#)

[RESEARCH ETHICS AND INTEGRITY POLICY](#)

[VULNERABLE GROUPS POLICY](#)

[WHISTLEBLOWING POLICY](#)

[FITNESS TO PRACTISE HANDBOOK](#)

SECTION 3: ASSESSMENT AND EXAMINATIONS

All assessments and examinations associated with the University's courses take place within the framework of the University's Assessment Regulations, which are detailed in Section 4 of this Handbook. The Regulations embody the following general principles:

- a) The University reserves the right to conduct examinations in a manner appropriate to each case prior to any decision which would indicate the academic/technical proficiency of a student of the University.
- b) Examination requirements shall be defined in advance of the beginning of each year and the arrangements for the conduct of the examinations shall be notified to the staff and students involved in sufficient time for all necessary preparations to take place without due haste.
- c) In-class tests shall be defined at the point of validation of the module specifications which will indicate whether the in-class test is to be conducted in accordance with the regulations and arrangements for assessments or examinations. The arrangements for the conduct of the in-class tests shall be notified to the staff and students involved in sufficient time for all necessary preparations to take place without undue haste.
- d) The Head of Registry, or a nominated deputy, shall be generally responsible for ensuring, to the satisfaction of the Vice-Chancellor, and of the Senate, that all examinations are conducted in a proper manner, in accordance with regulations, and that the outcomes of such examinations are properly recorded and published as appropriate.
- e) The results of any examinations and the decisions which follow shall be as shown in official records held on the University ASIS database. Only results published under the authority of the Head of Registry shall be deemed authentic. Any other communications, of any form, shall be regarded as a courtesy which will not be acknowledged in the event of a dispute.

The responsibilities of students in relation to assessment are set out in section F1.7 of the University's Regulations for Awards.

It is the responsibility of students to attend examinations and submit work for assessment by the agreed submission date and to provide the examiners in advance of their meeting with any relevant information on personal circumstances which may have affected performance and which they wish the examiners to take into account. By attending the examination students are confirming that they are fit to sit and undertake that examination.

If a student fails to attend examinations or submit work for assessment without good cause, the examiners have authority to deem the student to have failed the assessments concerned. The submission of work is receipted. In cases of dispute over submission, claims by students to have submitted work will only be considered in cases where the student provides a copy of the receipt to demonstrate submission.

Assessed work which is submitted late but within five working days of the agreed submission date will be accepted and the maximum mark available for that piece of assessment will be the standard pass mark for that piece of assessment. This facility does

STUDENTS' HANDBOOK OF REGULATIONS

not apply to the submission of assessed work relating to Tutor Reassessment, referral or deferral requirements but does apply to previously agreed extended or renegotiated deadlines.

If a student fails, without good cause, to provide the examiners in advance of their meeting with information about any personal circumstances that may have affected performance in assessments, the Senate or other body authorised by it to consider appeals against an examiner's decision has authority to reject the appeal on those grounds.

If a student is found to have cheated or attempted to gain an unfair advantage, the Academic Integrity Officer or Deputy and the Academic Integrity Committee have authority to deem the student to have failed part or all of the assessments and the authority to determine whether or not the student shall be permitted to be reassessed.

The four areas of the Assessment Regulations which are of most direct concern to students are set out in the following pages:

[Assessment Regulation 2](#) deals with the conduct of students in examinations and assignments.

[Assessment Regulation 3](#) deals with the academic integrity of students in all elements of assessed work.

[Assessment Regulation 4](#) sets out the procedure which is followed when a breach of the academic integrity regulations is reported to the Academic Integrity Officer or deputy.

[Assessment Regulation 7](#) explains the circumstances in which a student may appeal against a decision taken by an assessment board.

SECTION 4: ASSESSMENT REGULATIONS

Students are advised to seek impartial help, advice, guidance and support from Sabbatical officers in the Students' Union and Students' Union Advice Centre.

ASSESSMENT REGULATION 1: ARRANGEMENTS FOR FORMAL EXAMINATIONS AND ASSIGNMENTS

Examinations shall be conducted in the following manner except where the regulations of an external body specify otherwise. Students with disabilities and requiring any special or additional needs should notify their year tutor, School office and Student Services (if they haven't already done so) following enrolment. Documentary evidence of their disability and needs must be provided where practicable.

Responsibility for invigilation is an academic duty. The invigilator-in-charge must be a member of the academic staff of the University. Invigilators other than the invigilator-in-charge may be members of the non-academic staff of the University or other suitable person as approved by the Dean of the School or Registry, responsible for the administration of the examination in accordance with the next paragraph.

An invigilator-in-charge will be appointed for each examination to ensure that provisions have been made for the proper conduct of examinations and that the examinations are conducted in accordance with the regulations. Where there are a number of examinations being held simultaneously in a room, the Head of Registry will determine which Dean of School shall nominate the invigilator-in-charge.

Invigilators shall be required on the basis of one per fifty candidates with a minimum of two per examination room.

An invigilator **shall not** be engaged in other work during the period of invigilation.

It is the responsibility of the module leader or nominee to ensure in advance of the examination period that the examination documentation held by Registry is correct. Except in special circumstances no examination documentation for either a written examination or an electronic examination shall be withdrawn from the Registry before the day of the examination.

Collection of examination documentation from;

a) Written examinations

The module leader or nominee should arrange for the collection of papers from the Registry on the day of the examination and should be in the examination room, together with the papers, at least 20 minutes before the written examination is due to start. The papers shall be in a sealed envelope which will be opened in the examination room in time to allow the distribution of the papers before the start of the written examination.

b) Electronic examinations

A technical examination support officer authorised by the Director of Computing and Library Services and the Dean of the School responsible for the administration of the

STUDENTS' HANDBOOK OF REGULATIONS

electronic examination in accordance with 1.3 shall be appointed and shall be available for the duration of each electronic examination.

The invigilator-in-charge should pass the electronic examination to the authorised technical examination support officer at least 30 minutes before the electronic examination is due to start and should confirm its successful installation. The invigilator-in-charge should be in the examination room at least 20 minutes before the electronic examination is due to start.

For written examinations, question papers should be placed on the table face up. Where a number of different examinations are being held in the same room all must be started at the same time and be of the same duration.

A module leader or subject specialist representing each examination (who may also act as an invigilator) should be identified by the School and available on campus for the duration of the examination.

Candidates must be seated according to the seating.

Candidates should be admitted to the examination room at the latest ten minutes before the examination is due to commence.

Outerwear such as coats, fleeces, anoraks, all bags and similar items must be left in the place designated for this purpose. Apart from writing implements candidates may bring to their examination desks only such instruments, books and other items as have been specified by the examiners. Unannotated paper versions of general bi-lingual dictionaries only may be used by overseas students whose first language is not English. Subject-specific bi-lingual dictionaries are not permitted. Electronic dictionaries may not be used. Electronic devices with internet access and storage capacity (except for calculators, where these are expressly permitted) should not be brought into the examination room or in-class test; if these are brought into the examination room they must be left in the designated area and switched off. Candidates should have no access to other materials during an examination or in-class test.

Candidates should be informed when they are under examination conditions and that all conversation must cease. For written examinations, answer books should then be signed by the candidates. For electronic examinations, candidates should type in their full name and course on the screen and sign the working booklets made available for their rough notes. The examination should then commence.

Candidates should display campus ID cards on the top right hand corner of the desk. Campus cards will be checked by the invigilators against the seating plans so that attendances may be noted. Failure to display a campus ID card will be noted but does not exclude a candidate from an examination. A candidate with no campus ID card will be requested to allow the invigilator to take his/her photograph to be verified with the student record. A candidate whose face is obscured will be asked to confirm evidence of identity for examination purposes and to show his/her campus card to a male/female member of staff, and remove the item obscuring their face. In the case of female candidates this must take place in an area where this cannot be witnessed by male members of staff or students. Staff have been asked to approach students in a courteous manner taking into

STUDENTS' HANDBOOK OF REGULATIONS

account the students cultural preferences and ask that students respond in a similar manner.

No candidate should normally be allowed to enter an examination after the first third of the time allowed has elapsed. For candidates who arrive within the first third of the examination period and who choose to undertake the examination the standard end time of the examination will apply. The answer book or working booklet together with the invigilator's report sheet should be appropriately endorsed.

Invigilators should keep a close watch on candidates during the examinations.

Where unfair conduct is detected or suspected the invigilator-in-charge should so endorse the candidate's answer book or working booklet together with the invigilator's report sheet, attaching a report and informing the Academic Integrity Officer or Deputy as soon as possible after the examination. The endorsed answer book or working booklet should be withdrawn at once and a new one issued. For electronic examinations, the current examination for the candidate should be stopped and saved, and the electronic examination restarted.

Where a candidate who, after being warned, persists in conduct disturbing others he/she will be asked by the invigilator-in-charge to leave the examination room. The answer book or working booklet together with the invigilator's report sheet should be so endorsed and an immediate report be sent to the Dean of the School for action under the Disciplinary procedures. For electronic examinations, the examination completed to date should be saved.

Candidates wishing to leave the examination temporarily for personal reasons may do so under escort. The escort may be either an invigilator or a member of staff summoned for the purpose.

Except in an emergency a candidate should not be allowed to leave the examination room permanently during the first third or the last twenty minutes of an examination session. In the event of an emergency, candidates should leave the room as instructed by the invigilators and should not enter into conversation with other examination candidates. Candidates should be advised of the time when twenty minutes of the examination remains.

Closure of an examination for;

- a) written examinations, at the close of the examination the necessary papers should be collected from candidates and no conversation between candidates should occur until all answer books are in the invigilators' hands.
- b) electronic examinations, the candidates should be instructed not to touch the keyboard or mouse and no conversation between candidates should occur until the invigilators have closed all of the electronic examinations and all working booklets are in the invigilators' hands.

STUDENTS' HANDBOOK OF REGULATIONS

Submission of examination documentation to internal examiners for;

- a) written examinations, the invigilator-in-charge should then arrange for the answer books to be conveyed securely either to the appropriate internal examiners in the case of a University examination or to the Head of Registry in the case of an external examination.
- b) electronic examinations, the invigilator-in-charge should collect a copy of the disc of the electronic examination answers from the authorised technical examination support officer and convey this disc and the working booklets securely to the appropriate internal examiners. The authorised technical examination support officer should submit a second copy of this disc to the Examinations office in Registry and keep a third copy of the disc in the fire safe in Computing and Library Services.

ASSESSMENT REGULATION 2: CONDUCT OF CANDIDATES IN EXAMINATIONS AND ASSIGNMENTS

The following regulations for candidates apply to all examinations held in the University except where the examiners have specified otherwise. For examinations and other assessments conducted under examination protocols, the University operates a 'fit to sit' procedure. A candidate who undertakes an assessment under examination protocols is declaring themselves fit to sit that assessment and a subsequent claim for extenuating circumstances will not be considered.

Candidates will be admitted to an examination room at least ten minutes before the examination is due to start.

Outerwear such as coats, fleeces, anoraks, all bags and similar items must be left in the place designated for this purpose. Apart from writing implements candidates may bring to their examination desks only such instruments, books and other items as have been specified by the examiners. Bi-lingual clean, paper dictionaries only may be used by overseas students whose first language is not English. Electronic dictionaries may not be used. Mobile phones and MP3 players and other electronic devices (except for calculators where these are expressly permitted) must not be brought into the examination room or in-class test, if these are brought into the examination room they must be left in the designated area and switched off. Candidates should have no access to other materials during an examination or in-class test.

A candidate will not normally be allowed to enter an examination room after one third of the time allowed for the examination has elapsed. In the case of unavoidable delay a candidate arriving late should report in the first instance to the invigilator-in-charge.

A candidate must occupy the desk which is allocated to him/her on the seating plan.

Before commencing a written examination candidates must complete and sign and seal the answer book which will have been placed on their desk. Before commencing an electronic examination candidates must sign the working booklets which will have been placed on their desk and type their name and course on the screen.

Candidates are responsible for checking that they have been issued with the correct examination documentation for either a written examination or an electronic examination.

A candidate who wishes to attract the attention of the invigilator should raise his/her hand.

A candidate who wishes to leave the examination room temporarily must be accompanied by an invigilator or by a member of staff.

A candidate may not leave the examination room permanently during the first third of the time allowed for an examination or the last twenty minutes.

Smoking is not allowed at any time in an examination room.

For written examinations, candidates should remain in their seats at the end of an examination session until all the answer books have been collected. For electronic

STUDENTS' HANDBOOK OF REGULATIONS

examinations, candidates should remain in their seats until the invigilators have closed all of the electronic examinations and the working booklets have been collected.

A candidate whose conduct is disturbing to other candidates will be warned by the invigilator. Should the conduct persist the candidate will be required to leave the examination room. For written examinations, the answer book will be appropriately endorsed. For electronic examinations the working booklet together with the invigilator's report sheet should be appropriately endorsed and the examination completed to date should be saved. In both cases, a written report will be sent to the Dean of the School for action under the Disciplinary procedures.

If, during an examination, a candidate is suspected of using unfair conduct he/she will be so informed by the invigilator and have his/her answer book or working booklet together with the invigilator's report sheet appropriately endorsed. The endorsed answer book or working booklet will be withdrawn and a new book will be issued before the candidate is allowed to continue the examination. Additionally, for electronic examinations, the current examination should be stopped and saved, and the electronic examination restarted. In both cases a written report will be sent to the Academic Integrity Officer or deputy.

If, following an examination, the invigilator or examiner suspects that a candidate has used unfair conduct the answer book or working booklet will be so endorsed and a written report will be sent to the Academic Integrity Officer or deputy. Additionally, for electronic examinations, a printed copy of the completed electronic examination will be sent to the Academic Integrity Officer or deputy.

In-course assignments (e.g. projects, essays, laboratory exercises) which are to be examined as part of an overall assessment must be carried out in the manner prescribed by course regulations and by the responsible lecturer, in particular;

- a) assignments must be carried out under the prescribed conditions;
- b) assignment material must be presented in the required format not later than the date specified in Regulations, or by the lecturer responsible. The submission of work is receipted. In cases of dispute over submission, claims by students to have submitted work will only be considered in cases where the student provides a copy of the receipt to demonstrate submission;
- c) when an assignment is not invigilated, and a student fails to submit work for assessment by the agreed submission date, other than because of the student's own proven illness or some other valid cause, the student may be deemed to have failed that assessment;
- d) On submission of an assignment, it is a student's responsibility to ensure that at least one durable backup copy of material submitted for assessment is retained in a secure location away from the University. Where necessary, photographic evidence of practical work should be retained.

If there is evidence that assignment material, presented for any form of assessment leading to information which would be taken into consideration by examiners, or members of an Assessment Board, has been arrived at by unfair means then a written report may be sent to the Academic Integrity Officer or Deputy.

STUDENTS' HANDBOOK OF REGULATIONS

The examination methods and procedures may be varied by an Assessment Board where a student, through disability or handicap, is unable to be assessed by the methods approved for the course.

It is the responsibility of candidates to ensure that personal matters which they might wish to claim had a bearing on their performance are made known in accordance with [Section 5 of this Handbook](#). All evidence must be in English or translated into English and signed by a public authority.

All assessments must be written legibly. Failure to do so will result in a mark of zero being recorded for the work.

The following shall apply in cases where a student has engaged the services of a proof reader:

- a) Proof-readers, whether formally paid or not, may legitimately provide guidance and developmental advice on the improvement of spelling, grammar and syntax, and this may be specifically prescribed by a 'personal learning support plan'.
- b) In using a proof-reader, it is the student's responsibility to ensure that both s/he and the proof-reader understand the boundaries between the proof-reader indicating errors and the student's own responsibility for the correction of those errors, and to retain evidence to demonstrate this responsibility has been discharged.
- c) A proof-reader must not make material amendments to any piece of written work. Submission of work in which such amendments have been made would constitute a breach of the academic integrity regulations on the part of the student.

ASSESSMENT REGULATION 3: ACADEMIC INTEGRITY

Students are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

The University regards any action by a student which may result in an unfair advantage, such as cheating, collusion, falsification, ghosting, personation and plagiarism, as a serious academic offence. Where such conduct is proven this may lead to the application of a disciplinary penalty. In the event of an allegation(s) being proved after a student has been awarded credit or graduated, any credit, degree or other award of the University that is held by the student may be revoked by the Academic Integrity Committee (AIC).

All students are expected to maintain academic integrity throughout their period of study at the University. This means that they must respect other members of the academic community, both within and outside the University, and uphold the ethical values of that community when producing work. This extends beyond ensuring that work presented is one's own and may include the reporting of any instances of malpractice of which they become aware.

Every member of our academic community has a responsibility to act with integrity, but there are specific expectations on certain groups as below:

- a) **Everyone** should celebrate, utilise, and reflect upon the work of their fellow scholars
- b) **Students** are expected to act with integrity as excellent scholars during their studies
- c) **Staff** should promote a positive culture of Academic Integrity.

Maintaining Academic Integrity is both a positive and a negative obligation, and the descriptors below outline the values and responsibilities expected:

- a) Academic Integrity is proactively ensuring that your work is your own, and that it does not breach the assessment regulations
- b) Academic Integrity is appropriately using and reflecting upon a wide range of sources, crediting others' work appropriately
- c) Academic Integrity should form a part of each student's induction to the University, with easily accessible resources, and additional support where necessary
- d) Any person who investigates or adjudicates on a possible breach of Academic Integrity, should act impartially, fairly, and be independent of the student.

It is the responsibility of each student to ensure that any work presented for assessment is their own, and that any work (e.g. a collaboration) or opinions of others are appropriately acknowledged. To reinforce this responsibility students are required to include a declaration of integrity with every piece of work they present for summative assessment. Students are also encouraged to report any instances of malpractice of which they become aware.

Suspected instances and allegations of breaches of academic integrity will be investigated in accordance with the procedures set out in [Section 4, Assessment Regulation 4](#) and having regard at all times to the principles of equity and fairness.

STUDENTS' HANDBOOK OF REGULATIONS

All assessments submitted to the University may be investigated for breaching Academic Integrity, however formative assessments cannot be subject to penalties or recordable offences under these regulations.

Students are advised that if an allegation of a breach of academic integrity is proven the penalty can range from repeating the module in full the following year capped at the standard pass mark for that level of study to exclusion from the University. The University's Tariff of Penalties can be found under [Section 4, Assessment Regulation 4 of this Handbook](#).

The University provides a software package for completion by all students to support them in understanding accurate referencing and the dangers of breaching academic integrity. Students are expected to complete this test in the early stages of their studies at the University.

Definition of an Academic Integrity offence

The University defines an academic integrity offence as a failure to act in accordance with generally recognised standards of academic behaviour and honesty or actions taken to deceive or prevent detection through the University's detection systems.

Some examples of academic integrity offences are set out below but they do not constitute an exhaustive list:

Cheating

1. Copying from another candidate's notes during an examination;
2. The placing of unauthorised items on the examination desk, this includes pencil cases, mobile phones, electronic calculators;
3. Communication in any way during an examination with any person other than an authorised member of staff;
4. Having access to any source of information during an examination (including written or printed materials and electronically stored information), except as authorised by the examination regulations;
5. Gaining access to unauthorised material prior to an assessment (eg an examination paper).

Collusion

1. Submission of work presented as the student's own which has been done in unauthorised partnership with another person, whether or not that other person is a student of the University;
2. Unauthorised partnership not supported by the requirements of the assessment resulting in the completion of work which is then submitted by the party or parties involved as entirely their own work;
3. Making submitted assignments, instructions, briefs or similar instructional documents relating to assessments available to others (including posting to the internet or making available by similar means) that could result in an academic advantage.

Falsification

1. Claiming to have carried out experiments, observations, interviews or any form of research which the student has not carried out;
2. Falsification of results or other data.

Ghosting

1. Submission of work presented as the student's own which has been purchased, commissioned or otherwise acquired from another person (including internet sellers) whether or not specifically produced for that student or "off the shelf".
2. Making available to students of the University or elsewhere work or material to be incorporated in work which the recipient uses to commit an academic integrity offence regardless of whether there is financial gain.

Personation

1. Assuming the identity of another student (of this or any other institution) with the intention of gaining an unfair advantage for that student;
2. A student allows another person to impersonate him/her in order to gain an unfair advantage.

Plagiarism

1. Reproduction of published or unpublished (eg. work of another student or your own work) material without acknowledgement of the author or source;
2. Presenting information from electronic sources such as the internet without acknowledgement of the source;
3. Paraphrasing by, for instance, substituting a few words or phrases or altering the order of presentation of another person's work, or linking unacknowledged sentences or phrases with words of one's own.

Failure to Safeguard

1. Failing to safeguard one's own work or making it available to another student who then submits it as his/her own (including access to work in subsequent academic sessions)

ASSESSMENT REGULATION 4: ACTION FOLLOWING A REPORT OF AN ACADEMIC INTEGRITY OFFENCE TO THE ACADEMIC INTEGRITY OFFICER OR DEPUTY

Students are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

Framework

Each School shall designate one member of its senior academic staff to fulfil the role of Academic Integrity Officer (AIO) and a deputy (DAIO) or deputies shall be designated to act in the absence of the Academic Integrity Officer. The Academic Integrity Officer and/or Deputy will:

- a) advise academic staff in conducting interviews with students,
- b) advise on the collection of information and evidence,
- c) convene the School based investigation and decide on the subsequent penalty if appropriate,
- d) attend the Academic Integrity Committee (AIC).

Where an allegation of a breach of academic integrity regulations is brought against a student by a tutor from a School owning the module, which is different to the School in which the student is registered; the allegation will be investigated and put forward by the School owning the module.

The Academic Integrity Committee will be convened as and when the volume of work dictates but no less than once every two months and will be comprised of:

- a) any combination AIO or deputy from each School,
- b) a member of the SU Executive (normally the SU President)

and will be convened by the Head of Registry or nominee.

The Academic Integrity Officers will confirm the penalty to be applied where a student admits an academic offence and the penalty is between Penalty 1 and Penalty 3 on the Tariff of Penalties. If a penalty is likely to have the effect of resulting in the loss of credit or excluding the student from the course or University the allegation should be referred to the Academic Integrity Committee for consideration. If a student submits evidence of extenuating circumstances that is accepted by the (D)AIO a lesser penalty may be applied without reference to the Academic Integrity Committee provided:

- a) The penalty does not result in the loss of credit or excludes the student from the University **and**
- b) Agreement from the Head of Registry (or nominee) had been received by the (D)AIO.

The Academic Integrity Committee will consider all cases referred to it and apply a penalty as appropriate in accordance with the University Tariff of Penalties. If a student submits evidence of extenuating circumstances that is accepted by the AIC a lesser penalty may be applied.

Allegation of a Breach of Academic Integrity

Where an examiner, whether internal or external suspects a breach of academic integrity has occurred in an assessment he/she will report it to the (D)AIO and provide evidence in support of any allegation. The (D)AIO will advise the examiner on whether there is a case to answer.

Where it is suspected that the assessment is not the work of the student, the student may be invited to an interview with the module tutor and module moderator to demonstrate his/her understanding of the work in question. Following the interview a report will be made and agreed jointly by the module tutor and moderator and submitted to the (D)AIO as part of the evidence.

School Based Investigation by the (Deputy) Academic Integrity Officer (D)AIO

The (D)AIO will meet with the member of staff making the allegation and hear all evidence and will arrange for a member of staff to act as note taker.

The (D)AIO will invite the student/s to an interview to discuss the allegation. The letter and hearing documentation should be sent by first class. A copy of the letter should also be sent to the student's University email address. In the letter, the student/s will:

- a) be advised of the date of the meeting, (at least 5 working days' notice to be given) and asked to confirm attendance by no later than two working days in advance of the hearing;
- b) be provided with details of the allegation/s including the report from the member of staff bringing the allegation/s;
- c) be provided with a copy of the Turnitin report, examination paper or other evidence as appropriate, (the student will retain the evidence after the meeting);
- d) be provided with a copy of the assessment submitted by the student and a copy of the original source text, where this is obtainable, with relevant sections highlighted;
- e) be provided with the module assessment criteria where appropriate;
- f) be asked to bring all notes used in producing the work;
- g) be provided with a copy of this procedure to be followed in the event that the student accepts/refutes the allegation;
- h) be advised he/she is entitled to have a supporter from the University community to attend the interview with them, normally a representative from the University's Students' Union Advice Centre, another student, a member of academic staff or a member of staff from Student Services;
- i) be advised that a supporter will not normally act as an advocate;
- j) be provided with express confirmation of who will conduct the interview;
- k) be advised that failure to respond will result in the meeting going ahead in absentia and a decision being made on the basis of the information contained within the hearing documentation.

If a student/s does not respond to the letter by the deadline, the School should make appropriate checks that correspondence is going to the correct address and send an email to the student's University email account advising them of the hearing and reminding them that failure to respond will result in the meeting going ahead in absentia and that a decision will be made on the basis of the information contained within the hearing documentation.

STUDENTS' HANDBOOK OF REGULATIONS

The (D)AIO will arrange for a member of staff to act as note taker.

In the interview the (D)AIO should:

- a) commence by inviting all those present to introduce themselves and explain their role or function at the hearing
- b) confirm that the supporter (if present) cannot act as an advocate
- c) confirm that the purpose of the interview is to establish whether the allegation of a breach of academic integrity regulations has taken place
- d) ask the student if they accept or refute the allegation
- e) ask the student if the allegation is being refuted to present his/her case explaining how this has happened and/or provide any supporting evidence including, where applicable, any witness statements.

Following the interview:

- a) If the meeting finds that there is no offence to answer the student will be advised in writing within 5 working days of the School hearing and no record will be retained.
- b) The (D)AIO will check that the allegation is a first offence or otherwise and whether or not the student has successfully completed the on-line academic integrity training tool.
- c) If the student accepts the allegation and the applicable penalty is between Penalty 1 and Penalty 3 on the Tariff of Penalties, the (D)AIO will advise the student of the penalty that will be applied. In reaching this decision the (D)AIO will take into account the successful completion or otherwise by the student of the on-line academic integrity training tool.
- d) In applying a penalty, the (D)AIO must consider any mitigating evidence presented by the student. The (D)AIO can apply a different penalty (from the list of standard penalties) than would normally be applied if:
 - i) The student has presented independent evidence, from a suitably qualified professional,
 - ii) The evidence which has been presented demonstrates that the student's decision making abilities had been affected at the time of the offence, and
 - iii) The (D)AIO has gained approval from the Head of Registry (or nominee) to apply a reduced penalty.
- e) The (D)AIO will advise the Chair of the CAB of the offence and subsequent penalty and record on ASIS the offence and penalty applied against the student's record.
- f) If the student accepts the allegation and the applicable penalty (after consideration of any mitigating evidence) is either Penalty 4 or Penalty 5 on the Tariff of Penalties, the (D)AIO will refer the case to the Academic Integrity Committee who will consider the academic offence and apply an appropriate penalty using the University tariff.
- g) In all cases where the student refutes the allegation the (D)AIO should send a copy of the written report and supporting evidence within 5 working days of the School hearing to the Head of Registry for consideration by the Academic Integrity Committee. Supporting evidence includes:
 - i) report from (D)AIO
 - ii) report from member of staff bringing the allegation
 - iii) signed statement from the student confirming the notes of the School based meeting
 - iv) copy of Turnitin report or examination paper or other evidence as appropriate

- v) copy of the assessment submitted by the student and a copy of the original source text with relevant sections highlighted, where this is obtainable
- vi) any mitigating evidence provided by the student
- vii) module assessment criteria where appropriate.

Student absence from a school based Academic Integrity meeting

If a student has indicated that they do not wish to attend, the (D)AIO will make a decision on fact, taking into account any representations from the student and advise the student of this decision accordingly.

If a student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the School Office before the meeting, the meeting will be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the School Office prior to the meeting, the meeting will go ahead and a decision on fact will be reached based on the information available to the (D)AIO.

If a student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision on fact will be reached based on the information available to the (D)AIO. Attempts to contact the student will be recorded on the student file including, copy letters and emails.

Where the (D)AIO makes a finding of fact in the student's absence, the (D)AIO will apply an appropriate penalty. Should the standard penalty be greater than Penalty 3, the (D)AIO will refer the application of penalty to the AIC. The AIC reserves the right to review the finding of fact, made by the (D)AIO in the student's absence, when applying a penalty.

A student who does not attend the Academic Integrity Meeting waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

The Academic Integrity Committee

Where a case is reported to the Head of Registry for consideration by the Academic Integrity Committee the (D)AIO will advise the Chair of the Course Assessment Board who will defer consideration of the work in question until a decision has been made by the Academic Integrity Committee. The results for modules unaffected by the allegation should be considered as normal. Where the student has refer or defer work to be completed the student should be required to complete this work.

The Head of Registry will convene the hearing of the Academic Integrity Committee. The date of the hearing will be governed by a predetermined schedule.

Notifying the Student/s

Students should be given at least 10 working days' notice of the hearing. The student will be advised in writing of the allegation together with accompanying documents, a copy of the regulations concerning academic integrity, the timing of the hearing and who the panel members will be. Correspondence should be sent to students using the student's

STUDENTS' HANDBOOK OF REGULATIONS

institutional email address as recorded on ASIS, where this is possible, or an alternative email address as provided by the student.

The student should be advised that he/she is entitled to have a person of their choosing from the University community to attend the hearing with them, normally a member from the Students' Union Advice Centre, a member of academic staff, a student or a member of staff from Student Services. The student should be asked to confirm attendance at the hearing and the name and status of the person accompanying them to the hearing. A supporter will not normally act as an advocate.

If the student has previously provided witness statements he/she should be advised to notify the witnesses of the date of the hearing to ensure that they can attend.

If the student wishes to present additional evidence for consideration by the AIC, they should submit this evidence at least two working days before the hearing.

Composition of the Academic Integrity Committee

The Academic Integrity Committee will comprise of a minimum of four members including:

- a) Any combination of 3 (D)AIOs not drawn from the Schools where the allegations originated.
- b) A member of the Students' Union Executive Officer team, normally the SU President.
- c) The Head of Registry or nominated deputy will act as secretary but will not be a member.

The Academic Integrity Committee reserves the right to call any witness not already identified by the student or the School.

Any member of the Committee who knows of any possible serious conflicts of interest or who has been personally involved in the individual's current or prior case may not be eligible to be a member of the Committee for that case and should inform the Head of Registry or nominee prior to the meeting.

Documents for the hearings will be distributed to Committee members and are private and confidential. They should only be discussed with other Committee members or for clarification purposes with Registry.

Student absence from a University Academic Integrity Committee

If a student has indicated that they do not wish to attend, the Chair will ensure that the Committee is familiar with all facts related to the case and present any supporting evidence forwarded by the student. The Committee will make a decision and advise the student accordingly.

If a student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the secretary before the meeting, the meeting will be deferred to a later date.

STUDENTS' HANDBOOK OF REGULATIONS

If the student has indicated that they are attending but fails to attend and does not inform the secretary prior to the meeting, the meeting will go ahead and a decision will be reached based on the information available to the committee.

If a student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision will be reached based on the information available to the committee. Attempts to contact the student will be recorded on the student file, copy letters held on file and receipts for recorded delivery letters will be requested.

A student who does not attend the Academic Integrity Committee waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

The Academic Integrity Committee

The Head of Registry (or nominee) will set an appropriate hearing process for the Committee, in accordance with the principles of natural justice. This process will be adhered to in all circumstances and can be varied where there is concern for the welfare of a student, witness or a member of staff:

The student will be asked whether they accept or refute the alleged offence, and this may determine the process by which their case is heard.

Decisions of the Committee will only be communicated to the student in writing, and normally within 10 working days of the hearing. Registry will advise the student's School of the outcome of any Academic Integrity cases.

When considering an alleged offence, the Committee must first establish the facts. Where an allegation has been refuted or the facts have not been agreed in an accepted allegation, the Committee may make a finding of fact on the balance of probabilities and using their academic judgement.

When an allegation has been accepted, or following a finding of fact resulting in an upheld allegation, the Committee must apply an appropriate penalty, from the standard penalties. The Committee will take into account any previous Academic Integrity offences when applying a penalty.

In applying a penalty, the Committee must consider any mitigating evidence presented by the student. The Committee can apply a different penalty (from the list of standard penalties) than would normally be applied if:

- a) The student has presented independent evidence, from a suitably qualified professional,
- b) The evidence which has been presented demonstrates that the student's decision making abilities had been affected at the time of the offence, **and**
- c) The Committee has sought necessary advice from Registry.

Where a decision of the Committee is tied, the Chair shall have a casting vote.

Academic Integrity Penalties

Penalty #1

Not available for allegations relating to examinations

Available at pre-foundation and foundation level for a first offence

Available for a first offence where a student has admitted, or is found to have supplied their work to another or where there is a failure to safeguard work *

1. The student is issued with an official warning *
2. The submission is marked as presented ignoring offending paragraphs
3. Subsequent option for Tutor Reassessment remains available if a pass mark for the assessment is not achieved
4. The offence is recorded on the student record system but does not appear on the student's transcript*
5. The student is referred to the Academic Skills Tutor *

Penalty #2

Not available for allegations relating to examinations except with approved mitigation

Available at pre-foundation and foundation level for second offence when the earlier offence would normally have attracted the standard Penalty #1

Available at intermediate or honours level for first offence provided that the assessment is worth 10% or less of the overall module

1. A mark of 0% Fail is recorded for that assessment
2. The assessment is repeated as a Tutor Reassessment. If no provision is made in the module specification for TR or if time does not permit a TR to be completed before the Board the assessment is repeated as a formal referral in the resit period
3. The offence is recorded on the student record system but does not appear on the student's transcript
4. The student is referred to the Academic Skills Tutor

Penalty #3

This is the lowest available penalty for an offence relating to an examination

This is the lowest available standard penalty for a first offence at M level

This is the lowest available standard penalty for a first offence where the assessment is worth 10.01% or more of a module at I or H level

This is the lowest available standard penalty for a second offence at I or H level when the earlier offence would normally have attracted the standard Penalty #2

1. A mark of 0% Fail is recorded for the overall module
2. The full set of module assessment tasks are repeated in full in the next academic session
3. The offence is recorded on the student record system and appears on the student's transcript
4. The student is referred to the Academic Skills Tutor

Penalty #4

This is the lowest available standard penalty when the earlier offence would normally have attracted the standard Penalty #3

1. A mark of 0% Fail is recorded for the overall module
2. The student cannot repeat this module or substitute it (this will normally require the student to leave the course)
3. The offence is recorded on the student record system and appears on the student's transcript
4. The student is referred to the Academic Skills Tutor

Penalty #5

This is the lowest available standard penalty when the earlier offence would normally have attracted the standard Penalty #4

1. A mark of 0% Fail is recorded for the overall module
2. The student is excluded from the University but can keep any accrued credit
3. The offence is recorded on the student record system and appears on the student's transcript

ASSESSMENT REGULATION 5: APPEAL AGAINST A DECISION RELATED TO AN ACADEMIC INTEGRITY OFFENCE

Students are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

Appeal against a decision of a School Based Investigation

A student may apply for leave to appeal to the Academic Integrity Committee regarding a penalty imposed by the Academic Integrity Officer or Deputy ((D)AIO) following the School hearing. Such appeals must be made in writing to the Head of Registry using the AcademicIntegrity@hud.ac.uk Email address not later than 10 working days after the decision has been issued to the student.

A student who does not attend the School Based Academic Integrity Meeting waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

Leave to appeal will only be granted if:

- a) the student can demonstrate a material irregularity has occurred
- b) the student presents extenuating circumstances which for very good reason could not be presented at the original interview.

On receipt of an application for leave to appeal the Head of Registry or nominated deputy will review the documentation submitted to identify if a material irregularity has occurred and/or is demonstrated within the documentation or ascertain why the extenuating circumstances could not have been presented to an earlier meeting. If leave is granted, it will detail the ground or grounds upon which an appeal may continue and a Committee will be convened to consider this appeal accordingly. If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation.

If leave to appeal is granted the appeal will be heard at the next available Academic Integrity Committee normally within 15 working days of leave to appeal being granted. There will be no further opportunity to submit additional evidence. Its meetings shall be private and its proceedings confidential. The student and School representative may be required to attend the hearing and the Committee's decision will be final.

The Appeals Committee will comprise of three members of the Academic Integrity Committee, one of whom will be a student member. No member will have been directly involved in the decision under dispute.

Students should be aware that the Appeals Committee may impose a greater or lesser penalty. The Committee may:

- a) confirm the findings and the penalty in all respects
- b) change, revise or vary the penalty in accordance with the decision of the appeal
- c) uphold the appeal, remove the penalties and any record of the offence on the student file.

Appeal against a decision of the Academic Integrity Committee

The student may appeal the decision and/or penalty imposed by the Academic Integrity Committee. Application for leave to appeal must be made to the AcademicIntegrity@hud.ac.uk email address, using the [Academic Integrity Appeals form](#) not later than 10 working days after the decision has been issued to the student, and must demonstrate that a material irregularity has occurred to be successful.

A student who does not attend the Academic Integrity Committee waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

Leave to appeal will only be granted if:

- a) the student can demonstrate a material irregularity has occurred
- a) the student presents extenuating circumstances which for very good reason could not be presented at the original interview.

On receipt of an application for leave to appeal the Head of Registry or nominated deputy will review the documentation submitted to identify if a material irregularity has occurred and/or is demonstrated within the documentation or ascertain the extenuating circumstances could not have been presented to an earlier meeting. If leave is granted, it will detail the ground or grounds upon which an appeal may continue and a Committee will be convened to consider this appeal accordingly. If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation.

If leave to appeal is granted the appeal will be heard at the next available Academic Integrity Committee normally within 15 working days of the leave to appeal being granted. There will be no further opportunity to submit additional evidence. Its meetings shall be private and its proceedings confidential. The student and the School may be required to attend the hearing and the Committee's decision will be final. No member of the new committee will have been involved in the previous committee but may be called to give evidence. The Appeals Committee will comprise of three members of the Academic Integrity Committee, one of whom will be a student member. No member will have been directly involved in the decision under dispute.

The Committee may:

- a) confirm the findings and the penalty in all respects
- b) change, revise or vary the penalty in accordance with the decision of the appeal
- c) uphold the appeal, remove the penalties and any record of the offence on the student file.

Independent review of academic integrity cases

The Office of the Independent Adjudicator (OIA) provides an independent scheme for the review of Academic Integrity cases to current students of the University. If an appeal is not upheld, the complainant can ask the OIA to review the case. The OIA will not consider a case if:

- a) it relates to a matter of academic judgement;
- b) matters which have already been considered by a court or tribunal and where the proceedings have been concluded;
- c) matters which are being considered by a court or tribunal where the proceedings have not been stayed;
- d) matters which we consider have not materially affected the complainant as a student;
- e) Matters which the OIA has already dealt with.

The OIA will not normally consider cases for which the University has not yet completed its own internal processes.

For further information on the scheme:

- a) Contact Registry, SB Level 9 at the University
- b) see the OIA website on <http://www.oiahe.org.uk>

ASSESSMENT REGULATION 6: PUBLICATION OF THE RESULTS OF ASSESSMENTS

The results of any assessments and the decisions which follow shall be recorded on the University ASIS database. Only results published under the authority of the Head of Registry shall be deemed authentic.

Results lists from Assessment Boards will be signed by the Chair of the Board and the Dean, or a nominated deputy, and will be retained securely within the School Office. Students will be advised of their results via the University ASIS database.

Students will be advised of their resit results as soon as possible after resit assessment board meetings and in accordance with the published academic administration timetable. In exceptional circumstances some courses will receive results by letter.

Electronic copies of results lists from all Assessment Boards will be lodged in the School Office. Electronic copies of conferment lists will be forwarded to Registry and retained in the Registry and School Office.

ASSESSMENT REGULATION 7: APPEAL AGAINST A DECISION OF AN ASSESSMENT BOARD

Students are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

Candidates may in the circumstances set out below request a review of the Assessment Board's decision.

An 'appeal' is defined as a request for a review of a decision of an Assessment Board charged with making decisions on student progression, assessment and awards. Such an appeal will always be concerned with the conduct of the assessment or with the personal circumstances of the candidate and not with questioning the academic judgement of a Board.

An appeal may only be made in relation to the decision made by the Assessment Board. Given the existence of procedures for complaint during the study period, alleged inadequacy of tuition or other arrangements (including feedback) during the period of study will not normally constitute grounds for requesting a review of the Assessment Board's decision.

Leave to appeal will only be granted on one or both of the following grounds;

- a) that there is evidence of a material irregularity (including administrative error), either in the conduct of the assessment itself, or in the proceedings of the Course Assessment Board, which substantially affected the Course Assessment Boards decision;
- b) that the student was subject to personal extenuating circumstances at the time of the assessment, which:
 - i. were unforeseen and outside of his/her control,
 - ii. were not made known to the Course Assessment Board via the Extenuating Circumstances panel for a demonstrated, valid reason
 - iii. resulted in significantly impaired performance.

Stage 1 Appeal

A request for a review of a result confirmed by an Assessment Board shall be made by submitting a Stage One Appeal using the relevant form which can be found at www.hud.ac.uk/regs/. This should be submitted to CABappeals@hud.ac.uk as soon as possible and normally not later than 10 working days after the decision of the Assessment Board which is disputed has been announced. Some reasonable delay in lodging a request will be allowed where, for example, the student is involved in either sandwich placement or teaching practice as part of his/her course. The appeal form should detail the nature of and the grounds for the request.

On receipt of the Stage One Appeal, the Head of Registry or nominated deputy will review the documentation to identify if a) or b) above has occurred and/or is demonstrated within the documentation.

If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation. This will normally be within 20 working days of the appeal being received. If leave to appeal is granted, the case shall be considered by the Head of Registry or nominated deputy or an Appeals Committee. The outcome of the Stage One Appeal will normally be reported to the student within 20 working days of the appeal being received.

Stage 2 Appeal

In cases where the Appeals Committee has not considered the case, the student is entitled to submit a Stage Two Appeal within 10 working days if one or more of the following criteria applies:

- a) there was a material irregularity in the consideration of the Stage One Appeal
- b) the student is able to demonstrate circumstances, which could not have been demonstrated at an earlier stage, which would have materially affected the outcome of the Stage One Appeal

This Stage Two Appeal should be submitted to CABappeals@hud.ac.uk on the relevant form, which is available at www.hud.ac.uk/regs/. The case will be reviewed by an officer of the Registry who has had no prior involvement or by the Appeals Committee. New evidence should not be introduced at this stage unless it can be confirmed that the evidence could not have been presented with the original appeal. The student will be advised of the outcome within 20 working days of the receipt of the Stage Two Appeal. The decision of the reviewing officer will be final and a Completion of Procedures letter will be issued.

Appeals Committee

If leave to appeal is granted, the case shall be considered by the Head of Registry or nominated deputy or an Appeals Committee. Where an Appeals Committee is called, it shall comprise three members of the Senate and/or Extenuating Circumstances Panel, one of whom will be a student member. No member shall have been directly involved in the assessment under dispute, be a member of the Course Assessment Board nor be drawn from the School in which the student is based. The chair of the Committee, who may not be a student, shall be chosen by the members of the Committee.

The Head of Registry or a nominated deputy shall act as secretary and convenor of the Committee, but shall not be a member.

The Appeals Committee shall normally hold its first meeting within 30 working days of leave to appeal being granted, provided all evidence is presented with the appeal form. Delays in providing evidence may delay a hearing. The Appeals Committee's meetings shall be held in private and its proceedings shall be confidential.

The student may, if he/she wishes, present his/her case to the Committee in person and has the right to be accompanied by a supporter when presenting the case to the Committee. Representatives from the School will present their case in the presence of the student and supporter. Notification of the date of the Appeals Committee will be forwarded to the student at least ten working days in advance of the meeting.

STUDENTS' HANDBOOK OF REGULATIONS

The meeting of the Appeals Committee may be postponed, if the student who has made the appeal can show good reason for not being able to attend at the originally specified time. However, the failure or inability of a student to attend the meeting of the Appeals Committee will not preclude the Committee from reaching a decision.

In its proceedings the Appeals Committee must pay proper deference to the role and the authority of external examiners and to the regulations of external bodies where they are relevant.

An Appeals Committee, acting on behalf of the Senate, may require a Course Assessment Board to reconsider its decision:

- a) if a candidate requests such reconsideration and establishes to the satisfaction of the Appeals Committee that his or her performance in the assessment was adversely affected by illness or other factors which he or she was unable, or for valid reasons unwilling, to divulge before the Assessment Board reached its decision. The candidate's request must be supported by medical certificates or other evidence acceptable to the Appeals Committee.
- b) if the Appeals Committee is satisfied on evidence produced by a candidate or any other person that there has been a material administrative error, or that the assessments were not conducted in accordance with the current regulations for the course, or that some other material irregularity has occurred.

All decisions of the Appeals Committee shall be made by a majority vote of the members. In the event of the votes being tied the decision shall be in favour of the student..

The decision of the Appeals Committee shall be final, with the following proviso:

- a) The Pro Vice-Chancellor (Teaching and Learning) or nominee may hear requests for a review based on evidence that the University's processes were not followed in relation to the Committee hearing, or require in exceptional circumstances, for the Committee to be reconvened.

If the student is dissatisfied with the decision of the Appeals Committee and meets the criteria to request a review of their decision, then the student may submit a request for a review of the decision. This request must be submitted in writing to CABappeals@hud.ac.uk within 10 working days of receiving the outcome of the Appeals Committee. The request must include all evidence on which the request is based.

In cases where a review of the Appeals Committee is granted, and in consequence the case is referred back to the Committee, the Assessment Board shall be informed of the evidence accepted as justification for the review to be carried out and the case should be re-assessed in the light of the new totality of information on the case.

The Committee shall submit a written report of its conclusions within 10 working days of its final meeting to the Chair of the Course Assessment Board and to the student.

The University will meet reasonable and proportionate incidental expenses (for example, travel within the UK, subsistence and essential accommodation) necessarily incurred by successful appellants as a result of attending an Appeals Committee on production of valid receipts. The University will not meet any legal expenses.

STUDENTS' HANDBOOK OF REGULATIONS

The Head of Registry will prepare an annual statistical report on complaints and appeals for the University's Teaching and Learning Committee and Research Committee as appropriate. This report will identify any issues which need prompt attention.

ASSESSMENT REGULATION 8: RETENTION OF RECORDS, SCRIPTS, COURSEWORK, ETC.

The Head of Registry will be responsible for ensuring that awards records are created and stored for reference purposes over an indefinite period.

All forms of summatively assessed work must be retained by the University for reference purposes for a minimum period of three months after the statutory limit for requests for review of a decision of an Assessment Board has expired. Additionally, samples of summatively assessed work may be retained by the University for quality assurance purposes for a period of twelve months after the conclusion of an academic session. In cases of accreditation by a professional, statutory or regulatory body, periods of retention may exceed this period and be extended to a full academic session after the conclusion of the student's registration on the course. Organisations external to the University (as identified in the Data Protection policy) may retain submitted work in excess of the University norm.

The University has the right to retain in-course assignments following assessment as in the above. When assignments are returned to candidates this is done on the understanding that any assessments already made will remain on record.

ASSESSMENT REGULATION 9: RESEARCH MISCONDUCT FOR CANDIDATES REGISTERED ON AN APPROVED COURSE OF SUPERVISED RESEARCH

Candidates are advised to seek impartial help, advice, guidance and support from sabbatical officers in the Students' Union and Students' Union Advice Centre.

9. Procedure

9.1 Definition of a Research Misconduct Offence

9.1.1 Research misconduct, which may involve plagiarism, piracy or falsifying results, is a form of dishonesty which is viewed by the University as a serious offence. The University's Regulations for Awards contain provisions, in section F1.4.3, under which the University's Research Committee may penalise candidates who are found to have acted dishonestly, unethically or otherwise conducted research in an inappropriate manner. The purpose of this section is to explain what research misconduct is, to describe the procedures which will be followed when it is suspected, and to indicate the penalties which are likely to be imposed when it is detected.

9.1.2 The University defines a research misconduct offence as a failure to act in accordance with generally recognised standards of academic behaviour and honesty.

Some examples of research misconduct offences are set out in [Section 4, Assessment Regulation 3](#) of the Students' Handbook of Regulations.

9.1.3 The relevant Research Council must be notified of any allegation of misconduct associated with a RCUK funded project, where it is decided that an informal inquiry is to be undertaken.

This will apply to allegations made against PGRs funded by RCUK grants and staff engaged in RCUK funded research or in the management related activities of that research. Specifically:

- Researchers, research support staff and students funded by the Research Councils;
- Applicants for Research Council funding of any kind;
- Researchers, research managers and research administrators in institutions in receipt of, or eligible to apply for Research Council funding.

9.2 Framework

9.2.1 The Director of Graduate Education (DoGE) will be responsible for cases of research misconduct in the School. In the absence of the DoGE, the Dean shall appoint a nominee from the School Research Committee.

The DoGE (or nominee) will:

- advise on the collection of information and evidence;
- convene the School Research Misconduct Panel;
- attend the University Research Misconduct Committee.

STUDENTS' HANDBOOK OF REGULATIONS

9.2.2 The School Research Misconduct Panel will comprise:

- The Director of Graduate Education (or nominee) with no direct involvement in the case in question;
- The Academic Integrity Officer or a member of the School's Research Committee drawn from a different subject area;
- A member of the Students' Union Executive, normally the President.

A member of School staff will attend to act as note taker but will not be a panel member.

9.2.3 The School Panel will confirm the penalty to be applied where:

1. the student admits an offence
and
2. the penalty is Penalty 1 or Penalty 2 on the Tariff of Penalties
and
3. it is the student's first offence

In all other instances, once the School investigation has been concluded, the allegation should be referred to the University Research Misconduct Committee for consideration.

9.2.4 If a student submits evidence of extenuating circumstances that is accepted by the School Panel, a lesser penalty may be applied without reference to the University Research Misconduct Panel, provided agreement from the Head of Registry (or nominee) has been received by the DoGE.

9.2.5 The University Research Misconduct Committee will be convened as cases arise so that Progression Monitoring or the examination of end submissions are not unduly delayed.

The Committee will be comprised of:

- Two members of the University Research Committee with no direct involvement in the assessment in question
- One member of the relevant School's Research Committee with no direct involvement in the assessment in question
- The President of the Students' Union or a deputy.

The Committee will be convened by the Head of Registry or nominee. In the event of a tied decision, the Chair has the casting vote. A member of Registry staff will act as secretary but will not be a member.

9.2.6 The University Research Misconduct Committee will consider all cases referred to it and apply a penalty in accordance with the University Tariff of Penalties. If a student submits evidence of extenuating circumstances that is accepted by the URM, a lesser penalty may be applied.

9.3 Procedure following an Allegation of Research Misconduct in a Progression Monitoring Report

- 9.3.1 Where an examiner (internal or external) suspects that research misconduct has occurred, s/he will report it to the DoGE (or nominee) and will provide evidence in support of any allegation. The DoGE (or nominee) will advise the individual bringing the allegation whether there is a case to answer.
- 9.3.2 Where a case of research misconduct is reported, the DoGE (or nominee) will advise the body overseeing the assessment in the School who will defer consideration of the candidate's performance until a decision has been reached.

9.4 Procedure following an Allegation of Research Misconduct in a Thesis submitted for Examination

- 9.4.1 Where an examiner (internal or external) suspects that research misconduct has occurred, s/he will report it to the Head of Registry (or nominee) and will provide evidence in support of any allegation.
- 9.4.2 The Head of Registry will refer the case to the DoGE (or nominee) in the relevant School in the first instance, who will advise the individual bringing the allegation whether there is a case to answer.
- 9.4.3 Where a case of research misconduct is reported, the DoGE (or nominee) will advise Registry and further consideration of the candidate's performance will be deferred until a decision has been reached.

9.5 Action following a report of Research Misconduct

- 9.5.1 In all cases, the School must first investigate allegations of research misconduct to determine whether an offence has taken place.
- 9.5.2 The School Research Misconduct Panel will invite the candidate/s, and the individual/s bringing the allegation (where required), to a hearing to discuss the allegation. The letter and hearing documentation should be sent by first class post using the relevant address on ASIS, or to an address provided by the candidate to the School. A copy of the letter should also be sent to the candidate's University email address.

In the letter, the candidate/s will:

- 1 be advised of the date of the meeting, (at least 10 working days' notice to be given) and asked to confirm attendance by no later than two working days in advance of the hearing;
- 2 be provided with details of the allegation/s, including the report from the individual/s bringing the allegation/s;
- 3 be provided with a copy of the Turnitin report, or other evidence as appropriate, (the candidate will retain the evidence after the meeting);

- 4 be provided with a copy of the assessment submitted by the candidate and a copy of the original source text with relevant sections highlighted;
- 5 be asked to bring all notes used in producing the work;
- 6 be provided with a copy of the regulations concerning research misconduct;
- 7 be advised s/he is entitled to have a supporter from the University community to attend the interview with them, normally a representative from the University's Students' Union Advice Centre, another student, a member of academic staff or a member of staff from Student Services;
- 8 be advised that a supporter will not normally act as an advocate;
- 9 be provided with confirmation of who will be on the Panel;
- 10 be advised that failure to respond will result in the meeting going ahead in absentia and in a decision being made on the basis of the information contained within the hearing documentation.

9.5.3 If a candidate/s does not respond to the letter by the deadline, the School should make appropriate checks that correspondence is going to the correct address and send an email to the candidate's University email account. The email will advise them of the hearing and remind them that failure to respond will result in the meeting going ahead in absentia and that a decision will be made on the basis of the information contained within the hearing documentation.

9.5.4 In the interview, the Panel should:

- 1 Commence by inviting all those present to introduce themselves and explain their role or function at the hearing.
- 2 Confirm that the supporter (if present) cannot act as an advocate.
- 3 Confirm that the purpose of the interview is to establish whether the allegation of a breach of the research misconduct regulations has taken place.
- 4 Ask the candidate if they accept or refute the allegation.
- 5 If the allegation is being refuted, ask the candidate to present his/her case, explaining how this has happened and/or provide any supporting evidence including, where applicable, any witness statements.

9.5.5 Following the interview:

- 1 If the Panel finds that there is no case to answer, the candidate will be advised in writing within five working days of the School hearing and no record will be retained.

- 2 The Panel will check that the candidate has completed the appropriate candidate declaration form and whether they have any previous misconduct offences recorded on their student file.
- 3 If a candidate accepts the allegation for a first offence, the Panel will consult the Tariff of Penalties and confirm which will be applied. The candidate will be advised in writing of the outcome and the penalty that will be applied, normally within ten working days of the hearing.
- 4 The Panel will advise the Supervisor, Registry and the School Research Office, who will arrange for the outcome and penalty to be recorded against the candidate's record on ASIS and in Wisdom. The body overseeing the assessment will be notified accordingly.
- 5 If a candidate with a previous offence accepts an allegation, the School Panel will refer the case to the University Research Misconduct Committee who will consider the offence and apply an appropriate penalty using the tariff.
- 6 In all cases where a candidate refutes the allegation, the Panel should forward electronic copies of the hearing notes and supporting evidence within five working days of the School hearing to the Registry for consideration by a University level Research Misconduct Committee.

Supporting evidence includes:

- the notes of the School Research Misconduct Panel hearing;
- the report from individual/s bringing the allegation;
- a signed statement from the candidate confirming the notes of the School-based meeting;
- a copy of the Turnitin report or other evidence as appropriate;
- a copy of the assessment submitted by the candidate and a copy of the original source text with relevant sections highlighted; and
- any mitigating evidence provided by the candidate.

9.6 Candidate absence from a School Research Misconduct Panel meeting

- 9.6.1 If a candidate has indicated that they do not wish to attend, the Panel will make a decision based on the information available. Where the candidate has a previous offence, the Panel will refer the case to the University Research Misconduct Committee who will consider the offence and apply an appropriate penalty using the tariff. The candidate, DoGe, Supervisor, Registry and School Research Office will be advised accordingly.
- 9.6.2 If a candidate has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the candidate advises the School Research Office before the meeting, the meeting will be deferred to a later date.
- 9.6.3 If the candidate has indicated that they are attending but fails to attend and does not inform the School Research Office prior to the meeting, the meeting will go ahead and the Panel will make a decision based on the information available. Where the candidate has a previous offence, the Panel will refer the case to the University Research Misconduct Committee who will consider the offence and apply

an appropriate penalty using the tariff. The candidate, DoGe, Supervisor, Registry and School Research Office will be advised accordingly.

- 9.6.4 If a candidate fails to confirm attendance and all attempts to contact the candidate have failed, the meeting will go ahead and the Panel will make a decision based on the information available. Where the candidate has a previous offence, the Panel will refer the case to the University Research Misconduct Committee who will consider the offence and apply an appropriate penalty using the tariff.

The candidate, DoGe, Supervisor, Registry and School Research Office will be advised accordingly. All attempts to contact the candidate will be recorded on the student file. Copies of correspondence and receipts for recorded delivery letters will also be held on file.

- 9.6.5 A candidate who does not attend the School Research Misconduct Panel meeting waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

9.7 The University Research Misconduct Committee

- 9.7.1 Where a case of research misconduct is reported, the Head of Registry (or nominee) will convene a hearing of the University Research Misconduct Committee.

- 9.7.2 The letter and hearing documentation should be sent by first class post using the relevant address as recorded on ASIS or an address provided by the candidate to the Registry.

A copy of the letter should also be sent to the candidate's University email address.

In the letter, the candidate/s will:

- 1 be advised of the date of the meeting, (at least ten working days' notice to be given) and asked to confirm attendance by no later than two working days in advance of the hearing;
- 2 be provided with details of the allegation/s, including the report from the individual/s bringing the allegation/s;
- 3 be provided with a copy of the Turnitin report, or other evidence as appropriate, (the candidate will retain the evidence after the meeting);
- 4 be provided with a copy of the assessment submitted by the candidate and a copy of the original source text with relevant sections highlighted;
- 5 be asked to bring all notes used in producing the work;
- 6 be provided with a copy of the regulations concerning research misconduct;
- 7 be advised s/he is entitled to have a supporter from the University community to attend the interview with them, normally a representative from the University's

Students' Union Advice Centre, another student, a member of academic staff or a member of staff from Student Services;

- 8 be advised that a supporter will not normally act as an advocate;
- 9 be provided with confirmation of who will be on the Panel;
- 10 be advised that failure to respond will result in the meeting going ahead in absentia and in a decision being made on the basis of the information contained within the hearing documentation.

9.7.3 If the candidate has previously provided witness statements he/she should be advised to notify the witnesses of the date of the hearing to ensure that they can attend.

9.7.4 The University Research Misconduct Committee reserves the right to call any witness not already identified by the candidate or the School.

9.7.5 Any member of the Committee who knows of any possible conflict of interest or who has been personally involved in the individual's current or prior case will not be eligible to be a member of the Committee for that case and should inform the Head of Registry (or nominee) prior to the meeting.

9.7.6 Documents for the hearing will be distributed to Committee members and are private and confidential. They should only be discussed with other Committee members or for clarification purposes with Registry.

9.8 Candidate Absence from a University Research Misconduct Committee

9.8.1 If a candidate has indicated that they do not wish to attend, the Chair will ensure that the Committee is familiar with all facts related to the case and present any supporting evidence forwarded by the candidate. The Committee will make a decision based on the information available. The candidate, DoGe, Supervisor and School Research Office will be advised accordingly.

9.8.2 If a candidate has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the candidate advises the secretary before the meeting, the meeting will be deferred to a later date.

9.8.3 If the candidate has indicated that they are attending but fails to attend and does not inform the secretary prior to the meeting, the meeting will go ahead and a decision will be reached based on the information available. The candidate, DoGe, Supervisor and School Research Office will be advised accordingly.

9.8.4 If a candidate fails to confirm attendance and all attempts to contact the candidate have failed, the meeting will go ahead and a decision will be reached based on the information available. The candidate, DoGe, Supervisor and School Research Office will be advised accordingly. All attempts to contact the candidate will be recorded on the student file. Copies of correspondence and receipts for recorded delivery letters will also be held on file.

9.8.5 A candidate who does not attend the University Research Misconduct Committee waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

9.9 The University Research Misconduct Committee Hearing

9.9.1 The following should be adhered to in all circumstances and only varied where there is concern for the welfare of a candidate, witness or a member of staff:

- 1 The secretary will meet the candidate, supporter and School staff outside of the meeting and escort them into the meeting. Witnesses will remain in a designated waiting area until called.
- 2 The Chair will commence introductions of members present and invite others present to introduce themselves and their function.
- 3 If a supporter is present, the Chair should confirm that the supporter cannot act as an advocate.
- 4 The Chair will advise the candidate of the alleged offence and the specific details of the allegation.
- 5 The candidate will be asked whether they understand the allegation.
- 6 The candidate will be asked whether they accept or refute the alleged offence.

Allegation accepted:

- If the candidate accepts the allegation, the Chair will ask the candidate if they wish to plead mitigating circumstances.
- The Chair will thank the candidate, supporter and School staff for attending and advise the candidate that a decision will normally be made in writing within ten working days. The attendees will be escorted from the room.
- The Committee will discuss the case and consider whether the allegation has been proved and reach its decision.
- If the candidate has been previously found guilty of an academic offence the secretary will advise the Committee once a decision has been reached.
- If the candidate is found guilty, the University Research Misconduct Committee will consider what penalty is to be imposed using the tariff. In reaching this decision the Committee will take into account previous offences. The candidate will be advised in writing of the outcome and the penalty that will be applied, normally within ten working days of the hearing.
- The Panel will advise the DoGe, Supervisor and School Research Office, who will arrange for the outcome and penalty to be recorded on the candidate's student file.
- Notes of the hearing will be made available to the DoGE, Supervisor and School Research Office and retained in Registry. The candidate will be sent a written copy of the notes.

Allegation refuted:

- If the candidate refutes the allegation, the Chair of the Committee will explain that the purpose of the Research Misconduct Committee is to hear evidence in support of the candidate and the School and make a decision based on the information provided.
- The Chair will invite the School staff to present the case against the candidate.

- The candidate and Panel may ask questions of the School.
- If appropriate, witnesses will be called at this stage. The Chair will give members of the Committee an opportunity to ask questions of the witnesses. The witnesses will be escorted from the room.
- The Chair will invite the candidate to make a statement to the Committee.
- The Chair will give both the candidate and staff members the opportunity to ask questions of each other, and the members of the Committee to ask questions of the staff and candidate.
- The School and the candidate are asked to leave the hearing for the Panel to confer with respect to any final questions.
- When the candidate and School return, the Chair will ensure that all members of the Committee have completed their questioning.
- The Chair will ask the candidate and each member of staff and then the candidate if they wish to make any closing statement.
- The Chair will thank the candidate, supporter and School staff for attending and advise the candidate that a decision will normally be made in writing within ten working days. The attendees will be escorted from the room.
- The Committee will discuss the case and consider whether the allegation has been proved and reach its decision. Any evidenced mitigating circumstances will be taken into account. Absolute proof of the allegation is not required to determine that an allegation has been substantiated. The Committee is working on the balance of probabilities.
- If the candidate has been previously found guilty of a research misconduct offence, the secretary will advise the Committee once a decision has been reached.
- If the candidate is found guilty, the University Research Misconduct Committee will consider what penalty is to be imposed using the tariff. In reaching this decision the Committee will take into account any previous offences. The candidate will be advised in writing of the outcome and the penalty that will be applied, normally within ten working days of the hearing.
- The Committee will advise the DoGe, Supervisor and School Research Office, who will arrange for the outcome and penalty to be recorded on the candidate's student file.
- Notes of the hearing will be made available to the DoGe, Supervisor and School Research Office and retained in Registry. The candidate will be sent a written copy of the notes within twenty working days.

9.10 Tariff of Penalties

9.10.1 Where it has been found that research misconduct has been committed and it is a candidate's first offence, the following penalties are available to the School Research Misconduct Panel:

- | | |
|------------|---|
| Penalty #1 | The candidate is permitted to proceed and is referred to the relevant source/s of support or training. |
| Penalty #2 | The candidate is required to amend the work and resubmit as a referral. In such cases the candidate will be advised of the time allowed for the resubmission and any requirement for an oral examination. |
| Penalty #3 | Referral to the Research Misconduct Committee where the case is considered to be sufficiently serious. |

9.10.2 Where it has been found that research misconduct has been committed and the candidate has a previous offence, or the case has been referred for consideration by the School Research Misconduct Panel, the following penalties are available to the University Research Misconduct Committee:

- Penalty #1 The candidate is permitted to proceed and is referred to the relevant source/s of support or training.
- Penalty #2 The candidate is required to amend the work and resubmit as a referral. In such cases the candidate will be advised of the time allowed for the resubmission and any requirement for an oral examination.
- Penalty #3 Require the work to be reassessed with the material in question discounted. No account can be taken of the consequence of this action, which might include failure or the award of a lesser degree.
- Penalty #4 The candidate is required to rework the submission for a lesser degree. In such cases the candidate will be advised of the time allowed for resubmission and any requirement for an oral examination. No account can be taken of the consequence of this action, which might include failure.
- Penalty #5 The work is deemed a fail and the candidate's registration is withdrawn.

9.11 Appeal against a Decision related to a Research Misconduct Offence

9.11.1 A candidate may apply for leave to appeal to the Head of Registry (or nominee) regarding a penalty imposed following a School or University Research Misconduct hearing. Such appeals must be made in writing not later than 10 working days after the decision has been issued to the candidate.

9.11.2 A candidate who does not attend a Research Misconduct meeting waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

9.11.3 Leave to appeal will only be granted if:

1. the candidate can demonstrate a material irregularity has occurred
2. the candidate presents extenuating circumstances which for very good reason could not be presented at the original hearing.

9.11.4 On receipt of an application for leave to appeal, the Head of Registry (or nominee) will review the documentation submitted to identify if a material irregularity has occurred and/or is demonstrated within the documentation or ascertain why the extenuating circumstances could not have been presented to an earlier meeting. If leave to appeal is not granted, the Head of Registry (or nominee) will write to the candidate with a full explanation. The decision of the Head of Registry will be final and a Completion of Procedures letter will be issued.

9.11.5 If leave to appeal is granted, the appeal will be heard at the next available University Research Misconduct Committee normally within one month of the appeal being lodged. There will be no further opportunity to submit additional

evidence. Its meetings shall be private and its proceedings confidential. The candidate and School representative may be required to attend the hearing and the Committee's decision will be final.

- 9.11.6 The Appeals Committee will comprise of the following persons:
- One member of the University Research Committee with no direct involvement in the case in question;
 - One member of the relevant School's Research Committee with no direct involvement in the case in question; and,
 - The President of the Students' Union, or deputy.

No member will have been directly involved in the decision under dispute. A member of Registry staff will act as secretary but will not be a member.

- 9.11.7 Candidates should be aware that the Appeals Committee may recommend a greater or lesser penalty. The Committee may:
- confirm the findings and the penalty in all respects;
 - change, revise or vary the penalty in accordance with the decision of the appeal;
 - uphold the appeal, remove the penalty and any record of the offence from the student file.

Note: This regulation will apply to the research element only of an integrated course. For those candidates following a taught element of an integrated course of work, Assessment Regulations 3 and 4 will apply.

ASSESSMENT REGULATION 10: APPEAL AGAINST THE OUTCOME OF A PROGRESSION MONITORING EXERCISE (FOR CANDIDATES ON AN APPROVED COURSE OF SUPERVISED RESEARCH)

Candidates are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

10.1 Candidates may in the circumstances set out below request a review of the outcome of a Progression Monitoring exercise:

10.1.1 An 'appeal' is defined as a request for a review of the outcome of a Progression Monitoring exercise in the context of an approved course of supervised research. Such an appeal will always be concerned with the conduct of the exercise and not with questioning academic judgement.

Grounds for an appeal

10.2 An appeal may only be made in relation to the outcome of a Progression Monitoring exercise. Given the existence of procedures for complaint during the study period, alleged inadequacy of supervisory or other arrangements (including feedback) during the period of study do not constitute grounds for requesting a review of the outcome. By submitting for or attending the Progression Monitoring exercise, it will be assumed that the candidate has declared that he or she is fit to undertake that assessment and a subsequent appeal based on the grounds of a previously undeclared extenuating circumstance will not be considered.

10.3 Leave to appeal will only be granted on one or more of the following grounds:

- a) that there is evidence of procedural irregularity in the conduct of the progression monitoring exercise (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been any irregularity;
- b) that there is evidence of unfair or improper assessment on the part of one or more of the Panel members.

Candidates may not otherwise challenge the academic judgement of the Progression Monitoring Panel.

Procedure for dealing with an appeal

10.4 A notice for an appeal against the outcome of a Progression Monitoring exercise shall be made in writing to the Head of Registry's office as soon as possible and normally not later than ten working days from the date of notification of the outcome. The appeal must state the grounds on which it is being made and include relevant independent evidence in support of the case being made.

10.5 On receipt of the appeal, the Head of Registry or nominated deputy will review the documentation to identify if one or more of the grounds under 10.3 has occurred and/or is demonstrated within the documentation. If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the candidate with a full

explanation within 20 working days. In cases where the candidate considers that the appeal has not been satisfactorily addressed, a request for a review should be made in writing within 10 working days to the Head of Registry who will arrange for the case to be reviewed by an officer of the Registry who has had no prior involvement. New evidence cannot be introduced at this stage. The candidate will be advised of the outcome within 20 working days of the receipt of the review request. The decision of the reviewing officer will be final and a Completion of Procedures letter will be issued.

- 10.6 If leave to appeal is granted, the appeal will be considered by an Appeals Committee convened by the Head of Registry. The Appeals Committee will consist of three persons having experience of supervising and examining research degrees and who have had no previous involvement in the case nor be drawn from the School in which the candidate is based. No student or research degree candidate may be a member of a Progression Monitoring Appeals Committee.
- 10.7 The Head of Registry or a nominated deputy shall act as secretary and convenor of the Progression Monitoring Appeals Committee, but shall not be a member.
- 10.8 The Progression Monitoring Appeals Committee shall normally hold its first meeting within 20 working days of the submission by the candidate of the written case for the appeal. Its meetings shall be held in private and its proceedings shall be confidential.
- 10.9 The candidate may, if he/she wishes, present his/her case to the Appeals Committee in person and has the right to be accompanied by a friend when presenting the case to the Appeals Committee. Notification of the date of the Appeals Committee will be forwarded to the candidate at least 5 working days in advance of the meeting.
- 10.10 The meeting of the Appeals Committee may be postponed for no more than 10 working days, if the candidate who has made the appeal can show good reason for not being able to attend at the originally specified time. However, the failure or inability of the candidate to attend the meeting of the Appeals Committee will not preclude the Appeals Committee from reaching a decision.
- 10.11 An Appeals Committee may require the University or a Progression Monitoring Panel (as appropriate) to reconsider its decision:
 - 10.11.1 if the Appeals Committee is satisfied on evidence produced by a candidate or any other person that there has been a material administrative error, or that the progression monitoring exercise was not conducted in accordance with the current regulations, or that some other material irregularity has occurred.
- 10.12 All decisions of the Appeals Committee shall be made by a majority vote of the members. In the event of the votes being tied the decision shall be in favour of the candidate and the procedure laid down in paragraph 10.11 shall be followed.

STUDENTS' HANDBOOK OF REGULATIONS

- 10.13 A Progression Monitoring Panel Appeals Committee is not constituted as a Progression Monitoring Panel and has no authority to set aside the decision of a Panel and thereby to recommend progression.
- 10.14 The decision of the Appeals Committee shall be final, with the proviso that the Pro Vice-Chancellor (Research and Enterprise) may hear complaints based on evidence that the University's processes were not followed in relation to the Appeals Committee hearing or require in exceptional circumstances the Appeals Committee to be reconvened.
- 10.15 The Appeals Committee shall submit a written report of its conclusions within ten working days of its final meeting to the candidate, Supervisor, the members of the Progression Monitoring Panel (where relevant), the School Research Office and the Chair of the University Research Committee.
- 10.16 The University will meet reasonable and proportionate incidental expenses (for example, travel within the UK, subsistence and essential accommodation) necessarily incurred by successful appellants as a result of attending a Progression Monitoring Panel Appeals Committee on the production of valid receipts. The University will not meet any legal expenses.
- 10.17 The Head of Registry will prepare annual statistical reports on complaints and appeals for the University's Teaching and Learning Committee and Research Committee. This report will identify any issues which need prompt attention.

Note: This should be read in conjunction with the relevant progression monitoring regulations as detailed in the Handbook of Regulations for Awards.

ASSESSMENT REGULATION 11: APPEAL AGAINST THE OUTCOME OF AN END-ASSESSMENT (CANDIDATES ON APPROVED COURSES OF SUPERVISED RESEARCH)

Candidates are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

11.1 Candidates may in the circumstances set out below request a review of the outcome of an end-assessment, whether at the point of initial consideration or following referral.

11.1.1 An 'appeal' is defined as a request for a review of the outcome of an end-assessment, whether at the point of initial consideration or following referral. Such an appeal will always be concerned with the conduct of the activity and not with questioning academic judgement.

Grounds for an appeal

11.2 An appeal may only be made in relation to the outcome of an end-assessment. Given the existence of procedures for complaint during the study period, alleged inadequacy of supervisory or other arrangements during the period of study do not constitute grounds for requesting a review of the outcome. By submitting for or attending a formal examination, it will be assumed that the candidate has declared that he or she is fit to undertake that assessment and a subsequent appeal based on the grounds of a previously undeclared extenuating circumstance will not be considered.

11.3 Leave to appeal will only be granted on one or more of the following grounds:

- a) that there is evidence of procedural irregularity in the conduct of the assessment (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been any irregularity;
- b) that there is evidence of unfair or improper assessment on the part of one or more of the examiners.

Candidates may not otherwise challenge the academic judgement of the examiners.

Procedure for dealing with an appeal

11.4 A notice for an appeal against the outcome of an end-assessment shall be made in writing to the Head of Registry's office as soon as possible and normally not later than ten working days from the date of notification of the outcome. The candidate must submit the detailed written case for the appeal within a further 20 working days from the date of giving notice.

11.5 On receipt of either the notice of intention to appeal or the detailed written case, the Head of Registry or nominated deputy will review the documentation to identify if

one or more of the grounds under 11.3 has occurred and/or is demonstrated within the documentation. If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the candidate with a full explanation. In cases where the candidate considers that the appeal has not been satisfactorily addressed, a request for a review should be made in writing within 10 working days to the Head of Registry who will arrange for the case to be reviewed by an officer of the Registry who has had no prior involvement. New evidence cannot be introduced at this stage. The candidate will be advised of the outcome within 20 working days of the receipt of the review request. The decision of the reviewing officer will be final and a Completion of Procedures letter will be issued.

- 11.6 If leave to appeal is granted, the appeal will be considered by a Committee convened by the Head of Registry. The Committee will consist of three persons having experience of supervising and examining research degrees and who have had no previous involvement in the case nor be drawn from the School in which the candidate is based. No student or research degree candidate may be a member of a Research Degree Appeal Committee.
- 11.7 The Head of Registry or a nominated deputy shall act as secretary and convenor of the Research Degree Appeal Committee, but shall not be a member.
- 11.8 The Research Degree Appeal Committee shall normally hold its first meeting within one month of the submission by the candidate of the written case for the appeal. Its meetings shall be held in private and its proceedings shall be confidential.
- 11.9 The candidate may, if he/she wishes, present his/her case to the Committee in person and has the right to be accompanied by a friend when presenting the case to the Committee. Notification of the date of the Committee will be forwarded to the candidate at least 10 working days in advance of the meeting.
- 11.10 The meeting of the Committee may be postponed for no more than 10 working days, if the candidate who has made the appeal can show good reason for not being able to attend at the originally specified time. However, the failure or inability of the candidate to attend the meeting of the Committee will not preclude the Committee from reaching a decision.
- 11.11 If a Committee agrees that a candidate has valid grounds for appeal, it must either:
- a) recommend that the University or examiners (as appropriate) be invited to reconsider their decision; or
 - b) recommend that new examiners be appointed.
- 11.12 All decisions of the Committee shall be made by a majority vote of the members. In the event of the votes being tied the decision shall be in favour of the candidate and the procedure laid down in paragraph 11.11 shall be followed.
- 11.13 A Research Degree Appeal Committee is not constituted as an examination board and has no authority to set aside the decision of the examiners and thereby to recommend the award of the degree.

STUDENTS' HANDBOOK OF REGULATIONS

- 11.14 The decision of the Committee shall be final, with the proviso that the Pro Vice-Chancellor (Research and Enterprise) may hear complaints based on evidence that the University's processes were not followed in relation to the Committee hearing or require in exceptional circumstances the Committee to be reconvened.
- 11.15 The Committee shall submit a written report of its conclusions within 10 working days of its final meeting to the candidate, Supervisor, the examiners (where relevant), the School Research Office and the Chair of the University Research Committee.
- 11.16 The University will meet reasonable and proportionate incidental expenses (for example, travel within the UK, subsistence and essential accommodation) necessarily incurred by successful appellants as a result of attending a Research Degree Appeal Committee on the production of valid receipts. The University will not meet any legal expenses.
- 11.17 The Head of Registry will prepare an annual statistical report on complaints and appeals for the University's Teaching and Learning Committee and Research Committee. This report will identify any issues which need prompt attention.

Note: This should be read in conjunction with the relevant regulations for end-assessments as detailed in the Handbook of Regulations for Awards.

SECTION 5: GUIDELINES FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS ON THE PROCEDURES FOR HANDLING CLAIMS THAT EXTENUATING CIRCUMSTANCES SHOULD BE TAKEN INTO ACCOUNT WHEN THEIR PERFORMANCE IS BEING ASSESSED

Students are advised to seek the advice, guidance and support from the Students' Union Advice Centre.

The University's regulations permit its assessment boards to take remedial action if they are satisfied that a student's absence from an examination, or failure to submit work for assessment by the agreed submission date, or failure to pass one or more elements of the assessment resulting in the failure of a module can be attributed either to illness or to other circumstances of a personal nature (extenuating circumstances: ECs). Remedial action for ECs in cases where a module has not been passed is to permit another attempt at the assessment(s) concerned.

The purpose of these guidelines is to explain how EC claims should be submitted and how they will then be handled.

There are separate procedures for requesting extensions of coursework submission dates if a student suffers from a short-term illness or experiences serious personal difficulties. Such requests should be made in writing using the University standard process, and as soon as possible and no later than 2 working days after the submission date.

The claims that are submitted will first be considered to determine whether they have sufficient strength to warrant action by the Course Assessment Board.

The Assessment Boards, which consider a student's performance on the course and make decisions about progressions and final awards, normally meet in June/July and for some courses in September/October.

If a student fails to attend an examination or to submit assessed work by the agreed submission date (after allowing for any extension that might have been granted) the Course Assessment Boards will record a mark of zero, which may lead to failure in the module, unless it has been informed that there are approved grounds for treating the student differently. If the student has achieved a pass mark for the module/s the marks achieved will be confirmed and credited to the student's record, and the Course Assessment Board will take the approved claim for extenuating circumstances into account when deciding the classification within the overall discretion parameters set by the University's Teaching and Learning Committee.

If a student wishes to claim that either:

- a. failure to attend an examination, or
- b. failure to submit work by the agreed submission date, or
- c. poor performance in any element(s) of the coursework assessment

was due to illness or some other extenuating circumstance, it is the student's responsibility to make that claim in full and in writing and to submit it via the School Office responsible for the course.

STUDENTS' HANDBOOK OF REGULATIONS

An EC claim for an assessment under examination conditions that has been sat will not be considered in light of the University's 'fit to sit' regulation whereby a candidate undertaking such an assessment is declaring that they are fit to do so.

EXTENUATING CIRCUMSTANCES CLAIM

A written claim for failure to attend an examination must be received no later than five working days after the examination in question (other than in exceptional circumstances).

A written claim for failure to submit work by the agreed submission date must be received as soon as possible and no later than 5 working days after the submission date (other than in exceptional circumstances). Requests for extensions must be made as soon as possible and no later than 2 working days after the submission date.

A written claim of extenuating circumstances relating to any element of assessment must be received as soon as possible and no later than 5 working days after the submission date for the assessment concerned (other than in exceptional circumstances).

Claims must be supported by independent evidence, for example a note from a doctor or a counsellor, and must directly cover the period of assessment. All evidence must be in English or translated into English and signed by a public authority.

A student wishing to make a claim for Extenuating Circumstances, as defined above, should complete the following form; [Extenuating Circumstances Claim Form](#)

In deciding whether or not to make a claim, students should be aware that should the claim be approved, the Course Assessment Board will not attempt to judge how the student might have performed in different circumstances with a view to awarding extra marks. If a claim is approved and the student has failed to pass the module, the remedy will be to allow a further attempt at the assessment(s) concerned. If the student has achieved a pass mark for the module(s) in question but has performed poorly, the marks achieved will be confirmed and credited to the student's record, and the Course Assessment Board will take a recognised claim for extenuating circumstances into account when deciding on classification within the overall discretion parameters set by the University's Teaching and Learning Committee. The decision on whether or not the EC claim has been approved will be notified to the student in writing within 10 working days of receipt of the claim in Registry via the School Office.

EXTENUATING CIRCUMSTANCES APPEAL

Students who wish to request a review of the outcome of an EC claim decision must do so in writing to the Head of Registry as soon as possible and normally not later than 10 working days after the decision which is disputed has been announced and be submitted electronically to the ExtenuatingCircumstances@hud.ac.uk mailbox. Some reasonable delay in lodging a request will be allowed where, for example, the student is involved in either sandwich placement or teaching practice as part of his/her course. The request for a review should give a full explanation of the nature of and the grounds for the request.

A student wishing to appeal the decision reached in relation to their Extenuating Circumstances Claim should complete the following form; [Extenuating Circumstances Appeal Form](#)

STUDENTS' HANDBOOK OF REGULATIONS

The submission of a request for a review of the decision will not delay the submission of the decision to the Assessment Board. In cases where a request for a review of the decision is successful, the Assessment Board will be notified of the revised decision and will review its own consideration of the candidate accordingly.

A request for a review will only proceed on one or both of the following grounds:

- a. that there was a material irregularity in the consideration of the EC claim which substantially affected the outcome;
- b. that the student was subject to extenuating circumstances at the time of the assessment which for a valid reason supported by appropriate evidence the student had been unable to describe or evidence in full at the time when the claim was made.

On receipt of a request for a review, the Head of Registry or nominated deputy will review the documentation to identify if a) or b) above has occurred and is demonstrated within the documentation submitted by the student.

Where it is considered that the grounds for a review have been established, the Head of Registry or nominee will inform the student and School in writing that the decision has been reconsidered in light of the new evidence. This will normally be within 20 working days.

Where it is considered that the grounds for a review have not been established, the Head of Registry or nominated deputy will write to the student with a full explanation issuing a Completion of Procedures letter. This will normally be within 20 working days.

INDEPENDENT REVIEW OF EXTENUATING CIRCUMSTANCES CASES

The Office of the Independent Adjudicator (OIA) provides an independent scheme for the review of Academic Integrity cases to current students of the University. If an appeal is not upheld, the complainant can ask the OIA to review the case. The OIA will not consider a case if:

- a. it relates to a matter of academic judgement;
- b. matters which have already been considered by a court or tribunal and where the proceedings have been concluded;
- c. matters which are being considered by a court or tribunal where the proceedings have not been stayed;
- d. matters which we consider have not materially affected the complainant as a student;
- e. Matters which the OIA has already dealt with.

The OIA will not normally consider cases for which the University has not yet completed its own internal processes.

For further information on the scheme:

- a. Contact Registry, SB Level 9 at the University
- b. see the OIA website on <http://www.oiahe.org.uk>

SECTION 6: GUIDELINES FOR POSTGRADUATE RESEARCH CANDIDATES ON DEALING WITH CIRCUMSTANCES WHICH ADVERSELY IMPACT THEIR PROGRESS.

Students are advised to seek advice, guidance and support from sabbatical officers in the Students Union and Students' Union Advice Centre.

Contents

Section 6 Research Degrees: Suspensions and Extensions	
General Principles	711
6a Short School Extensions.....	722
Grounds for a Short Extension	733
Applications for Short Extensions	733
6b Suspension of Studies	734
Grounds for Suspension	734
Timing and Length of Suspension	744
Candidate Responsibilities	745
Supervisor Responsibilities.....	755
Potential Impact if a Suspension of Study is Granted	755
Application for Suspension	755
Appeal against a Suspension Decision.....	756
6c Extensions at the End of the Standard Enrolment Period.....	766

GENERAL PRINCIPLES

1. Study for research degrees is normally over a continuous period. However, the University understands that circumstances can occur which may impact a candidate's academic progress. In most cases, candidates can work with their supervisor(s) to recover any lost time during their candidature but where that is not possible because of the serious or disruptive nature of a situation, a period of suspension or extension may be a possibility.
2. If a candidate fails to submit the required documentation by the agreed submission date, or to attend an assessment, they will be administratively withdrawn from their course, subject to consideration of any extenuating circumstances.
3. The University has the following systems for dealing with extenuating circumstances for postgraduate research candidates:
 - short school extensions for period of up to four weeks against a progression monitoring report submission deadline (not available against the final thesis submission deadline)
 - extension to time at the end of the standard enrolment period
 - periods of suspension of study

The purpose of these guidelines is to explain when the different systems are appropriate; how applications for extensions and suspensions should be submitted; and how applications will be handled.

4. Candidates should note that approval for extensions and suspensions is not guaranteed, and lack of academic progress alone is not grounds for a suspension or extension.
5. By submitting work for assessment or attending a viva examination, a candidate declares that s/he is fit to do so, and requests to be allowed to resubmit or be re-examined on the grounds of ill health or other extenuating circumstances will not be allowed.
6. Where evidence is required for an extension or suspension to be approved, it must be in English (it may be a translation of an original, signed by a public authority).
7. Extensions are not available to candidates enrolled on the PhD by Publication route.
8. Suspensions are not normally available on to candidates enrolled on the PhD by Publication route but candidates may apply in very exceptional circumstances.

6A SHORT SCHOOL EXTENSIONS

9. School extensions are only available during the research degree candidature against the submission of the research support plan or progression monitoring reports.
10. School extensions are not permitted against the final thesis submission date.
11. The maximum period allowed for a school extension is 4 weeks.
12. If a candidate has an ongoing illness or personal circumstances which are likely to disrupt their progress for more than 4 weeks, they should suspend their studies until the situation has resolved.
13. School extensions do not change the date of the next submission points, or result in a change to the final thesis submission deadline under any circumstances.
14. If a candidate is allowed a school extension s/he will still be expected to go through the viva examination before the end of the academic year so that s/he completes the progression monitoring on time.
15. If a candidate has been allowed an extension and is then required to complete corrections to their progression monitoring report following their viva examination, the amended report may, in exceptional cases, be submitted at the start of the following academic year. The standard resubmission timeframes will apply. These are detailed in the *Regulations for Awards*.
16. Candidates must apply for a short school extension before the agreed submission date. Requests for short extensions on or after the submission date will not be considered, and candidates who fail to submit their work without an extension or suspension in place will be failed for non-submission.
17. A report of all short school extensions, whether or not granted, will be submitted to Registry no later than August 31st each year.

Grounds for a Short Extension

18. Candidates are responsible for familiarising themselves with the submission points in their programme, which are set from the start of their programme and remain the same throughout. Candidates are expected to plan ahead and to mitigate for foreseeable circumstances so that all work is submitted on time for formal assessment points.
19. Where something unexpected happens shortly before a formal assessment point, candidates may request a short extension to their submission or viva date.
20. Appropriate grounds for a short school extension may include:
 - short-term ill-health
 - short-term personal difficulties
 - unforeseen increase in demands of employment (part-time candidates only)
21. The following are not acceptable grounds for a short school extension:
 - to extend the period available to the candidate to complete the research support plan or progression report, compensating for lack of progress;
 - to permit candidates to take annual leave.

Applications for Short Extensions

22. Candidates should discuss any need for an extension with their supervisor in the first instance.
23. If an extension is appropriate, the supervisor should refer the candidate to the school research office who will help them to process the request.
24. Candidates should not assume that extension requests will be granted and should avoid last-minute applications.
25. Short extensions may be approved at school level and must be signed off by the Director of Graduate Education and recorded on the candidate's file.
26. The Director of Graduate Education (or nominee) will normally review extension requests within 10 working days of submission.

6B SUSPENSION OF STUDIES

27. If a candidate is unable to progress their academic work because of the serious or disruptive nature of a situation, a period of suspension may be a possibility.

Grounds for Suspension

Examples may include:

- serious ill-health or accident
- significant personal difficulties
- financial reasons
- maternity / paternity (see also Policy for Pregnant Students and New Parents)
- temporary increase in demands of employment (for part-time candidates only)

The following are **not** appropriate grounds for suspension:

- to extend the period available to the candidate to complete the thesis
- where the candidate is able to work on the thesis but is not progressing at the expected rate
- to permit candidates to take extended annual leave
- to allow a candidate to undertake a long period of paid employment or alternative study

Timing and Length of Suspension

28. Periods of suspension should be as short as necessary to deal with the circumstances and candidates are expected to return to study immediately after the period of suspension has ended.
29. Periods of suspension will be calculated on the basis of whole months.
30. At the following times, suspensions will only very exceptionally be allowed and only where circumstances are unforeseeable:
 - during a period of extension at the end of the standard enrolment period;
 - during the submission-pending period;
 - during the amendments phase of final thesis examination;
 - within 3 months of the final thesis submission date.
31. Suspensions cannot be retrospectively applied.
32. If a candidate is able to progress some aspects of their research, or to engage at a slower rate, it may be more suitable to remain as an enrolled candidate, and to assess at the end of the standard enrolment period whether an extension is needed.
33. **For doctoral candidates**, the total period of suspension will not normally exceed 12 months. In very exceptional circumstances, a period in excess of 12 months may be allowed, up to a total of no more than 24 months. In this case, compelling evidence must always accompany the application.
34. **For master's candidates**, the total period of suspension will not normally exceed 4 months. In very exceptional circumstances, a period in excess of 4 months may be allowed, up to a total of no more than 8 months. In this case, compelling evidence must always accompany the application.

Candidate Responsibilities

35. It is the candidate's responsibility to inform the University of any disruption as quickly as possible.
36. During the suspension period, no studies may be carried out. However, candidates will retain access to University IT facilities.
37. Candidates are not liable for fees and are not expected to progress their research during periods of suspension.

38. Candidates must re-register within 4 weeks of return from suspension, unless an additional period of suspension has been requested and approved. Failure to re-register will result in a candidate being administratively withdrawn from his/her course.

Supervisor Responsibilities

39. Where a suspension is for longer than one month, the supervisor will be responsible for maintaining contact with the candidate; this is particularly important as candidates near the end of the suspension period and prepare to return to study.

Potential Impact if a Suspension of Study is Granted

40. Periods of suspension may affect funding that candidates receive either for payment of fees or for maintenance, dependent on the source of that funding. Candidates should contact their funding body or sponsor for further advice on how plans for suspension might affect them.
41. Candidates returning to study in the next academic session should be aware that tuition fees may increase each year and candidates may, therefore, be charged a higher fee on their return to study.
42. Suspensions may affect eligibility for exemption from Council Tax. Candidates should contact the Students Union Advice Centre for advice on how a period of suspension may impact any Council Tax Exemption they or their flatmates are relying on.
43. During periods of suspension, candidates temporarily leave the programme of study and lose their registration status. Periods of suspension will, therefore, result in a change to all subsequent submission dates.
44. The University is required to withdraw immigration sponsorship for Tier 4 student visa holders during the period of suspension. International candidates should contact the International Office to discuss their options if, for a valid reason, they are unable to engage with their research programme for any period.

Application for Suspension

45. Suspensions requests must be made on the appropriate form and supported by evidence.
46. All requests must be signed by the Director of Graduate Education.
47. Applications should be submitted to Registry via the School Research Office. Applications will be considered on a weekly basis and decisions will normally be communicated within 10 working days of receipt.

Appeal against a Suspension Decision

48. Candidates who wish to request a review of a suspension decision should write to the Head of Registry no later than two calendar weeks after they receive notification of the decision. The request should give a full explanation of the nature and grounds for the request.

49. A review will only proceed on one or both of the following grounds:
- that there was a material irregularity in the way the suspension application was considered which substantially affected the outcome;
 - that the candidate was subject to extenuating circumstances that s/he was unable to describe or evidence in full at the time of making the suspension application. In this case, candidates must explain and evidence why they could not have provided all evidence at the time of making the initial claim.
50. The Head of Registry or nominee will review the documentation that the candidate has submitted to see if there are valid grounds.
51. If the candidate has grounds for a review of the decision, the Head of Registry (or nominee) will write to the candidate and their school to confirm that a suspension decision has been reconsidered in light of new evidence.
52. If the candidate has no grounds for review, the Head of Registry (or nominee) will write to her/him with a full explanation.
53. The Head of Registry will prepare an annual statistical report on requests for reviews for the University Research Committee. This report will identify any issues which need prompt action.

6C EXTENSIONS AT THE END OF THE STANDARD ENROLMENT PERIOD

54. All candidates (except those enrolled on the PhD by Publication route) are eligible to apply for an extension at the end of the standard enrolment period according to the *General Regulations Governing All Research Degrees* section I, detailed in the *Regulations for Awards*.

SECTION 7: FITNESS TO STUDY POLICY AND PROCEDURE

Students are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

INTRODUCTION

The University of Huddersfield is committed to supporting its students and recognises the importance of a student's physical health and mental wellbeing in relation to their academic progress and student experience. The University provides various support services to ensure that students can fulfil their potential whilst at University.

This policy is designed to outline the procedural steps that should be taken if the University reasonably believes a student has difficulties arising from impairment in health or wellbeing, or if a student presents a risk to themselves or to others. A student's fitness to study may also be considered under this policy if their health or wellbeing is disrupting their own, or others' studies, or results in excessive demands being placed on other students or staff.

The University recognises that sometimes unacceptable behaviour may be as a result of a student's health or wellbeing and, as such, it could be inappropriate or arbitrary to follow the University's Student Disciplinary Procedures. It is intended that this policy will provide a more supportive route in such circumstances.

It is possible that the use of any formal procedure may increase a student's experience of stress, particularly if the role and purpose of the procedure is not accepted. In order to minimise any additional stress, the procedure should be used sensitively, ensuring that the student understands the primary focus is to support the student.

The procedure may be used for all levels and modes of study, although it is not generally intended to apply to students, who are studying for awards subject to the Fitness to Practise Handbook, which will generally be dealt with in accordance with Policy, Regulations and Fitness to Practise Procedures.

This procedure should be read in conjunction with the University's other policies and procedures which are potentially relevant in managing student conduct, including (by way of example and not as an exhaustive list) the following: Fitness to Practise Handbook and Student Disciplinary Procedure. The University may initially consider a matter under this policy, but then determine it would be more appropriately dealt with under an alternative policy, provided it notifies the student which policy is being applied.

Confidentiality

The University owes a duty of care to **all** members of the University community to ensure the health, safety and well-being of all its students, staff and visitors. As a result of this duty of care, colleagues cannot assure students of complete confidentiality, but it may reassure the student to know that personal information about a student obtained by a member of staff under this policy and procedure will only be shared amongst those members of staff who need to know that information in order to offer the student appropriate support, or to enable the operation of this policy and procedure; and with external agencies where it is legal to do so.

Mental wellbeing

Mental wellbeing can be defined as a state of mental health where the individual can cope with normal life stresses, work productively and feel a sense of relatedness to other people. Everyone has moments of feeling down, stressed, angry or frightened, and for most those feelings pass. Sometimes it is the case that these negative feelings develop into something more serious and can cause difficulties. It is in these circumstances that the University wants to reiterate the importance of giving its support, where mental health or wellbeing is having an impact on student experience and academic potential or achievement.

The University seeks to ensure equity and consistency of treatment for all students and uses the following **generic standards to assess Fitness to Study** (using appropriate support mechanisms, e.g. as identified in a Personal Learning Support Plan):

- a. Full awareness of their own health and safety and that of others;
- b. Full awareness of any risk of physical danger to themselves and others;
- c. Ability to communicate effectively with fellow students, staff and other professionals (which, for the avoidance of any doubt, would include BSL, computer aided speech etc.);
- d. Ability to undertake periods in private study without supervision;
- e. Ability to attend and engage effectively in lectures and tutorials, with reasonable physical and study support adjustments as agreed necessary by the University;
- f. Ability to undertake assessment and engage effectively with the assessment process, with appropriate adjustments agreed by the University.
- g. Ability to engage as a student member of the wider University community, including the use of the library and leisure facilities.

Aims

The aim of this policy is to assist staff to support students, but staff should recognise that there is no expectation that they themselves are responsible for any physical or mental health diagnosis. Staff should be clear about their specific responsibilities relating to their role, to ensure that students are supported and referred to the Wellbeing Service as appropriate.

In adopting this policy, the University aims to ensure that:

- a. The best interests of the student are considered in relation to their personal situation and their health and wellbeing;
- b. Students are supported to study to the best of their ability and wherever possible to completion of their study;
- c. Students who may be experiencing difficulties in relation to their health or wellbeing are offered support to address their difficulties at the earliest opportunity;
- d. Colleagues in Schools, Registry and Student Services work together, as appropriate, to ensure students experience a consistent and fair process.

Training and Further Information

A useful summary of student mental wellbeing in higher education is the Good Practice Guide produced by Universities UK and Mental Wellbeing in Higher Education Group which can be found at: <http://www.universitiesuk.ac.uk/policy-and>

[analysis/reports/Documents/2015/student-mental-wellbeing-in-he.pdf#search=student%20mental%20wellbeing%20guide](https://www.hud.ac.uk/wellbeing-disability-services/wellbeing-analysis/reports/Documents/2015/student-mental-wellbeing-in-he.pdf#search=student%20mental%20wellbeing%20guide)

The University offers a range of development opportunities for staff wishing to develop their knowledge and skills in this area, including: Understanding Mental Health Issues, Mental Health First Aid, Practical Ideas for Supporting Students, Working with Disabled Students, Disclosure and Confidentiality. Members of staff with pastoral responsibilities should be encouraged to attend such sessions. Additional information can be found at: <https://www.hud.ac.uk/wellbeing-disability-services/wellbeing/>

PROCEDURE

Stage 1: Initial Concerns

If initial concerns are brought to the attention of a member of staff regarding a student's health or wellbeing, then this should be dealt with within the school, preferably with the student's personal tutor. The personal tutor, or other appropriate member of staff, should approach the student informally and discuss the concerns that they have with their behaviour, or that have been notified to them.

The student should be offered the opportunity to disclose any information of an underlying health condition. Within this discussion the tutor should encourage the student to seek advice from the Wellbeing Service, or refer them to this service with their permission.

Where there are concerns about elements of a student's behaviour, the behaviour which is deemed inappropriate should be detailed to the student and the student should be asked to moderate their behaviour and to seek help with the present issues. It should be made clear to the student that they have the responsibility to make sure that they are fit to study, including being a part of the University community.

If a positive resolution is achieved then no further action will be needed. However, if a positive resolution is not achieved, or a student refuses to engage with the tutor then staff should proceed to Stage 2 (below).

Stage 2: Continuing or Serious Concerns

If it is felt that the support provided under Stage 1 is not successfully addressing the issues identified, or there is serious concern about a student's health or wellbeing, a more formal approach should be taken.

Staff with either serious or continuing concerns should seek help from the Wellbeing Service and a member from the School should convene a meeting with the student to discuss these concerns. A pre-meeting conference could be held and within this pre-meeting may be: a student's personal tutor, course leader, and relevant members from the Student Wellbeing and Disability Service, and/or GP (or other appropriate support agencies such as a community psychiatric nurse), where appropriate. The meeting with the student could involve any of these individuals, but should try to be a more focussed attendance.

The student should be notified of the meeting venue, time and date at least 10 working days prior to the meeting and the purpose of the meeting should be made clear (although the meeting may be held on shorter notice if deemed necessary by the University).

STUDENTS' HANDBOOK OF REGULATIONS

Emphasis should be made on the supportive approach to the meeting. It must be highlighted to the student that they may be accompanied by a family member, students' union representative, friend, or another member of staff for support. Also the student is able to bring any medical evidence that they feel may be relevant. The student should be advised that if they fail to confirm their attendance, or refuse to attend the meeting it may be convened in their absence.

If a student has indicated that they will be attending the meeting, but is prevented from doing so for good reason, which can be evidenced, and the student advises the School before the meeting, the meeting will be deferred to a later date.

The meeting must express any on-going concerns that the staff may have and reiterate the importance of the student's duty to be fit for study and incorporated within the University community. It should be made clear to the student that the University of Huddersfield has a duty of care to every member of its community and that if concerns with the student persist then further action may be taken under stage 3.

The meeting should clarify actions that should be taken by the student (with appropriate support as necessary) and also any obligations on the staff to make reasonable changes to the student's circumstances, e.g. deadline extensions, part-time study. Also the consequences of not complying with the agreed actions should be made clear to the student.

A report of the review meeting and the agreed actions should be documented by the convenor of the meeting and made available to all parties within 10 working days of the date of the meeting.

If the review meeting determines that the student's situation has been resolved, or looks likely to be resolved in the near future, then no further action should be taken. However, if the concerns about the student persist then the matter should be progressed to Stage 3 by sending a copy of the report of the review meeting and all associated documentation to the Office of the Head of Registry marked Private and Confidential.

Stage 3: Persistent and/or Significant Concerns

This stage is used if either:

- a. concerns persist after stages 2; and/or
- b. they are serious enough to cause significant concern for the safety, wellbeing and health of the student and/or other members of the University community; and/or
- c. they have a significant impact on the academic progress of the student and/or others; and/or
- d. have a significant impact on the reputation of the University.

A meeting should be convened by the Head of Registry (or nominee) to discuss all options available to the student. Within this meeting should be a panel of people, these may include: Dean of School (or nominee with no previous involvement in the case), Head of the Student Wellbeing team, Students' Union President (or their nominated representative) where appropriate. The panel should receive copies of any reports from the previous stage.

The student should be notified of the meeting venue, time and date at least 10 working days prior to the meeting and the purpose of the meeting should be made clear (although

STUDENTS' HANDBOOK OF REGULATIONS

the meeting may be held on shorter notice, if deemed necessary by the University). Emphasis should be made on the supportive approach to the meeting. It must be highlighted to the student that they may be accompanied by a family member, students' union representative, friend or another member of staff for support. Also the student is able to bring any medical evidence that they feel may be relevant. The student should be advised that if they fail to confirm their attendance, or refuse to attend the meeting it may be convened in their absence.

If a student has indicated that they will be attending the meeting, but is prevented from doing so for good reason, which can be evidenced, and the student advises the Head of Registry before the meeting, the meeting will be deferred to a later date.

The meeting should discuss the persistent or serious concerns that have been raised and should clarify the student's responsibility to be fit for study and incorporated within the University community. The meeting must try to clarify why the problems have not improved. A decision must be made as to what should happen with the student, the decisions may include:

- a. No further action;
- b. Individual arrangements put in place to aid student's study and/or engagement as a student member of the wider University community, subject to review;
- c. Part-time study along with conditions that must be met by the student for a fixed-term, subject to review;
- d. Suspension from studies on health grounds for a fixed-term, subject to review, as set out in the [Return to Study Section](#).

If the student refuses to attend the meeting, the relevant staff members may convene the meeting in the student's absence.

A report of the meeting and the agreed actions should be documented by the convenor of the meeting and made available to all parties within 10 working days of the date of the meeting.

Review Meetings

Any actions determined necessary will be written up for review.

In the case of Stage 2 concerns, the review meeting would normally take place within 6 term-time weeks of the original meeting and involve the same attendees from the University, although a review meeting can be called prior to this if the situation requires.

In the case of Stage 3 concerns, the timing of the review meeting must be stipulated in the report from the original meeting and involve the same attendees from the University, although a review meeting can be called prior to this if the situation requires.

If the student fails to confirm their attendance, or refuses to attend the review meeting, the relevant staff members may convene the review meeting in the student's absence. If a student has indicated that they will be attending the meeting, but is prevented from doing so for good reason which can be evidenced, and the student advises the Head of Registry before the meeting, the meeting will be deferred to a later date.

STUDENTS' HANDBOOK OF REGULATIONS

The review meeting will assess the student's compliance with, or progress towards, the actions determined necessary, and will also assess the impact of any reasonable changes made by the University. The review meeting will determine whether the students' situation has been resolved, or looks likely to be resolved in the near future.

If the review meeting determines that the student's situation has been resolved, or looks likely to be resolved in the near future then no further action should be taken. However, if the concerns about the student persist then the matter should be progressed to the appropriate stage in this procedure.

A report of the review meeting and its outcome should be documented by the convenor of the meeting and made available to all parties within 10 working days of the date of the meeting.

Return To Study (Following a Suspension from Studies under this Policy)

Following a period of suspension from study, the University needs to determine whether the student is presently fit for study and involvement within the University community after having time away.

The student should submit a written request to the Pro Vice-Chancellor, Teaching and Learning who will determine the outcome of the student's request to study.

The student should make every effort to provide satisfactory evidence that their circumstances have improved, difficulties have been overcome and that they are well enough to return to study.

The University may request that the student provides evidence from a relevant medical professional with sufficient knowledge of the student's wellbeing during the suspension period, in the form of an opinion as to whether they think the student is fit to return to study. If such an opinion is obtained, this should be taken into account when the Pro Vice-Chancellor (Teaching and Learning) is deciding the outcome of the student's request to return to study.

If the decision is made that the student is fit to return to study, any adjustments that are needed in order to support the student on return should be communicated to and accepted by the student; and subject to review. The Pro Vice-Chancellor, (Teaching and Learning) will decide upon a progress review date in order to minimise any risk of reoccurrence of previous difficulties.

APPEAL

Leave to appeal will only be granted to a student if at any stage in the proceedings, there is evidence of a material irregularity (including administrative error), either in the conduct of the meetings themselves, or in any proceedings under this policy which substantially affected the Panel's decision.

The student should submit their request for leave to appeal to the Office of the Head of Registry, not later than 10 working days after the decision has been issued to the student. The Head of Registry or nominee will review the request to determine whether the ground for appeal has been satisfied. If leave to appeal is not granted, the Head of Registry or nominee will write to the student to explain this decision.

STUDENTS' HANDBOOK OF REGULATIONS

If leave to appeal is granted the appeal will be considered by the Deputy Vice-Chancellor. There shall be no further opportunity to submit additional evidence.

The decision of the Deputy Vice-Chancellor shall be final.

The Deputy Vice-Chancellor shall submit a written report to the Office of the Head of Registry and to the student of their conclusions within 20 working days of the appeal being lodged.

COMPLYING WITH THE LAW

The University owes a duty of care to all its staff members and students.

All procedures, discussions and decisions should be made in compliance with the Equality Act 2010, especially regarding the requirement to ensure that disabled people do not experience discrimination, harassment or victimisation, and the requirement for the University to be proactive in making reasonable adjustments.

Everybody has the right to respect for private and family life under article 8 of the Human Rights Act 1998, including right to respect for mental sanctity, thus steps taken to help the student must not breach this privacy. Also under article 2 of the Human Rights Act 1998, everyone has the right to life, so the University have a positive obligation to take steps to refer suicidal and/or potentially dangerous students to the appropriate members of staff that are qualified to deal with this sort of issue.

Under the Data Protection Act 1998, the sharing of confidential information is prohibited except in certain circumstances. It is only in these circumstances that staff should share any information disclosed to them about a student, especially for sensitive personal data, as registration consent forms do not cover sharing of sensitive personal data.

The University must also comply with the laws of natural justice, ensuring that it acts promptly, consistently and transparently when dealing with students.

SECTION 8: THE SUSPENSION AND EXPULSION OF STUDENTS FROM THE UNIVERSITY ON ACADEMIC GROUNDS

Students are advised to seek impartial help, advice, guidance and support from sabbatical officers in the Students' Union and Students' Union Advice Centre.

INTRODUCTION

Action to suspend or expel a student for an unsatisfactory standard of work or other academic reason can be taken either during an academic year or at the end of a year following the publication of examination results. The decision by an Assessment Board that a student has failed a year of a course does not constitute expulsion. Expulsion only occurs where a student is subsequently denied the opportunity to retrieve that failure.

DECISION TO SUSPEND OR EXPEL

The power to suspend or expel a student on academic grounds rests with the Dean of School, though the decision may be delegated to the chair of a course or course committee, or a course tutor. A recommendation by an assessment board that a student should not be allowed to repeat a year of a course does not constitute a decision and cannot, therefore, be the subject of review under Assessment Regulation 7 of the University's assessment regulations. It is for the Dean to decide whether or not to accept the recommendation.

Where the decision is taken by a person other than the Dean the student concerned has the right to ask the Dean to change or confirm the decision. The Dean must respond to such a request.

APPEAL AGAINST A DECISION TO SUSPEND OR EXPEL

A student has the right to appeal against a decision to suspend or expel taken by a Dean. Notice of appeal must be sent to the Head of Registry and, except for good reason, must be lodged within 10 working days of the Dean's decision. It must state the general grounds on which the decision is being contested.

Requests will only be considered in the following circumstances:

- a. that the student's performance on the course (including in assessed work or examinations) was adversely affected by illness or other factors which the student was unable or, for valid reasons, unwilling to divulge before the Dean reached the decision to suspend or expel. The original circumstances and the reason for their late submission must be supported by medical certificates or other independent evidence;
- b. the student can produce evidence demonstrating that there has been an administrative error or other irregularity that has directly affected the Dean's decision.

A request for an appeal of suspension or exclusion from the University shall be made to the Head of Registry's office as soon as possible and normally not later than 10 working days from the date of the Dean's letter. Some reasonable delay in lodging a request will be allowed where, for example, the student is involved in either sandwich placement or teaching practice as part of his/her course. The appeal submission should detail the nature of and the grounds for the request and provide all relevant evidence to support the appeal.

STUDENTS' HANDBOOK OF REGULATIONS

On receipt of an application for leave to appeal, the Head of Registry or nominated deputy will review the documentation to identify if a) or b) above has occurred and/or is demonstrated within the documentation. If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation. This will normally be within 20 working days.

If leave to appeal is granted the Appeals Committee shall comprise three members of the Senate, one of whom will be a student member. No member shall have been directly involved in the assessment under dispute, be a member of the Assessment Board nor be drawn from the School in which the student is based. The chair of the Committee, who may not be a student, shall be chosen by the members of the Committee.

The Head of Registry or a nominated deputy shall act as secretary and convenor of the Committee, but shall not be a member.

The Appeals Committee shall normally hold its first meeting within 20 working days of the request being lodged, provided all evidence is presented with the appeal form. Delays in providing evidence may delay a hearing. The Appeals Committee's meetings shall be held in private and its proceedings shall be confidential.

The student may, if he/she wishes, present his/her case to the Committee in person and has the right to be accompanied by a friend when presenting the case to the Committee. Representatives from the School will present their case in the presence of the student and supporter. Notification of the date of the Appeals Committee will be forwarded to the student at least five working days in advance of the meeting. At this point no further documentation may be submitted by the student.

The meeting of the Appeals Committee may be postponed, if the student who has made the appeal can show good reason for not being able to attend at the originally specified time. However, the failure or inability of a student to attend the meeting of the Appeals Committee will not preclude the Committee from reaching a decision.

The Appeals Committee shall have the powers to disallow a request and in such cases its decision shall be final, with the following provisos:

- a. The relevant Pro Vice-Chancellor may hear complaints, or require in exceptional circumstances for the Committee to be reconvened.
- b. In cases of exclusion the decision of the Appeals Committee cannot prejudice any right of appeal under Article 87.

In cases where an Appeals Committee believes that there is relevant new information which was not available to the Dean when the decision was taken, it may request the Dean to review the decision in the light of such information. In these cases it shall not give directions as to the outcome of the review and the student will have the right to appeal against the new decision.

In its proceedings the Appeals Committee must pay proper deference to the role and the authority of external examiners and to the regulations of external bodies where they are material.

All decisions of the Appeals Committee shall be made by a majority vote of the members.

STUDENTS' HANDBOOK OF REGULATIONS

The Committee shall submit a written report of its conclusions within 10 working days of its final meeting to the Dean of the School and to the student.

The University will meet reasonable and proportionate incidental expenses (for example, travel within the UK, subsistence and essential accommodation) necessarily incurred by successful appellants as a result of attending an Appeals Committee. The University will not meet any legal expenses.

The Head of Registry will prepare an annual statistical report on complaints and appeals for the University's Teaching and Learning Committee and Research Committee as appropriate. This report will identify any issues which need prompt attention.

SECTION 9: ATTENDANCE MONITORING

All students are expected to attend all timetabled teaching sessions and to be available during all term time weeks. Students on placement, taught postgraduates involved in dissertation work only and postgraduate research students who do not have specific timetabled teaching sessions are expected to maintain regular engagement with the University through the relevant means.

Taught students must take care to record their presence in all timetabled teaching sessions by using their identity card with the readers in each room.

Research students are also required to swipe their identity cards regularly as a proxy for their engagement with their course. Research students should also refer to the Attendance and Absence Policy for PGR Candidates.

Students should also be aware that there are specific attendance requirements on some courses and that they must comply with these as well as the general expectations of the University.

In addition to identity card swipes, attendance is monitored by spot checks conducted by the School. Any discrepancy between the swipe system and the spot check will result in immediate action by the University. Absence is permitted in cases of illness, personal or family crisis, or in meeting important social and religious responsibilities, where these might be permissible grounds for absence from a place of professional employment. When students are unable to attend through illness, personal circumstances, or social or religious responsibilities, they must report this in a timely way and in the correct manner. Students are not expected to swipe during periods of authorised absence. This includes periods of annual leave for PGR students.

Students must also take responsibility for making reasonable efforts to work with staff and fellow students to make up for the work missed.

Attendance at and absence from scheduled formal examinations are dealt with under the University's examination regulations, 'Fit to sit' policy and extenuating circumstances procedures, and not under its attendance policy and procedures.

Failure to bring an identity card to a class constitutes absence. Loss of an identity card must be reported immediately to the School and a replacement obtained normally from Student Central before the next working day. Students must only have one card in their possession, having more than one card found in your possession will be treated under the procedure for Fraudulent Swipe cases as per the below.

Failure to comply with the expectations of this regulatory section in any way may result in withdrawal from your course or program of study.

Additional information for international students studying on tier 4 visas

The Home Office requires international students who are studying on Tier 4 visas to attend all classes and to be fully engaging with their course on campus as part of their visa conditions. International students in possession of Tier 4 Visas should make themselves aware of the necessary attendance regulations ([Section 1, Part A](#)), and those who do not

STUDENTS' HANDBOOK OF REGULATIONS

attend regularly should be aware that this may have an impact on their visa and their permission to remain in the UK. Withdrawal from the University for failure to attend will result in their visa being curtailed and they will be required to leave the UK.

In addition to identity card swipes, attendance is monitored by spot checks conducted by the School. Any discrepancy between the swipe system and the spot check will result in immediate action by the University. Tier 4 students will be required to report to the International Office, Level 4 Student Central, within 5 working days. Failure to report will result in a written warning giving you a further 5 days to comply, in addition immediate sanctions will be applied to your university account. Further failure to comply with this request will result in your immediate withdrawal from the University, lead to your visa being curtailed, and you will be required to return home.

The definition of regular swipes for Tier 4 students is:

Taught students	Swipe at each timetabled academic event
Taught masters students on dissertations	Swipe weekly at designated school location
Research students	Swipe weekly in school Research Office

Students are not expected to swipe during periods of authorized absence. This includes periods of annual leave for PGR students.

1 WITHDRAWAL FROM THE UNIVERSITY

This process will also be used in case of administrative withdrawal of postgraduate research students (including withdrawal for non-submission, failure to enrol or re-register and for breach of attendance policy).

Students are required to attend all timetabled sessions or to demonstrate engagement with their course via required attendance markers. Students who fail to satisfy the attendance requirements of a particular course or program of study will be notified through email and text message warnings that their attendance record is of a concern to the School. If remedial action is not taken by the student to address their attendance record and/or the student fails to communicate to their School with regard to their attendance then the School may proceed with inviting the student to a meeting with the Dean of the School (or designated nominee) to discuss the student's attendance.

1.1 School based Attendance Monitoring meeting

1. The School will invite the student to a meeting to discuss their attendance record.
2. The student be advised of the date of the meeting, (at least 10 working days' notice to be given) and asked to confirm attendance by no later than five working days in advance of the hearing;
3. The student will be advised that he/she is entitled to have a supporter from the University community to attend the meeting with them, normally a representative from the University's Students' Union Advice Centre, another student, a member of academic staff or a member of staff from Student Services but will be advised that a supporter will not normally act as an advocate;
4. The student will be advised that failure to attend will result in the meeting going ahead in absentia and a decision being made on the basis of the information contained within the hearing documentation;
5. The student will be issued with a copy of the notes of the meeting

1.2 Student absence from the School based Attendance Monitoring meeting

If a student has indicated that they do not wish to attend, then the Dean (or nominee) will make a decision, taking into account any representations from the student and advise the student of this decision accordingly.

If a student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the School Office before the meeting, the meeting may be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the School Office prior to the meeting, the meeting will go ahead and a decision on fact will be reached based on the information available to the Dean (or nominee).

If a student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision on fact will be reached based on the information available to the Dean (or nominee). Attempts to contact the student will be recorded on the student file.

A student who does not attend the School based Attendance Monitoring meeting who is subsequently withdrawn as a result, waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

1.3 Post-meeting requirements

Following the School based attendance monitoring meeting, the student is expected to adhere to the threshold percentage and/or engagement levels as stipulated. Where a student fails to remedy their attendance record in line with the Schools defined requirements then the student will be notified of the School's continuing concern and consideration given to the student's record as to whether they should be withdrawn from the University.

If the student is approved for withdrawal by the Dean (or nominee) then the student will be notified that their current registration with the University has been withdrawn.

1.4 Appeal against the decision of the School based Attendance Monitoring meeting

Should a decision be made by the University to withdraw a student from a course due to failure to comply with this attendance policy, the student will be notified to their student, and where available, personal email account.

The student will have the right to appeal the decision and any appeal must be made using the [Attendance Monitoring Withdrawal Form](#). The form must be submitted including all supporting evidence that the student wishes to be considered within 10-working days of the letter advising the student of their withdrawal. There will be no further opportunity after the appeal has been considered to provide additional evidence.

The completed form must be submitted electronically to the AttendanceMonitoring@hud.ac.uk mailbox within ten working days of the date of the letter confirming the withdrawal from the course.

Leave to appeal will only be granted on one or both of the following grounds;

- a. that there is evidence of a material irregularity (including administrative error), either in the conduct of, or in the proceedings of the School based Attendance Monitoring meeting;
- b. that the student was subject to personal extenuating circumstances at the time which:
 - i. were unforeseen and outside of his/her control,
 - ii. were not made known to the School or Dean (or nominee) for a demonstrated, valid reason

On receipt of the Attendance Monitoring Withdrawal Appeal, the Head of Registry or nominated deputy will review the documentation to identify if a) or b) above has occurred and/or is demonstrated within the documentation.

If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation. This will normally be within 20 working days of the appeal being received.

STUDENTS' HANDBOOK OF REGULATIONS

If leave to appeal is granted, then the Dean (or nominee) of the relevant School will decide whether the student can be reinstated on the course and may be dependent on the time of year when the appeal is received. The outcome of the Appeal will normally be issued to the student within 20 working days of the appeal being received.

If, after the initial Attendance Monitoring Withdrawal Appeal has been considered and an outcome issued, the student remains unhappy with the outcome, then the student may submit an Attendance Monitoring Withdrawal Review Request. This must be made using the [Attendance Monitoring Withdrawal Review Request Form](#) and submitted within 10 working days (of the outcome to the initial appeal) sent to the AttendanceMonitoring@hud.ac.uk mailbox address. The review request may only be submitted where one or both of the following criteria applies:

- a) there was a material irregularity in the consideration of the initial appeal
- b) the student is able to demonstrate circumstances, which could not have been demonstrated at an earlier stage, which would have materially affected the outcome of the initial

Upon receipt of the review request, the case will be reviewed by an officer of the Registry who has had no prior involvement in the initial appeal. New evidence should not be introduced at this stage unless it can be confirmed that the evidence could not have been presented with the original appeal. The student will be advised of the outcome within 20 working days of the receipt of the review request. The decision of the reviewing officer will be final and a Completion of Procedures letter will be issued.

2 FRAUDULENT CARD USE

Fraudulent Card use cases apply to students who are;

1. caught by a member of staff swiping in for another student who is not present;
2. signing the register for a student not present;
3. having other student cards in their possession, or having asked another student to keep their card in their possession

Where a staff member is aware of, or notified of a case of fraudulent card use, then a report, from that member of staff, is provided to Registry.

On receipt of the allegation, Registry will organise for the case to be investigated by the Head of Registry (or nominee) who will organise the following procedures;

1. The Registry will invite the student to a meeting to discuss the allegation against them.
2. The student be advised of the date of the meeting, (at least 10 working days' notice to be given) and asked to confirm attendance by no later than five working days in advance of the hearing;
3. The student will be advised that he/she is entitled to have a supporter from the University community to attend the meeting with them, normally a representative from the University's Students' Union Advice Centre, another student, a member of academic staff or a member of staff from Student Services but will be advised that a supporter will not normally act as an advocate;
4. The student will be issued with a copy of the notes of the meeting

STUDENTS' HANDBOOK OF REGULATIONS

A summary of the case will be presented to the Dean (or nominee) of the relevant School. If the Dean (or nominee) considers that the allegation should be upheld then the case is referred to the Attendance Monitoring Disciplinary Panel (AMDP) for review.

2.1 Attendance at the Attendance Monitoring Disciplinary Panel

If a student has indicated that they are attending but is prevented from doing so for good reason, which can be evidenced, and the student advises the Registry before the meeting, the hearing will be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the Registry prior to the hearing, the hearing will go ahead and a decision will be reached based on the information available to the AMDP.

If a student has indicated that they are not attending, the hearing will go ahead in absentia and a decision will be reached on the basis of information available to the AMDP.

If a student fails to confirm attendance and all attempts to contact the student have failed, the hearing will go ahead and a decision will be reached based on the information available to the AMDP. Attempts to contact the student will be recorded on the student's file.

A student who does not attend the hearing without good reason waives the right of appeal.

Students who have been asked to attend an AMDP hearing and who withdraw from the course before the date of the hearing will not be allowed to return to any University course until the hearing has taken place and the outcome is known. Any references provided about the student will record that an AMDP is outstanding.

2.2 The Attendance Monitoring Disciplinary Panel

The AMDP will comprise of the following panel members;

1. The Chair (a Dean, Associate Dean or Director of Graduate Education) chosen from any School other than that from which the School is registered to
2. The Head of Registry or nominee
3. A sabbatical officer of the Students' Union

The hearing must include the panel and other attendees will include;

1. The student
2. If required by the student, the student's supporter (who will not normally act as an advocate)
3. The investigator
4. If required, witnesses for the School or student
5. The secretary

The Chair, acting under the delegated authority of the Vice-Chancellor, and in consultation with AMDP members, will have a private meeting to consider the evidence presented and will inform the parties of its decision in writing within 10 working days. The decision of the hearing will be sent to the student's personal (where available) and student email account normally within 10 working days from the date of the Disciplinary Panel hearing. In exceptional circumstances, the Disciplinary Panel may adjourn the hearing for no more than 15 working days to obtain additional evidence or clarification.

2.3 Outcomes of the Attendance Monitoring Disciplinary Panel

If the allegation made against the student is upheld or upheld in part then the AMDP may apply one or more of the following sanctions:

- a) a written caution;
- b) a fine of £250;
- c) Attendance at the University delivered Attendance Awareness Course
- d) Recommend exclusion to the PVC (relevant)

The student will be issued with an outcome letter confirming the sanction to be applied. Where the student wishes to appeal against the decision reached by the AMDP they must complete the appropriate appeals process as indicated below.

2.4 Appeal against the decision of the Attendance Monitoring Disciplinary Panel

Should a decision be made by the University to uphold the allegation of a student having fraudulently swiped then the student will be notified to their student, and where available, personal email account.

The student will have the right to appeal the decision and any appeal must be made using the [Attendance Monitoring Disciplinary Panel Appeal form](#). The form must be submitted including all supporting evidence that the student wishes to be considered within 10-working days of the letter advising the student of their withdrawal. There will be no further opportunity after the appeal has been considered to provide additional evidence.

The completed form must be submitted electronically to the AttendanceMonitoring@hud.ac.uk mailbox within ten working days of the date of the letter confirming the outcome of the hearing.

Leave to appeal will only be granted on one or both of the following grounds;

- a. that there is evidence of a material irregularity (including administrative error), either in the conduct of, or in the proceedings of the School based Attendance Monitoring meeting;
- b. that the student was subject to personal extenuating circumstances at the time which:
 - iii. were unforeseen and outside of his/her control,
 - iv. were not made known to the School or Dean (or nominee) for a demonstrated, valid reason

Disagreement with the severity of a sanction imposed by an Attendance Monitoring Disciplinary Panel will not of itself constitute grounds for a review.

On receipt of the Attendance Monitoring Disciplinary Panel Appeal, the Head of Registry or nominated deputy will review the documentation to identify if a) or b) above has occurred and/or is demonstrated within the documentation.

If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation. This will normally be within 20 working days of the appeal being received.

STUDENTS' HANDBOOK OF REGULATIONS

If leave to appeal is granted, the Head of Registry or nominated deputy will write to the student, normally within 20 working days, advising that the AMDP will be required to review its decision.

3 SPOT CHECK ABSENCES

The following applies to students who are caught by a member of staff swiping in for a session that they are found not to be present in when a spot check register has been taken

All Schools will record spot check discrepancies in the Attendance Monitoring Database, via the associated 'flag'. All flagged students will be issued with a standard cautionary email on their first recorded offence advising that if it happens again then the student will be required to attend a School Attendance Monitoring Disciplinary Panel (SAMDP) hearing.

Where a student is found to have swiped their attendance but left the session prior to the register being taken, then the School will invite the student in to attend a School-level Attendance Monitoring Disciplinary Panel.

3.1 School-level Spot Check discrepancy meeting

1. The School will invite the student to a meeting to discuss the evidence relating to the allegation.
2. The student be advised of the date of the meeting, (at least 10 working days' notice to be given) and asked to confirm attendance by no later than five working days in advance of the hearing;
3. The student will be advised that he/she is entitled to have a supporter from the University community to attend the meeting with them, normally a representative from the University's Students' Union Advice Centre, another student, a member of academic staff or a member of staff from Student Services but will be advised that a supporter will not normally act as an advocate;
4. The student will be advised that failure to attend will result in the meeting going ahead in absentia and a fine of £250 applied;
5. The student will be issued with a copy of the notes of the meeting

3.2 Student absence from the School based meeting

If a student has indicated that they do not wish to attend, then the Chair of the meeting will make a decision, taking into account any representations from the student and advise the student of this decision accordingly.

If a student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the School Office before the meeting, the meeting may be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the School Office prior to the meeting, the meeting will go ahead and a decision on fact will be reached based on the information available.

If a student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision on fact will be reached based on the information available. Attempts to contact the student will be recorded on the student file.

3.3 Appeal against the decision of the School-level Attendance Monitoring meeting

If a student wishes to appeal the decision reached by the School in relation to a first or second offence relating to a spot check discrepancy then the [School-level Attendance Monitoring Panel appeal form](#) should be completed and submitted within 10-working days of the outcome being issued to the student.

The completed form must be submitted electronically to the AttendanceMonitoring@hud.ac.uk mailbox within ten working days of the date of the letter confirming the outcome.

Leave to appeal will only be granted on one or both of the following grounds;

- a. that there is evidence of a material irregularity (including administrative error), either in the conduct of, or in the proceedings of the School based Attendance Monitoring meeting;
- b. that the student was subject to personal extenuating circumstances at the time which:
 - i. were unforeseen and outside of his/her control,
 - ii. were not made known to the School or Dean (or nominee) for a demonstrated, valid reason

On receipt of the Appeal, the Head of Registry or nominated deputy will review the documentation to identify if a) or b) above has occurred and/or is demonstrated within the documentation.

If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation. This will normally be within 20 working days of the appeal being received.

If leave to appeal is granted and the student proves to the School's satisfaction that it was an administrative error on the part of the School and that the student had been in attendance, the flag recorded will be removed. The outcome of the Appeal will normally be issued to the student within 20 working days of the appeal being received.

3.4 Registry-level Spot Check discrepancy meeting

If students are identified as absent from a class register on three or more occasions having been recorded as swiping their attendance, then a report of all confirmed instances of the discrepancies will be sent to Registry for investigation.

On receipt of the allegation, Registry will organise for the case to be investigated by the Head of Registry (or nominee) who will organise the following procedures;

1. The Registry will invite the student to a meeting to discuss the allegation against them;
2. The student be advised of the date of the meeting, (at least 10 working days' notice to be given) and asked to confirm attendance by no later than five working days in advance of the hearing;
3. The student will be advised that he/she is entitled to have a supporter from the University community to attend the meeting with them, normally a representative from the University's Students' Union Advice Centre, another student, a member of

STUDENTS' HANDBOOK OF REGULATIONS

academic staff or a member of staff from Student Services but will be advised that a supporter will not normally act as an advocate;

4. The student will be issued with a copy of the notes of the meeting

A summary of the case will be presented to the Dean of the relevant School. If the Dean (or nominee) considers that the allegation should be upheld then the case may be referred to the Attendance Monitoring Disciplinary Panel (AMDP).

3.5 Attendance at the Attendance Monitoring Disciplinary Panel

If a student has indicated that they are attending but is prevented from doing so for good reason, which can be evidenced, and the student advises the Registry before the meeting, the hearing will be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the Registry prior to the hearing, the hearing will go ahead and a decision will be reached based on the information available to the AMDP.

If a student has indicated that they are not attending, the hearing will go ahead in absentia and a decision will be reached on the basis of information available to the AMDP.

If a student fails to confirm attendance and all attempts to contact the student have failed, the hearing will go ahead and a decision will be reached based on the information available to the AMDP. Attempts to contact the student will be recorded on the student's file.

A student who does not attend the hearing without good reason waives the right of appeal.

Students who have been asked to attend an AMDP hearing and who withdraw from the course before the date of the hearing will not be allowed to return to any University course until the hearing has taken place and the outcome is known. Any references provided about the student will record that an AMDP is outstanding.

3.6 The Attendance Monitoring Disciplinary Panel

The AMDP will comprise of the following panel members;

1. The Chair (a Dean, Associate Dean or Director of Graduate Education) chosen from any School other than that from which the School is registered to
2. The Head of Registry or nominee
3. A sabbatical officer of the Students' Union

The hearing must include the panel and other attendees may include;

1. The student
2. If required by the student, the student's supporter (who will not normally act as an advocate)
3. The investigator
4. If required, witnesses for the School or student
5. The secretary

The Chair, acting under the delegated authority of the Vice-Chancellor, and in consultation with AMDP members, will have a private meeting to consider the evidence presented and will inform the parties of its decision in writing within 10 working days. The decision of the

hearing will be sent to the student's personal (where available and student email account normally within 10 working days from the date of the Disciplinary Panel hearing. In exceptional circumstances, the Disciplinary Panel may adjourn the hearing for no more than 15 working days to obtain additional evidence or clarification.

3.7 Outcomes of the Attendance Monitoring Disciplinary Panel

If the allegation made against the student is upheld or upheld in part then the AMDP may apply one or more of the following sanctions:

- a) A written caution;
- b) A fine of £250;
- c) Attendance at the University delivered Attendance Awareness Course
- d) Recommend exclusion to the PVC (relevant)

The student will be issued with an outcome letter confirming the sanction to be applied. Where the student wishes to appeal against the decision reached by the AMDP they must complete the appropriate appeals process as indicated below.

3.8 Appeal against the decision of the Attendance Monitoring Disciplinary Panel

Should a decision be made by the University to uphold the allegation of a student having swiped to record their attendance but not being present when a spot check register was taken, then the student will be notified to their student, and where available, personal email account.

The student will have the right to appeal the decision and any appeal must be made using the [Attendance Monitoring Disciplinary Panel Appeal form](#). The form must be submitted including all supporting evidence that the student wishes to be considered within 10-working days of the letter advising the student of their withdrawal. There will be no further opportunity after the appeal has been considered to provide additional evidence.

The completed form must be submitted electronically to the AttendanceMonitoring@hud.ac.uk mailbox within ten working days of the date of the letter confirming the outcome of the hearing.

Leave to appeal will only be granted on one or both of the following grounds;

- a. that there is evidence of a material irregularity (including administrative error), either in the conduct of, or in the proceedings of the School based Attendance Monitoring meeting;
- b. that the student was subject to personal extenuating circumstances at the time which:
 - i. were unforeseen and outside of his/her control,
 - ii. were not made known to the School or Dean (or nominee) for a demonstrated, valid reason

Disagreement with the severity of a sanction imposed by an Attendance Monitoring Disciplinary Panel will not of itself constitute grounds for a review.

On receipt of the Attendance Monitoring Disciplinary Panel Appeal, the Head of Registry or nominated deputy will review the documentation to identify if a) or b) above has occurred and/or is demonstrated within the documentation.

STUDENTS' HANDBOOK OF REGULATIONS

If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation. This will normally be within 20 working days of the appeal being received.

If leave to appeal is granted, the Head of Registry or nominated deputy will write to the student, normally within 20 working days, advising that the AMDP will be required to review its decision.

SECTION 10: STUDENT DISCIPLINARY PROCEDURE

Students are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

DEFINITIONS

In this Section 10, the following words and phrases will have the following meanings:

Disciplinary Panel means the panel convened to hear complaints referred under this procedure, the membership of which shall consist of:

- The Pro Vice-Chancellor (Teaching and Learning) or nominee (who shall be the Chair);
- A sabbatical officer of the Students' Union;
- The Head of Registry or nominee

Restriction means selective restriction on attendance at placement, lectures or access to other areas of the University; or prohibition on exercising the functions or duties of any office or committee membership in the University, the exact details to be specified in writing. An order of Restriction may include a requirement that the student should have no contact of any kind with a named person or persons.

Suspension means a total prohibition on attendance at or access to the University and on any participation in University activities, but it may be subject to qualification, such as permission to attend for the purpose of an examination. An order of Suspension may include a requirement that the student should have no contact of any kind with a named person or persons. Suspension shall be used only where Restriction would be inadequate.

INTRODUCTION

These procedures have been approved by the University Council in accordance with the provisions of the Articles of Government.

These procedures will be invoked for dealing with formal complaints about those areas of student behaviour that fall outside the scope of other procedures which cover the use of the University's computing and library facilities, Fitness to Practise and Academic Integrity. Details of these other procedures can be found at: <http://www.hud.ac.uk/regs/>.

The University shall have the right to investigate any allegation of misconduct against a student, and may take disciplinary action where it decides, on the balance of probabilities, that an act of misconduct has been committed. In the event of an allegation being proved after a student has been awarded credit or graduated, any credit, degree or other award of the University that is held by the student may be revoked by the Disciplinary Panel.

The existence of these procedures is not intended to discourage the practice of dealing with less serious complaints informally by the Dean at School level.

The University expects its students to behave responsibly. Actions which constitute improper interference, in the broadest sense, with the proper functioning or activities of the

STUDENTS' HANDBOOK OF REGULATIONS

University or with those who work or study in it and actions which otherwise damage the University may be deemed misconduct under these procedures.

The University works closely with external bodies to explain the benefits the University brings to the area and to promote the good name of the University. Students living in the community are subject to the various statutory and legal requirements that protect society as a whole. The University will not tolerate anti-social behaviour. If a student is found to have acted in an anti-social manner, whether or not on University property, the University reserves the right to take action if it reasonably believes that the student may have damaged the reputation of the University.

Social media is widely used for both socialising and work purposes. Care must be taken not to cause offence or distress when making comments about staff, students or other individuals external to the University. The University has a Social Media Policy and will take disciplinary action as appropriate. Students on courses leading to professional qualifications should be aware of and abide by the requirements of their respective Codes of Conduct, both in respect of use of social media and generally.

The following are examples of behaviour that may constitute misconduct. This is not an exhaustive list:

- a. disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
- b. improper interference with the functions, duties or activities of any student or member of staff of the University or of any authorised visitor to the University;
- c. violent, indecent, disorderly, threatening or offensive behaviour whilst on or external to University premises or engaged in any University activity;
- d. fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University, in the Students' Union or in relation to being a student of the University;
- e. breach of professional conduct;
- f. action likely to cause injury, impair safety or raise false alarm on University premises;
- g. sexual, homophobic, racial or other unlawful harassment of any student or member of staff of the University, or of any authorised visitor to the University;
- h. breach of the Regulations which students accept as a condition of enrolment;
- i. damage to, or defacement of University property or the property of other members of the University community caused intentionally or recklessly, and theft or misappropriation of such property;
- j. placing posters, signs or notices on any surface other than where authorised to do so in accordance with University policy;

STUDENTS' HANDBOOK OF REGULATIONS

- k. Misuse of a Student ID card issued at enrolment or upon request. This includes passing to or exchanging ID cards with another student or persons external to the University.
- l. dropping litter of any description on University premises whether inside or outside buildings or smoking in unauthorised areas;
- m. misuse or unauthorised use of University premises or items of property;
- n. breach of the University's Social Media Policy;
- o. the submission of a complaint found to be frivolous, vexatious or motivated by malice;
- p. behaviour which renders the student unfit to practise any particular profession to which that student's course of study leads directly (see Fitness to Practise policy and procedure);
- q. conduct which may be regarded as a breach of the criminal law where that conduct:
 - i. took place on University premises, or
 - ii. affected or concerned other members of the University, or
 - iii. damages the good name of the University, or
 - iv. itself constitutes misconduct within the terms of these procedures, or
 - v. is an offence of dishonesty, where the student holds an office of responsibility in the University;
- r. behaviour which, in the reasonable opinion of the University, brings the University into disrepute;
- s. failure to disclose name and registration details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
- t. failure to comply with a previously imposed penalty or instruction under these procedures or any other University procedure.

Where there is a breach of the University's Attendance Monitoring Regulations the School will invoke [Section 9](#) of this book, where relevant.

The University reserves the right to continue under these procedures notwithstanding the instigation of criminal proceedings. In cases where it is considered that the alleged misconduct would also constitute a serious offence under the criminal law (i.e. one that is likely to attract an immediate custodial sentence if proved in a court of law), the Pro Vice-Chancellor (Teaching and Learning) may in his absolute discretion determine that no action (other than Suspension or Restriction) may be taken under these procedures pending any criminal investigation or prosecution.

Acquittal or discontinuance of criminal proceedings shall not preclude the University from continuing disciplinary action in respect of the alleged misconduct.

STUDENTS' HANDBOOK OF REGULATIONS

Where a finding of inappropriate conduct is made and the student has already been sentenced by a criminal court in respect of the same facts, the court's penalty may be taken into account in determining the penalty under these procedures.

The Pro Vice-Chancellor (Teaching and Learning) may delegate his or her powers under these procedures to a nominee either generally or in respect of a particular case.

SUBMISSION OF COMPLAINTS OF MISCONDUCT

Complaints of misconduct, either by one student against another or by a member of staff against a student, should wherever possible be dealt with informally by the School and in consultation with the persons concerned.

A formal complaint about behaviour of the kind described in this section may be made by any member of the University or person(s) responsible for a professional practice placement. The complaint must be made in writing and must be lodged with the Dean of the School which administers the course on which the student who is the subject of the complaint is enrolled.

PROCEDURES FOR DEALING WITH COMPLAINTS OF MISCONDUCT

The Dean in receipt of a complaint may decide that informal procedures ought to be followed in the first instance and may rule that the complaint be dealt with accordingly.

In order to establish and record facts:

- a. which may be relevant to a decision as to whether or not the formal procedure should be followed; or
- b. which may assist the application of an appropriate sanction as listed below;

the Dean will refer the case for investigation by a member of Registry staff who has no previous involvement with the case. Where the complaint involves breach of professional conduct, the Dean will refer the case for consideration under the Fitness to Practise procedure.

The investigator will meet with the complainant, the student and any other persons pertinent to the investigation. Where the complaint relates to a placement or work place matter, the investigator will not meet with service users or patients. A report will be prepared and submitted to the Dean and Head of Department normally within 10 working days. If there is to be any delay in completing the investigation and/or submitting the report, the student must be advised in writing (not via email) by the investigator.

On receipt of the report and having sought advice from the Head of Registry, if the Dean considers that the complaint should be upheld, but that due to its relatively minor nature, referral to the Disciplinary Panel pursuant to paragraph 3.4 below is not required, the Dean may exercise discretion to apply one or more of the following sanctions:

- a. A formal written warning;
- b. A restriction notice;
- c. A suspension of no more than 2 weeks;
- d. A fine of up to £250; or
- e. Attendance at the University's Attendance Awareness Course

STUDENTS' HANDBOOK OF REGULATIONS

The Dean will advise the student in writing of his/her decision within 10 working days from receipt of the investigator's report. The student may apply for leave to appeal the sanction imposed by the Dean. Such appeals must be made in writing to the Head of Registry not later than 10 working days from the date of the Dean's letter to the student. Leave to appeal will only be granted if:

- a. the student can demonstrate a material irregularity has occurred; or
- b. the student presents Extenuating Circumstances which for very good reason
- c. could not be presented during the process of establishing and recording the facts.

Disagreement with the severity of the sanction imposed by the Dean will not of itself constitute grounds for appeal. If leave to appeal is granted, the student will be invited to a formal Disciplinary Panel and will follow the procedure as laid out in this section

Where the Dean, having received the report of alleged misconduct and having received advice from Registry, considers that the matter should be referred to the Disciplinary Panel, the complaint must be referred to the Pro Vice-Chancellor (Teaching and Learning) and to the Head of Registry/. In reaching his/her decision, the Dean should have regard to, amongst other considerations, the complexity of the matter, and whether, should the complaint be upheld, an appropriate sanction might exceed the scope of the sanctions authorised to be applied by the Dean. Such additional sanctions could include exclusion.

In determining whether alleged misconduct should be dealt with under the provisions of a University or School-level procedure, the Dean may take advice from the University Solicitor.

Following referral of the complaint to the Pro Vice-Chancellor (Teaching and Learning) and the Head of Registry, a Disciplinary Panel will be convened and will normally meet within 20 working days of receipt of the complaint in Registry. The student will be supplied with a copy of the complaint and will be entitled to appear before the Disciplinary Panel accompanied by one other person as a supporter, normally a member of the University community or the Students' Union Advisory Service. A supporter will not normally act as an advocate. Notification of the date of the Disciplinary Panel will be forwarded to the student at least 10 working days in advance of the meeting. The student must ensure that any additional evidence or mitigation is delivered to the Head of Registry at least 5 working days before the Disciplinary Panel meets. This date will be indicated on all letters to students.

RESTRICTION AND SUSPENSION PENDING A HEARING

A student who is the subject of a complaint of misconduct; or against whom a criminal charge is pending; or who is the subject of police investigation, may be suspended or restricted by the Pro Vice-Chancellor (Teaching and Learning) or deputy acting under the delegated authority of the Vice-Chancellor and pending the Disciplinary Panel hearing or the trial.

Written requests for such action must be made by the Dean in writing to the Head of Registry.

When the Pro Vice-Chancellor has delegated the power under this section, a full report shall be made to the Vice-Chancellor of any Restriction or Suspension under this section.

STUDENTS' HANDBOOK OF REGULATIONS

Restriction or Suspension pending a hearing shall not be used as a penalty. The power to restrict or suspend under this provision is to protect the members of the University community in general or a particular member or members and the power shall be used only where the Pro Vice-Chancellor or deputy is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the student.

Where a student is restricted or suspended he or she will be advised of his/her right to make representations in writing to the Vice-Chancellor.

In cases of great urgency, the Pro Vice-Chancellor or deputy shall be empowered to suspend a student with immediate effect, provided that the opportunities mentioned in 4.5 above are given and the matter reviewed within 10 working days.

A decision to restrict or suspend from academic activities associated with the student's course of study shall be subject to review, at the request of the student, where it has continued for 10 working days. Such a review will not involve a hearing or submissions made in person, but the student shall be entitled to submit written representations. The review will be conducted by the Deputy Vice-Chancellor where the decision to suspend or restrict has been made by someone else, and by the Vice-Chancellor where the decision has been made by the Deputy Vice-Chancellor.

The Pro Vice-Chancellor or other person who took the original decision shall review the Suspension or Restriction every 10 working days in the light of any developments, and of any representations made by the student or anyone else on his or her behalf.

WITNESS STATEMENTS

If the student wishes to supply witness statements, it is the responsibility of the student to supply the witness statements and to ensure that any witnesses are informed of the date of the Disciplinary Panel hearing and that they are available to attend. The student should also inform Registry of any witnesses he/she wishes to call. Where appropriate, students should be advised that the names of service users or any other means of identifying services users should not be included in their statement or those of their witnesses. Any details identified in documents received from the student will be removed prior to the Disciplinary Panel hearing. Vulnerable persons will not normally be asked to produce statements or attend the Disciplinary Panel hearing. For example, students who fear intimidation, harassment or other reasonable fear of reprisal may request via Registry that their names and addresses be removed from any statements provided to the Disciplinary Panel hearing and to the student.

The evidence provided to tribunals may be oral or in writing. It is expected that anyone wishing their evidence to be heard would attend a tribunal. In the event that a person having provided evidence does not wish to attend a tribunal, any statement submitted must be signed and dated. In these circumstances tribunals must give due consideration to the fact that the witness has not been present to respond to questioning.

STUDENTS' HANDBOOK OF REGULATIONS

ATTENDANCE AT DISCIPLINARY PANEL HEARINGS

If a student has indicated that they are attending but is prevented from doing so for good reason, which can be evidenced, and the student advises the Head of Registry before the meeting, the hearing will be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the Head of Registry prior to the hearing, the hearing will go ahead and a decision will be reached based on the information available to the Disciplinary Panel.

If a student has indicated that they are not attending, the hearing will go ahead in absentia and a decision will be reached on the basis of information available to the panel.

If a student fails to confirm attendance and all attempts to contact the student have failed, the hearing will go ahead and a decision will be reached based on the information available to the Disciplinary Panel. Attempts to contact the student will be recorded on ASIS/WISDOM, copy letters will be held on file and receipts for recorded delivery letters will be requested.

A student who does not attend the hearing without good reason waives the right of appeal.

Students who have been asked to attend a Disciplinary Panel hearing and who withdraw from the course before the date of the hearing will not be allowed to return to any University course until the hearing has taken place and the outcome is known. Any references provided about the student will record that a disciplinary hearing is outstanding.

STUDENTS WITH HEALTH RELATED ISSUES

If at the initiation of an interview with a student, or at a Disciplinary Panel, hearing it appears that the student may be experiencing health difficulties that materially affect their behaviour and/or judgement, then the Student Services Wellbeing Team should be consulted by the student. It is the student's responsibility to ensure that s/he is properly supported throughout the process and that the misconduct procedure is informed by a clear understanding of the significance of the student's health for the allegation being considered. The School and Registry are not normally obliged to contact Student Services on behalf of the student unless they believe that the student may be at risk of harm to themselves or others.

If a student is to be Restricted or Suspended pending a School investigation or Disciplinary Panel hearing and the University has actual knowledge that the student has health related issues, the student must be directed to the Student Services Wellbeing Team. The School and Registry are not normally obliged to contact Student Services on behalf of the student unless they believe that the student may be at risk of harm to themselves or others.

In all cases reasonable adjustments should be made to take into account the student's health or known disability. This may include:

- a. additional support at any meetings/tribunals for example, a signer, note taker;
- b. tribunals may need to take place with the student being given a break of at least 15 minutes in between school, student and witness representations;
- c. adjournment of tribunals to another date.

OUTCOMES OF DISCIPLINARY PANEL HEARINGS

If the allegation made against the student is upheld or upheld in part by the Disciplinary Panel, the Disciplinary Panel may apply one or more of the following sanctions:

- a. Final written warning;
- b. Suspension, for a period to be determined by the Disciplinary Panel;
- c. Suspension, for a period to be determined by the Disciplinary Panel and with conditions imposed on the student and with which the student must engage prior to return to study;
- d. Fine of up to £500;
- e. Attendance at the University delivered Attendance Awareness Course
- f. Payment of an amount required to reimburse the University for losses suffered, for example, for cost of replacement equipment, repair or redecoration costs;
- g. Revocation of credit;
- h. Revocation of award;
- i. Permanent exclusion from the University

Note: any Overseas Student suspended indefinitely or excluded from the University will be reported to the Home Office once the request for review period has passed.

CONDUCT OF DISCIPLINARY PANEL HEARINGS

All parties to the Disciplinary Panel hearing procedure shall ensure that confidentiality is maintained throughout and after the proceedings. The student must receive all the documentation that will be considered at the hearing at least 10 working days prior to the date of the hearing to give the student time to consult with a supporter.

The meeting must include the Panel as defined at the beginning of this section. Other attendees may include:

- a. the student;
- b. if required by the student, the student's supporter who will not normally act as an advocate;
- c. the investigator and/or the complainant, normally the Head of Department or Dean;
- d. witnesses for the School or the student; and
- e. the note taker.

The Chair shall ensure that all parties are given at least 10 working days' notice of the date of the Disciplinary Panel hearing. The agenda and notice of the Disciplinary Panel hearing which must be sent to all parties shall include:

- a. details of the membership of the Disciplinary Panel, who the other attendees will be and in what capacity they are attending;
- b. details of the alleged misconduct;
- c. a summary of the events thus far from the School; -
- d. minutes of relevant meetings undertaken as part of the School's investigation and copies of relevant evidence;
- e. any statements submitted by either party including witness statements;

STUDENTS' HANDBOOK OF REGULATIONS

- f. the procedures that will apply at the Disciplinary Panel hearing and the student's rights under this procedure.

The student has the right:

- a. to attend the Disciplinary Panel hearing;
- b. to be accompanied by a supporter who will not normally act as an advocate;
- c. to be present whilst evidence is given;
- d. to challenge any evidence presented to the Disciplinary Panel;
- e. to submit additional evidence at least five working days in advance of the hearing; (tabled evidence will not be accepted);
- f. to question those giving evidence;
- g. to supply written witness statements to the Panel at least five working days in advance of the hearing; (tabled evidence will not be accepted);
- h. to make an oral statement to the Disciplinary Panel.

Subject to the information relating to [students with health related issues](#) as listed above, or unless there are good reasons to the contrary (which reasons will be explained to the School and to the student), the tribunal will proceed as follows:

- a. Following introductions the Chair will invite the School to present its case.
- b. The student and Disciplinary Panel have the opportunity to challenge both the evidence and the allegations brought by the School.
- c. Any witnesses for the School are asked to join the hearing and present evidence.
- d. The student and Disciplinary Panel have the opportunity to question the School witness.
- e. The School witness(es) will leave the hearing.
- f. The student is asked to present his/her defence and or mitigation to the Disciplinary Panel.
- g. The School and Disciplinary Panel have the opportunity to challenge the student's statement or mitigation.
- h. Any witnesses for the student are asked to join the hearing and present evidence.
- i. The School and Disciplinary Panel have the opportunity to question the student's witnesses.
- j. The student's witness(es) will leave the hearing.
- k. The School is asked to summarise the complaint.
- l. The student is asked to summarise his/her response.
- m. The School representative(s), student and supporter are asked to leave the hearing.

The Chair, acting under the delegated authority of the Vice-Chancellor, and in consultation with Disciplinary Panel members, will have a private meeting to consider the evidence presented and will inform the parties of its decision in writing within 10 working days. The decision of the hearing will be sent to the student by first class post to their home address, normally within 10 working days from the date of the Disciplinary Panel hearing. In exceptional circumstances, the Disciplinary Panel may adjourn the hearing for no more than 15 working days to obtain additional evidence or clarification.

In cases where the Disciplinary Panel concludes that the student should be excluded from the University, no further consideration of that student by an Assessment Board may take place. The student may normally retain any credit or award which has been formally conferred by the Assessment Board up to and including the date of the tribunal, but no further conferment of credit or award may be considered.

REQUESTS FOR REVIEW OF DECISIONS REACHED BY DISCIPLINARY PANEL

A student who has been the subject of a complaint may request a review of a decision reached by the Disciplinary Panel. Such a request must rest on the grounds either that there is evidence to show that the Disciplinary Panel was not conducted fairly or that there is new material evidence which ought to be taken into account, that for good reason could not have been divulged before the hearing. A request for a review of a decision reached by the Disciplinary Panel must be made in writing to the Vice-Chancellor within 10 working days from the date of the Disciplinary Panel hearing.

Disagreement with the severity of a sanction imposed by a Disciplinary Panel will not of itself constitute grounds for a review.

Following receipt of a request for a review of a decision of the Disciplinary Panel, the Vice-Chancellor (or his delegate) will conduct such enquiries as seem appropriate and will determine within 20 working days whether the request will be upheld. Where a request is upheld, the Disciplinary Panel will be advised of the grounds on which this has been done and will be required to review its decision.

SECTION 11: STUDENT COMPLAINTS PROCEDURE

Students are advised to seek impartial help, advice, guidance and support from the Students' Union Advice Centre.

INTRODUCTION AND CONTEXT

The student complaints procedure enables students to bring matters of concern about their learning experience to the attention of the University, and provides mechanisms through which those concerns may be resolved. The procedure comprises three stages:

1. Stage 1: an informal approach with emphasis on conciliation and local resolution within the School/Service;
2. Stage 2: a formal Registry based procedure which may include mediation;
3. Stage 3: request for review of Stages 1 and 2 to the Pro Vice-Chancellor (Teaching and Learning)

The University takes all complaints seriously and has designed this procedure to give an equitable approach to all concerned. If a student wishes to make a complaint, they will:

- a. be listened to - the concern, in most instances, being dealt with at an informal level in the School/Service;
- b. be encouraged to seek advice from the Students' Union Advice Centre.

This procedure takes effect from August 2015 and supersedes all previous procedures.

DEFINITION

A complaint is defined as an oral or written expression of dissatisfaction about an aspect of a service or facility, which is provided to registered students of the University. This procedure applies to undergraduate and postgraduate students, including those registered for research degrees.

PRINCIPLES AND SCOPE

The procedure aims to be simple, clear and fair to all parties involved, where informal resolution is encouraged. From both a student and staff point of view, complaints will be handled sensitively and with due consideration to confidentiality. Any person named in a complaint will be given details of the complaint as soon as is reasonably practicable and will have the right to reply as part of any investigation.

This complaints procedure is for students enrolled on University courses. A student who wishes to make a complaint must invoke the Informal Stage within 1 calendar month of the incident which is the cause for complaint. Students who have left the University may invoke this procedure within 1 month following termination of their academic studies.

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

STUDENTS' HANDBOOK OF REGULATIONS

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 Stage 2, the formal stage as described under [Stage 2](#) below, though it must be appreciated that the University will not always have the authority to determine matters at partner institutions.

No student bringing a complaint under this procedure, whether successfully or otherwise, will be treated less favourably by the University than if the complaint had not been brought. Likewise, any member of staff mentioned in a complaint will not be treated less favourably by the University than if the complaint had not been brought. If, however, the complaint against a member of staff is upheld, that member may be subject to disciplinary proceedings under University policy.

From time to time there will be the need to consider action under two different University procedures. For example, a student might wish to appeal against a charge of an academic integrity offence under the Students' Handbook of Regulations and may also make a related complaint that would be considered under this procedure. Rather than delay the academic misconduct defence until the complaint has been resolved, it is possible that, with the express agreement of all parties, the two interlinking matters can be considered together by invoking this complaints procedure, starting as usual with the informal approach under [Stage 1](#). If, however, the related complaint is considered to be of a serious nature by any of the parties, for example, disciplinary matters which should take precedence, the two actions must be considered separately. Should it not be clear which approach is the best for all parties; the matter should be referred to the Pro Vice-Chancellor (Teaching and Learning) whose decision will be final.

OPERATIONAL CONDITIONS

Anonymous Complaints

With reference to this procedure, such an investigation can only be effected satisfactorily if the investigator is able to collect all the background information. Clearly, this is not possible where the complaint is sent anonymously and so normally such complaints will not be considered.

Third Party Complaints

No investigation of a complaint made on behalf of a student will be undertaken unless a signed statement by the student is forwarded to Registry which must not be via email. This includes complaints made by the parent or spouse of the student concerned. See also [Complaints made by students under the age of 18](#) below.

Group Complaints

Students wishing to submit a group complaint must nominate one student to communicate with the University on behalf of the group. The complaint form must be signed by the nominated person and a sheet attached to the complaint form containing the names and signatures of the complainants within the group. The evidence submitted to support the complaint must be agreed with the group and included with the complaint form. No additional evidence will be accepted once the complaint has been submitted.

Complaints to the Vice-Chancellor and Other Senior Members of Staff

Should the Vice-Chancellor's Office or the Office of any Senior Manager receive a complaint, it will be acknowledged and referred to the Head of Registry who will ensure that it enters the procedure at the appropriate point. If no substantive attempt has been made by the complainant to resolve the complaint locally using the informal procedure as outlined in [Stage 1](#) below, the complainant will be advised to take up the issues raised with a Student Conciliator, or Head of Department or Dean as appropriate dependent on the nature of the complaint.

Vexatious or Malicious Complaints

The University may consider invoking the disciplinary procedures under the Student Handbook of Regulations, Section 8, in those cases where complaints are found to be vexatious or malicious. A vexatious or malicious complaint is defined as a complaint which is trivial or untrue, having been put forward so as to abuse the process of the complaints procedure or, for example, to attempt to defame the name or character of another person.

Complaints made by Students under the age of 18

If a complaint is made under the formal procedure by a student who is under the age of 18, unless it is the student's express wish that this should not be done, the University will notify the parents or guardians of the student in writing, and keep them informed of the progress of the complaint. The University will permit the parents or guardians of the student to act on their behalf during the process, provided the student has confirmed agreement in writing beforehand.

Complaints made against a specific member(s) of Staff (Academic and Supporting Roles)

It has been recognised that members of staff about whom a complaint is made, may be somewhat anxious upon hearing about the complaint whether or not it is justified. It is the University's duty to ensure that its staff are also treated fairly throughout the process, and to that end:

- a. A member of staff has the right to be supported by his/her line manager or a trade union representative throughout the process. If the line manager is also involved in the complaint, then the respective Dean/Director or Head of Service will take the lead in providing that support.
- b. Such members of staff will be advised at the outset of any complaint.
- c. A member of staff shall have the right to reply to any such complaint at any stage in the process.
- d. A member of staff shall have the right of access to any documentary evidence presented as part of or in support of any such complaint.

However, if any complaint made against a member of staff under this procedure is of a disciplinary nature or should in the view of the Pro Vice-Chancellor (Teaching and Learning) be investigated under the University's disciplinary procedures then the complaints procedure will be suspended immediately until the disciplinary matter has been concluded. If a case is considered sufficiently serious or is proven against a member of staff this will be referred to the University's Human Resources to determine the requirement for further investigation under the formal staff procedures.

Complaints Made Against Staff in Partner Agencies

If a complaint is received about a student's placement, the University will work with the placement provider **to attempt to resolve the complaint by mutual consultation and negotiation**, which may be achieved through the placement provider's own staffing procedures where the student is employed by the placement provider.

It is likely, in dealing with a complaint regarding a member of staff at the placement provider, that similar principles to those set out at paragraph 4.7 above will be applied by the provider in respect of the support available to the member of staff that is the subject of the complaint. The information and evidence regarding the subject matter of the complaint that is received by the University will be provided to the placement provider and to that member of staff.

CHANGES TO POLICIES OR PROCEDURES

The complaints procedure may not be appropriate if the complaint concerns the process or content of an established University policy or procedure relating to an Academic or Service Department. Issues of this nature should instead be channelled through the Dean/Director or Head of the Academic or Service Department or through course, school and University committee structures as appropriate. Students wishing to receive advice on which procedure is appropriate should contact the Head of Registry, the Students' Union Advice Centre or a Student Conciliator.

ATTENDANCE AT THE COMPLAINT HEARING

The Head of Registry (or nominee) may postpone the hearing if the student, who has made the complaint, or a member(s) of staff to whom a complaint is directed, can show good reason for not being able to attend at the originally specified time. However, the failure or inability of a student or member(s) of staff to attend the re-arranged meeting will not preclude the panel from reaching a decision.

REIMBURSEMENT OF OUT OF POCKET EXPENSES

If a complaint is upheld, the University will meet reasonable out of pocket expenses within the UK connected with the formal stage of the procedure, on production of receipts; this may include travel and subsistence costs in connection with the student's attendance at a complaint hearing.

TIMING OF ALL COMMUNICATIONS

To ensure that all complaints are dealt with as promptly as possible, both the University and the complainant will respond to all correspondence within the number of days prescribed within the procedure. The University reserves the right to make reasonable extensions during vacation periods.

MONITORING, EVALUATION AND REVIEW

The Head of Registry will oversee the tracking of complaints progressed through the procedure in consultation with the Dean, Director or Head of Service and will ensure that records show the nature of the complaint, how it was dealt with, the time taken for each

STUDENTS' HANDBOOK OF REGULATIONS

part and the outcome. All data held will be monitored in accordance with the University's Equal Opportunities and Diversity Policy and reported on an annual basis to the University Teaching and Learning Committee and the University Research Committee. This report will identify any issues that need prompt attention.

COMPLAINTS PROCEDURE FOR STUDENTS

The procedure is divided into three parts: Stage 1 which emphasises resolution at the 'local' point where the complaint arose; Stage 2, which involves the Head of Registry as manager and facilitator of the procedure, and Stage 3 which is a request to the PVC for a review of the decision made at Stage 2. The role of the Head of Registry is to ensure that the formal procedure is operated according to these procedures and with regard to the set timescales aimed at resolving complaints within Part I and Part II as quickly as possible.

Stage 1 Local Resolution

Students are advised to seek help from the Students' Union Advice and Information Centre and/or the School Student Conciliator who have experience of dealing with complaints. At all stages of the complaints procedure the student may be accompanied by a Students' Union representative or the student representative for her/his course. Alternatively, the matter can be brought to the attention of the member of staff by the student representative for the course if it involves an issue of general rather than personal concern.

The student should in most cases seek to resolve the issue by discussing it with the member of staff concerned or a School Student Conciliator. Every effort will be made to resolve the matter at this stage and all parties should seek to find a mutually satisfactory resolution. If the complaint relates to a Head of Department and direct resolution is not appropriate/ successful the matter should be raised with the Dean, Director or Head of Service.

If the matter cannot be resolved at this stage the student should complete Boxes A and B of the Student Complaint Form:
http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulation_sandpolicies/studentregulations/section8_complaints_form. The complainant should set out full details of her/his complaint. The form of resolution or redress sought should also be clearly indicated in Box B. The student should note this statement of complaint cannot be extended at a later date. This should be submitted to the Head of Department who will meet with all parties and make every effort to broker a mutually satisfactory resolution. If the complaint relates to the Head of Department and direct resolution is not appropriate/successful the complaint form should be referred to the Dean/Director or Head of Service.

Every effort will be made to resolve matters in a timely manner and the student will receive a full response from the School within 20 working days. The University reserves the right to make a reasonable extension to this timescale during student vacation periods.

Stage 2 Registry

If the student does not consider the complaint to have been resolved by the response to Stage 1, he/she may invoke Stage 2 by completing the Student Complaint Form, Boxes C and D:

http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulation_sandpolicies/studentregulations/section8_complaints_form and submit it to the Head of Registry within 10 working days from the date of the final response to Stage 1.

The form should detail why it is necessary for the issue to be taken to Stage 2 and what has been done by the student to make a serious attempt at resolving the matter with the School/Service. It will be expected by all parties concerned that the matter will not be taken forward on a formal basis unless there is an indication that at least one meeting has been held with the Student Conciliator and Head of Department/Dean/Director or Head of Service. The Head of Registry will acknowledge receipt of the complaint form within 5 working days. Advice on the completion of the complaint form can also be obtained from the Registry or the Students' Union Advice Centre.

The Head of Registry will attempt resolution at this stage either by correspondence between the parties, negotiation with the Head of Department/Dean/Director or Head of Service or other senior members of staff, or facilitation of a conciliation or mediation meeting between the student(s) concerned and the Department/member(s) of staff against whom a complaint is made or convene a formal complaint hearing. The circumstances of the complaint will dictate which of these methods is considered most likely to result in a resolution of the complaint. Should a complaint concern services within the Registry or the work of the Head of Registry, the Pro Vice-Chancellor for Teaching and Learning will assign a senior manager to oversee the formal procedure.

It is anticipated that Stage 2 would normally be completed, with the outcome in writing from the Head of Registry, within 2 calendar months of the receipt date of the completed Student Complaint Form. The University reserves the right to make a reasonable extension during vacation periods. The Head of Registry will keep all parties informed of any delay in proceedings, if applicable.

Should a complaint hearing be appropriate, it will be chaired by the Pro Vice-Chancellor for Teaching and Learning (or nominee). A Complaints Panel will be convened, consisting of one other member of academic or support staff, drawn from academic or service departments unrelated to the complaint and a representative from the Students' Union. The Head of Registry (or nominee) will act as technical adviser and note-taker to the Panel. The Department may be represented by up to two members. Notes for Guidance on the conduct of a complaint hearing can be found at the end of this section.

The Complaints Panel shall meet, normally within 20 working days (excluding University vacations) of the referral from Stage 1, and communicate its conclusions to the student and the Department within 10 working days. The Head of Registry will explain reasons for any necessary extension of the timescale, for example, if an adjournment in the proceedings is necessary.

Stage 3 Request for Review

If the student does not consider the complaint to have been resolved by the response to Stage 2, he/she may apply to invoke Stage 3 for a review of the decision. The request should be made in writing, within 10 working days from the date of the notification of the outcome of the correspondence, negotiation or meeting referred to in Stage 2. The request should be addressed to the Head of Registry outlining why the outcome of Stage 2 does not resolve the complaint. New evidence cannot be introduced at this point.

STUDENTS' HANDBOOK OF REGULATIONS

If, at Stage 2 a complaint hearing had not been convened, taking into account the substance of the complaint, the Pro Vice-Chancellor for Teaching and Learning will then review the case and a decision will be made about the appropriateness of the matter being referred to a complaint hearing. The decision of the Pro Vice-Chancellor will be final. If a complaint hearing is not to be held, the student will be advised in writing within 20 working days of the receipt of the appeal request, giving the reason(s) for not taking the matter forward and a Completion of Procedures letter will be issued. In complaints where exceptionally it is considered by the Pro Vice-Chancellor for Teaching and Learning that it is appropriate that further effort be made to resolve the matter under Stage 2 he/she may refer the case back to the Head of Registry to mediate with all the parties.

Should a complaint hearing be appropriate, it will be chaired by the Pro Vice-Chancellor (or nominee). A Panel will be convened, consisting of one other member of academic or support staff, drawn from academic or service departments unrelated to the complaint and a representative from the Students' Union. The Head of Registry (or nominee) will act as technical adviser and note-taker to the Panel. The Department may be represented by up to two members. Notes for Guidance on the conduct of a complaint hearing can be found at the end of this section.

The Complaints Panel shall meet, normally within 20 working days (excluding University vacations) of the referral from Stage 2, and communicate its conclusions to the student and the Department within 20 working days from the meeting of the panel. The Head of Registry will explain reasons for any necessary extension of the timescale, for example, if an adjournment in the proceedings is necessary. The decision of the Complaints Panel is final and not subject to appeal.

Outcomes of the complaints procedure

On completion of the process, the complainant and any person, whether staff or student, complained against will have the outcomes conveyed to them simultaneously. For the student, the Head of Registry will communicate the response and issue a Completion of Procedures letter. In the case of an individual member of staff, this will be through their respective Dean/Director or Head of Service. The response will be in a form appropriate to the level of the procedure at which the complaint is dealt with and accordingly a written or verbal acknowledgement will be made within 10 working days and a full response within 20 working days. The University reserves the right to make a reasonable extension during vacation periods.

Should a complaint be upheld, the Chair of the Complaints Panel may make recommendations to the Dean/Director or Head of the Academic or Service Department.

Recommendations may also be made to University committees in respect of quality assurance procedures or policies.

If a complaint is not upheld, the complainant will be informed in writing with reasons for its rejection. Any conclusions and recommendations on how the matter can be remedied and to prevent such an occurrence in the future will also be communicated in writing by the Head of Registry to the complainant and the Dean/Director/Head of the Academic or Service Department.

A report on each case which comes before the Complaints Panel will be prepared by the Head of Registry or nominee for the Pro Vice-Chancellor for Teaching and Learning, to

STUDENTS' HANDBOOK OF REGULATIONS

assist in monitoring the effectiveness of the complaints procedure and to identify relevant quality assurance issues. A follow-up after 6 months will be made by the Head of Registry to verify that any proposed new arrangements have been introduced, a report of which will also be sent to the Pro Vice-Chancellor for Teaching and Learning.

Independent review of student complaints

The Office of the Independent Adjudicator (OIA) provides an independent scheme for the review of student complaints to current students of the University. If a complaint is not upheld, the complainant can ask the OIA to review the complaint. The OIA will not consider a complaint if:

- a. it relates to Admissions;
- b. it relates to a matter of academic judgement;
- c. student employment;
- d. matters which have already been considered by a court or tribunal and where the proceedings have been concluded;
- e. matters which are being considered by a court or tribunal where the proceedings have not been stayed;
- f. matters which we consider have not materially affected the complainant as a student;
- g. Matters which the OIA has already dealt with.

For further information on the scheme:

- a. write to the Head of Registry, CSB Level 9 at the University
- b. see Office of the Independent Adjudicator on the Registry website:
<http://www.hud.ac.uk/registry/a-zsitelisting/#O>
- c. see the OIA website on <http://www.oiahe.org.uk>

Training and awareness

The Registry will organise activities to raise awareness of the complaints procedure and how it is to be used amongst the student body. The Head of Registry will also provide support and guidance for departments in handling complaints and resolving them as closely as possible to their point of origin.

This policy will be reviewed on a regular basis.

STUDENT COMPLAINT FORM

This form is in two sections. Boxes A and B should be completed when attempting to resolve a complaint at Stage 1 via the School or Service department. This section must be completed before referral to the School/Service and Registry.

Boxes C and D should be completed if the student does not consider the complaint to have been resolved by the response to Stage 1 via the School or Service department and should be sent to the Head of Registry.

Advice on completion of the form can also be obtained from the Students' Union Advice Centre.

COMPLETE IN BLOCK CAPITALS OR TYPE

Personal Details

Full Name:.....Enrolment No:.....

Course and year:

Address for correspondence in connection with the complaint:

.....
.....
.....

Postcode:..... Telephone/Mobile number:.....

Email:

STAGE 1

BOX A: Details of complaint, including dates of actions and any supporting evidence for example; any correspondence, Extenuating Circumstances forms (please use additional sheets if necessary):

BOX B: Please indicate what outcome or further action you are expecting:

Note: this cannot be added to at a later date

STUDENTS' HANDBOOK OF REGULATIONS

STAGE 2

To be completed if the student does not consider the complaint to have been resolved by the response to Stage 1 of the procedure via the School or Service department

BOX C: Please explain why you are unsatisfied with the response you have received:

BOX D: Please explain here what steps you have taken, together with dates and supporting evidence, to resolve your complaint locally (as per Stage 1 of the procedure):

As part of the investigation of your complaint, any members of staff mentioned, for example, the course team will be made aware of the complaint, as will the Dean/Director/Head of the Academic or Service Department involved.

Declaration

I declare that the information given in this form is true, and that I am willing to answer further questions relating to it if necessary.

Signed:..... Date:.....

NOTES FOR GUIDANCE ON THE CONDUCT OF A COMPLAINT HEARING

(to be provided to all parties)

1. Purpose

- 1.1 The purpose of the Complaint Hearing shall be to hear both the complaint and the response. Taking into account previous attempts to resolve issues, the Panel shall determine whether the student's complaint is justified and whether the Department/member(s) of staff has provided a reasonable response or resolution.

2. Process

- 2.1 A Complaint Hearing may be convened by the Head of Registry following a request in writing by the student who has brought the complaint, as Stage 2 of the complaints procedure.
- 2.2 Membership of the Panel, which shall be determined by the Head of Registry in consultation with senior colleagues, shall consist of a Dean, Director or Head of Department as Chair, one other member of staff and a representative of the Students' Union. The Chair and staff members shall be drawn from outside the Department involved in the complaint and may be academic or support staff, depending on the nature of the complaint. The Head of Registry shall act in the capacity of technical adviser and note-taker to the Panel.

3. Documentation

- 3.1 The Panel will have access to all previous documentation in connection with the complaint. In addition, the complainant and the Department/member(s) of staff are each asked to produce an A4 synopsis in Arial 12, single line spacing, of their case for distribution to the Panel and the other party, together with statements from any witnesses pertinent to the case. The synopsis must be in Registry 5 working days prior to the hearing. No additional documents may be tabled at the hearing.

4. Witnesses

- 4.1 If the student wishes to supply witness statements, it is the responsibility of the student to supply the witness statements and to ensure that any witnesses are informed of the date of the hearing and that they are available to attend. The student should also inform the Head of Registry of any witnesses he/she wishes to call. Students should be advised that the names of service users or any other means of identifying services users should not be included in their statement or those of their witnesses. Any details identified in documents received from the student will be removed prior to the hearing.
- 4.2 Vulnerable persons will not normally be asked to produce statements or attend the hearing. For example students who fear intimidation, harassment or other reasonable fear of reprisal may request via the Registry that their names and addresses be removed from any statements provided to the hearing and the student.

- 4.3 The evidence provided to hearings may be oral or in writing. It is expected that anyone wishing their evidence to be heard would attend a hearing. In the event that a person having provided evidence does not wish to attend a hearing, any statement submitted must be signed and dated. In these circumstances panels must give due consideration to the fact that the witness has not been present to respond to questioning.

5 Order of Proceedings

5.1 The Order of Proceedings is as follows:

- i) Introduction of those present – noting that, at the discretion of the Chair of the Panel, not everyone involved in the process need be present for the duration of the hearing.
- ii) The Chair outlines the purpose of the complaint hearing and explains the format of the hearing.
- iii) Confirmation of the documents.
- iv) Complainant presentation.
- v) Opportunity to question complainant's presentation by Panel and Department/member(s) of staff.
- vi) Department/member(s) of staff presentation.
- vii) Opportunity to question Department/member(s) of staff presentation by Panel and complainant.
- viii) If appropriate the witness for the complainant joins the hearing to give evidence and leaves the hearing following any questions from the panel/student.
- ix) If appropriate the witness for the Department/member(s) of staff joins the hearing to give evidence and leaves the hearing following any questions from the panel/student.
- x) Complainant summing up.
New evidence is not admissible at this time.
- xi) Department/member(s) of staff summing up.
New evidence is not admissible at this time.
- xii) Adjournment - Chair and Panel to consider the submission in private
Either side may be required to be available to provide further information or clarification of matters to the Panel.

6. Conclusions and Recommendations

- 6.1 Should the Panel uphold the complaint, it may make any recommendations which it sees fit to the Department.
- 6.2 Recommendations may also be made to University committees.
- 6.3 It may be determined that the Department or member(s) of staff has no case to answer and acted reasonably during the earlier part of the complaints procedure.
- 6.4 Any conclusions and recommendations will be communicated in writing to the complainant and the appropriate Dean/Director/Head of Service simultaneously. In the case of a student, the Head of Registry will communicate the response. Where the complaint involves individual members of staff, the Dean/Director/Head of Service will personally report the findings to those members.

SECTION 12: REGULATIONS GOVERNING THE USE OF COMPUTING FACILITIES

The aim of these regulations is to help ensure that the University computing facilities can be used safely, lawfully and equitably.

The issues covered by these regulations are complex and you are strongly urged to read the accompanying guidance document, available at <https://www.hud.ac.uk/staff/it/policy/regulationguidance/>

This gives more detailed information that you will find useful. Any user still in doubt regarding their use of the University computing facilities must seek further advice from IT Support before proceeding (email: itsupport@hud.ac.uk; tel: 01484 473737).

DEFINITIONS

Appropriate authority refers to the Director of Computing and Library Services in respect of the general computing facilities and to the Dean of School or Director or Head of Service in respect of specific computing facilities.

Computing facilities includes:

1. IT hardware that the University provides, such as PCs, laptops, tablets, smart phones and printers;
2. Software that the University provides, such as operating systems, office application software, web browsers etc. It also includes software that the institution has arranged for you to have access to, for example special deals for students on commercial application packages;
3. Data that the University provides, or arranges access to. This might include online journals, data sets or citation databases;
4. Access to the network provided or arranged by the institution. This would cover, for example, network connections on-campus, Wi-Fi, or connectivity to the internet from University PCs;
5. Online services arranged by the University such as Office 365 and Google Apps, JSTOR, or any of the Jisc online resources; and
6. IT credentials.

General computing facilities refers to computing facilities provided or arranged by Computing and Library Services.

IT refers to 'information technology', the common term used to refer to anything related to computing technology, such as hardware, software, networking, the internet or computing services and support.

IT credentials means the use of your University login, or any other token (email address, smartcard, dongle) issued by the University to identify yourself when using the University computing facilities. For example, you may be able to use drop-in facilities or Wi-Fi connectivity at other institutions using your usual username and password through the

STUDENTS' HANDBOOK OF REGULATIONS

eduroam system. While doing so, you are subject to the Computing Regulations, as well as the regulations at the institution you are visiting.

Specific computing facilities refers to computing facilities provided or arranged and networks managed by a school or service.

University computing facilities means the general computing facilities and the specific computing facilities.

SCOPE

These regulations apply to anyone using the University computing facilities. Every effort is made to ensure that University computing facilities are available in accordance with times published on notice boards and on web pages. In general, services like e-mail and web access are always available. However, the means of delivery might not be, depending on opening hours and the reliability of hardware and software. Occasionally, University computing facilities are unavailable because of system maintenance and upgrades; in such cases users will be informed in advance whenever possible.

Unless specific arrangements have been made, data is periodically removed under standard procedures carried out by system managers, for example at the end of a University session. Users must make themselves familiar with the arrangements in force regarding any data they store on University computing facilities.

Except as may be required by law, the University accepts no liability for any direct, indirect or consequential loss, including loss of profits, damage, costs or expenses arising from, or relating to, acts or omissions of users of the University computing facilities, their guests, members of the public or intruders; neither does the University accept any liability for any consequences arising out of the unavailability of University computing facilities and related services, or loss of data, no matter how caused.

GOVERNANCE

When using University computing facilities, you remain subject to the same laws and regulations as in the physical world.

It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct.

When accessing services from another jurisdiction, you must abide by all relevant local laws, as well as those applicable to the location of the service.

You are bound by the University's general policies and regulations when using the University computing facilities, available at <http://www.hud.ac.uk/services/vco/policiesandprocedures/>

You must abide by the regulations applicable to any other organisation whose services you access such as Janet, Eduserv and Jisc Collections.

STUDENTS' HANDBOOK OF REGULATIONS

When using services via eduroam, you are subject to both the regulations of the University and the institution where you are accessing services.

Some software licences procured by the University will set out obligations for the user – these should be adhered to. If you use any software or resources covered by a Chest agreement, you are deemed to have accepted the Eduserv User Acknowledgement of Third Party Rights. (See accompanying guidance for more detail.)

Breach of any applicable law or third party regulation will be regarded as a breach of these computing regulations.

AUTHORITY

Authority relating to general computing facilities lies with the Director of Computing and Library Services. Authority relating to specific computing facilities lies with the appropriate dean, director or head of service. These people are responsible for their interpretation and enforcement, and they may also delegate such authority to other people.

You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal using the Complaints Procedure outlined at <https://www.hud.ac.uk/it/contact/>.

Persons who are not students or employees of the University may be authorised to use University computing facilities at the absolute and sole discretion of the appropriate authority. Those who arrange access on behalf of persons who are not students or employees must ensure that they are made aware of these regulations prior to access being authorised and that they can be individually identified.

INTENDED USE

The University computing facilities are provided for use in furtherance of the mission of the University; for example to support a course of study, research or in connection with your employment by the University.

Use of the University computing facilities for personal activities (provided that it does not infringe any of the regulations, and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point. Individuals using the University computing facilities for commercial purposes do so at their own risk.

Use of the University computing facilities for non-institutional commercial purposes or for personal gain requires the explicit approval of the appropriate authority and can be revoked at any time. The University reserves the right to levy charges in accordance with University policies.

Use of certain licences is only permitted for academic use and where applicable to the code of conduct published by the Combined Higher Education Software Team (CHEST) <http://www.eduserv.ac.uk/services/Chest-Agreements>. See the accompanying guidance for further details.

The University is under a duty to prevent extremism under the Counter-Terrorism and Security Act 2015. It has a zero-tolerance approach to acts which could incite or promote

terrorist activity including, but not limited to, accessing websites that might be associated with extreme or terrorist organisations and which could attract criminal liability.

IDENTITY

You must take all reasonable precautions to safeguard any IT credentials (for example a username and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your IT credentials. No-one has the authority to ask you for your password, and you must not disclose it to anyone.

You must not attempt to obtain or use anyone else's credentials.

You must not impersonate someone else or otherwise disguise your identity when using the IT facilities.

You must be prepared to identify yourself to members of staff on duty in order to help protect the integrity of the University computing facilities. Campus cards must be carried at all times when using the University computing facilities.

INFRASTRUCTURE

You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval:

1. Damaging, reconfiguring or moving equipment;
2. Loading software on the University's equipment other than in approved circumstances;
3. Reconfiguring or connecting equipment to the network other than by approved methods;
4. Setting up servers or services on the network;
5. Deliberately or recklessly introducing malware;
6. Attempting to disrupt or circumvent IT security measures.

INFORMATION

If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe the University's Data Protection and Information Security policies and guidance, available at <http://www.hud.ac.uk/informationgovernance/> particularly with regard to removable media, mobile, and privately owned devices.

If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe the University's Data Protection and Information Security policies and guidance, available at <http://www.hud.ac.uk/informationgovernance/> particularly with regard to removable media, mobile, and privately owned devices.

Sensitive or confidential information should only be kept in a cloud storage service that is approved by the University and a Privacy Impact Assessment must be carried out before any such approval is given.

You must not infringe copyright, or break the terms of licences for software or other material.

You must not attempt to access, delete, modify or disclose information belonging to other people without their permission, or explicit approval from the appropriate authority.

You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory. The University has procedures to approve and manage valid activities involving such material; please refer to the relevant school committee.

You must abide by any University guidelines when using the University computing facilities to publish information.

BEHAVIOUR

Real world standards of behaviour apply online and on social networking platforms, such as Facebook, Blogger and Twitter.

You must not cause needless offence, concern or annoyance to others.

You should also adhere to the University's social media policy. Guidance for students is available at

http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationandpolicies/policiesandguidance/Social_Networking_Policy.pdf and guidance for staff is available at <http://hr.hud.ac.uk/downloads/policies/pdf/1000311.pdf>.

You must not send spam (unsolicited bulk email).

You must not recklessly consume excessive IT resources such as processing power, bandwidth or consumables.

You must not use the University computing facilities in a way that interferes with others' valid use of them.

You must abide by any local regulations concerning eating or drinking in open access University computing facilities.

MONITORING

The University monitors and records the use of the University computing facilities including for the purposes of:

1. The effective and efficient planning and operation of the University computing facilities;
2. Detection and prevention of infringement of these regulations;
3. Investigation of alleged misconduct.

The University will comply with lawful requests for information from government and law enforcement agencies.

You must not attempt to monitor the use of the computing facilities without explicit approval from the appropriate authority.

INFRINGEMENT

Infringing these regulations may result in sanctions under the University's disciplinary procedures. Penalties may include withdrawal of services and/or fines. Offending material will be taken down.

Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached.

The University reserves the right to recover from you any costs incurred as a result of your infringement.

You must inform the appropriate authority or a member of staff in Computing and Library Services if you become aware of any infringement of these regulations.

SECTION 13: REGULATIONS GOVERNING THE USE OF THE UNIVERSITY LIBRARY SERVICES

It is the aim of these regulations to help all those who use the University library services to fully exploit the resources for teaching, learning and research.

ACCESS AND MEMBERSHIP

Access to all library and information services is dependent on compliance with the regulations.

Membership is open without charge to all staff and students currently employed by, or registered at the University, and to affiliates of the University.

Borrowing by members of another institution is limited to the terms of a formal agreement with the institution concerned, or the terms of any more general reciprocal borrowing agreement to which Computing and Library Services is a signatory.

Members of the general public may use the Library for reference purposes, but may not use databases supplied under licence for educational purposes or borrow books, except as permitted under the Public Membership scheme.

Anyone may use the University Archives for reference purposes according to the regulations for using archives published on the [Heritage Quay](#) website.

OPENING HOURS

Hours of opening and closing are posted at the entrance to the Library and also published on the [Computing and Library Services](#) web site.

The University Archives are housed within Heritage Quay. Opening hours for the exhibition spaces and for the search room are published on the [Heritage Quay](#) website.

ARRANGEMENTS FOR BORROWING

Staff and student members must obtain a University Campus card, which they must carry at all times, and which must be used in order to gain admission to the Library. The card must be shown to Computing and Library Services' staff if requested. University Campus cards are not transferable and the cardholder is responsible for all items borrowed against the card.

Student members of the University of Huddersfield should notify Computing and Library Services and the Admissions and Records Office of any change of name and/or address.

Applications for membership from people who are neither staff, students nor affiliates of the University of Huddersfield must complete a registration form in order to obtain access. Such members must notify Computing and Library Services of any change of name and/or address.

STUDENTS' HANDBOOK OF REGULATIONS

Lost or stolen cards should be reported to Computing and Library Services immediately to prevent fraudulent use. Student members of the University of Huddersfield will be provided with a replacement Campus card upon payment of the appropriate fee. Public members will be provided with a replacement library card by Computing and Library Services upon payment of £10.00.

The borrowing entitlement varies according to student, postgraduate, research or staff status. The entitlement will be publicised on the [Computing and Library Services](#) web site and through other means as appropriate.

The borrowing entitlement of Affiliate members, i.e. members who are not students or staff of the University of Huddersfield, varies. New members will be informed of their entitlement upon registration.

Items may be renewed for a further period if not required by another reader.

Student members are required to return all items on loan to them before the end of their course.

Journals and reference materials may not be borrowed.

A senior member of Computing and Library Services staff may permit items not otherwise for loan to be borrowed.

Fines will be charged in accordance with the advertised scale of charges. If, despite written requests for its return, an item remains outstanding, the member concerned will, additionally, be required to pay the cost of replacement.

A member must pay the replacement cost of any item borrowed against his/her card which is lost, stolen (or otherwise irrecoverable) or is damaged.

Items not accessible from the Library's own resources may be requested via the Inter-Library Loan service. Handling charges are made for this service and members will also be required to observe the terms and conditions relating to Inter-Library Loans which are outlined in a separate leaflet.

CONDUCT, SECURITY AND SAFETY

Users must act with courtesy and consideration for other users and for Computing and Library Services' staff at all times. Computing and Library Services has a policy of Zero Tolerance towards aggressive or anti-social behaviour.

Users must comply with the requirements of the designated areas including Heritage Quay for silent study and quiet group study.

The reservation of computer workstations or study spaces is not permitted except in accordance with any authorised booking system that may be in operation.

All mobile phones must either be switched off or switched to "silent" mode. Conversations on mobile phones may only be held in designated areas; text messaging is permitted throughout the Library.

STUDENTS' HANDBOOK OF REGULATIONS

The use of personal music players or similar devices is permissible providing they do not disturb others.

Smoking is strictly prohibited. Food and hot drinks may only be consumed in designated areas. Water and cold drinks may be consumed throughout the Library providing they are in bottles or lidded containers.

Personal possessions that are left unattended in the Library for more than one hour will be removed.

No book or other item of University property may be removed from Computing and Library Services without the knowledge and consent of staff designated by the Director of Computing and Library Services. Such staff have the authority to search bags being taken through the exits to satisfy themselves that this rule is being observed. However the right to search will only be invoked if the electronic security system normally used is unavailable or if staff have reasonable grounds to suspect an infringement.

No book or other item of University property may be damaged in any way. Users will be required to pay for damage to University property.

Users must not prejudice the University's legal obligations, particularly with regard to Copyright (e.g. photocopying), Data Protection (e.g. access to and use of information held in computer storage) and off-air recordings (all off-air broadcasts are to be used for educational purposes only). Users must comply with the directions of staff in these matters and seek their advice when in doubt.

Members must not divulge any usernames or passwords that are assigned to enable access to University computing systems and electronic resources.

In accordance with the University's Health and Safety Policy, all users must co-operate by taking proper care of the health and safety of themselves and others. Occupants must follow any directions of staff in the event of an evacuation or other emergency. Any accident or hazardous situation must be immediately reported to a member of staff.

Equipment such as laptop computers may be brought into the Library. Users must ensure the equipment is in good working condition, and does not pose any health and safety hazards e.g. through trailing cables. Computing and Library Services staff have the authority to require users to remove any equipment which may cause a hazard to other users, or which may interfere with the University electricity supply or computer networks.

INFRINGEMENT OF REGULATIONS

In the event of any infringement of these regulations the Director of Computing and Library Services, or other designated member of staff is empowered:

- a) to require an individual to leave the premises
- b) to suspend the borrowing rights of an individual
- c) to refuse access to the Library
- d) to disable an individual's computer account

In the event that outstanding charges remain unpaid, any withdrawn privileges will not be

restored until the debt is cleared.

In the event of an infringement which is sufficiently serious, an initial investigation will be conducted, which must include an opportunity for the user to make representations. The Director of Computing and Library Services, or other designated member of staff is empowered to restore privileges, or to withdraw them, or to impose new conditions of use more restrictive than the regulations. The period of withdrawal will not exceed 10 working days unless formal disciplinary procedures are commenced but new conditions of use could be imposed until the end of an academic session. Furthermore, the Director of Computing and Library Services may report a student to the dean of their school and a member of staff may be reported to their line manager via Human Resources.

In the event of an infringement by a student which is sufficiently serious, formal University Student Disciplinary Procedures will be invoked as detailed in the relevant handbook.

In the event of an infringement by a member of the University staff which is sufficiently serious, formal University Staff Disciplinary Procedures will be invoked as detailed in the relevant handbook.

In the event of an infringement by a member of the general public or an affiliate, a report will be made to the Director of Computing and Library Services and may be referred to the Vice-Chancellor.

If a formal warning is the result, any further infringement may lead to escalation of the disciplinary procedures.

Criminal acts may be reported to the police; this would be undertaken via the Vice-Chancellor's Office.

APPENDIX 1: SECTION F: THE ASSESSMENT OF STUDENTS ON COURSES OF STUDY

F.1 GENERAL PRINCIPLES

F1.1 Course outcomes

The purpose of assessment is to enable students to demonstrate that they have addressed the learning outcomes of the course of study and achieved the standard required for the award they seek. All courses of study are subject to regulations which relate the assessment requirements of the course to its learning outcomes, and it is within these assessment regulations that examiners make their judgements on student performance.

F1.2 Grading scales

The following module grading scales and award classification bands shall apply in connection with the grading of modules and the determination of award classifications:

		Undergraduate modules			Postgraduate modules				
		Honours awards		Non-Honours awards		Pre-2016 course entry		Post-2016 course entry	
Pass		40%		40%		40%		50%	
Refer		0-39%		0-39%		30-39%		35-49%	
Module Grading Bands									
	A	70% +	A	70% +	A	70% +	A	70% +	
	B	60-69%	B	60-69%	B	60-69%	B	60-69%	
	C	50-59%	C	50-59%	C	50-59%	C	50-59%	
	D	40-49%	D	40-49%	D	40-49%	R***	35-49%	
	R/F*	0-39%	R/F*	0-39%	R/F**	30-39%	F***	0-49%	
					F**	0-39%			
Award Classification Bands									
	1	69.5%	Distinction	69.5%	Distinction	69.5%	Distinction	69.5%	
	2:1	59.5%	Merit	59.5%	Merit	59.5%	Merit	59.5%	
	2:2	49.5%	Pass	40%	Pass	40%	Pass	50%	
	3	40%							

* Initial CAB consideration allows referral between 0% and 39%
CAB consideration following referral will conclude fail between 0 and 39%

** Initial CAB consideration allows referral between 30% and 39%
CAB consideration following referral will conclude fail between 0 and 39%

*** Initial CAB consideration allows referral between 35% and 49%
CAB consideration following referral will conclude fail between 0 and 49%

F1.3 Confirmation of standard

Assessment must reflect the achievement of the individual student in addressing course learning outcomes, and at the same time relate that achievement to a consistent national standard of awards. It must therefore be carried out by competent and impartial examiners, and by methods which enable them to assess students fairly. In order to achieve this end, External Examiners must be associated with all assessments which may count towards an award; their particular role is to ensure that the standard of awards is maintained.

F1.4 Examiners' judgement

Assessment is a matter of judgement, not simply of computation. Marks, grades and percentages are not absolute values but symbols used by examiners to communicate their judgement of different aspects of a student's work, in order to provide information on which the final decision on a student's fulfilment of course learning outcomes may be based. It is particularly important for students to understand the nature of examiners' discretion and judgement when details of individual marks are available to them.

Within the constraints imposed by the requirements of [F1](#) and subject to guidance issued by the Senate, examiners have discretion in reaching decisions on the awards to be recommended for individual candidates. They are responsible for interpreting the assessment regulations for the course if any difficulties arise, and their academic judgements cannot, in themselves, be questioned or overturned.

F1.5 Moderation and Marking

The University believes that second or blind double marking is an example of best practice, but recognises that, for practical reasons, the single marking or the team marking of a piece of assessment will be the norm for the majority of scripts unless there are reasonable grounds, in the opinion of the course leader, for either second or blind double marking to take place.

In cases where a module of 40 credits or more is assessed by a single piece of assessment, unless the process has involved a model of collaborative marking, it is considered good practice to apply either second or blind double marking.

Moderation as outlined below should take place such that the assessment processes for the work of a minimum of 15% of the student cohort or 10 students (whichever is the greater but normally not more than 30 students) normally covering high, medium, low attainment and failed assessments should be made available to the External Examiner. It is expected that where multiple markers have been used across a cohort of submissions that the sample size normally includes assessments moderated by all markers who contributed.

A pro-forma for this moderation should be used and kept as evidence for the process having been undertaken.

F1.5.1 Moderation

For each delivery of a module, the module leader is required to ensure that it can be demonstrated that the assessment for that cohort has been subject to the appropriate moderation. This must include evidence that those responsible for moderation have confirmed their satisfaction with the standards and processes applied to the assessment of that delivery.

It is an activity which allows an academic not involved in the initial assessment to confirm that:

- a) the marking has been undertaken appropriately against the assessment criteria
- b) the marking was fair, valid and reliable
- c) appropriate feedback has been provided
- d) standards have been consistently and appropriately applied for the level of study being assessed.

It is not a further mark of the piece of work in question.

Disagreements with the standard applied are referred back to the initial marker for review. If the matter cannot be reconciled between the two, a separate sample is identified for moderation by a third member of academic staff.

F1.5.2 Single marking

Single Marking is an activity where a piece of assessment is marked in its entirety for the whole cohort by a single member of academic staff.

Work which has been single marked will still be subject to the moderation process.

F1.5.3 Team Marking

Team Marking is an activity where a piece of assessment is marked by a team of markers amongst whom responsibility for the marking of the assessment has been distributed. Team marking may refer to distribution by groupings of students (so that a member of academic staff marks the entire assessment for an identified subgroup of students) or by elements of the assessment (for example tutor A marks all of question 1 for all students while Tutor B marks all of question 2 for all students) – or a combination of the two.

Work which has been team marked will still be subject to the moderation process which should ensure that marked work from all markers is included in the sample to be moderated.

F1.5.4 Blind Double Marking

Blind Double Marking is an activity where two markers mark independently with no knowledge of the other's marks or comments. Discrepancies in the mark allocated are reconciled between the two markers after the initial marking is complete.

Work which has been double marked will still be subject to the moderation process.

F1.5.5 Second Marking

Second Marking is an activity where the second marker marks the work in full with sight of the first marker's marks/comments. Discrepancies in the mark allocated are reconciled between the two markers after the initial marking is complete.

Work which has been second marked will still be subject to the moderation process.

F1.5.6 Collaborative Marking

Collaborative Marking is an activity where an initial unconfirmed mark for a piece of assessment is reached through discussion between two or more markers.

Work which has been collaboratively marked will still be subject to the moderation process.

F1.5.7 Sight by an external examiner

A sampling of the assessment process of 15% or 10 students (whichever is the greater but normally not more than 30 students) normally covering high, medium and low attainment and failed assessments should be made available to the External Examiner. It is expected that where multiple markers have been used across a cohort of submissions that the sample size normally includes assessments moderated by all markers who contributed. A pro-forma for this moderation should be used and kept as evidence for the process having been undertaken. This applies irrespective of whether second or double marking has taken place.

For each delivery of a module at post-Foundation level, the module leader is required to ensure that it can be demonstrated that the assessment process for that cohort has been subject to appropriate scrutiny by an External Examiner. The purpose of engagement with the External Examiner is to allow him/her appropriate opportunity to confirm satisfaction with the standards and processes applied to the overall assessment of that delivery - the External Examiner has no responsibility to reach or review decisions on individual pieces of work.

Work presented for sight by the EE must have been part of the internal moderation sample. The role of the EE is not to mark or adjudicate on individual pieces of assessment; it is to confirm independently that processes have been followed with consistent application of standards that are typical of the sector as a whole.

F1.6 Information for students

The University will ensure that the assessment requirements for courses of study are made known to students. The assessment scheme of an individual course of study is subject to both institution-wide regulations and regulations specific to that course, and students will be made aware of the detailed requirements of both sets of regulations.

The University will make available to students information about the grounds on which they may request that Assessment Boards be asked to review their decisions and about the arrangements for dealing with any such requests.

F1.7 Responsibilities of students

It is the responsibility of students to attend examinations and submit work for assessment by the agreed submission date and to provide the examiners in advance of their meeting with any relevant information on personal circumstances which may have affected performance and which they wish the examiners to take into account. By attending the examination, a student is confirming that he or she is fit to undertake that examination.

If a student fails to attend examinations or submit work for assessment without good cause, the examiners have authority to deem the student to have failed the assessments concerned. The submission of work is receipted. In cases of dispute over submission, claims by students to have submitted work will only be considered in cases where the student provides a copy of the receipt to demonstrate submission.

Assessed work which is submitted late but within five working days of the agreed submission date will be accepted and the maximum mark available for that piece of assessment will be the standard pass mark for that piece of assessment. This facility does not apply to the submission of assessed work relating to Tutor Reassessment, referral or deferral requirements but does apply to previously agreed extended or renegotiated deadlines.

If a student fails, without good cause, to provide the examiners in advance of their meeting with information about any personal circumstances that may have affected performance in assessments, the Senate or other body authorised by it to consider appeals against an examiner's decision has authority to reject the appeal on those grounds.

If a student is found to have cheated or acted in a way which may have resulted in an unfair advantage, the Academic Integrity Officer, Deputy Academic Integrity Officer and the Academic Integrity Committee have authority to deem the student to have failed part or all of the assessments and the authority to determine whether or not the student shall be permitted to be reassessed.

F1.8 Extenuating Circumstances

Where a student has failed to secure a pass mark for the module(s) concerned, remedial action is to permit another attempt at the assessment(s) for which an EC claim has been approved. The results of this reassessment will be considered at the next scheduled Course Assessment Board.

Where the student has secured a pass in the module(s) concerned but has not submitted work for one or more element(s) of assessment (as defined in the module specification) for which an EC claim has been approved, remedial action for this/these element(s) of assessment is to permit another attempt at the assessment(s) concerned. The results of this reassessment will be considered at the next scheduled Course Assessment Board. No further discretion will be applied against this/these element(s) of assessment.

Where the student has secured a pass in the module(s) concerned and has submitted work for one or more element(s) of assessment (as defined in the module specification) for which an EC claim has been approved, remedial action for this/these element(s) of assessment will be for the Course Assessment Board to take the approved EC claim into account when deciding a candidate's classification in accordance with University

guidelines. Submission against an element of assessment includes either partial or full submission. No further attempts at this/these element(s) of assessment will be granted.

If a student suffers from a short-term illness or experiences serious personal difficulties which warrant a request for an extension of course work submission dates, he or she must submit a written request for such an extension as soon as possible and no later than two working days after the agreed submission date (other than in exceptional circumstances agreed by the Course Assessment Board). Extensions cannot be applied to deadlines set for Tutor Reassessment or work that has been formally referred or deferred by an Assessment Board.

Students who wish to claim that either

- a) failure to attend an examination, or
- b) failure to submit work by the agreed submission or extension date, or
- c) poor performance in any element of the coursework assessment

was due to illness or other extenuating circumstances must make such a claim in writing within five working days of the submission or examination date. The written claim must be submitted to the School Office of the School responsible for the course.

The claims that are submitted will first be considered by the Extenuating Circumstances Panel. That panel will consider the claims and submit its decisions to the Course Assessment Board.

F2 REGULATIONS GOVERNING ASSESSMENT IN THE CREDIT ACCUMULATION AND TRANSFER SCHEME (CATS)

F2.1 The award of credit

Candidates are awarded credit at an appropriate Course Assessment Board for each module that they pass, including a condoned pass. Where a student is an associate student and is not linked to a named course, Schools must make arrangements to assign responsibility for the award of credit to such students to an appropriate Course Assessment Board.

Candidates are not normally permitted to retake a module or component of assessment which they have passed with a view to obtaining a higher mark.

F2.2 Graded and non-graded modules

Each module must have the status either of being graded or of being non-graded.

All Honours level modules contributing to a classified award must be graded. A maximum of 40 Intermediate level credits may be ungraded. An exception to this rule will be permitted in the case of existing ungraded placement Intermediate level modules.

Candidates who obtain the minimum pass mark or more on a graded module will be deemed to have passed that module, unless additional criteria have been explicitly approved as part of the validated module specification. Candidates studying health or social work related modules with a professional practice component, and for which

Professional and Statutory Bodies have set a requirement that these be passed the following rule will apply:

- a) Where the theory and practice components reach the minimum pass mark or above and the practice element has been passed, the credit will be awarded with the appropriate full mark and grade;
- b) Where the theory component reaches the minimum pass mark or above and the practice component has been referred the credit will not be awarded until the practice component has been passed and the full theory mark and grade will be awarded.
- c) Where the theory component is referred and the practice component has been passed the credit will not be awarded until the theory component has been passed, and the mark and grade will be capped at 40% the minimum pass mark.
- d) Where either the practice and/or theory component is failed after referral the standard University regulations for retaking modules will apply or the mark and grade will be capped at the minimum pass mark.

F2.3 Tutor re-assessment, Condonement, Referral, and Failure

The decision as to whether the result should be declared as deferred, referred, condoned or failed lies with the Course Assessment Board. These decisions apply to graded and ungraded modules. The nature of the assessment to retrieve a referred or deferred module is at the discretion of the Assessment Board and may reflect whether or not the student submitted the original attempt. The maximum mark available for a graded module following referral is the minimum pass mark.

Subject to the provisions of [F1.7](#), if a student fails to attend an examination or to submit assessed work by the agreed submission date (after allowing for any extension that might have been granted) the Course Assessment Board will record a mark of zero, leading to failure in that examination or assessed work, unless it is satisfied that there are good grounds for treating the student differently.

In calculating the mark for a module following a referral or deferral, the higher of the marks achieved for each element of assessment will be the mark used in the calculation of the overall mark.

Assessments other than formal examinations and end assessments as identified in the Assessment and Feedback Strategy should be marked and made available for return to candidates within three term-time weeks of the submission date – in cases of extensions or renegotiated deadlines, the return date should be within three term-time weeks of the revised submission date.

Other than in the case of a Tutor Re-assessment, deferred or referred work can only be considered after the initial result has been formally published as a deferral or referral by a Course Assessment Board. Assessment of deferred or referred modules must be completed by a standard time as specified in the University's assessment timetable published by the Head of Registry. Where a candidate is deferred or referred in a pre-requisite module the work should normally be assessed before the candidate starts the post-requisite module. Where a piece of work submitted for Tutor Re-assessment attains a mark less than the minimum pass mark and the candidate's overall mark for the module

is less than the minimum pass mark, the Course Assessment Board will follow the regulations set out in [F2.3](#).

F2.3.1 Tutor Reassessment

Tutor Re-assessment is where a candidate is given the opportunity to resubmit once a piece of work and for it to be re-marked prior to the meeting of the Course Assessment Board at which the module is to be considered. In calculating the mark for a module following a Tutor Re-assessment, the higher of the marks achieved for the assessment will be the mark used in the calculation of the overall module mark. Tutor Reassessment is not available for formal examinations but may be available for in-class tests.

A Tutor Re-assessment may only be applied when:

- a) A candidate achieves a mark within the specified referral range in an assessment which is conducted under coursework protocols;
- b) It is possible for the candidate to complete the work and for it to be marked and moderated before the Assessment Board meets.

A Tutor Re-assessment will not normally be offered to a candidate who fails to submit a piece of work for the original assessment.

The maximum mark for a successful Tutor Re-assessment will be the minimum pass mark. An EC claim cannot be submitted for an assessment that has been offered as a Tutor Reassessment.

F2.3.2 Condonement of a module

Condonement is not permitted on ungraded modules, pre-foundation modules or awards, or on postgraduate modules or awards.

In all cases where a module has been condoned, the credit for the module will be awarded, and the actual mark achieved will be recorded.

Where a module has been condoned, the module will be accepted as a prerequisite for subsequent relevant modules.

Candidates on undergraduate awards who at any point in their studies fail to achieve a pass in a single 20 credit module or a single 30 credit module or in two 10 credit modules but who have passed all other modules in that level of award (ie Foundation, Intermediate or Honours level) will be awarded a condoned pass in the module(s) in question provided that:

- a) the mark achieved in the module(s) in question is in the range of 30% to 39%
- b) the module has not been identified as compulsory for that course
- c) the candidate has achieved the learning outcomes, educational aims and all other modules of the level as a whole
- d) the student would otherwise have been referred, remained referred (through deferral) or failed the module in question
- e) the overall average achieved by the candidate for all modules at that level exceeds 40%

- f) the module is not currently subject to a proven allegation that the student has failed to abide by the academic integrity regulations
- g) the total condoned credits for the candidate do not exceed 60 credits across a 360 credit honours award (pro rata for awards of fewer credits)

F2.3.3 Referral in a module

Candidates who achieve an overall mark within the specified referral range in a graded module or who fail to secure a pass in an ungraded module will normally be referred by the Course Assessment Board in the first instance, unless the module has satisfied the condonement criteria in section [F2.3.2](#). The maximum mark available for a graded module following referral will be the minimum pass mark.

F2.3.4 Approved referral

Subject to the provisions of [F2.3](#), candidates on a postgraduate module who achieve an overall mark below the specified referral range will normally be failed by the Course Assessment Board. In the light of a candidate's good overall performance, a Course Assessment Board may require that a candidate who has achieved a mark below the specified referral range in the first instance should be referred provided that:

- a) the module in question has not been identified as 'not open for Approved Referral'
- b) the module in question carries a value of 30 credits or below
- c) the profile of Approved Referral for an individual student does not exceed a total of 30 credits across the 180 of a full MA/MSc (pro rata for PGDip or PGCert or other), or 30 credits across the 120 M level credits within the M level stage of an integrated masters award
- d) the student's profile to date does not include a breach of the academic integrity regulations at master's level
- e) all other modules taken to date on the course have been passed at a minimum of the specified pass mark plus 10%

This should be recorded as an Approved Referral. The nature of the re-assessment is at the discretion of the Course Assessment Board. The maximum mark available for the module following approved referral is the minimum pass mark.

F2.3.5 Failure in a module

Subject to the provisions of [F1.7](#), candidates who fail to achieve the specified pass mark in a graded module or who fail to secure a pass in an ungraded module will normally be failed by the Course Assessment Board in the second instance, unless the module has satisfied the condonement criteria in section [F2.3.2](#). The maximum mark available for a graded module taken for the second time is the minimum pass mark.

F2.4 Nature of reassessment following an initial failure in a module

Subject to the provisions of [F2.3.3](#), where a candidate fails an undergraduate module, the nature of the assessment to retrieve a failed module is normally the re-submission in the subsequent academic session of the component(s) of assessment in which the candidate has failed to secure a pass. The maximum mark available for a graded module taken for the second time is the minimum pass mark.

Subject to the provisions of [F2.2](#), where a candidate fails a postgraduate module the candidate will have to undertake a new and different full set of assessment activities, normally when the module is next offered in a subsequent academic session. The maximum mark available for a graded module taken for the second time is the minimum pass mark.

Exceptionally and for postgraduate dissertation or postgraduate project modules only, an Assessment Board may require a candidate who has failed a dissertation or project module to rework the original assessment rather than undertake a new and different assessment. The maximum mark available for a module taken for a second time is the minimum pass mark.

F2.5 Progression

F2.5.1 Full-time undergraduate awards

At all times, progression shall be subject to the provision that it is still possible for the candidate to complete the course within the maximum specified period.

Candidates at the point of initial consideration by the Assessment Board shall have the right to be referred in any module where credit has not been awarded.

Candidates at the point of initial consideration by the Assessment Board who have been awarded a total of 120 credits for the current stage of assessment may progress.

Progression decisions for all other candidates at the point of initial consideration by the Assessment Board will be deferred pending the outcome of referral assessments.

Candidates at the point of second consideration or subsequent by the Assessment Board who have been awarded a total of 120 credits for the current stage of assessment may progress.

Candidates at the point of second consideration or subsequent by the Assessment Board who have been awarded a minimum total of 90 credits for the current stage of assessment may progress with any failed modules to be retrieved in the subsequent session.

Candidates at the point of second or subsequent consideration by the Assessment Board who have been awarded a total of 80 credits for the current stage of assessment may progress with a failed module to be retrieved in the subsequent session provided that the failed 40 credits is a single module in which the candidate has achieved a minimum overall mark of 30%.

Candidates at the point of second or subsequent consideration by the Assessment Board who have been awarded a total of 80 credits for the current stage of assessment may progress with incomplete modules to be retrieved in the subsequent session provided that the profile of incomplete modules includes a decision of deferral (from either the first or second instance of consideration by the Assessment Board).

Candidates at the point of second or subsequent consideration by the Assessment Board who have been awarded at least 50 credits for the current stage of assessment but who do not fall into one of the categories outlined in the three points above may not progress but will be permitted to return in the subsequent session to retrieve failed modules.

Candidates at the point of second consideration or subsequent by the Assessment Board who have been awarded 40 or fewer credits for the current stage of assessment shall be deemed to have failed the course and lose any opportunity for further reassessment.

F2.5.2 Part-time undergraduate

Candidates shall be subject to the same progression principles outlined above, taking account of the maximum number of credits permitted for registration by a part-time candidate.

F2.5.3 All awards

Subject to relevant progression regulations, candidates at whatever point in their course of study shall have the right, following a first failure, to repeat and be reassessed once only (including, where appropriate, Tutor Reassessment and referral) in the failed module, provided that it is still possible to complete the course within the maximum specified period.

Candidates may, following a first failure in an optional module (and in accordance with the appropriate course regulations), choose to substitute a different optional module in preference to exercising their entitlement to reassessment. For the purpose of these regulations, such modules will be termed *substituted modules*. Candidates who elect to study substituted modules will, in so doing, sacrifice their entitlement to a second attempt in their failed module(s).

Timing of initial reassessments of failed modules

A second attempt at a failed module will normally take place in the subsequent session or in the case of postgraduate awards, when the module is next offered.

Subject to the provisions of [F2.2](#), in graded modules, the grade awarded for the module on reassessment should be no higher than the minimum pass mark regardless of the actual grade achieved. The candidate's transcript will record the grade awarded on the second attempt of the module.

Failure to achieve an award

- a) Candidates who, after exercising their entitlement to a second attempt at a failed module, fail to achieve a pass in undergraduate modules totalling 60 credit points at any level or combination of levels, shall normally lose their right to count their existing credits towards any award on which they are enrolled and for which they have not yet become eligible.
- b) Candidates who, after exercising their entitlement to a second attempt at a failed module, fail to achieve a pass in modules totalling 30 credit points at postgraduate level, shall normally lose their right to count their existing credits towards any award on which they are enrolled and for which they have not yet become eligible.
- c) A candidate's registration for an award of the University will be terminated if two academic years (including standard resit periods) elapse without the award of credit. The Assessment Board will confer any interim award to which the student is entitled.

F2.6 Subsequent reassessment of modules following a second failure in a module

Exceptionally and with the approval of the relevant Course Assessment Board, a candidate may be permitted, following failure in a second attempt at a failed module, to undertake a third attempt at the module in question. This does not apply to modules on some professional courses.

Where a candidate has failed a second attempt at a core or compulsory module, the relevant Course Assessment Board may refuse an application for a third attempt even though the candidate has not yet reached the limits of failure laid down in [F2.5.3](#).

F2.7 Changed modules

F2.7.1 Undergraduate awards

Module assessment requirements may change from year to year. An undergraduate candidate who is undertaking a module for a second time should normally expect to be assessed using the same evidence and criteria which were current at the point of assessment on the first attempt. In cases where it is not practicable for candidates to be reassessed using the same assessment requirements as at the first attempt, the appropriate assessment board may, at its discretion, make such special arrangement as it deems appropriate.

F2.7.2 Postgraduate awards

A candidate who is undertaking a module for a second time may not demand reassessment using evidence and criteria which are no longer current in the module. The appropriate assessment board may, at its discretion, make such special arrangement as it deems appropriate in cases where it is not practicable for candidates to be reassessed using the same assessment requirements as at the first attempt.

F2.8 Registration for modules

Full-time undergraduate students will normally register for tuition in no more than 120 credit points each year. Full-time postgraduate students will normally register for tuition in no more than 180 credits.

Full-time students shall be progressed from one stage to the next provided 90 credit points have been recorded in the earlier stage.

In exceptional circumstances, at the discretion of the Course Assessment Board, a student may be registered for tuition in 160 credit points.

Part-time undergraduate students will normally register for tuition in no more than 80 credit points per academic session except at the explicit and recorded discretion of the Course Assessment Board. Part-time postgraduate students will normally register for tuition in no more than 90 credit points per academic session.

The responsibility for ensuring that module choices have been made and correctly recorded rests with the student.

The Head of Registry will publish an annual timetable by which continuing and new students must record their modules for the academic session.

Students do not have the right to change their module choices. Exceptionally, a student may be allowed to change up to the end of the third week of the academic session. However, to make such exceptional module changes, the student will need to obtain the express permission of the course leader and to complete all the necessary paperwork. Students must note that any agreed change(s) can only be accommodated within the timetable slot(s) as originally allocated.

A student is entitled to be assessed only in those modules on which he or she is formally enrolled. If a student changes modules without seeking approval and/or without changing registration, any work in connection with such module(s) will not be formally assessed.

If a student fails to confirm his or her recorded module choices, he or she will only be assessed in those modules which have been registered.

If a student enrolls for a module which is subsequently not taken, the Course Assessment Board will record a fail in that module.

F2.9 Registration for awards

Any specific credit accumulated by a candidate shall normally be deemed to be general credit if the candidate has not converted that specific credit into an award of the University within a period of six years following the award of the specific credit.

F2.10 The classification of Bachelor's degrees awarded with honours

In a course leading to the award of a Bachelor's degree with honours, classification will be based on a weighted numerical average of marks awarded in graded I and H level credits undertaken in a student's course of study, with the best marks totalling 100 credits at each level being included in the calculation. Subject to the provisions of [F2.4](#), candidates must have achieved a pass mark in all modules. For candidates returning to complete an honours degree having previously accepted an interim award, classification will include those intermediate and honours level modules which formed part of the interim award.

In calculating the weighted numerical average for the Bachelor's degree with honours, the calculation shall be conducted on a pro rata basis with H level credits counting to the calculation carrying a weighting of two and graded I level credits counting to the calculation carrying a weighting of one (subject to the provisions of [F2.2](#)).

The Integrated Master's Degree comprises a first and second cycle award. In calculating the numerical average for the classified first cycle award of Bachelor's degree with honours, all H level credits counting to the calculation will carry a weighting of two and all graded I level credits counting to the calculation will carry a weighting of one (subject to the provisions of [F2.2](#)). Confirmation of the first cycle award is recorded by the Course Assessment Board on the completion of H level modules but its conferment is deferred until the conclusion of the student's registration for the course or the conferment of the second cycle award.

In the case of a designated sandwich course, weighted marks attached to S level credits may also play a part in determining the classification of a degree with honours. Such S level credits will be weighted at one.

In a course leading to the award of a Bachelor's degree with honours where the student has received accreditation for prior learning, the classification will be based on a numerical average of marks awarded in up to 100 graded I and 100 H level credits undertaken in the student's course of study as a registered student of the University. Subject to the provisions of [F2.4](#), candidates must have achieved a pass mark in all modules.

F2.11 The classification of foundation degrees

In a course leading to the award of foundation degree, classification will be based on a numerical average of the overall marks awarded at intermediate level, with the best marks totalling 100 credits at intermediate level being included in the calculation. Subject to the provisions of [F2.4](#), candidates must have achieved a pass mark in all modules.

F2.12 The classification of non-honours qualifications

In a course leading to an award other than an honours qualification or a foundation degree, classification will be based on a numerical average of the overall marks awarded. When calculating the classification average for merit or distinction for an interim award, the average to be used must be drawn from the marks achieved for the required modules at the level of study of the award.

F2.13 The classification discretion band

Course Assessment Boards must be guided by the relevant classification bands in assigning classifications. Within a 0.5% discretion band below a higher classification banding and subject to the published criteria, a Course Assessment Board may exercise academic judgement (including that relating to poor performance due to recognised extenuating circumstances) in determining classifications, and may also take account of a profile of the marks that have contributed to the overall numerical average. In cases where a student profile includes a module with an unretrieved approved extenuating circumstance, a 1.5% discretion band will apply provided that at least one other criterion is satisfied.

F2.14 Failure to meet the requirements for an Integrated Master's Degree

Where a candidate fails to meet the requirements for an Integrated Master's Degree, the candidate will be considered for the award of a bachelor's degree with honours. This award will be subject to the provisions of [F2.10](#) and will exclude marks awarded in modules taken in the final year of the Integrated Master's Degree course.

APPENDIX 2: SECTION I REGULATIONS GOVERNING RESEARCH DEGREES**I1 AVAILABLE AWARDS****I1.1 The Awards**

The University awards the following degrees to candidates who have successfully completed approved programmes of supervised research:

- Master of Arts by Research (MA (Res))
- Master of Science by Research (MSc (Res))
- Master in Research (MRes)
- Master of Enterprise (MEnt)
- Master of Philosophy (MPhil)
- Professional Doctorates (DAppCrim, DAppLing, DBA, DCouns, DM, DN, DOT, DPA, DPhys, DPod, DSW, EdD)
- Doctor of Enterprise (EntD)
- Doctor of Philosophy (PhD)
- PhD by Publication

I1.2 Named Awards

All research awards may be offered as named awards with the approval of the University Research Committee and the Senate. Named awards will be assessed and conferred in line with standard regulations, which are outlined in sections J-N of the *Regulations for Awards*.

I1.3 Programme Scope

Programmes of research may be proposed in any field of study. All proposals must have the potential to lead to a programme of scholarly research which meets the learning outcomes for the programme the candidate is following.

All proposed research programmes will be considered on their academic merits and without reference to the concerns or interests of any associated supervising or funding body.

I1.4 Taught Modules within Research Degrees

Research degrees will not normally include a taught element which extends over more than one third of the standard period of enrolment.

Confirmation of the satisfactory completion of any compulsory taught element is a requirement for progression to the research phase of that programme.

I1.5 Non-Standard Programmes

Non-standard programmes may include (but are not limited to):

- Awards where the thesis presented for examination is in a non-standard format
- PhD by Publication
- PhD by Practice or Performance

Any programme which does not conform to the standard rules for award may only be offered in schools where published guidelines exist, that have been through validation and subsequently been approved by the University Research Committee and the Senate.

Published guidelines must detail the regulations for acceptance, presentation, submission and examination of work.

Work will be examined according to the same criteria as a conventional thesis, including the volume and quality of original research: the thesis should make an original contribution to knowledge; it must locate the research in context; establish the contribution; and should include extensive critical discussion with conclusions, indicating directions for future work.

11.6 Collaborating Establishments

The University encourages co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards.

Formal collaboration normally involves the candidate's use of facilities and other resources, including supervision, which are provided jointly by the University of Huddersfield and an external body. For the purpose of the research degree regulations, these are referred to as *Collaborating Establishments*.

Co-operation may be formalised with one or more external bodies.

Delivery of programmes involving a Collaborating Establishment, whether ad hoc or through an ongoing partnership, must go through the appropriate approval process and will be assessed and conferred in line with standard regulations.

Where a research degree project is part of a funded research project, the Senate, or the University Research Committee acting on its behalf, will establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

11.7 Posthumous Awards

All of the University's research degrees may be awarded posthumously. In such cases, the University Research Committee will consider evidence showing that the candidate was likely to have been successful, had the viva examination taken place.

Evidence comprising any written material that is available (for example, draft chapters; published work; work prepared for publication; presentations to conferences / seminars; progress reports by the candidate) will normally be supplied by the candidate's supervisor.

The supervisor will submit an accompanying report for consideration by the Research Committee. The supervisor's report should have the support of the School Director of Graduate Education and the Dean of the Graduate School. The following criteria should be satisfied:

- Enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis
- The research work completed must be of a standard normally required for the award of the degree and must demonstrate the candidate's grasp of the subject
- The written material available must demonstrate the candidate's ability to write a thesis of the required standard.

12 ADMISSIONS AND ENROLMENT

12.1 Admission to a Research Degree Programme

In order to be eligible for admission to a research degree programme, an applicant must be:

- suitably qualified in terms of their ability and experience to undertake research in the proposed field
- embarking on a viable research programme
- able to demonstrate at least a minimum level of attainment in English language equivalent to IELTS 6.0 (Candidates may also be required to complete formal English language assessment and training in advance of, or as an outcome of, progression monitoring).

Applications from candidates holding qualifications other than those specified in the rules for award will be considered on their merits and in relation to the nature and scope of the programme of work proposed.

Such candidates must include in the application the names of two suitable persons who can be consulted concerning the candidate's academic attainment and fitness for research.

In accepting a candidate, the University will ensure that supervision is adequate and likely to be sustained, and that the research environment is suitable.

The Senate or University Research Committee acting on its behalf, may permit a candidate to enrol for another course of study concurrent with the research degree, provided that, in its opinion, the dual enrolment will not detract from the research.

12.2 Recognition of Prior Research

Where a candidate has previously undertaken research as a candidate for a research degree, the Dean of the Graduate School and Director of Graduate Education may approve a shorter than usual enrolment period which takes account of all or part of the time already spent by the candidate on such research.

In some cases, transfer from another institution may be possible. This must have the agreement of both institutions involved.

In considering an application for the recognition of prior research for a candidate from another institution, the Dean of the Graduate School and Director of Graduate Education will normally require:

- a letter of agreement and confirmation of release from the previous institution
- a statement of rationale from the applicant for the proposed transfer from another institution
- the title of the research project and the names and contact details of supervisors at the previous institution
- a copy of the original approved research project
- the date of original enrolment and anticipated date of completion
- a progress report from the previous institution, which should confirm that the applicant has been progressing in accordance with the standard timescales for completion

- in the case of international applicants, confirmation from the International Office that the applicant meets Home Office visa requirements

12.3 Annual Re-registration

Following enrolment with the University, candidates must re-register annually for the duration of their period of study.

A candidate who is eligible to enrol or re-register that fails to do so will be contacted by an authorised officer of the University. If the candidate does not respond positively to this approach within one month of the expected enrolment / registration, s/he will be administratively withdrawn from the programme.

Candidates who have been withdrawn will be notified in writing.

12.4 Appeal against Withdrawal for Failure to Re-register

Candidates may, in the circumstances set out in the *Students' Handbook of Regulations*, request a review of the decision to withdraw them.

12.5 Change of Degree Programme

Candidates seeking a change of research degree programme must apply to the Director of Graduate Education in their School for approval.

International candidates must also have the approval of the International Office.

Changes are only available where a route is specified in the regulations for the programme the candidate is changing from.

13 MODE AND PLACE OF STUDY

13.1 Mode of Study

Candidates may enrol on a full-time or part-time basis.

Full-time candidates are expected to devote on average 35 hours per week to their research; part-time candidates should spend on average 17.5 hours per week.

Where candidates change from full-time to part-time study, or vice versa, their enrolment period is calculated on a pro rata basis.

13.2 Place of Study

Candidates are expected to be based at the University of Huddersfield for the completion of their research degree, except as provided for under the arrangements agreed with Collaborating Establishments.

In exceptional circumstances, the University may accept applications from students who are proposing to work outside the UK, provided they meet the following conditions:

- the candidate is UK-based or establishes close links with the University;
- there is satisfactory evidence that the candidate will have access to the facilities needed to carry out the research in the country where they will be based

Candidates not based at the University are required to spend at least ten working days a year at the University of Huddersfield. These ten days are in addition to times when candidates may be on campus for enrolment or progression monitoring assessments.

The University must be satisfied that the candidate and his / her supervisor at the University of Huddersfield will be able to maintain frequent contact.

14 SUPERVISION

14.1 Supervisory Team

A candidate shall have one main supervisor who must be a full-time or part-time member of University of Huddersfield staff and must have successfully completed a qualification at least equivalent to the level of the award being supervised.

Under no circumstances should non-permanent members of staff be appointed as main supervisor if their contract of employment is due to expire within the candidate's standard enrolment period.

The supervisor will normally be part of a supervisory team comprising up to three members.

At least one member of the supervisory team must have successfully supervised a completed award at the appropriate level.

At least one member of the supervisory team must be currently engaged in research in the relevant discipline(s) so as to ensure that the direction and monitoring of the candidate's progress is informed by up-to-date subject knowledge and research developments.

In addition to the supervisors, an associate (who is not a member of University of Huddersfield staff or employed at a Collaborating Establishment) may be proposed to contribute some specialised knowledge or to provide a link with an external organisation.

Proposals for a change in supervision arrangements should be made to the Director of Graduate Education. For international students, any change must be notified to the International Office.

14.2 Requirements of the Supervisors

The supervisors shall have responsibility to supervise the candidate on a regular and frequent basis.

- The minimum requirement is that main supervisors will meet the candidates they are supervising at least once a month (once every two months for part-time students). In practice they may meet with candidates more frequently. This time should include at least an hour of one-to-one supervision with each candidate.
- The supervisory team as a whole must meet with the candidate at least four times a year.
- Supervision meetings must be recorded using the University online supervision system.

- Supervisors are expected to be available to attend viva examinations at progression monitoring and end assessment points for all candidates they are supervising.
- Supervisor training is compulsory and staff are required to attend a training session or supervisor forum at least once every three years.
- Anyone who has not supervised at the University of Huddersfield previously, and all staff new to supervision, must complete training during their first year of employment and/or supervision.
- Staff who do not attend training will not be eligible to take on additional supervision.

15 EXAMINATIONS AND ASSESSMENTS

15.1 Candidate Responsibilities

It is the responsibility of the candidate to attend examinations and submit work for assessment by the submission date.

The submission of work for assessment is at the sole discretion of the candidate.

Candidates must ensure that the format of work submitted for assessment is in accordance with the relevant University guidelines.

It is the candidate's responsibility to make sure that all work that will contribute to the final assessment is backed up. Candidates are strongly advised to use the electronic storage system provided by the University to keep copies of all of their work.

15.2 Thesis Length

These word counts prescribe the maximum allowable length for theses, not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length. Supervisors should be able to advise on the usual length of theses in their subject area or topic.

Where a candidate exceeds the maximum word count, examiners may require the thesis to be revised to the appropriate length as a resubmission prior to viva taking place. Following resubmission of the edited thesis in these circumstances, the work will be examined as a referred submission (i.e. a second submission) and the outcomes available will be those allowed following a referral.

Intended Award	Word count
MEnt	25,000
MA / MSc by Research	25,000
MPhil	40,000
Professional Doctorate Thesis	50,000
MRes (exit route)	15,000
PhD	80,000

PhD by Publication	Publications plus commentary of 15,000 (NB: this is a minimum length)

15.3 Language of Submission

All assessment and submission must be in English. Any deviation from this must be approved by the Dean of the Graduate School.

15.4 The Submission

Candidates are required to submit work for examination in accordance with the criteria specified by the University Research Committee.

The candidate must confirm, through the submission of a declaration form, that the work has not been submitted for a comparable academic award. However, the candidate is not precluded from incorporating a submission covering a wider field work which has already been submitted for a degree or comparable award, provided that it is indicated on the declaration form and also in the thesis.

Candidates are required to make a statement at the start of their submission of any publications that have arisen from the thesis, whether they have been published or are still being considered for publication.

Where a candidate's research programme is part of a collaborative group project or is based on work done jointly with others, the work submitted must indicate clearly the candidate's individual contribution and the extent of the collaboration.

The copyright of the work is vested in the candidate, except for the abstract, for which copyright rests with the University.

At the University's discretion, following the award of the degree, the thesis will be lodged in the University repository or, where necessary, in the library of both the University and any Collaborating Establishment.

Where a candidate or the Collaborating Establishment wishes the thesis and any accompanying documents and/or material to remain confidential for a period of time after the degree has been awarded, this must normally be requested when the candidate submits the work for examination.

Where the Senate, or the University Research Committee acting on its behalf, has agreed that the confidential nature of the candidate's work is such as to preclude the work being made freely available in the library, it shall be held on restricted access and only be available to those who were directly involved in the project for a time not exceeding the approved period.

15.5 Arrangements for the Submission and Examination of the Final Thesis

The arrangements for the candidate's examination, including the proposed examiners, must be approved by the School's Director of Graduate Education and the University Research Committee (or nominee) before the examination takes place.

Candidates must take no part in the arrangement of their examination and have no contact with the examiner(s) in connection with their research between the appointment of the examiners and the viva examination.

In the period between the first examination and any resubmission, the examiners must maintain independence from the work before it is resubmitted. For this reason, examiners must not take on a supervisory role during this period.

Where a candidate requests clarification of required amendments, s/he should consult either the supervisor or Registry, who may contact the examiners on her/his behalf.

Normally, one member of the candidate's supervisory team will attend the viva examination, but this person must withdraw prior to the deliberations of the examiners on the outcome of the examination.

Viva examinations are normally held at the University. However, in special cases approval may be given for the examination to take place elsewhere in the UK or abroad.

Viva examinations may be held by video link, subject to the approval of all participants.

In cases where a viva examination is required, where for reasons of sickness, disability or comparable valid cause, the University Research Committee is satisfied that a candidate would be under serious disadvantage if required to undergo a viva examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the work is presented is inadequate.

In any instance where the University Research Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

15.6 Examination Team

The examination team will be appointed in line with the published criteria established by the University Research Committee.

Normally, an examining team will consist of one internal examiner who has undergone University training for the role, and one external examiner.

In the following instances, a second external examiner will be appointed:

- where the candidate is a current member of University staff;
- where the candidate has approval to present a thesis in a non-standard format (for example in the case of PhD by Publication);
- where the balance of experience and appropriate subject knowledge is difficult to achieve on the team with a single external examiner.

In line with criteria established by the University Research Committee, the Director of Graduate Education or University Research Committee may require the appointment of an independent chair.

No member of a candidate's supervisory team, including associates, may act as an examiner for either progression monitoring or examination of the final thesis.

15.7 Examination

Candidates will be examined in accordance with the regulations in force at the time when they submit their final thesis or amended submission for examination (except in cases where this would disadvantage the candidate).

Each examiner shall read and examine the work submitted and present an independent preliminary report on it before any viva examination is held.

In completing the preliminary report, each examiner must consider whether the work provisionally satisfies the requirements of the degree and make an academic assessment of the quality of the work.

Following any viva examination, the examiners shall, where they are in agreement, present a joint report and recommendation relating to the award of the degree.

For awards where a viva examination is not required, the internal examiner will liaise with the external examiner(s) to produce a joint final report (following the submission of the initial independent reports).

In all cases where a candidate is referred to complete further work or amendments, the examiners must indicate to the candidate in writing any deficiencies of the work and/or what amendments and corrections are required.

Where the Senate, or the University Research Committee acting on its behalf, decides, on the recommendation of the examiners, that the degree should not be awarded and no re-examination should be permitted, the examiners must prepare an agreed statement of the deficiencies of the work and the reason for their decision, which will be forwarded to the candidate.

15.8 Disagreement between Research Degree Examiners

Where the examiners are unable to agree on a recommendation, separate reports and recommendations shall be submitted. In this case, the Dean of the Graduate School on behalf of the University Research Committee may:

- accept a majority recommendation;
or
- accept the recommendation of the external examiner;
or
- require the appointment of an additional external examiner whose appointment must be proposed in the normal way.

Following consideration by an additional external examiner, if deemed necessary, further viva examination may be required.

15.9 Research Misconduct (including plagiarism)

The Students' Handbook of Regulations sets out the process that will be invoked when it is alleged that a candidate has acted dishonestly or unethically or otherwise conducted research in an inappropriate manner. This includes allegations of

academic misconduct (including but not limited to falsification or plagiarism) in the preparation of work submitted for assessment, or other irregularities in the conduct of any examination which come to light subsequent to the recommendation of the examiners or the University.

15.10 Appeal against the Outcome of an Assessment

Candidates may, in the circumstances set out in the *Students' Handbook of Regulations*, request a review of the outcome of an assessment activity¹⁶ Final Submission Date and Extension of Time

Note: Candidates submitting for the award of PhD by Publication may not apply for extensions or additional submission pending time.

16 EXTENSIONS

16.1 Programmes where Extensions may be Allowed

Candidates enrolled on the programmes detailed below may apply for additional time at the end of the standard enrolment period for their award:

- Master's by Research (MA / MSc (Res) / MEnt)
- Master in Research (MRes)
- Professional Doctorate
- Doctor of Philosophy (PhD) / Doctor of Enterprise (EntD)

16.2 Options at the End of the Standard Enrolment Period

No later than three months before the end of the standard enrolment period, candidates must:

- notify the School of their intention to submit their final thesis; **OR**
- apply for an extension to the standard enrolment period, which allows for additional time to complete the research; **OR**
- apply to enrol for the submission pending period, which allows candidates additional time to complete the writing of the thesis.

16.3 Application for an Extension

Candidates may apply for an extension to study at the end of the standard enrolment period.

The purpose of the application process is to make sure that the candidate is on track to complete their research and to determine how much additional time the candidate will need.

The supporting documentation must include a plan for completing the research, as well as a summary of the work completed.

Candidates are required to submit any application that they wish to make no later than three months prior to the end of the standard enrolment period for the award on which they are registered.

It should be noted that, following the approval of an extension, a candidate will become liable to pay full fees (calculated pro-rata according to the length of extension agreed).

Candidates should continue with regular supervision during this period and will have full access to University facilities.

Following receipt of the full application, the supervisor will review the submission and submit the application to the Director of Graduate Education.

The Director of Graduate Education will confirm whether or not the candidate has demonstrated satisfactory progress to be enrolled for an extension to study.

The candidate will normally be advised of the decision within 10 working days of application.

At the end of the extension period, candidates may either:

- **apply for a further extension, up to the maximum time allowed;**
- **apply to enrol for submission pending to complete the writing of their degree.**

The maximum extension to study for University of Huddersfield research degree awards is as follows:

Master's by Research (MA / MSc (Res) / MEnt)	4 months FT & PT
Master in Research (MRes)	4 months FT & PT
MPhil	4 months FT & PT
Professional Doctorate	12 months FT & PT
Doctor of Philosophy (PhD) / Doctor of Enterprise (EntD)	12 months FT & PT

16.4 Application to Enrol for the Submission Pending Period

The purpose of the application process is to determine the eligibility of a candidate to enrol for the submission pending period.

Candidates are required to submit any application that they wish to make no later than three months prior to the end of the standard enrolment period for the award on which they are registered.

An application to enrol for the submission pending period must be supported by:

- a brief written report outlining progress to date, including progress made with writing-up
- explicit confirmation that **all primary research/laboratory work has been completed;**
- a detailed plan for submission within the maximum period permitted.

Following receipt of the full application, the supervisory team will review it and submit it to the Director of Graduate Education for approval.

The Director of Graduate Education will confirm whether or not the candidate has demonstrated satisfactory progress to be enrolled for the submission pending period. The Director of Graduate Education may recommend:

- that the candidate be allowed to enrol for the submission pending period

- that the candidate not be allowed to enrol for submission pending, but may have the option to apply for an extension to time

The candidate will normally be advised of the decision within 10 working days of application.

During the submission pending period, candidates can expect minimal supervision, usually meeting once every two months.

Students will not be allowed access to laboratories / specialist equipment during the submission pending period.

The fee is set at a lower rate for this period to reflect the reduced access to facilities and academic support.

At the end of the submission pending period, no further extension of time will be allowed and candidates must submit their work.

The maximum submission pending for University of Huddersfield research degree awards is as follows:

Master's by Research (MA / MSc (Res) / MEnt)	4 months FT & PT
Master in Research (MRes)	4 months FT & PT
Professional Doctorate	12 months FT & PT
Doctor of Philosophy (PhD)	12 months FT & PT

17 DISRUPTION TO ACADEMIC PROGRESS

The period of study for research degrees will normally be continuous. However, the University understands that some candidates will encounter events or circumstances which disrupt their academic progress. Examples may include:

- ill-health
- personal difficulties
- equipment breakdown
- unavoidable delay in external body ethical approval
- difficulties obtaining and analysing data

In most cases, it is expected that candidates will work with their supervisor(s) to recover any time that is lost during their candidature. However, where difficulties are sufficiently disruptive, this may not be possible.

The University mitigates against the difficulties encountered, to ensure candidates are not disadvantaged, through the following mechanisms:

- short school extensions for period of up to four weeks against a progression monitoring report submission deadline (not available against the final thesis submission deadline)
- periods of suspension of study
- an extension to the standard enrolment period

The circumstances in which candidates may apply for a short extension or a suspension of studies are set out in the *Students' Handbook of Regulations*.

All students may apply for an extension to the standard enrolment period, according to section I6 above. (This does not apply to candidates enrolled for the award of PhD by Publication)

I8 FAILURE TO SUBMIT WORK BY THE AGREED DEADLINE

In the absence of an approved extension or suspension request, if a candidate fails to attend a viva examination or submit work by the agreed submission date, the University will conclude that the candidate has failed the assessment concerned. This will lead to termination of the candidate's enrolment and withdrawal from their research degree programme, subject to consideration of any extenuating circumstances.

Candidates who have been withdrawn due to failure to attend a viva examination or submit work will be notified in writing.

I8.1 Appeal against Withdrawal for Failure to Attend an Examination or to Submit Work

Candidates may, in the circumstances set out in the *Students' Handbook of Regulations*, request a review of the decision to withdraw them for failure to attend an examination or to submit work by the agreed submission date.

APPENDIX 3: HONOURS CLASSIFICATION CALCULATION

To gain an honours award, all modules must be confirmed as having been passed. The honours classification average is calculated by:

- taking the numerical average of the best 100 graded intermediate (I) level credits
- taking the numerical average of the best 100 graded Honours (H) level credits
- arriving at an overall classification average by applying a weighting of 2 to 1 in favour of the honours level average.

All marks are on the basis of two decimal places – marks are NOT rounded up to the nearest whole number.

To determine your Intermediate (I) level average:

Module code	Module credit value	Confirmed mark	Equivalent to	Credit breakdown	Equivalent confirmed mark	Included in calculation
AIB1234	20	67	2 x 10 credit modules	10	67	Yes
				10	67	Yes
AIB2345	30	65	3 x 10 credit modules	10	65	Yes
				10	65	Yes
				10	65	Yes
AIB3456	30	42	3 x 10 credit modules	10	42	Yes
				10	42	Yes
				10	42	Yes
AIB4567	40	41	4 x 10 credit modules	10	41	Yes
				10	41	Yes
				10	41	No
				10	41	No

Add the 10 shaded marks in the 'Equivalent Confirmed Mark' column (537) and divide by 10 (53.7%).

To determine your Honours (H) level average:

Module code	Module credit value	Confirmed mark	Equivalent to	Credit breakdown	Equivalent confirmed mark	Included in calculation
AHB9876	40	71	4 x 10 credit modules	10	71	Yes
				10	71	Yes
				10	71	Yes
				10	71	Yes
AHB8765	20	68	2 x 10 credit modules	10	68	Yes
				10	68	Yes
AHB765	20	67	2 x 10 credit	10	67	Yes

4			modules			
				10	67	Yes
AHB456 7	40	49	4 x 10 credit modules	10	49	Yes
				10	49	Yes
				10	49	No
				10	49	No

Add the 10 shaded marks in the 'Equivalent Confirmed Mark' column (652) and divide by 10 (65.2%).

To determine your Honours Classification

You now have the I level classification average (53.7%) and the H level classification average (65.2%).

Add the H level classification average twice and the I level classification average once and divide by 3:

$$65.2 + 65.2 + 53.7 = 61.37$$

In this case the honours level classification average is 61.37%

Additional considerations

Further considerations may be applied for students whose award includes:

- graded sandwich (S) level credits
- accreditation for prior learning (APL) gained at another institution
- professional body considerations
- course-specific regulations.

If you fall into one of these groups please consult your course leader on the precise calculation for your honours level award.

Further consideration may also be applied to those student's whose academic profile (upon successful completion of all credits) falls into the University's pre-defined discretion band.

Where a student has satisfied the University's borderline criteria, their profile will be considered for meeting one or more of the agreed criterion for a possible upgrade into the higher classification band.

For an honours degree classification, the criterion are as follows;

1. 50% or more of the total credits at H level are in the higher classification category
2. the H level average (based on the full 120 H level credits) is in the higher classification category
3. the mark for the major piece of final year work (as defined by the Course Leader in advance of the CAB) is in the higher classification category
4. the course comprises a complex range of subject areas involving cross-disciplinary study (a list is available from Registry on request)
5. there is an unretrieved EC in at least one module at either I or H level

For a non-honours degree classification, the criterion are as follows;

1. 50% or more of the total credits at the level of award are in the higher classification category
2. the mark for the major piece of work (as defined by the Course Leader in advance of the CAB) is in the higher classification category
3. the course comprises a complex range of subject areas involving cross-disciplinary study
4. there is an unretrieved EC in at least one module included in the classification calculation

APPENDIX 4: EDUCATION ACT 1994: CODE OF PRACTICE IMPLEMENTING SECTION 22

Section 22(3)

The Education Act 1994 (Section 22(3)) requires universities to issue a code of practice, setting out the manner in which the requirements of section 22(1) and (2) of the Act, relating to the organisation and activities of the Students' Union, are to be put into effect. Set out below are the requirements of the Act, together with the steps taken by the University of Huddersfield ("the University") to ensure compliance.

Section 22(1)

The governing body of every establishment to which this Part applies shall take such steps as are reasonably practicable to secure that any students' union for students at the establishment operates in a fair and democratic manner and is accountable for its finances.

The steps taken are set out below.

Section 22(2)

(a) The union should have a written constitution

The University of Huddersfield Students' Union ("UHSU") has a written constitution which has been approved by the University Council. Copies of the UHSU constitution are available from the Students' Union and on its website (<http://www.huddersfield.su/>).

(b) The provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years.

Any amendments to UHSU's constitution require the prior approval of the University Council (Clause 11).

Clause 8 of UHSU's constitution requires the University Council and UHSU's Trustees to review the constitution every five years. Following the adoption of a revised constitution in 2009, the latest review was in 2014.

(c) A student should have the right not to be a member of the union, or in the case of a representative body which is not an association, to signify that he does not wish to be represented by it, and students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services of otherwise, by reason of their having done so.

All full and part-time students at the University are entitled to become members of UHSU, unless they opt-out of membership. Membership of UHSU is without charge (except that clubs and societies of UHSU may levy a membership fee on their members). Members of UHSU shall be all students of the University who haven't opted out and the Officer Trustees of the Union. Students who opt out of UHSU membership have the right to access union welfare and trading services, together with any clubs and societies and participate in student activities. (Bye-Law One).

(d) Appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.

The procedures relating to the elections are set out in UHSU's constitution (mainly Bye-Law six) and comply with this requirement.

(e) The governing body should satisfy themselves that the elections are fairly and properly conducted.

An external and independent returning officer is appointed by the Trustees of UHSU on an annual basis to ensure that the elections are carried out in a fair and democratic manner. The University Secretary is notified in writing of the appointment of the returning officer. The returning officer also reports the results to the NUS.

(f) A person should not hold sabbatical office, or paid elected union office, for more than two years in total at the establishment.

This is provided for under Clause 37 of UHSU's constitution.

(g) The financial affairs of the union should be properly conducted, and appropriate arrangements should exist for the approval of the union's budget, and the monitoring of its expenditure, by the governing body.

UHSU shall conduct its financial affairs in accordance with the provisions of its constitution.

The Trustees of UHSU are jointly responsible for overseeing all of UHSU's activities and for ensuring that its financial practices and procedures at all times comply with the requirements of the constitution, this code of practice and all laws governing Students' Unions and unincorporated associations. UHSU shall incur no expenditure, or take any other action, which is inconsistent with the law relating to charities.

UHSU shall maintain a system of internal financial planning and control, which shall be subject to periodic review by the University's internal auditors. Management accounts prepared by UHSU shall be subject to monthly review with the University's Director of Finance.

A detailed draft budget for each financial year shall be prepared by 31 July and shall be submitted to the University for approval; the final budget will be submitted to the University by 30 September of each financial year.

(h) Financial reports of the union should be published annually or more frequently, and should be made available to the governing body and to all students, and each such report should contain, in particular, a list of the external organisations to which the union has made donations in the period to which the report relates, and details of those donations.

The Trustees of UHSU shall comply with the requirements of charities legislation as to keeping financial records, the audit or examination of accounts and the preparation and transmission to the Charity Commission of annual reports, returns and other required filings. These documents are freely available for inspection from UHSU direct and are made available as part of the Union Accounts. UHSU shall in any event provide the

August 2017

University Council with a copy of its Annual Report and final accounts, as soon as is reasonably practicable following the approval by the Trustees.

The audited accounts shall include a list of external organisations to which UHSU is affiliated and confirmation of any donations that have been made to any external organisations.

(i) The procedure for allocating resources to groups or clubs should be fair, and should be set down in writing and freely accessible to all students.

There is a detailed procedure contained in Bye-Law ten of the UHSU's constitution

(j) If the union decides to affiliate to an external organisation, it should publish notice of its decision, stating the name of the organisation, and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation, and any such notice should be made available to the governing body and to all students.

(k) where the union is affiliated to any external organisations, a report should be published annually or more frequently containing:

- (i) a list of the external organisations to which the union is currently affiliated; and**
- (ii) details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report), and such reports should be made available to the governing body and to all students.**

(l) There should be procedures for the review of affiliations to external organisations, under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5%) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.

The audited accounts shall include a list of external organisations to which UHSU is affiliated and confirmation of any donations that have been made to any external organisations. In approving the annual accounts, the Union Council shall thereby approve the list of affiliations. The audited accounts are required to be provided to the University Director of Finance by 30 October each year and are presented to University Council in November each year.

Clauses 18-21 of UHSU's constitution enables members to call a referenda on any issue.

(m) There should be a complaints procedure available to all students or groups of students who are dissatisfied in their dealings with the union, or claim to be unfairly disadvantaged by reason of their having exercised the right referred to in paragraph (c) above, which should include provision for an independent person appointed by the governing body to investigate and report on complaints.

There is a detailed procedure contained in Bye-Law eight of UHSU's constitution.

(n) Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.

The University Council ensures that grievances are dealt with promptly and fairly and that appropriate remedies are available.

Section 22(4)(b) – Information for students

Restrictions on union activities imposed by the law relating to charities

Under section 22(4)(b) of the Education Act 1994, the University is obliged to draw to the attention of students the restrictions imposed on the activities of the Student Union by the law relating to charities.

Resources provided to UHSU through the University of Huddersfield should be used only for charitable purposes, in representing and furthering the interests of students so as to enhance the educational aims of the University.

Further advice may be found in the booklet CC9: Guidance on Political Activities and Campaigning by Charities, published by the Charity Commissioners for England and Wales.

APPENDIX 5; STUDENTS' REQUEST FOR A RE-MARK

In order to deal with the circumstances in which second or blind double marking is not possible, the Teaching and Learning Committee has approved guidelines to deal with student complaints about assessment marks.

A student may seek permission from the Module Leader for a remark under the following conditions:

- a. a material irregularity – for example evidence provided by the student that:
 - the mark or grade was not based on the specified assessment methods or criteria provided as part of the assessment brief
 - the published split of marks has not been applied,
 - a piece of work handed in on time was treated as having been submitted late and thus not marked or given a downgraded mark
 - an error occurred in calculating the final mark or grade
- b. evidence that questions, or parts of questions, have not been marked.

Permission will only be considered where

- the work has not already been second or blind double marked
- the student has already requested an explanation from the tutor as to why the mark had been awarded and that the explanation provided still leaves open the possibility of a) or b) above
- the request for the remark is made within 5 working days of the release of the unconfirmed results (a reasonable delay would be permitted where the student has provided evidence that the tutor has not responded promptly to the student's timely request for this feedback)
- the re-mark can be completed in advance of the CAB.

The remark will in all cases replace the original mark and will be subject to standard moderation processes.

If refused, the Module Leader should provide a written response to the student to explain why the request has been refused within 10 working days of its receipt.